Office: 503-257-0117
Fax: 503-257-0119
12790 SE Stark Street, Suite 100
Portland, Oregon 97233
www.CaregiverTrainingInstitute.com

Integrity ♥ Stewardship ♥ Responsibility ♥ Respect ♥ Professionalism

CERTIFIED NURSING ASSISTANT LEVEL 2 (CNA-2) FACULTY-LED PROGRAM

Caregiver Training Institute invites you to enroll in our OSBN approved Certified Nursing Assistant Level 2 Faculty-led Program. CNA-2 students receive specialized advanced training to assist licensed nursing personnel in hospital and other settings in providing nursing care for patients. Upon successful completion of the program, Caregiver Training Institute will issue a *Certificate of Completion* and students will be listed by the OSBN as CNA-2s on the OSBN registry.

Course Options
OSBN approved CNA-2 programs are comprised of at least 88 hours of instruction. The program is divided into a minimum of 60 hours of classroom and lab instruction, and at least 28 hours of supervised instruction in a clinical setting.

- **Caregiver Training Institute offers alternating 3-week day and evening schedules throughout the year that meet or exceed OSBN mandated hours of instruction.**
- **CNA-2 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 hospital/acute care setting** 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 18 years of age.**
- **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.**
- **Must be listed on the OSBN registry as a CNA in good standing in Oregon prior to attending class.**
- **In order to qualify for CNA-2 training, OSBN regulations require students must have:**
  - ➢ completed a Board-approved NA-1 education program and passed the NA-1 education program's competency evaluation. The OSBN will accept a student's CNA certification as evidence in support of them having completed a NA-1 training program.

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 CNA-2 Information Session on the CTI website and submit your digital signature** to acknowledge you have viewed, received, understand, and agree to the information covered in the presentation.

☐ **Submit your completed, signed, 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, CNA-2 students must **make a minimum $600.00 tuition 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, a student must submit 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.**

☐ **CNA-2 students must pay their $1,150.00 program tuition IN FULL at least two (2) business days prior to the first day of class**, unless they have made a minimum **$600.00 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 Required Throughout CNA-2 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:** *(provided by the school).*
✓ **CNA-2 Skills Lab Supply Fee: $25.00.**
✓ **CTI CNA-2 Program Workbook: $60.00** *(available for purchase ONLY AT THE SCHOOL).*
✓ **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*) 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).*
✓ **CTI CNA-2 Program Workbook / CTI Policies-OSBN & DHS Regulations Manual / 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 NOT BE ALLOWED TO TAKE THEIR FINAL EXAM and will be REMOVED FROM THEIR SCHEDULED CLINICAL ROTATION and moved to a WAIT LIST to take their final exam and go into the clinical setting.

☐ **Substance Abuse Screening: $60.00.** Drug screenings are **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, Two-Step TB Skin Test (PPD), and/or current Chest X-ray for TB.

☐ **AHA BLS CPR Card:** Submit a current AHA BLS CPR card to the business office, or **sign up for CPR class at the school - $80.00. CPR classes scheduled through the school must be completed _by the_**

_____

first day of labs, and e-card documentation must be submitted to the school business office *prior to the beginning of the student's clinical rotation*.

☐ **Immunization Documentation: CNA-2 students ARE REQUIRED to obtain and provide documentation of the following immunizations: Hep B** *(Hepatitis B)*, **MMR** *(measles, mumps & rubella)*, **Tdap** *(tetanus, diphtheria & pertussis)* and **Varicella** (*chicken pox*) consistent with CDC guidelines and as set by the mandatory hospital requirements and OHA administrative requirements for health professional student placements in clinical training settings within the state of Oregon.

☐ **COVID-19 Vaccine:** Caregiver Training Institute's healthcare facility training partners require CNA-2 students to either submit: documentation confirming that they have been fully vaccinated vaccinated *(14 days past last required dose***)** against COVID-19; or submit a COVID-19 vaccination exemption form. Students who receive exemptions may be required to follow additional safety measures in clinical rotations. CTI COVID-19 vaccination exemption forms are available at the schools's business office.

☐ **Influenza** *(Flu)***: CNA-2 students ARE 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.