



Office: 503-257-0117

Fax: 503-257-0119

12790 SE Stark Street, Suite 100

Portland, Oregon 97233

www.CNATrainingOregon.com

INTEGRITY ♥ STEWARDSHIP ♥ RESPONSIBILITY ♥ RESPECT ♥ PROFESSIONALISM

MEDICATION AIDE (MA) PROGRAM

Caregiver Training Institute (CTI) invites you to enroll in the Medication Aide (MA) program. The MA Program consists of a total of 84 hours – 60 hours in the classroom and 24 hours in the clinical setting. Students will be actively involved in the classroom setting and a skills lab, and then complete the practicum in a nursing facility in the community. A *Certificate of Completion* will be issued upon successful completion of the MA training program and students will be eligible to test for certification as a CMA in the State of Oregon.

Course Options

The course is offered on a **Weekend** schedule 3-4 times a year.

Eligibility Criteria

- **Must be at least 18 years of age.**
- **Must be able to read, write and communicate in English fluently.**
- **Must be able to pass a criminal background check and drug screening.**
- **Must certify you are free from contagious disease, physically and mentally fit, and be able to successfully participate in skills labs and clinicals.**
- **Must be listed on the OSBN registry as a CNA in good standing.** OSBN regulations state that students must have an unencumbered Oregon CNA-1 certificate prior to attending the first day of class. NO EXCEPTIONS. If you are transferring from another state, you must wait until you are listed on the OSBN website as a CNA in good standing in Oregon to enroll in the MA program.
- **Must have a copy of your *Certificate of Completion* from a NA-1 training program.** OSBN regulations require documentation certifying that the student has graduated from an approved NA-1 training program at least six (6) months prior to enrollment in the MA training program. *This is not to be confused with your license on the OSBN's registry.* You can use the public records request at OSBN for copies of training certificates of completion. The instructions for submitting a public records request are found at https://www.oregon.gov/OSBN/Pages/online_records.aspx. This can take up to ten (10) business days so, make sure you do this in plenty of time before the class starts
- **Must have documentation of at least six (6) months on-the-job experience, a minimum of 832 hours, in a paid position as a nursing assistant under the supervision of a nurse since the completion of your NA-1 training program.** If a MA student worked in an assisted living facility or a home care agency, the nurse must have supervised the student's work and written the care plans for the clients the student cared for. It is a condition of the program that a MA student provide the letter from their current employer or former employer stating they were a paid employee, their time on the job, and the position they were employed.

Registration Deadline

REGISTRATION INTO A CLASS IS CLOSED TWO (2) BUSINESS DAYS PRIOR TO THE FIRST DAY OF CLASS

At least two (2) business days prior to the first day of class, MA students must complete all their pre-registration requirements

- **View an Online MA Information Session and submit their digital signature** acknowledging they have viewed the Information Session and have received, understand, and agree to the information covered in the presentation *at least two (2) business days prior to the first day of class.*
- **Submit any required program pre-registration prerequisite/eligibility documentation and their completed, signed, and dated registration packet** at the business office *at least two (2) business days prior to the first day of class.*
- **Select a class/clinical schedule.**

Passionate about Teaching

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Revised 12-17-19



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- **Pay their program tuition in full (\$1,500)**, unless they set up a **tuition Payment Plan** at the business office at least two (2) business days prior to the first day of class.
- **Reserve A Spot!** - When registering for a class, students may make a payment for a minimum of 50% of their program tuition to reserve their seat in an upcoming class. (Before a payment reserving a student's seat in class will be accepted, students must first submit a digital signature acknowledging they have viewed the Online MA Information Session; provide any required pre-registration documentation; submit their completed registration packet; and select a class/clinical schedule.)

Required Items for the First Day Of Class

- ✓ **Dress Code:** Neat, clean, casual clothing that fits well (*not tight or revealing*) and in good repair (*not frayed, ripped, torn*) may be worn during class sessions only. Shorts, skirts above the knee, or sagging are not allowed.
- ✓ **Name Tag:** (*provided by the school*)
- ✓ **MA Textbook - \$125** (*available for purchase through the school*)
- ✓ **Drug Book** (current edition for MA students) - **\$60** (*available for purchase through the school*)
- ✓ **CURRENT School MA Workbook - \$20** (*available for purchase ONLY AT THE SCHOOL*)
- ✓ **OSBN booklet Medication Aides in Oregon** (*provided by the school*)
- ✓ **Note-taking Supplies:** (i.e.-paper, post-it flags, notebook or 3-ring binder, highlighters, pens/pencils, etc.)

Required Items for Labs & Clinical

- ✓ **Uniform: Scrubs** (*any color, pattern*); **Shoes** (*athletic shoes, fully enclosed non-skid soled work shoes*)
- ✓ **Name Tag:** (*provided by the school*)
- ✓ **Watch w/second hand**
- ✓ **MA Textbook/Workbook; Drug Book; School MA Workbook; Note-taking Supplies**

Required Clinical Documentation Deadline

****All documentation must be completed, submitted, and confirmed by the end of the day of the scheduled midterm exam or the student WILL NOT go into the clinical setting.****

- ✓ **AHA BLS CPR Card - \$60** (*Submit a current AHA BLS CPR card to the business office, or sign-up for CPR class at the school.*)
- ✓ **Drug Screening - \$50** (*Drug screening in is DONE ONLY through school service provider.*)
- ✓ **TB Test Screening:** (*Submit documentation of a current TB test via TB Skin (PPD) Test), or Quantiferon test, or a Chest X-ray for TB to the business office.*)
- ✓ **Immunization Documentation: Documentation is NOT REQUIRED for students in the NA-1 training program.** CTI has obtained exemptions from OHA regulations from the school's clinical NA-1 training partners for the following immunization documentation: Hep B (*Hepatitis B*), MMR (*measles, mumps & rubella*), Tdap (*tetanus, diphtheria & pertussis*) and Varicella (*chicken pox*).
- ✓ **Influenza (Flu):** Clinical sites **MAY REQUIRE** students obtain and provide documentation of the flu vaccine prior to the start of their clinical rotation during the flu season.

****NOTE: Payment in full is required when registering for a CPR class and prior to obtaining a drug test.****

A well-groomed professional appearance is required throughout the program.

Hair to be pulled back and confined. Tattoos must be covered. Minimal jewelry.

False fingernails and chipped nail polish are not allowed. No fragrances.

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