



Caregiver
Training Institute
A Division of Bryan University

Caregiver Training Institute Catalog

Caregiver Training Institute (Branch)

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*A Branch Campus of Bryan University

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History

Caregiver Training Institute (CTI) was established in Portland, Oregon, in 2008. It is a career medical training school dedicated to providing quality education to those interested in joining the medical field. Caregiver Training Institute focuses on training nursing assistants and medication aides for positions in long-term and acute care facilities and the community setting. Our classes are taught by enthusiastic instructors who train and guide their students to an understanding of how to give the highest quality care to people in need of medical assistance.

In July 2023, Caregiver Training Institute (CTI) joined with Bryan University to offer our students additional credentialing opportunities through Bryan University's educational pathways to support and sustain CTI's mission and vision. With this partnership, CTI students will enjoy increased educational opportunities to become better prepared with the knowledge, practical, and professional skills that will lead directly to promising careers.

Bryan University was established in 1940 by Dr. Mildred T. Bryan, a visionary who dedicated her career to advancing the court reporting industry by training qualified stenographers to be the best they could be. Dr. Bryan welcomed her first three students into her living room, which served as the initial classroom for the Institution named initially Bryan Stenotype School. Over time, with a committed focus on student- and employer-driven principles of excellence, Dr. Bryan succeeded in creating a strong brand image in the legal industry.

In recent years, Bryan University has taken its unique approach to education to online learning, eliminating geographical barriers for individuals interested in pursuing higher learning and career-related dreams. This prompted the opening of Bryan University Online headquarters in Tempe, Arizona, where a combination of learning science and technology is used to enhance and improve the educational experience for a growing student body. Throughout that growth, the University continues its mission of providing a personalized education for all students, instilling in them the skills they need to succeed from day one on the job.

The University is nationally accredited by the Northwest Commission on Colleges and Universities (NWCCU). The private, 85-year-old Institution's mission is to liberate the innate greatness in people by providing all students, regardless of their background, with a pathway to achieve their dreams. The University's innovative, problem-solving initiatives are student-outcome-oriented.

Bryan University will continue to push the boundaries of traditional learning further, broadening its scope to reach more students as it explores emerging technologies. Even more importantly, the University remains committed to designing programs that align with professions within applicable industries and training students to be prepared for those select professions. In doing so, Bryan University continues its legacy of helping people achieve their career goals.

Mission

We believe in liberating the innate greatness in people. In doing so, Bryan graduates are prepared with the knowledge and practical, productive skills that lead directly to professional careers.

They are preferred by employers because they are dedicated, intelligent, immediately productive in the workplace, and pursue a lifetime of learning.

We are tightly focused, selective, and targeted, having carefully researched the fields associated with each Program.

We aspire to create learning environments that will transform the lives of the people we serve, enabling them to have a more significant positive impact on their communities.

We strive to open the doors of knowledge and learning to those who are educationally disadvantaged and to engage in charitable and humanitarian efforts.

Facility

Caregiver Training Institute Campus

Caregiver Training Institute occupies 6690 sq ft and is divided into classrooms, laboratories, administrative offices, and a student break area. Each area contains appropriate instructional equipment and furniture. There is gated on-site parking available.

Admissions Requirements

All students will move through a registration process for the course of their choice. All students will receive a fully executed enrollment agreement on or before their start date, signed by both the student and the accepting official. All programs require the following items:

- Government-issued Identification
- Enrollment Agreement
- Acceptance of the Course Catalog
- AZ Students only, Wonderlic Entrance Exam with a minimum score of 14

Maximum Number of Students: It should be noted that while the didactic portion of the Program does have a 30:1 ratio of students to teachers, the laboratory classrooms have a 10:1 ratio. Should the Program hit these limits, the Institution will have a waiting list in case already enrolled students are determined not to move forward. Should the classes be at maximum capacity, the student will need to wait for the next available start to begin their Program.

*See campus addendums below for additional requirements for each Program.

Criminal History Check Policy

In compliance with OSBN requirements, all NA and MA students must undergo a state and nationwide criminal background check. The criminal background check will include a social security number trace, state/national criminal background history, sex offender registry check and OIG LEIE check.

Under OHA regulations for clinical training, students must undergo a criminal background check prior to their initial clinical placement no more than three (3) months before beginning their training program and initiative by the specific education program. A criminal background check is considered current when a student is enrolled and progressing through their education program. Subsequent criminal background checks may not be required except for cause, or at re-entry into a program from which the student has taken leave or fallen out of progression.

It is the policy for Caregiver Training Institute that NA and MA criminal background check clearance must be completed, signed, and received by the business office with a student's registration packet. The information from the criminal history background check may take from a few days to a couple of weeks to be returned, depending upon the individual's background.

*Healthcare training partners will make eligibility and clinical placement decisions relative to screening results.

Some crimes may preclude clinical placement and OSBN certification/licensure. In reviewing criminal background check information, the OSBN will consider the nature of the crime, facts of the case, relevancy of the crim, and mitigating factors.

Caregiver Training Institute may deny admission to individuals who have been convicted of crimes, or have a history of crimes, that may not allow students to be certified in the state of Oregon as a CNA or CMA.

Oregon Administrative Rule (OAR) 851-001-0111 outlines the process for a person to petition the Oregon State Board of Nursing for a determination as to whether a criminal conviction would prevent the person from receiving a CAN, LPN, RN, or APRN license. The link can be found [HERE](#). Predetermination requests completed by OSBN take a minimum of one week for response, and have a cost of \$75. This fee is to be covered by the student, not the institution.

Physical Restriction Policy

NA and MA program students are required to sign and submit a Statement of Good Health, certifying they are in good health, free from contagious disease, and have no existing conditions that would deter their ability to participate fully in their training program and perform the essential functions of a Nursing Assistant or Medication Aide. This includes being free of infectious disease, able to talk and hear, able to stand for long periods, able to stoop and bend, able to lift and move up to 10 pounds constantly (more than 2/3 of the time), able to lift and move up to 25 pounds frequently (up to 2/3 of the time), and able to lift and move up to 50-100 pounds occasionally (up to 1/3 of the time). This list is NOT all-inclusive.

- Any subsequent physical restriction or medical/mental incapacitation that may hinder the successful and safe performance of the skills in class/clinical settings must be reported immediately to the school.
- The Institution reserves the right to require a doctor's release for a student to be admitted into a training program or to continue in a training program if a student has a physical or mental health condition, disease/illness, or develops medical /mental incapacitation that impairs or limits their ability to safely participate in the Program and perform the essential functions of a Nursing Assistant or Medication Aide.
- If a student is not able to complete all components of the course, including the clinical portion of their Program, within the required timeframe, they may be terminated from the Program, without refund.
- Illness does not exclude students from the clinical hour requirements and skills associated with clinic. All OSBN requirements are mandatory in the completion of this program.

If a doctor's release sets limitations or restrictions that interfere with or preclude a student from participating in classroom, lab or clinical rotation, their Program will be put on hold. This may affect their ability to complete the Program within the OSBN-mandated timeframe of four (4) months following the last day of classroom instruction.

