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## **NURSING ASSISTANT (NA-1) PROGRAM**

Caregiver Training Institute invites you to enroll in our Nursing Assistant Level 1 training 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. A *Certificate of Completion* will be issued upon successful completion of the NA-1 training program, and students will be eligible to test for certification as a CNA in the State of Oregon.

### **Course Options**

The **NA-1 Program** is offered in an **on-campus class/lab format**, in a **virtual Zoom classroom meeting format**, and as a **self-directed online program**. Accelerated, Day, Evening and Weekend schedules range from 155 to 159 hours, 80 to 84 hours in the classroom/labs and 75 hours in a clinical setting at a nursing facility. **Skills labs for Zoom classes are held on-campus, and clinical rotations at a local facility. The Online NA-1 Program consists of 53-hour online class portion, 32-hours of on-campus skills labs, and a clinical rotation at a facility for 75 hours.**

### **Which NA-1 Class is Right for Me?**

- **NA-1 On-campus Accelerated Classes** allow students to complete the program quicker, but they move fast and are more challenging. Classes are designed for students with good reading comprehension skills, strong study habits, and good time management skills.
- **NA-1 On-campus Weekend Classes** run eight hours and are held on Saturdays and Sundays over a ten-week period. Weekend classes are designed for students who have commitments during weekdays and evenings that preclude them taking other schedules, and for those students who prefer a schedule that allows additional study time during the week between classes.
- **NA-1 On-Campus Day/Evening Classes** can benefit those students who prefer face-to-face interaction and can commit to a set schedule that gives students more time to read and absorb the required chapters, review and practice skills, and prepare for exams.
- **NA-1 Virtual Zoom Classes** are instructor-directed and offer students a more 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. Students attend labs on-campus, and their clinical rotation will be at a local facility.
- **Online NA-1 Self-Directed Classes** offer more flexibility and are ideal for students with a busy schedule who are self-motivated and self-disciplined. Students must have a reliable computer or tablet with an internet connection, an email address. Students need to be able to work independently during the online portion of the program. They will attend labs on-campus and their clinical rotation at a local facility. Online NA-1 students may start their program at any time following completion of registration requirements and the submittal of their clinical clearance documentation. ***Online NA-1 students must complete the online portion of the program and take their final exam no later than seven (7) days prior to when they are scheduled to attend labs on-campus or they incur a rescheduling fee.***

### **Eligibility Criteria**

- **Must be at least 16 years of age.** (Note: The signature of a Parent/Legal Guardian is required for all NA-1 students who are under the age of 18.)
- **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 view an Online NA-1 Information Session and submit their digital signature**

### **Registration Deadline**

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

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**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 NA-1 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.
- 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.**
- Pay their program tuition in full (NA-1 \$1,425; Online NA-1 \$1,475), 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.** Online NA-1 students must pay their tuition in full at registration. Online NA-1 students and sponsored NA-1 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 Is Required Throughout The 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/Masks:** 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.
- ✓ **Textbook/Workbook: \$70/set** (text \$50/workbook \$22 - available for purchase through the school.)
- ✓ **CURRENT School NA-1 Handbook:** (provided by 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).
- ✓ **Medical Equipment: \$45-\$50 BP Cuff/Stethoscope Kit** (available for purchase through the school; equipment also priced individually); **Gait Belt:** (provided by the school)
- ✓ **Watch w/second hand**
- ✓ **School Program Handbook; Text/Workbook**
- ✓ **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.