The Psychiatric Technician Program will start a new class every two out of three semesters. **For current information on the next Program start date, please visit the webpage at napavalley.edu/ptec.** Applications are due in by the published deadline for the start of the corresponding semester. Each class will have 30 openings, which will be filled by the first 30 applicants who have completed the following procedures.

**BEFORE APPLYING**

In order to be accepted into the Psychiatric Technician Program, there are several steps you must complete before you turn in your application for the PTEC Program. Make sure you fully understand what is expected to be done and allow adequate time for requirements such as transcript and Foreign Verification requests.

- **Complete an application for admission to Napa Valley College.**
  - Do this online at [www.napavalley.edu](http://www.napavalley.edu). This only needs to be done once.

- **Complete the Matriculation requirements of:**
  - **Assessment Testing or Course Equivalency of Math and English.** Test scores are good for 2 years. Equivalency coursework must have been taken within 5 years of the start date of the program. *(Contact the Learning Skills and Testing Center at 253-3270 to arrange for Assessment Testing).*
    - English Assessment testing (CTEP) with a score of 59 or higher or completion of ENGL 85 with a “C” or better.
    - Math Assessment testing (MTDP) with a score of 30 or higher on the “Algebra Readiness Test” or completion of MATH 55 with a “C” or better.
    - **Assessment tests completed at other institutions should be transferred to and evaluated by Napa Valley College’s Testing Center.**
  - **College Orientation.** *(Contact the Counseling Center, (707) 253-3040, for the orientation sessions.)*

- **Complete the Prerequisite courses:**
  - HEOC 100 Anatomy and Physiology (with a “C” or better)
  - HEOC 101 Pharmacology (with a “C” or better)
  
  Both classes must be start & completed within 5 years of the start date of the program. These classes do not have to be completed before application to the Psych Tech Program, however you must be currently enrolled in the class(es) at the time of your application submission.

- **Official Transcripts (unopened) of high school graduation or its equivalent (GED, CHSPE) and, if applicable, college courses.**

- **If Foreign, Official Verification (unopened) of high school graduation or its equivalent (GED, CHSPE) and, if applicable, college courses.**
  All Foreign Transcripts must be evaluated by an International Evaluation Service prior to submission of program application; this service must provide Napa Valley College with an evaluation certificate of the international coursework.

**AT APPLICATION**

When you complete your application for the Psychiatric Technician Program, you also need to complete the Checklist. This Checklist will ensure that you are not missing anything that would cause your application to be rejected.

Submit your completed Application with any transcripts/evaluations to Admissions in Building 1300.

All applicants meeting these requirements will be certified eligible for admission to the program and will be provisionally accepted on a first-come, first-served basis.

Your application will be rejected if all requirements are not met.
ONCE ACCEPTED
Applicants will be notified by letter of their acceptance into the program. The remaining requirements will need to be completed by the

- Current CPR Certification
- The only acceptable type of certification is the American Heart Association Healthcare Provider or Professional Rescuer.

- Health Physical and Immunizations
- A complete physical is required within the 3 months prior to the start of the program. In addition to the physical, students will need the following testing/immunizations:
  - Tuberculosis (TB) PPD (Mantoux) Test – Mantoux test is a 2 step PPD 1 week apart. Students who have no record of Negative PPD testing and are not TB carriers must do Mantoux. If students have record of positive PPD they must provide a chest X-Ray showing 2 views with no abnormalities.
  - Chicken Pox (Varicella) – either a positive titre or vaccine (series of two immunizations)
  - Measles, Mumps, Rubella (MMR) – either a positive titre or vaccine (series of two immunizations)
  - Hepatitis B – either a positive titre or vaccine (series of three immunizations, must have 2 doses before starting clinical rotation)
  - Tetanus/Diphtheria – within 8 years of start of program

- Mandatory PTEC Orientation
- You must attend the mandatory PTEC Orientation with the Program Director (you will be notified by mail of the date of orientation). Students who fail to attend PTEC Orientation or fail to submit their required CPR and Health/Immunization documentation by Orientation may lose their spot in the program.

DURING THE PROGRAM
Your PTEC program will take three semesters to finish. During these three semesters, in addition to your PTEC classes, you will need to complete co-requisites in order to receive a Certificate of Completion and be able to sit for the BVNPT exam. You will find a sample schedule of your courses listed below. In order to provide flexibility in the program, you can take the co-requisites either before starting the program or during the summer semester when you have no PTEC class scheduled. (If you take any of the co-requisites before starting the program, they must be started & completed within 5 years of the start date of the program.)

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
<th>Third Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTEC 150 - Nursing Science</td>
<td>PTEC 155 - Developmental Disabilities</td>
<td>PTEC 156 – Mental Health</td>
</tr>
<tr>
<td>Role of PT, Nursing Process, The Medical Record &amp; Documentation Fundamentals, Medical/Surgical Nursing, Principles of Emergency Care, Medical Terminology.</td>
<td>Mental Health Nursing I &amp; II Etiologies/mental disabilities, group therapy, substance abuse, psychopharmacology, human sexuality, crisis intervention, client’s rights, management of Assaultive behavior, domestic violence, eating disorders, leadership and supervision.</td>
<td>Assessment &amp; intervention with the developmentally disabled client, etiologies of developmental disabilities, training and teaching developmentally disabled, client’s rights, behavior modification, normalization adaptation model, tests and measurements, case management, nursing process and medical records, sensorimotor integration, and psychopharmacology.</td>
</tr>
<tr>
<td>HEOC 172 - Nutrition</td>
<td>PSYCH 124 - Psychology of Adjustment</td>
<td>PSYC 125 - Human Development</td>
</tr>
</tbody>
</table>

ADDITIONAL INFORMATION
- Students scoring less than 59 on the English Assessment Test and/or less than 30 on the Math Assessment Test are strongly encouraged to meet with a counselor to review what courses are available to help ensure success in the program. There may be courses that can help prepare you and teach you good study skills, planning, and preparation.
- Students are encouraged to take other program requirements while waiting for admission into the program. These courses are:
  - HEOC 172 Basic Nutrition
  - PSYC 124 Psychology of Adjustment
  - PSYC 125 Human Development
- Prior to registering for any courses at NVC, we strongly recommend that students make an appointment with a counselor to discuss assessment scores, appropriate course placement, course load, educational and career plans.
- All HEOC courses must be completed with a “C” grade or better and must be started & completed within 5 years of the start date of the program in order to meet Board of Vocational Nursing and Psychiatric Technicians (BVNPT) requirements.
- Due to the fact that during your clinical rotations you will be practicing in off-campus clinical settings, it is especially important that you are aware of professional expectations. You will be expected to follow standards while participating in the Psych Tech program including appearance, attitude, language, and tardy behavior.
- Prior to clinical rotations being scheduled, all students will be subject to a criminal background check. If an agency determines that a student does not meet hospital security standards, the student will be ineligible for mandatory clinical rotations and will be subject to dismissal from the program.