Insurance Coverage

Students are responsible for having insurance coverage throughout their enrollment at CTI. Transportation and/or vehicle insurance includes coverage for travel to and from off-campus clinical experiences. Some clinical sites require that students have medical/health coverage prior to beginning their clinical rotation.

Add/Drop Period

The Institution allows for a conditional acceptance period of three (3) days of the scheduled class time. Should it be determined that the student should not move forward with the Program during this time, the student should notify the school either in writing or verbally to receive a refund of all monies paid, minus a registration fee of \$150.

Refund Policy

- A full refund of all tuition and fees will be issued if the Institution discontinues a program prior to a student's completion of the course after tuition and fees have been paid.
- An applicant who has not visited the school prior to enrollment may cancel the enrollment agreement without penalty by submitting a cancellation request within three (3) business days following a tour of the school facilities and inspection of the equipment where training and services are provided.
- An applicant who submits a cancellation request within three (3) calendar days after signing the enrollment agreement and making an initial payment is entitled to a full refund of all monies paid.
- An applicant who submits a cancellation request more than three (3) calendar days after signing the enrollment agreement and making an initial payment, but prior to the start of classes, is entitled to a refund of all monies paid less a registration fee equal to fifteen percent (15%) of the program contract price, not to exceed \$150.
- A student may cancel enrollment in writing or verbally within the first three (3) scheduled class days and is entitled to a refund of all monies paid less a \$150 registration fee. The Institution reserves the right to cancel a

student's enrollment during the acceptance period if the student fails to obtain a satisfactory background check or drug screening.

- A student may withdraw from the Institution at any time following the cancellation period. Students who withdraw within eight (8) calendar days of the program start date will be financially responsible for fifty percent (50%) of the total tuition charges. Any refund issued will be based on the amount paid to date, less applicable institutional charges.
- Students who withdraw after eight (8) calendar days from the program start date will be financially responsible for one hundred percent (100%) of the tuition, and no refund will be issued.

Determination of Withdrawal Date

A student shall be considered withdrawn from a program of instruction when any of the following occurs:

- The student provides written or verbal notification of intent to withdraw.
- The Institution terminates the student's enrollment due to failure to maintain satisfactory academic progress, violation of institutional policies, excessive absences beyond the maximum permitted, or failure to meet financial obligations.
- The student fails to attend classes for five (5) consecutive instructional days without communication and is administratively withdrawn.
- The student fails to return from an approved leave of absence.
- Students will not be charged for unused tests or supplies.

Asynchronous Students

Asynchronous students are expected to login to the online learning system on the first day of scheduled class. Should they fail to do so, they may be removed from the program or their start postponed. Should the student be withdrawn, the student is entitled to a refund of all monies paid less a registration fee equal to fifteen percent (15%) of the program contract price, not to exceed \$150. Should their start be postponed, monies will be held for the next class start.

Program Record Maintenance Policy

Program records are maintained electronically or in paper form for a minimum of seven (7) years and include the following:

- Curriculum and course schedules for each admissions cohort.
- Results of state-approved written and manual skills testing.
- Documentation of program evaluation (subsection (A)(10)).
- Copies of Board reports, applications, or correspondence related to the Program.
- Copies of all clinical contracts.

*Transcripts are held digitally indefinitely.

Student Record Maintenance Policy

Student records are maintained electronically or in paper form for a minimum of seven (7) years and include the following:

- Student's legal name, date of birth, address, telephone number, email address, and Social Security number, if available
- Completed skills checklist containing documentation of student's level of competency performing the skills in the OSBN Skills Checklist for students living in Oregon.
- Accurate attendance record, describing any makeup sessions, and including whether the student completed the required number of hours in the course

- Scores for each test, quiz, or exam and whether such test, quiz, or exam was retaken.

At any time, students may request access to their records by submitting a written request directly to the Program Director.

Attendance Policy

Students must attend and be on time for all classrooms, skills labs, and clinical sessions.

- Attendance is recorded daily, and missed time is cumulative.
- All missed time must be made up. Students are responsible for making up all missed time, including partial-day absences, full-day absences, and being tardy.
- Because all time is mandatory, missing any time, including being late or leaving early, can result in failure to meet program requirements and may delay and/or prevent students from completing their program.
- A pattern of tardiness (16 hours) may result in dismissal from the program
- Students who miss five (5) consecutive days without any communication with the Program Director may be withdrawn from the course.

Prior to registering, students should make every effort to be able to attend all sessions (pre-arrange schedules with their employer, schedule backup childcare, etc.). If a student anticipates that they will need to be absent for multiple days for any reason during their preferred program schedule, they are strongly encouraged to select another schedule that will not impact their attendance.

Lab and Clinical Hours

Attendance in all lab and clinical sessions is mandatory to meet program and Oregon State Board of Nursing (OSBN) requirements for successful program completion.

Any missed lab or clinical time must be made up in its entirety. To ensure compliance with OSBN standards, missed time will be rounded up according to the following guideline:

If a student misses any portion of an hour — including less than one (1) hour — the student will be required to make up the full hour.

Example: Missing 15 minutes, 30 minutes, or 45 minutes will require one full hour of make-up time.

Students are responsible for coordinating make-up hours with program administration or faculty within the designated timeframe. Failure to complete required make-up hours may result in inability to successfully complete the course or program requirements.

Asynchronous Course Pacing

This program is delivered in an accelerated three-week format designed to meet all required instructional, lab, and clinical competencies in accordance with Oregon State Board of Nursing (OSBN) standards.

Week 1 – Didactic Instruction:

Students will complete the online and/or classroom-based theory portion of the course, including foundational knowledge, coursework, assignments, and required assessments. Please note all students are required to access/login to their course on the first day of the course. Any exceptions will be at the Program Directors discretion.

Week 2 – Lab Instruction and Skills Demonstration:

Students will participate in hands-on lab training and skills practice. During this week, students must demonstrate competency in all required nursing assistant skills prior to advancing clinical training.

Week 3 – Clinical Training:

Students will complete supervised clinical hours in a healthcare setting to satisfy OSBN clinical requirements and demonstrate safe, competent patient care.

Due to the accelerated nature of the program, students are expected to remain on pace with all coursework, attendance requirements, skills check-offs, and clinical expectations throughout the three-week training period.

Call out- Please note all students are required to access/login to their course on the first day of the course. Any exceptions will be at the Program Directors discretion.

Withdrawal and Dismissal Policy

Voluntary

- A student may leave the Program voluntarily at any time.
- Program cancellation and refund policies apply to reimbursements for all voluntary terminations.

Involuntary

- A student may be terminated from the Program due to refusal to follow school/facility policies, cheating, fraud, dishonesty, misrepresentation, failure to perform and meet attendance requirements, suspicion of drug or alcohol use, unacceptable behavior, or conduct.
- Under no circumstances will a student be reimbursed when a student is involuntarily terminated from the Program.
- Per OSBN administrative rules, all NA and MA students must successfully complete the clinical portion of the program no later than four (4) months following the last date of classroom instruction. Students who fail to comply with this regulation will be terminated from the program without refund.

