



NURSING ASSISTANT (NA-1) FACULTY-LED PROGRAM

Caregiver Training Institute invites you to enroll in our Nursing Assistant Level 1 Faculty-led Training Program. Students will 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

- **Our OSBN approved NA-1 training programs are comprised of 110 hours of instruction**, divided into 37 hours of classroom, 33 hours of skills lab instruction, and 40 hours of instruction in a clinical setting.
- **Classes are offered on day, evening, and weekend schedules year-round. Classes range in length between 3-to-9 weeks.**
 - ✓ **Day Accelerated Classes** allow students to complete the program quicker. (3 weeks)
 - ✓ **Day Regular Classes** give students more time to read and absorb the required chapters, review and practice skills, and prepare for exams. (5 weeks)
 - ✓ **Evening Classes** give students more time to read and absorb the required chapters, review, and prepare for exams. (5 weeks)
 - ✓ **Weekend Classes** are designed for students who have commitments during weekdays and evenings that preclude them taking other schedules. (9 weeks)
- **Students have the option of attending the didactic lecture/planned lessons portion of the program either in a residential classroom setting or a hybrid virtual class setting.**
- **In-person skills labs of up to 10 students per instructor are held on campus** and provide hands-on practical experience to allow students to develop their skills.
- **Clinical practicums of up to 10 students per instructor** 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 enrolled in the Virtual option of this course, after September 1, 2024 will be required to complete an online learning assessment prior to enrollment.**

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 TWO (2) BUSINESS DAYS PRIOR TO THE FIRST DAY OF CLASS

Students must submit their Program Registration Packet and Eligibility Documentation at least two (2) business days before the first day of class.

- PRIOR TO ENROLLMENT**, students must acknowledge they have received, reviewed, understand, and agree to:

- The policies and requirements covered in the Caregiver Training Institute, a Division of Bryan University, Course Catalog; and

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- **The Criminal history requirements and policies found in the in the (1)** Board of Nursing (OSBN), Chapter 831, Division 1, Rules of Practice and Procedure, 851-001-0115 Criminal Background Checks; and **(2)** The Department of Human Services (DHS) Chapter 407, Division 7, Criminal History Checks, 407-007-0000 Purpose and Scope.
- Submit completed, signed, and dated CTI Program Registration Packet**, which includes the *Enrollment Agreement and Financial Disclosure Statement*.
- Submit required eligibility documentation to the CTI business office.**
- Provide a copy of a current government issued, signature-bearing, color PHOTO ID with your legal name and birth date for identity verification.**
- RESERVE A SPOT!** When registering for a class students must **SELECT A CLASS SCHEDULE** and 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 eligibility prerequisites.
 - **A \$125 NON-REFUNDABLE** enrollment processing fee is Included as part of the tuition payment.
 - **Students must pay their \$1,750 PROGRAM TUITION in full at least two (2) business days prior to the first day of class**, unless they have made a minimum \$800 tuition down payment and 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 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.*
- Pay your NA-1 Skills Lab Supply Fee (\$25) and Drug Screening Fee (\$60) prior to the first day of class.** (*available for purchase ONLY THROUGH THE SCHOOL.*)

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

- ✓ **Name Tag, Course Pack, & Gait Belt:** (*provided by the school*).
- ✓ **NA-1 Program Textbook: \$50** (*available for purchase at the school*).
- ✓ **CTI NA-1 Program Handbook: \$30** (*available for purchase ONLY AT THE SCHOOL*).
- ✓ **BP Cuff/Stethoscope Kit: \$45** (*available for purchase at the school; equipment 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.
- ✓ **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.*

Required Items for Labs & Clinical

- ✓ **Dress Code: Name Tag, Scrubs Uniform:** (*any color, pattern-2 sets recommended*).
- ✓ **Shoes:** (*athletic shoes, fully enclosed non-skid soled work shoes*).
- ✓ **Program Textbook, CTI Program Handbook, Medical Equipment, Watch w/second hand** (*not digital*).
- ✓ **Note-taking Supplies.**
- ✓ **Masks/PPE:** The use of PPE is required in clinical, but the use of face masks is optional in labs.

Required Clinical Documentation Deadline

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

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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:** Drug screenings must be completed and results received by CTI.
- 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.
- 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.**
- COVID-19 Vaccine:** Caregiver Training Institute's healthcare facility training partners require NA-1 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 school's business office.
- 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.