



HEALTH OCCUPATIONS

## PSYCHIATRIC TECHNICIAN PROGRAM APPLICATION PACKET

**Applications will only be accepted during the posted application period for the semester you are applying for.**

Acceptance letters will be sent out within five weeks from the end of the application period.

Please do not call regarding your acceptance before that time is up.

### Application Tips

- Review the PTEC Information Sheet
- Complete your English & Math Classes (See PTEC Information Sheet for requirements)
- Pass HEOC 100 (A&P), HEOC 101 (Pharmacology), and HEOC 172 (Nutrition) with a "C" or better (or be currently enrolled in the class(es))
- Obtain Official (unopened) High School transcripts
- Obtain Official (unopened) College transcripts (if elsewhere than NVC)



**PSYCHIATRIC TECHNICIAN PROGRAM  
INFORMATION SHEET**

- Obtain Foreign Transcript Evaluation (if Applicable)
- Complete all Information on the PTEC Application including the checklist

**Mail your Application, along  
with any Official Transcripts  
and Foreign Evaluations, to  
Napa Valley College-**

**Admissions & Records**

**2277 Napa-Vallejo Highway**

**Napa, CA 94558**

**ATTN: Margarita Ceja**



Health Occupations  
Psychiatric Technician Program

### **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 Course requirements of:**
  - **High School English** with a “C” or better **or** completion of **ENGL 85- Basic English and Writing (or higher)** with a “C” or better.
  - **High School Algebra** with a “C” or better **or** completion of **MATH 85- Elementary Algebra (or higher)** with a “C” or better.
- **Complete the Prerequisite courses:**
  - **HEOC 100** Anatomy and Physiology (with a “C” or better)
  - **HEOC 101** Pharmacology (with a “C” or better)
  - **HEOC 172** Nutrition (with a “C” or better)

These classes must be started & 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 you submit your application.** Similar courses from other community colleges may be accepted with the approval of the program director.

- *Highly Recommended:* **HEOC 171** Medical Terminology
- **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 (within application). 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, *BY MAIL ONLY* to:**  
**Napa Valley College- Admissions & Records Department.**  
**2277 Napa-Vallejo Highway, Napa, CA. 94558**  
**Attention: Margarita Ceja**

*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. **APPLICANTS THAT MEET ALL THE REQUIREMENTS AND ARE CNA'S, OR HAVE MILITARY EXPERIENCE, WILL BE GIVEN PRIORITY ACCEPTANCE TO THE PROGRAM!***

**Your application will be rejected if all requirements are not met.**

Napa Valley College career technical education programs are open and available to all students regardless of race, color, national origin, sex, disability, religion, sexual orientation, gender identity or gender expression. Admission requirements for Napa Valley College career technical education programs are described in the current Napa Valley College catalog. The Napa Valley College Title IX officer is Charo Albarran, Associate Vice President, Human Resources & Training Development- Phone: 707-256-7105. For information regarding the requirements of Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act or to file a complaint, contact Special Services, 707-253-3080 (voice), 707-253-3085 (TDD)

## **ONCE ACCEPTED**

Applicants will be notified by letter of their acceptance into the program. **You will be notified in the Acceptance Letter of due dates for submitting copies of your CPR card, health & safety packet, and Drug Screen/Background Check.**

- **Current CPR Certification**

The **only acceptable type of certification** is the Basic Life Support (BLS) for Healthcare Providers (HCP). Go to [www.napacpr.com](http://www.napacpr.com) for further information and available course offerings through the college.

- **Health & Safety Requirements**

Please visit our new Health & Safety page

<http://www.napavalley.edu/academics/HealthOccupations/Pages/HealthandSafetyRequirements.aspx> for Health & Safety requirements and guidelines.

**AT THIS TIME, MOST OF THE CLINICAL SITES FOR THE NVC PTEC PROGRAM REQUIRE COVID VACCINATION & BOOSTER PROOF, WITH NO EXCEPTIONS FOR STUDENTS. CLINICAL AS WELL AS ONSITE CLASS/LECTURE IS A REQUIREMENT FOR THE PTEC PROGRAM.**

- **Drug Screen/Background Check**

Information on requirements for Drug Screen/Background Check will come at Orientation.

- **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 Health & Safety documentation or complete Drug Screen/Background Check by due dates explained in the acceptance letter, will 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. 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.**)*  
**Please remember not all courses are always available during summer session.**

## **ADDITIONAL INFORMATION**

- The co-requisite courses for the program are listed below. Students are encouraged to take these requirements while waiting for admission into the program. These courses are:
  - **PSYC 124** Psychology of Adjustment
  - **PSYC 125** Human Development

## PTEC PROGRAM

### First Semester

#### **PTEC 150 - Nursing Science**

*Role of PT, Nursing Process, The Medical Record & Documentation Fundamentals, Medical/Surgical Nursing, Principles of Emergency Care, Medical Terminology.*

### Second Semester

#### **PTEC 155 - Developmental Disabilities**

*Assessment & 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.*

#### **\*PSYC 125 - Human Development**

### Third Semester

#### **PTEC 156 – Mental Health**

*Mental Health Nursing I & 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.*

#### **\*PSYC 124 - Psychology of Adjustment**

- 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.
- All students will be subject to a drug screen and 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.

# **Foreign Transcript Evaluation Information**

## **Your Educational Qualifications**

The most important element in your application package is your educational qualifications, including degrees, diplomas, certificates and the corresponding statement of marks or examination results. The requirements of American institutions are very specific in this regard: final degree and diploma certificates alone are not sufficient, as detailed records of the subjects studied and annual examination results are essential and must be submitted. Take great care in gathering those documents, and do not overlook anything because it will only delay your application. If your documents are not in English, you must have them translated and submit both the translation and the original language documents.