Non-Attendance Withdrawal Policy

Students who are absent for five (5) consecutive calendar days may be withdrawn from their programs of study. Students withdrawn due to lack of attendance may apply for re-entry the following term. Approval for re-entry is based upon a student's Satisfactory Academic Progress (SAP) in the Program and the student's ability to prove that circumstances leading to withdrawal have been resolved. Students approved for re-entry must follow the current program tuition rate. Students may appeal in writing to STappeals@bryanuniversity.edu if they feel an error has been made in their attendance records.

Makeup Hour Policy

Students are required to make up any hours missed in class. No student will graduate without earning the required hours of their course. Makeup time must be scheduled with the Program Director and completed within the maximum time frame of the Program. Please see addendum for detailed make-up time policies.

Satisfactory Academic Progress Policy

Satisfactory Academic Progress is determined by measuring the student's cumulative grade point average (GPA) and the student's pace toward completion of their academic Program.

The Elements of Satisfactory Academic Progress are as follows:

Qualitative Standard: The student's cumulative grade point average (GPA) must meet or exceed 75% at all times. Should a student fail to maintain this average, it may result in the student being placed on academic probation. The Program Director will monitor each student's academic progress to ensure all students remain at or above minimum standards. Students who fall below the required GPA have until their final clock hour to achieve a GPA of 75%.

Quantitative Standard: The Rate of Progress (ROP) is the pace at which a student must progress through their educational Program to ensure that students will complete their Program within the maximum time frame. The maximum time frame to earn all hours for your program is 120 days after the last scheduled didactic class. Students reaching the 120th day after the last attended regularly scheduled date of the program length without completion of the clinical hours will be withdrawn from the program. Students appealing this decision must submit a written statement

(email or letter is acceptable), providing the basis for the appeal, to the Program Director to request an exception from OSBN. If OSBN approval is granted, the student may complete the program without incurring additional charges from the institute for the granted extension.

Retake Policies

Failure to pass any formative assessment throughout the Program will require students to retake the assessment. Students have two (2) attempts at the final to achieve a passing score. A third attempt may be granted by appealing to STAppeals@bryanuniversity.edu.

Passing Scores

Nursing Assistant: 75% or higher

Medication Aide: 80% or higher

Should a student fail to meet satisfactory academic progress by completion of their final clock hour, the student will not be eligible for graduation and be dismissed. Students may re-apply for the Program and will be required to complete all admissions documents and will be subject to the current tuition.

Appeals Process

Students who have been dismissed under the provisions of this section may appeal for the re-entry by written petition. A written petition can be submitted electronically to STappeals@bryanuniversity.edu. The University shall respond to the appeal within ten (10) business days.

Student Conduct Policy

CTI's policy is to provide the best educational experience possible for students to be prepared for the field of medicine and have a solid foundation for their future in the field of medicine. The classroom should be a learning-centered environment in which Faculty and students are unhindered by disruptive behavior. We believe that a student's choice of interaction as a student with cohorts and instructors, as well as the performance in the clinical rotation, is a direct indication of how a student will interact with others once employed.

- Students are held accountable for their actions and need to adhere to behavior and code of conduct expectations.
- Students must exhibit professional behavior in the business office, classroom, lab, and clinical settings.
- Students must treat instructors, business office staff, facility staff members, and fellow students with respect and courtesy. Any demonstrated instances of foul language, threats of harm, confrontational behavior, harassment, fraud, dishonesty, misrepresentation, challenging an instructor's authority, or antagonistic comments to or about anyone can be the reason for a student to be dismissed from the Program without a refund.
- Students must commit to being aware of and comply with all of CTI policies and clinical facility rules. School policies and clinical rules are covered during information sessions and on the first day of class and clinical.
- The Institution has a no-tolerance policy regarding cheating. If caught cheating, students may be terminated from the Program immediately.
- Students agree to be on time, attend their class/clinical as scheduled, be awake, alert and attentive in class and to return punctually from scheduled meal periods and breaks.
- Students agree to limit any unscheduled breaks and to make and return calls during scheduled break periods only.
- Cell phones, smartphones, and other electronic devices must be kept off or in silent mode during instructional time unless incorporated as part of the training program as a learning platform and with the permission of the instructor, as a learning aid, for testing, or in structured group learning activities.
- No cell phones are to be used in the clinic environment. Failure to adhere to this may be grounds for dismissal from the clinical facility and/or program.
- Students understand and agree not to misuse social media during their training programs. It is a HIPAA violation to post any information about a facility or facility residents, to take photos of a facility or facility residents, or to post photos of a facility or facility residents on social media sites. Such actions could result in a fine of up to \$10,000 and/or prison time and immediate dismissal from their Program without a refund.
- Students agree to comply with the Institution's appearance and dress code standards.

- Suspicion of drug and/or alcohol abuse use may result in the student being required to submit to a mandatory drug screening test at their own expense before continuing in the Program. Evidence of drug and/or alcohol impairment may result in termination from the Program without a refund.

Dress Code Policy

All students enrolled in Institution's training programs are expected to present a clean, neat, well-groomed, and professional appearance throughout the Program. Reasonable accommodation will be made for students' religious beliefs consistent with the school's necessity to present a conservative, professional appearance.

- Students should attend on-campus classes in long pants, comfortable closed-toed shoes, and a comfortable top. Dresses and skirts are acceptable for days on campus but should be no shorter than fingertip length. Pants may include jeans, scrubs, or other casual pants but should not be sleepwear or athletic wear.
- Students are required to wear solid-colored scrubs for days in the laboratory and for all clinic days.
- Students are required to maintain proper body hygiene on a regular basis throughout the Program, including but not limited to bathing, oral hygiene, and other personal care.
- All fragrances, perfumes, colognes, and/or aftershaves are prohibited in clinical. Clinic sites are scent free zones.
- Hair must be clean and neat. Shoulder-length or longer hair is to be pulled back from the face and secured at the back of the neck.
- Beards and mustaches must be kept clean, short, and neatly trimmed.
- Fingernails are to be kept clean and maintained at a length not to exceed the fingertip to prevent injury to the patient. Artificial nails are prohibited during the Program and must be removed. Nail polish is highly discouraged. Should an instructor ask the student to remove or trim nails, it is expected that nails are tended to by the next day.
- All jewelry must be kept to a minimum. Wedding bands, engagement rings, a watch with a second hand, and small post earrings are allowed. No earrings that hang below the earlobe are allowed.
- Discreet facial piercings may be allowed, dependent upon facility policy. Tongue and/or nose accessories may be required to be covered or removed depending upon facility policy. In the case of ear spacers, the opening should be covered instead of the need to remove the gauges.
- Tattoos may be required to be covered in accordance with clinic facility policy.

Required Uniform

Classroom

- The school provided Student ID Name Badge must be worn at all times. Name badge will be printed with the student's legal name.
- Face coverings must be worn when required by the CDC, OHA, or other state of Oregon government regulatory bodies.
- Students enrolled in school training programs can elect to wear scrubs or neat, clean, casual dress throughout the program during lecture sessions.
- Clothing must be neat and in good repair (no rips, tears, holes, fading, or fraying); fit properly (not tight or revealing); be clean (freshly laundered, no stains), and wrinkle-free/
- No halter tops, crop tops, or low-cut tops are allowed.
- No shorts or skirts/dresses above the knees are allowed
- Proper undergarments must be worn.
- Be aware that classroom temperatures may vary, so dress in layers.

