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MEDICATION AIDE (MA) FACULTY-LED PROGRAM

Caregiver Training Institute invites you to enroll in the Medication Aide (MA) Faculty-led 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 is a total of 89 hours – 65 hours in the classroom/lab and 24 hours of one-on-one supervised training in a clinical setting. All labs are on-campus. 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 Faculty-led Program** offers students the option of attending the didactic classroom portion of the program either in an on-campus classroom setting or in a virtual Zoom class setting. Classes are offered on evening and weekend schedules 4-5 times a year. **Students who elect to attend a MA Faculty-led Program virtual Zoom class must have a reliable computer or tablet with a microphone and camera, an internet connection, and an email address.**

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 at <https://www.oregon.gov/osbn/Pages/records-request.aspx> to obtain a copy of their training *Certificate of Completion*. This process can take up to ten (10) business days, so students need to initiate any requests in advance.
- **Students must provide a 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

Students must submit their completed registration packet and any required pre-registration prerequisite / eligibility documentation at least five (5) business days before the first day of class.

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- View an Online MA Information Session and submit your digital signature** acknowledging you have viewed, received, understand, and agreed to the information covered in the presentation.

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- Submit your completed, signed, and dated registration packet, and pre-registration prerequisites / eligibility documentation to the business office.**
- Provide a copy of a current government issued, signature-bearing, PHOTO ID** with your legal name and birth date for identity verification.
- Reserve A Spot!** When registering for a class, students **may make a minimum \$900 down payment 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 prerequisites /eligibility documentation and select a class/clinical schedule.
- Students must pay their \$1,500 MA Program Tuition IN FULL at least two (2) business days prior to the first day of class,** unless they have made a minimum **\$900 TUITION DOWN PAYMENT** and paid a **\$45.00 fee** to set up a **TUITION PAYMENT PLAN** at the business office **at least two (2) business days prior to the first day of class.** (Sponsored and partially sponsored students are not eligible for a payment plan.) **Tuition final payments must be received no later than the business day prior to the final exam,** or the student will incur an additional **\$75.00 late payment plan fee** and they will not be eligible to take their final exam. Student programs will be placed on hold until they have made their final tuition payment and late payment fee. .
- Select your 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

- ✓ **Masks:** The use of face masks is optional, but students are welcome to wear PPE if they prefer when attending class or while they are on campus. Masks must be worn when required by the CDC, OHA, or other State of Oregon government regulatory bodies.
- ✓ **MA Lab Fees/Supplies Fee: \$20**
- ✓ **Name Tag:** *(provided by the school)*
- ✓ **140 Must Know Meds Booklet:** *(provided by the school)*
- ✓ **CURRENT School MA Workbook: \$20** *(available for purchase ONLY AT THE SCHOOL)*
- ✓ **MA Textbook: \$90** *(available for purchase at the school)*
- ✓ **CURRENT EDITION Nursing Student Drug Book: - \$60** *(available for purchase at the school)*
- ✓ **Watch w/second hand** *(not digital)*
- ✓ **Note-taking Supplies:** *(i.e. -paper, post-it flags, notebook/3-ring binder, highlighters, pens/pencils)*
- ✓ **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.

Required Items for Labs & Clinical

- ✓ **Masks/PPE:** The use of PPE is required in clinical, but the use of face masks is optional in labs.
- ✓ **Name Tag:** *(provided by the school)*
- ✓ **Scrubs Uniform:** Scrubs *(any color, pattern – 2 sets recommended)*
- ✓ **Shoes:** *(athletic shoes, fully enclosed non-skid soled work shoes)*
- ✓ **Watch w/second hand** *(not digital)*
- ✓ **School 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 **BY THE FIRST DAY OF LABS,** or you will be removed from your scheduled clinical rotation and moved to a wait list to go into the clinical setting.

Documentation for AHA BLS CPR training SCHEDULED THROUGH THE SCHOOL must be completed PRIOR TO THE BEGINNING OF THE CLINICAL ROTATION.

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- AHA BLS CPR Card:** Submit a current AHA BLS CPR card to the business office, or sign-up for CPR class at the school. **\$70.00/CTI AHA BLS CPR Class** (available for purchase at the school)
- Substance Abuse Screening: \$60.00** Drug screenings ONLY AVAILABLE through the school's service provider.
- Negative TB Screening:** Submit documentation of a current negative TB test via a QuantiFERON Gold blood test, T-SPOT blood test, TB Skin Test (PPD), and/or current Chest X-ray for TB.
- COVID-19 Vaccine:** Must be fully vaccinated (14 DAYS PAST LAST REQUIRED DOSE) against COVID-19.
- 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):** Students MAY BE REQUIRED to obtain and provide documentation of current Influenza immunization when the injection is available during the flu season. Hospitals will notify the school of timeframe requirements.