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INTEGRITY ♥ STEWARDSHIP ♥ RESPONSIBILITY ♥ RESPECT ♥ PROFESSIONALISM

MEDICATION AIDE (MA) PROGRAM

Caregiver Training Institute invites you to enroll in the Medication Aide (MA) program. Students will be actively involved in the classroom/labs with lecture, videos and skills lab time, and then complete the practicum in a nursing facility in the community. The MA Program consists of a total of 86 hours – 62 hours in the classroom/lab and 24 hours of 1:1 supervised training in a clinical setting. 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 **MA Program** is in a **Virtual Zoom class meeting format** on alternating **Evening** and **Weekend** schedules that are offered 4-5 times a year. The Zoom classes are instructor-directed and offer students a structured class schedule and in-depth learning from the comfort of a students' home. Students must have a reliable computer or tablet with an internet connection and an email address. **Zoom class students attend labs on-campus and their clinical rotation is at a local facility.**

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.**
- **Students must certify they 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 prior to attending class. NO EXCEPTIONS.** Students transferring from another state must wait until they are listed on the OSBN website as a CNA in good standing in Oregon to enroll in the MA program.
- **Students must submit a copy of their NA-1 training program *Certificate of Completion* documenting they graduated from an OSBN approved NA-1 training program at least six (6) months prior to enrollment in a MA training program. *Students can initiate a public records request to obtain a copy of their training certificate of completion at https://www.oregon.gov/OSBN/Pages/online_records.aspx. This process can take up to ten (10) business days, so students need to initiate any requests in advance.***
- **Students must provide the letter from their current or a former employer, documenting they have 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 their 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.***

Registration Deadline

REGISTRATION INTO A CLASS IS CLOSED FIVE (5) BUSINESS DAYS PRIOR TO THE FIRST DAY OF CLASS

At least five (5) business days prior to the first day of class, students must submit their completed registration packet and any required pre-registration prerequisite /eligibility documentation:

- **View an Online MA Information Session and submit their digital signature** acknowledging they have viewed, received, understand, and agree to the information covered in the presentation.
- **Submit their completed, signed, and dated registration packet and any required pre-registration prerequisite/eligibility documentation to the business office.**
- **Provide a copy of a current government issued, signature-bearing, photo ID with their legal name and birth date for identity verification.**

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- Pay their program tuition in full (**\$1,500**), unless they set up a **Tuition Payment Plan (\$30)** at the business office at least five (5) business days prior to the first day of class. *Sponsored MA students are not eligible for a payment plan.*
- 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 submit their completed registration packet, any required pre-registration prerequisite /eligibility documentation and select a class/clinical schedule.*
- Select a class/clinical schedule.

A Well-Groomed Professional Appearance Required Throughout NA-1 Program

Hair is to be pulled back and confined. Beards neatly trimmed. Tattoos must be covered.
Minimal jewelry. False fingernails and chipped nail polish are not allowed. No fragrances.

Required Items for the First Day Of Class

- ✓ **Face Coverings:** Must be worn when required by the CDC, OHA, or other State of Oregon government regulatory bodies; **Name Tag:** (provided by the school).
- ✓ **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.
- ✓ **CURRENT School MA Workbook: \$25** (available for purchase ONLY AT THE SCHOOL)
- ✓ **140 Must Know Meds: \$10** (available for purchase through the school)
- ✓ **MA Textbook: \$115** (available for purchase through the school)
- ✓ **CURRENT EDITION Nursing Student Drug Book: - \$60** (available for purchase through the school)
- ✓ **Note-taking Supplies:** (i.e.-paper, post-it flags, notebook/3-ring binder, highlighters, pens/pencils, etc.)

Required Items for Labs & Clinical

- ✓ **Masks/PPE:** Must be worn in labs as required by the CDC, OHA, or other State of Oregon government regulatory bodies, and by facilities during clinicals; **Name Tag:** (provided by the school).
- ✓ **Uniform: Scrubs** (any color, pattern – 2 sets); **Shoes:** (athletic shoes, fully enclosed non-skid soled work shoes)
- ✓ **Watch w/second hand; Note-taking Supplies**
- ✓ **School Program Workbook; Textbook; Drug Book; "140 Must Know Meds"**
- ✓ **Note-taking Supplies**

Required Clinical Documentation Deadline

All clinical eligibility documentation must be completed, submitted, and confirmed by the school business office at least two (2) business days prior to the first day of class, or students will be removed from their scheduled clinical rotation and may be replaced by students currently on a wait list to go into the clinical setting. **CPR classes scheduled through the school must be completed prior to the beginning of the student's clinical rotation.**

- AHA BLS CPR Card: \$65/AHA BLS CPR Class** (Submit a current AHA BLS CPR card to the business office, or sign-up for CPR class at the school.)
- Substance Abuse Screening: \$55** (Drug screening ONLY AVAILABLE through the school's 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 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.

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