Labs and Clinical Rotation

- The school provided Student ID Name Badge must be worn at all times
- Face coverings must be worn when required by the CDC, OHA, or other state of Oregon government regulatory bodies.
- All students enrolled in school training programs will dress in scrubs during skills labs.

- Scrubs of any color/pattern are acceptable. Scrubs must be in good repair (no tears or holes), fit properly (not too tight or revealing) and be neat, clean (no stains) and wrinkle free.
- Solid color long-sleeved tops or plain pocket tee-shirts may be worn under a scrub top. Long sleeved shirts must not contain any logos and may not be discolored.
- Footwear must be fully enclosed non-skid soled work shoes that medical personnel wear.
 - Athletic shoes are acceptable; no hiking or combat-style boots.
 - No crocs, slip-ons (flats, loafers) or open-heeled shoes are allowed.
- Headscarves, hats, and other coverings are not allowed except to accommodate medical or religious customs and observances.
- A watch with a second hand is required for checking vital signs.

* No sweaters, jackets or hoodies are allowed during the clinical rotation. Lab coats over scrub tops are acceptable.

** The facility has the final determination as to whether a student's personal appearance and dress meets facility requirements.

If a student fails to comply with the school or facility dress code and personal appearance standards, they will be sent home and incur makeup time.

Electronic Service Use Policy

Students are expected to comply with the acceptable use policies for all personal electronic devices. It is the policy of Caregiver Training Institute that cell phones, smart phones, and other electronic devices must be kept off or in silent mode during instructional time, unless incorporated as part of the training program as a learning platform, or with the permission of the instructor, as a learning aid, for testing, or in structured group learning activities.

Students are required to turn off and store cell phones in a book bag, backpack or purse during exams, quizzes, and test review sessions. They may not be placed on classroom tables, desktops, or an individual's lap.

Leaving the classroom to answer or make a call, except during scheduled break times, is prohibited and may result in the student incurring makeup time. Students must inform the instructor in advance if there is an urgent or emergency issue requiring them to keep their phone on or leave the classroom outside of scheduled break periods for a phone call.

The use of cameras, camera phones and video or audio capable devices is prohibited in the classroom or clinical environment without advance permission.

The use of cell phones and electronic devices are typically frowned upon in the clinical environment, and may be prohibited, dependent on the facility policy. It is a HIPPA violation to electronically record any information, photos or videos of a facility or facility residents and post on social media sites. Such actions could result in a fine of up to \$10,000 and/or prison time and will result in a student's immediate dismissal from their program, without refund.

Students with a diagnosed disability or exceptional needs who require electronic devices to complete tests/mid-term examinations/final examinations must request accommodations from the Executive Director of Regulatory Affairs at STappeals@bryanuniversity.edu at least two weeks prior to the start of their program. Failure to have accommodations approved prior to enrollment may result in a delay of entry into the program.

Re-Enrollment/Re-Entry

Students who are no longer attending the Institution for reasons of non-attendance, non-return from a scheduled break, or non-return from a Leave of Absence may request re-enrollment in writing or verbally with Admissions or the Program Director.

To be considered for re-enrollment, such applicants may be interviewed by the Program Director. If an applicant is not re-enrolled, the applicant may appeal the decision by written petition to STappeals@bryanuniversity.edu.

Student Grievance Policy

Students who have a concern about any aspect of their experience may follow the appeal/complain process to seek resolution or be heard.

Informal Resolution

The first step should be to try to resolve the issue(s) informally. If a student's complaint is about an instructor or specific staff member at the school, please discuss the issue with them directly. Many issues can be resolved with a simple meeting.

Formal Grievance Process

- If student attempts to resolve the issue(s) informally have failed, they have the option to submit a formal written request to the Program Director requesting a meeting to discuss their situation.
- If after meeting with the Program Director, the student still feels the issue has been unresolved, they may submit a formal grievance to the corporate office [HERE](#).

If the grievance/complaint cannot be resolved after exhausting the Institution's complaint/grievance procedure, the student may file a complaint with the following agency

OSBN

If your attempts to resolve the issue(s) formally at the school have failed and you feel you have been treated unjustly, you have the option to file a complaint with the Oregon State Board of Nursing (OSBN) using the following link

<https://www.oregon.gov/osbn/pages/complaint.aspx>

Student Feedback Policy

It is the goal of CTI and the staff that all our students are satisfied and enriched with the quality of education they receive. It is our hope that our students will move onward into a satisfying and rewarding career and that we will contribute to their success.

Student Program Evaluation forms are offered to registered students of classes taught at CTI at the conclusion of their programs. All program evaluations are voluntary, completely anonymous, and confidential. They are a great place to share information about your educational experience with a program (the course instructor, curriculum, classroom environment, clinical instructor, clinical setting, textbook, and resources of the Program). We are always working on improving our services and the student experience, so if you have a suggestion for us, please be sure to share it on the program evaluations.

Cancellation, Rescheduling, & Relocation of Classes

The Institution reserves the right to cancel, move, and reschedule a training program or class due to circumstances that are beyond our control, such as low enrollment, inclement weather, power outage, instructor illness/unavailability, pandemic, or unanticipated clinical facility closures to training. The school will use all reasonable endeavors to avoid changes of this nature and will notify students as soon as the change is known.

If training programs or classes must be canceled and/or rescheduled, CTI will reschedule students in the next available training with the student's consent. No refund will be given to students who have not accepted a clinical rotation after the 3rd attempt.

Transfer Credit Policy

Due to the length of CTI's Programs, the Institution does not accept transfer credit from other institutions. The transferability of hours you earn at CTI is at the complete discretion of the Institution to which you may seek to transfer. Acceptance of the certificate you earn is also at the complete discretion of the Institution to which you may seek to transfer. If the hours or certificates that you earn at this Institution are not accepted at the Institution to which you seek to transfer, you may be required to repeat some or all your coursework at that Institution. For this reason, you should make certain that your attendance at this Institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending CTI to determine if your hours or certificate will transfer.

Grading System

Students are graded on a 4.0 scale. Classes taken on a pass/fail basis are not counted in the GPA, indicated by the grade "P". Only the highest grade will be factored in the GPA in the event a class is attempted more than once; however, each attempt will be noted on the transcript as an R. Grading reflects the student's progress and proficiency in their particular course of study. Each student's progress is monitored from points earned in class performance, attendance, assigned work, and tests. Total points are then calculated, and a final grade is given according to the following scale.

Letter Grade		%Range	GPA Scale
A	Excellent	90%+	4.0
B+	Good	85%-89%	3.5
B	Good	80%-84%	3.0
C+	Average	75%-79%	2.5

*Any score below 75% is deemed a failure.

Student Services

CTI is committed to providing students with resources and support throughout their Program. Program Directors and faculty work collaboratively to offer students services such as tutoring, advising/coaching, and career preparation. The Institution also has a collection of local community resources to assist students should they have obstacles in transportation, housing, funding, childcare, and other barriers our students face during their time with CTI. Students needing medical or mental health care can meet with faculty and/or the Program Director for referrals to local clinics. Additional student resources can be found [HERE](#).