### **How are foreign qualifications reviewed?**

Some universities employ specialists in foreign educational systems and credentials to review documents submitted by international students. Others will instruct applicants to have their credentials evaluated by an independent organization that specializes in foreign credential evaluation, and will provide them with a list of organizations whose evaluations they accept. You can find the right evaluation services by asking the university for instructions. If they offer no special information and you are on your own, you should select a service that is a member of the National Association of Credential Evaluation Services (NACES), which has strict professional standards. The evaluation is a written report that contains both a description and an interpretation of foreign education qualifications in US terms.

There are two types of evaluation: the basic document-by-document evaluation and the comprehensive course-by-course evaluation. The document-by-document report describes each credential and gives it a US equivalent. A course-by-course report also includes a list of all post-secondary coursework converted in equivalent US semester credits and grades. There is no set fee for this service, as each evaluation has different rates depending on the type of evaluation that is sought. Most fees are in the \$150 – \$250 range.

### **What else can an evaluation report do for you?**

If you obtain an independent evaluation of your educational qualifications early on, it will give you some idea of what your educational background is worth in the US, and what programs you are qualified for and should apply to and which ones not. That information can be very helpful when you make preparations for study in the United States, especially in using your time and energy most effectively, and in finding the college or university that is just right for you.

## **WORLD EDUCATION SERVICES**

### **(WES) Trusted Credential**

#### **Evaluations**

WES evaluations compare your academic credentials earned anywhere in the world to those issued in the U.S. Whatever the level of your studies, whether you have completed a degree or not, an evaluation can help you qualify for further education or employment opportunities in the U.S. WES evaluations are widely accepted and the most trusted and requested brand of report, so you have come to the right source.

#### **WES International Education Intelligence**

Having a WES credential evaluation can give you an advantage over other students. The WES report demonstrates how your education matches up with U.S. studies and shows your commitment to backing up your application with the facts.

WES has the world's largest database of institutions, courses and degrees, so providing a WES evaluation enables U.S. institutions to review your application faster and with more confidence.

You can submit your application with the confidence that your qualifications will be recognized and understood. Submitting a WES evaluation can help you make sure that your application receives a fair review based on an accurate assessment of your prior education.

### **Apply Now at [www.wes.org](http://www.wes.org)**

**APPLICATION FOR NAPA VALLEY COLLEGE  
Psychiatric Technician Program**

**REVIEW PTEC INFORMATION SHEET BEFORE COMPLETING APPLICATION**

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_ NVC Student ID # \_\_\_\_\_

Previous or other names used \_\_\_\_\_

Previously applied to PTEC Program (**Circle One**) YES NO If YES, when? \_\_\_\_\_

**Emergency Contact Person:** This number will be used only in an emergency or if we unable to contact you in any other way.

\_\_\_\_\_  
Name Relationship Phone #

**CHECK EACH THAT APPLIES:** \_\_\_\_\_ Currently enrolled at NVC \_\_\_\_\_ Previously enrolled at NVC

\_\_\_\_\_ New to the PTEC Program \_\_\_\_\_ Returning to the PTEC Program – Original Start Date \_\_\_\_\_

\_\_\_\_\_ Advanced Placement/Transfer – Detail school and Status \_\_\_\_\_

**This CHECKLIST must be complete when submitting your application packet.**

<b>First Steps</b>	<b>Notes</b>	<b>√ When Done</b>
<b>NVC College Application</b> Complete online at www.napavalley.edu		
<b>Official High School Transcripts or GED/CHSPE</b> Previously sent to NVC Admissions & Records or included with Application		
<b>Official College Transcripts (if applicable)</b> Previously sent to NVC Admissions & Records or included with Application		
<b>Official Foreign Transcript Evaluation &amp; Certificate (if applicable)</b> Previously sent to NVC Admissions & Records or included with Application		
<b>Matriculation Requirements</b>	<b>Notes</b>	<b>√ When Done</b>
<b>English</b> Completion of ENG 85 (or higher) within the last 5 years, with a "C" or better or High School English- within the last 5 years with a "C" or better.		
<b>Math</b> Completion of MATH 85 (or higher) within the last 5 years, with a "C" or better or High School Algebra- within the last 5 years, with a "C" or better.		
<b>Prerequisites</b>	<b>Notes</b>	<b>√ When Done</b>
<b>HEOC 100 Anatomy &amp; Physiology</b> Completion with a "C" or better		
<b>HEOC 101 Pharmacology</b> Completion with a "C" or better		
<b>HEOC 172 Nutrition</b> Completion with a "C" or better		

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**\*\*Your APPLICATION will be rejected if all requirements are not met\*\***

**DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY**

<b>Requirement (A&amp;R)</b>	<b>Notes</b>	<b>√ When Verified</b>	<b>Initials</b>
NVC College Application			
High School Transcripts or GED/CHSPE			
College Transcripts (if applicable)			
Foreign Transcript Evaluation & Certificate Received (if applicable)			
<b>English (Circle One)</b> Completed ENG 85 with a C or better or High School English- within the last 5 years with a "C" or better	Date:            Grade:		
<b>Math (Circle One)</b> Completed MATH 85 with a C or better or High School Algebra- within the last 5 years with a "C" or better	Date:            Grade:		
HEOC 100 A&P, completed with a C or better	Date:            Grade:		
HEOC 101 Pharmacology, completed with a C or better	Date:            Grade:		
HEOC 172 Nutrition, completed with a C or better	Date:            Grade:		
PTEC Application Complete			
<b>Requirement (Health Occupations)</b>	<b>Notes</b>	<b>√ When Verified</b>	<b>Initials</b>
PTEC Orientation Attended			

**Notes**