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NURSING ASSISTANT (NA-1) FACULTY-LED PROGRAM

Caregiver Training Institute invites you to enroll in our Nursing Assistant Level 1 Faculty-led 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. The program is comprised of 82-85 hours in class/lab time, and 75 hours in a clinical setting, a total of 157-160 hours. All labs are on campus. The clinical rotation is in a healthcare facility. 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 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.**
 - Students who elect to attend a virtual Zoom class, must have a reliable computer or tablet with a microphone and camera, an internet connection, and an email address.
- **Classes are offered on accelerated day, day, evening, and weekend schedules year-round.**
 - **Accelerated Day Classes** allow students to complete the program quicker.
 - **Day & Evening Classes** give students more time to read and absorb the required chapters, review, and prepare for exams.
 - **Weekend Classes** run eight hours and are held on Saturdays and Sundays over a ten-week period. Classes are designed for students who have commitments during weekdays and evenings that preclude them taking other schedules.

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.**

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 prerequisites / eligibility documentation at least five (5) business days before the first day of class.

- View an Online NA-1 Information Session and submit your digital signature** acknowledging you have viewed, received, understand, and agreed to the information covered in the presentation.
- 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 \$800.00 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.
- NA-1 Faculty-led Program students must pay their \$1,450.00 tuition IN FULL at least two (2) business days prior to the first day of class, unless they have made a minimum \$800.00 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

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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 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

- ✓ **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.
- ✓ **Name Tag:** (provided by the school)
- ✓ **NA-1 Program Textbook \$60.00** (available for purchase at the school) and **NA-1 School Curriculum Workbook \$30.00** (available for purchase only at the school). **School Handbook, CTI Policies-OSBN & DHS Regulations Manual** (provided by the school).
- ✓ **BP Cuff/Stethoscope Kit: \$45.00** (available for purchase at the school; equipment is also priced individually) **Gait Belt:** (provided by the school)
- ✓ **Watch w/second hand** (not digital)
- ✓ **Note-taking Supplies:** (i.e.-paper, post-it flags, notebook/3-ring binder, highlighters, pens/pencils, etc.)
- ✓ **Dress Code:** Neat, clean, clothing that fits well (not tight or revealing) and is in good repair (not frayed, ripped, torn) to be worn during class sessions. 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:** (any color, pattern-2 sets recommended)
- ✓ **Shoes:** (athletic shoes, fully enclosed non-skid soled work shoes)
- ✓ **Watch w/second hand** (not digital)
- ✓ **Textbook / School Curriculum Workbook / School Handbook / CTI Policies-OSBN & DHS Regulations Manual / Medical Equipment**
- ✓ **Note-taking Supplies**

Required Clinical Documentation Deadline

All clinical eligibility documentation must be completed, submitted, and confirmed by the school **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**.

- 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**
- 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.

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