Unauthorized Distribution of Copyrighted Materials

CTI strives to provide access to varied materials, services, and equipment for students, faculty, and staff and does not knowingly condone policies or practices that constitute an infringement of federal copyright law.

Transmitting (including peer-to-peer) or downloading any material that you do not have the right to make available and that infringes any patent, trademark, trade secret, copyright, or other proprietary rights of any party is prohibited. Installing or distributing pirated or unlicensed software is also forbidden. Violation of these requirements may subject students, faculty, and staff to civil and criminal liabilities, as well as possible dismissal from the Institution. Students, faculty, or staff who violate federal copyright law do so at their own risk. Copyright status is applied to a work as soon as it is created. Users should assume that all writings and images are copyrighted.

Title 17 of the United States Code (17 USC §501 et seq.) outlines remedies for copyright infringement that may include

some or all of the following: obtaining an injunction to stop the infringing activity; impounding and disposing of the infringing articles; an award to the copyright owner of actual damages, and the profits of the infringer, or in the alternative, an award of statutory damages which may be increased if the infringement is found to be willful; an award of two (2) times the amount of the license fee a copyright owner could have received; an award of the full costs incurred in bringing an infringement action and the award of attorney's fees; and for criminal copyright infringement, fines, and imprisonment. Please see the website of the U.S. Copyright Office at www.copyright.gov.

CTI maintains a campus network to support and enhance the academic and administrative needs of our students, faculty, and staff. Federal Law requires CTI - H.R. 4137 to make an annual disclosure informing students that illegal distribution of copyrighted materials may lead to civil and/or criminal penalties. CTI takes steps to detect and punish users who illegally distribute copyrighted materials.

CTI reserves the right to suspend or terminate network access to any campus user who violates this policy, and network access may be suspended if any use impacts the operations of the network. Violations may be reported to appropriate authorities for criminal or civil prosecution. The existence and imposition of sanctions do not protect members of the campus community from any legal action by external entities.

Notice of Nondiscrimination

Caregiver Training Institute is committed to diversity and does not engage in discrimination based on race, sex, color, national origin, religion, age, disability, sexual orientation, or any other protected category.

Applicants with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance to the University. CTI will work with current and prospective students to determine whether reasonable accommodation can be effective and is available. The University is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

Title IX Policy

Caregiver Training Institute is committed to maintaining a learning and working environment that is free from unlawful discrimination, harassment, and retaliation. In accordance with Title IX of the Education Amendments of 1972, the College does not discriminate on the basis of sex in its education programs and/or activities, which extends to admission and employment. The College encourages individuals who have witnessed or experienced sex discrimination or sexual harassment (including sexual violence) to report it according to the procedures outlined in the full Title IX Policy located on the CTI website Consumer Information page at [https://bryanuniversity.edu/consumer-info/consumer-info home/](https://bryanuniversity.edu/consumer-info/consumer-info-home/).

Emergency Preparedness

The Institution's Emergency Preparedness plan can be requested by any student or faculty member to the Program Director or corporate campus leadership.

Family Educational Rights and Privacy Act

All requests for records should be made in writing to Bryan University Online, 350 W. Washington St., Suite 100, Tempe, AZ 85281.

The University protects the privacy of student education records pursuant to the Family Educational Rights and Privacy Act (FERPA) (20 USC § 1232g; 34 CFR Part 99). FERPA gives eligible students certain rights with respect to their education records, including:

- The right to inspect and review the student's educational records upon request.

- Eligible students can request to review their student records in the office. Completed requests will be processed within ten working days of receipt.
- The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students must submit a written request to STappeals@bryanuniversity.edu detailing what they want changed and why the student believes the information is inaccurate or misleading. If the Institution decides not to amend the record, the student will be notified in writing of the decision and the student's right to a hearing. The student is entitled to a hearing in person, by telephone, or by videoconference, with the appeals panel within ten business days of receipt of the written notification of the University's denial of the requested amendment. The appeals panel will render a written final decision that will be provided to the student within ten business days of the hearing. If a hearing is held and the Institution maintains its decision not to amend the record, the student has the right to provide a statement about the contested information that will be included with the student's education record.

The right to consent to the disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without prior consent from the eligible student, as applicable.

The Institution may neither release nor disclose personally identifiable information contained in the student's records to outside employers, agencies, or individuals without first securing a written release from the eligible student unless permitted by the law.

Career Services Policy

Caregiver Training Institute cannot guarantee that every student who completes our programs will find employment. However, to assist students who have successfully completed their program in their job search endeavors, we do offer nursing facilities, hospitals, and other healthcare providers the opportunity to meet with and recruit our students at Job Fairs on our campus, as well as provide space on our website at www.CNATrainingOregon.com for healthcare employers to list their current job openings and career opportunities. For additional information, check the Job Board tab on the school's website: cnatrainingoregon.com/job-board. We will also gladly provide students with copies of their classroom/clinical evaluation sheets to aid them in the job search process.

Student Requests for Reasonable Accommodations

Current and enrolling students interested in requesting academic adjustment, auxiliary aids, or other accommodations to support a documented, qualified disability in an academic environment may contact the Executive Director of Regulatory Affairs at STappeals@bryanuniversity.edu.

- Requests should be made at least two (2) weeks in advance of the first day of school.
- The regulatory office will respond within two business days of receiving the request.
- The regulatory office will reply via email, sending a receipt confirmation, and the Request for Reasonable Accommodations form.
- The student must complete the Request for Reasonable Accommodations form, which documents the nature and extent of the disability, the type of accommodation or auxiliary aid needed, and the date the requested support should begin.
- The student must provide documentation on letterheads from a licensed professional that supports their request for reasonable accommodation in their Program's learning environment.
- All relevant materials must be sent to STappeals@bryanuniversity.edu.
- The regulatory office will review all application materials within 2 weeks of receipt and respond to the student with a proposal on possible reasonable accommodation.
- If reasonable accommodation is available, the student and the regulatory office will review the agreement and sign off to put the accommodations plan into action.

All accommodation plans will remain in confidential files in the regulatory office and be maintained by the regulatory staff.

Students who disagree with any outcomes or decisions rendered regarding accommodation requests should follow the catalog Grievance Procedure, submitting a statement of why and how the response should be modified.

Please email STappeals@bryanuniversity.edu for any inquiry regarding reasonable accommodations. Please note, accommodation requests can take up to a week to process, which may result in a delay in program progression or graduation

Incomplete Grade Policy

Students experiencing extenuating circumstances may ask their instructor(s) for an extension to complete their hours and/or assignments required in the didactic portion of their Program. Students must request an extension in the final week of the module prior to moving into the clinic learning environment. If the student does not have a minimum grade of 50% in the didactic portion of the course, the Institution reserves the right to deny the request. If the Program Director approves the request, students will be given an "Incomplete" grade, and the student must complete the didactic portion of the course within ten school days of the completion of their term. If outstanding assignments or practicum hours are not submitted within that time frame, the student will fail the course and be withdrawn from the Program.

Should a student fail to complete all 40 clinic hours required within the allotted time of their Program, the student will be put on a scheduled break until the next available clinic. Any student in this status must complete all required clinic hours during the next scheduled clinic, or they will fail the course and be withdrawn from the Program.

