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INTEGRITY ♥ STEWARDSHIP ♥ RESPONSIBILITY ♥ RESPECT ♥ PROFESSIONALISM

NURSING ASSISTANT (NA-1) FACULTY-LED HYBRID PROGRAM

Caregiver Training Institute invites you to enroll in our Nursing Assistant Level 1 Faculty-led Hybrid Training Program. Students will learn the responsibilities, duties, and skills to help patient with activities of daily living and other healthcare needs. 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

- **OSBN approved NA-1 training programs are comprised of at least 155 hours of instruction**, divided into a minimum of 80 hours of classroom and lab instruction, and at least 75 hours of instruction in a clinical setting. CTI offers a variety of schedules for students to choose from that meet or exceed OSBN mandated hours of instruction.
- **Classes are offered on accelerated day, evening, and weekend schedules year-round. Classes range in length between 5-to-9 weeks.**
 - **Accelerated Day Classes** allow students to complete the program quicker.
 - **Evening Classes** give students more time to read and absorb the required chapters, review, and prepare for exams.
 - **Weekend Classes** are designed for students who have commitments during weekdays and evenings that preclude them taking other schedules.
- **NA-1 students have 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.**
- **In-person skills labs are held on campus** and provide hands-on practical experience to allow students to develop their skills.
- **Clinical practicums are held at a healthcare facility** and give students practical work experience and the opportunity to put what they have learned into action by working directly with patients.
- **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.**

Eligibility Criteria

- **Students 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.)
- **Students must be able to read, write and communicate in English at the sixth-grade level or above.**
- **Students must complete a state and national criminal background check.**
- **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 Steps

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 on the CTI website and submit your digital signature** which acknowledges you have viewed, received, understand, and agree to the information covered in the presentation.
- Submit your completed, signed, dated registration packet, and all 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.**

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- RESERVE A SPOT!** When registering for a class, NA-1 students must **make a minimum \$800.00 tuition down payment on their program tuition to reserve their seat in an upcoming class.** Before a payment reserving a student's seat in class will be accepted, a student must have submitted their completed registration packet and any required pre-registration prerequisites /eligibility.
- A \$100.00 NON-REFUNDABLE enrollment processing fee is Included as part of the tuition payment.**
- NA-1 students must pay their \$1,550.00 program 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 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 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, Course Pack, CTI Policies-OSBN & DHS Regulations Manual & Gait Belt:** (*provided by the school*).
- ✓ **NA-1 Skills Lab Supply Fee: \$25.00.**
- ✓ **NA-1 Program Textbook: \$60.00** (*available for purchase at the school*).
- ✓ **CTI NA-1 Program Handbook: \$50.00** (*available for purchase ONLY AT THE SCHOOL*).
- ✓ **BP Cuff/Stethoscope Kit: \$45.00** (*available for purchase at the school; equipment is also priced individually*).
- ✓ **Watch w/second hand** (not digital).
- ✓ **Note-taking Supplies:** paper, post-it flags, notebook/3-ring binder, highlighters, black pen, pencils, etc.
- ✓ **Dress Code:** Neat, clean, clothing that fits well (*not tight or revealing*); is in good repair (*not frayed, ripped, torn*) is 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.
- ✓ **Dress Code: Name Tag, Scrubs Uniform:** (*any color, pattern-2 sets recommended*).
- ✓ **Shoes:** (*athletic shoes, fully enclosed non-skid soled work shoes*).
- ✓ **NA-1 Program Textbook / CTI NA-1 Program Handbook / CTI Policies-OSBN & DHS Regulations Manual / Medical Equipment / Watch w/second hand** (*not digital*).
- ✓ **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 students will be removed from their scheduled clinical rotation and moved to a WAIT LIST to go into the clinical setting.

- 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.** Documentation for AHA BLS CPR training by students **SCHEDULED THROUGH THE SCHOOL must be completed PRIOR TO THE BEGINNING OF THE CLINICAL ROTATION.**
- Substance Abuse Screening: \$60.00.** Drug screenings are **ONLY AVAILABLE** through the school's service provider.

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Revised 1-3-23

- 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:** Strudents must be fully vaccinated (**14 days past last required dose**) against COVID-19.
- OHA Immunization Documentation is NOT REQUIRED:** CTI has obtained exemptions from OHA regulations from its' 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.