Receiving a grade of incomplete or being placed on a scheduled break may result in a student's state certification exam being delayed. Only when all hours and course requirements are complete can a student sit for the exam. Should a student fail to complete the required hours or assignments by the agreed-upon date, the student will be dismissed from the Program. Only with the approval of the Program Director and division President can the student re-enroll in the Program, and the student may have to start the Program over. This could result in increased tuition costs and/or fees for the Program.

Learning Resource System

The Learning Resource System consists of an online library, delivered through an open access learning management system. Each program has a dedicated catalog of periodicals, relevant research materials, and both industry and professional driven website and publications. Students are trained on the use of the learning resource system during their first day of class, and it is accessible 24/7.

Program Completion

In compliance with nursing board regulations, completion of the Program requires:

- Complete 37 didactic hours, 28 lab hours, and 40 clinical hours
- Pass all lab, mock, and clinical skills test-outs (100% competency required)
- Achievement of a score of 75% or higher for Nursing Assistant students and 80% for Medication Aide students on the Program's final exam.
- Overall, 75% GPA at the completion of the program for Nursing Assistant students
- Overall, 80% GPA at the completion of the program for Medication Aide students

The final tuition payment for the balance owed must be received prior to the previously agreed deadline set by the school's financial services department. Should a student fail to bring their agreed upon payments up to date, the student will not be allowed to move on to clinical rotation. Clinical rotation must be initiated within two weeks of the last day of class.

Facility Use

Be respectful of the property - Students are expected to respect the property of Caregiver Training Institute, Siletz Tribal Business Center, facility partners, school employees, fellow students, and all other individuals. Students responsible for defacing, damaging, or destroying property will be assessed the cost of any damage incurred. If caught stealing, students will be terminated from the program immediately, without refund.

Promote school safety – Students are responsible for their part in maintaining a safe supportive school environment through their compliance with Caregiver Training Institute and Siletz Business Center rules that monitor and limit access to the school. All visitors entering and leaving the school campus are required to check in and out at the business office.

Gated access - The Caregiver Training Institute is located in a gated access business complex. The entrance to the school is on 128th St. and the exit is on Stark St. The gates will open automatically upon exiting the school. Students receive an access code when they receive their welcome email prior to the class.

Parking – Caregiver Training institute students and visitors may park in any parking slots in the parking lot, with the exception of those parking spots marked as reserved for CTI Office staff and other Siletz Business Complex tenants.

Smoking – Smoking is not permitted on campus, or on any exterior walkways or balconies. Students may smoke a minimum of ten (10) feet away from the building during scheduled breaks in compliance with state and local smoking regulations. All cigarette butts must be properly disposed of in the available disposal canisters. DO NOT throw cigarette butts on the ground, in the parking lot, or in landscaped areas.

Student lounge – A student lounge is available to students at Caregiver Training Institute during lunch/break periods. The lounge features vending machines, bottled water coolers, refrigerators, microwaves, food prep areas, and group seating. Sinks are available in each classroom. Students are welcome to fill their personal water bottles with water from the bottled water coolers or classroom sinks. All items stored in the refrigerators should be labeled with the student's name and date. Refrigerators are cleaned out on a weekly basis and Caregiver Training Institute is not responsible for any items that may be lost or disposed of.

Be courteous- Students are responsible for cleaning up after themselves in the student lounge so that it is ready for use by the next group of students. Trash and left-over consumables should be disposed of in the designated trash cans with any recyclable items in the designated recycling containers. Paper towels are available for wiping up spills and crumbs on tables and cleaning out microwaves.

Act Responsibly – Students are required to assist with clean up after class and labs and follow all posted Classroom/Lab rules. Classrooms should be ready for use by the next group of students.

Classrooms and Lab- Students may bring secured water bottles with leak-proof lids. No food is to be consumed in the classrooms or labs. All food and snacks are to be consumed in the break room.

Program Tuition

Program: Nursing Assistant

Total Cost \$2,200

The program cost above includes tuition, lab fees, drug screening, background check, CPR course, textbooks, student equipment, one microlearning verifiable credential, and a certificate exam prep course post-graduation.

Program: Medication Aide

Total Cost \$3,000

The program cost above includes tuition, lab fees, drug screening, background check, textbooks, and one microlearning verifiable credential.

*Tuberculosis testing and vaccinations are not included in tuition price, and are the responsibility of the student

*OSBN fees are paid by the student upon completion of the Program when they submit their *License Application* and processing fees through the OSBN Online Nurse Portal at <https://www.oregon.gov/osbn/Pages/index.aspx>. This will allow the student to schedule certification testing through D&S Headmaster, INC.T

**Background check fingerprint collection fees are paid by the student after submitting the testing *License Application* and fees to the OSBN at the time of scheduling an appointment with Fieldprint.

Tuition Payment Plan Policy

Caregiver Training Institute offers a Tuition Payment Plan for the convenience of students.

- To set up a tuition payment plan, students must prior to the first day of class:
 - Sign the tuition payment plan paperwork and
 - Make the minimum tuition down payment.
- The final tuition payment for the balance owed must be received prior to beginning clinical rotations
- Student programs may be placed on hold until they have made their final tuition payment. Students who do not pay their tuition and any outstanding fees in full may be dropped from their Program for non-payment.

AHA BLS CPR Class Fees

AHA BLS CPR classes are offered at the school for \$80.00 and must be paid for in full when registering for the class.

Miscellaneous Fees

Should a student transfer to a different cohort or start date within the first three days of class, a \$75 transfer fee will apply.

Financial Assistance

Caregiver Training Institute does not offer scholarships, and occupational vocational training courses are not

typically eligible for federal financial aid. For more information on financial aid possibilities, check the Tuition Assistance tab on the school's website: cnatrainingoregon.com/tuition-assistance. The following is a partial description of various types of financial assistance that may be available to students:

Long-Term Care Facility Employee Grants

The Omnibus Budget Reconciliation Act (OBRA) of 1987 & 1990 requires any long-term care facility (aka nursing home) that accepts Medicare / Medicaid patients to reimburse newly employed Certified Nursing Assistants (CNAs) who have personally paid for their NA Program training costs. New CNAs may receive reimbursement for up to 12 months after completing their NA training program. See DHS Nurse Aide Training Reimbursement Form SDS 0451B for more information. Keep your receipts of payment for your NA training (tuition, textbooks, other required course materials) and OSBN certification fees to be reimbursed.

Reimbursement may be prorated depending on the length of employment and the percentage of Medicare / Medicaid patients in the facility population. A facility is not required to reimburse the nursing assistants in cases where the expenses were paid by an employer, education training program, or refunded by a previous employer.

Scholarships

Scholarships are funds provided from private, non-federal sources that do not need to be repaid. Some long-term care facilities and hospitals award educational scholarships to employees.

WorkSource Funding

Students may be eligible to sign up for WorkSource funding at any employment office to help cover the cost of their Nursing Assistant vocational training program if they are unemployed. If you are working part-time or are under-employed, funding may be available to you.

Clinical Screening Requirements Policy

Oregon Health Authority (OHA) established administrative clinical requirements for health professional student placements in clinical training settings within the state of Oregon effective July 1, 2014.

NOTE: CTI's clinical partners/sites make the final determination on all clinical requirements and student placement, and this can change suddenly. Clinical sites may also require students to complete additional site-specific training pertaining to privacy/confidentiality, standards of behavior, and safety, security & documentation protocols.

Tb Screening Requirements

It is the policy of the Caregiver Training Institute (CTI) that Tuberculosis (TB) screening is required for all Nursing Assistant (NA) and Medication Aide (MA) students; a current, negative TB test result must be submitted to the school business office by the business day before the final. We encourage you to begin this process immediately, as results can take up to two weeks to complete.

Testing Requirements:

Accepted test results include a QuantiFERON Gold blood test, T-SPOT blood test, TB Skin Test (PPD), or a Chest X-ray consistent with CDC guidelines.

Validity: Tests must be less than one year old and remain valid through the duration of the program. (Chest X-ray results are valid for seven years.)

Documentation: Results must be submitted in English on business letterhead, appropriately signed or officially stamped by a medical professional. Skin test records must include placement details (date administered, site, lot #, administrator) and results (date read, induration in "mm," and reader). Skin tests must be read between 48 and 72 hours after placement to be valid.

Deadlines: Students who fail to submit results by the business day before the final will not be allowed to proceed to clinicals and will be moved to a waitlist for a future clinical rotation.

BCG Vaccine and/or Positive Skin/Blood Test Results: For those students born outside the U.S. who received the BCG vaccine or have a positive skin/blood test result it is strongly recommended that a Chest X-ray be done to avoid additional testing fees.

Active vs. Latent TB: Students with active TB may not enter clinicals until treatment is complete. Students with latent TB may proceed with a physician's release.

Covid Vaccination or Exemption

Please be advised of the Caregiver Training Institute policy regarding immunization documentation for the NA and MA programs.

All students are required to submit proof of receiving the Covid vaccination or submit a Covid exemption form (available in the school business office) to the office by the business day before the final. Students who fail to provide the required documentation by this date will not be allowed to proceed to clinicals and will be moved to a waitlist for future clinical openings.

Substance Abuse/Drug Screening Requirements

Please review the following policy regarding the mandatory substance abuse 10-panel drug screen required for all NA and MA program students prior to clinical rotations, in accordance with OHA regulations. We encourage you to complete your screening as soon as possible, as results can take up to two weeks to process. Information regarding approved vendors will be provided by email by the first day of classes.

Screening Requirements and Timing

Students must undergo screening through our approved provider, Checkr, and the initial screening fee is included in your tuition. We do not accept drug screenings from outside vendors, and the initial screening must occur no more than three months before the program start date.

Acceptable results must be received by the school business office by the business day before the final. Failure to provide results by this deadline will result in removal from your scheduled clinical and placement on a waitlist.

****Please note that hospitals will not allow students into clinicals with a positive THC result or any other positive substance result.***

If drug or alcohol impairment is suspected by CTI or clinical staff, or if a student is involved in an on-premises accident suggesting impairment, mandatory screening will be required at the student's expense within 24 hours. Refusal to consent to this testing or evidence of impairment may result in immediate termination from the program without a refund.

CPR Requirements

Per OHA and OSBN regulations, students must obtain the American Heart Association (AHA) Basic Life Support (BLS) certification, and the fee for the initial CPR class is included in the tuition if taken at the Caregiver Training Institute (CTI).

Please note that the school business will not receive a copy of your CPR card. The student will receive an email from ecards@heart.org to claim the CPR card shortly after successfully completing the CPR class.

A current AHA BLS card must be received by the school business no later than the business day before the final. Failure to provide this documentation will prevent you from moving forward into clinicals. In such cases, you will be placed on a waitlist for future clinical openings.

Suspected Substance Abuse Policy

- Students are expected to come to class/clinical not impaired by any recreational drug or alcohol.
- Students suspected of drug and/or alcohol impairment by Caregiver Training Institute staff or clinical facility staff may be sent home, incurring makeup time, and required to submit to a mandatory substance abuse screening test at their own expense before continuing in the Program.
- Caregiver Training Institute will schedule the substance abuse screening test within 24 hours of the reported impairment.
- Students will be required to pay for the substance abuse screening test in full prior to it being administered.
- Refusal to consent to a substance abuse screening test within the required time frame may result in termination from the Program without a refund.
- If the student successfully completes a required substance abuse screening test, they will be allowed to proceed in the Program and into the next scheduled clinical rotation, dependent upon space availability.
- Evidence of drug and/or alcohol impairment may result in termination from the Program without a refund.

Post-Accident Screening Policy

- Any student involved in an on-the-premises accident or injury under circumstances that suggest possible impairment by drugs or alcohol in the accident or injury event may be sent home, incurring makeup time, and required to submit to a mandatory substance abuse screening test at their own expense.
- Refusal to consent to a substance abuse screening test within the required timeframe may result in termination from the Program.
- If the student successfully completes a required substance abuse screening test, they will be allowed to proceed in the Program and into the next scheduled clinical rotation, dependent upon space availability.
- Evidence of drug and/or alcohol impairment may result in termination from the Program.

Program Supply List

Required Materials (All Programs):

- Current program handbook
- All required textbooks
- Uniform – Scrubs / any solid color (we recommend two sets)
- Medical equipment (*NA Students only*)
 - blood pressure cuff
 - stethoscope (If you provide your own blood pressure cuff, it MUST NOT HAVE a stethoscope attached to the cuff.)
- gait belt
- Wristwatch, with a secondhand
- Black pen – NOTE: All tests are required to be taken with a black pen.
- Index cards
- highlighters, note-taking supplies (i.e.-paper, post-it flags, notebook/3-ring binder)

Programs

Nursing Assistant Training Certificate *This program is not eligible for Financial Aid*

Minimum Program Hours: 105 (37 hours in lecture, 28 hours laboratory, 40 hours in clinical)

Estimated Program Length: 3+ weeks

Course Textbooks:

Acello, B., & Hegner, B. R. (2022). Nursing assistant: A nursing process approach (12th ed.). Cengage Learning.

Students will learn the responsibilities, duties, and skills to help patients with activities of daily living and other healthcare needs. Students will graduate prepared to pass their state examination and prepared for entry-level employment working as a Nursing Assistant. The course is broken into three areas of focus: didactic theory, practical lab, and clinical experience.

Program Objectives:

- Work as a team within the healthcare facility and community
- Professional, legal, and ethical behavior that protects patients' rights
- Physical, social-cultural, social services, and mental health needs of the residents
- Effective communication, nonverbal and verbal
- Promote the safety of residents and provide for comfort and rest
- Infection prevention and control
- Basic emergency care and first-aid principals
- Knowledge of basic nutrition
- Personal care and grooming of residents
- Measure vital signs correctly
- Transfers, positioning, and turning of residents
- Cognitive impaired residents and their care
- Identify major body systems and common health problems
- Assist with diagnostic testing and pre-operative care
- Assist with admission/transfer/discharge of residents
- Hospice care, family, and residents' needs

Clock Hour Requirements (105 hours total)

- 37 hours didactic
- 28 hours lab
- 40 hours Clinical

Program Courses

NA-100: Nursing Assistant Fundamentals (37 hours)

In this course, students learn the textbook and practical knowledge needed to gain an understanding of the role of a Nursing Assistant, safety protocols, and basic medical fundamentals to include but not limited to, understanding healthcare settings, roles within the care team, infection control, legal and ethical issues, communication, the healthy human body, and chronic/acute conditions.

NA-200: Nursing Assistant Practical Care (28 hours)

In this course, students learn the practical application of nursing assistant practices commonly seen in a healthcare setting. Practical laboratory work includes, but is not limited to: infection control, safety and body mechanics, positioning, transfers, ambulation, personal care skills, basic nursing skills, bodily fluid elimination, and specialized care.

NA-300: Nursing Assistant Clinical Experience (40 hours)

In this final portion of the class, students work at clinical sites, accompanied by instructors, to practice the skills of a nursing assistant in a fully immersive experience. All knowledge gained throughout the course may be used in a real-life patient situation.

Graduation Requirements

In compliance with OSBN regulations, completion of the NA Program requires:

- The successful completion of 100% of the required classroom and clinical hours and content required by OSBN regulation;
- The successful demonstration of the required skills on the lab and clinical skills checklists;
- The achievement of a score of 75% or higher on the NA Program final exam and overall GPA of 75%;
- The successful completion of current AHA BLS CPR certification in accordance with OSBN approved curriculum; and
- The successful completion of the clinical portion of the program no later than 120 days following the last date of classroom instruction

Medication Aide Certificate

This program is not eligible for Financial Aid

Program Length: 80 hours (45 hours in lecture, 11 in laboratory, 24 hours in clinical)

Estimated Program Length: 4+ weeks

Course Textbooks:

Hartman Publishing Inc. (2021). Hartman's Complete Guide for the Medication Aide. Hartman Publishing, Inc., Albuquerque, New Mexico.

Tucker, R. (2024). 2025 Lippincott Pocket Drug Guide for Nurses. Lippincott Williams & Wilkins (LWW).

Students will receive training on how to administer non-injectable medications, prepare and administer routine medications to patients, stock and maintain a sufficient drug inventory to ensure adequate supplies, and document the administration and effectiveness of medications, taking note of any adverse side effects. This program is broken into three areas of focus: didactic theory, practical lab, and clinical experience.

Program Objectives:

- Effective communication, nonverbal and verbal
- Promote the safety of residents and provide for comfort and rest
- Infection prevention and control
- Basic emergency care and first-aid principals
- Knowledge of basic nutrition
- Basic pharmacology
- Medication administration
- Documentation and reporting
- Legal and ethical considerations
- Patient assessment and monitoring

Clock Hour Requirements (88 hours total)

- 45 hours didactic

- 11 hours lab
- 24 hours Clinical

Program Courses

MA-100: Medication Aide Fundamentals (45 hours)

In this course, students will learn the theory behind the practice of being an entry-level medication aid. Topics covered in this course include, but are not limited to: documentation, principles of drug action, authorized duties, medical terminology, and body systems.

MA-200 Medication Aide Practical Care (11 hours)

In this course, students are taught the appropriate and proper applications of ointments, ear medications, eye medications, and other drug classifications. Students will learn a variety of skills that are needed for the administration of non-invasive medical treatments.

MA-300: Medication Aide Clinical Experience (24 hours)

In this final portion of the class, students work 1:1 with an OSBN approved clinical instructor at a clinical site, to practice the skills of a medication aide in a fully immersive experience. All knowledge gained throughout the course may be used in a real-life patient situation.

Graduation Requirements

In compliance with OSBN regulations, completion of the MA Program requires:

- The successful completion of 100% of the required classroom, lab and clinical hours required by OSBN;
- The successful demonstration of the required skills on the lab and clinical skills checklists; and
- It is a condition of the program that a score of 80% or greater on the final exam at the end of the classroom portion is required to pass the classroom portion of the MA Program and go into the clinical portion of the program.

Receiving Your Certificate of Completion

The program completion date will be the date that the student has completed all the requirements for the course. All documentation must be submitted to the school for inclusion in the student folder and all requirements must be met. Caregiver Training Institute will notify students as soon as their certificates are prepared and ready for distribution.

The school has up to 14 business days from completion of the program to issue a certificate of completion.

Certificates of completion may be mailed or picked up at the office. The student should inform the office prior to completion of the program if they would like to have their Certificate of Completion mailed. The school is not responsible if the certificate is lost in the mail, arrives late, or if it is damaged.

Once a student's Certificate of Completion packet is issued, NA and MA students may submit their application to test for certification and their payment to the OSBN. Receiving the Certificate of Completion does not guarantee that the student will be able to pass the OSBN state testing and become a CNA or CMA in the state of Oregon.

Addendum

Program Makeup Time Policies

All missed class and lab time must be made up before taking the final and moving forward into clinicals

Students are responsible for all material covered in their absences, making up missed time, and for the academic consequences of their absences. Students are responsible for making up all missed time, including partial day absences, full day absences and being tardy (every minute in seat must be accounted for). Tardiness includes *arriving late, leaving early, returning late from breaks or lunch and not always being visible on Zoom.*

Makeup time is arranged through the school business office. When available, makeup time is offered at no additional cost. Students should never contact their instructors or call the clinical facility regarding missed time, tardiness, or scheduling makeup time.

Makeup time is not guaranteed and may not occur in a timely manner.

The availability of makeup time is impacted by several factors:

- The availability of openings in other regularly scheduled classes.
- OSBN regulations that set student-instructor class ratios and specify how missed time must be made up; and BOLI employment regulations, which preclude makeup time being scheduled during break or lunch periods.
- All makeup time must be attended under the supervision of an OSBN-approved instructor at Caregiver Training Institute.

Classroom makeup time

- Students who are absent or tardy must make up the time they missed in class in 10-minute intervals on campus.
- Students will be scheduled into another class based on what they missed and/or assigned the program material they need to review during their makeup session to meet program required hours of didactic instruction.

Lab makeup time

- Students will be assigned lab makeup time in a scheduled classroom lab to meet program required hours of lab instruction (based on lab skills needed).
- Missed lab time is made up in 10-minute intervals on campus.
- Lab makeup time openings are dependent upon availability, time-sensitive, and students may only receive a few hours' advance notice.

Clinical makeup time

- This makeup option is very limited, and dependent upon availability.
- Students who arrive late at clinicals will be sent home by the instructor and must make up the entire day in a different clinical with openings.
- In the event students have partial clinical hours remaining to be made up, the additional makeup time will be scheduled at the beginning of an available clinical and the student will leave at the beginning of an appropriate break period.
- Clinical makeup time is dependent upon availability; time-sensitive, and students may only receive a few hours' advance notice.

Academic Holiday Calendar

New Years Day
Martin Luther King Day
Presidents Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Indigenous Peoples Day
Veterans Day
Thanksgiving Holiday
Christmas Holiday

Micro-credentials

Bryan University offers a series of avocational courses intended to offer participants additional certifications in their already established professional field. The Northwest Commission on Colleges and Universities has approved all courses. The following avocational courses are currently available asynchronously through our online portal:

- Behavioral Health Level 1
- Respiratory CNA
- Infection and Sepsis Prevention

For more information, please visit our Continuing Education Portal at
<https://pace.bryanuniversity.edu>