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

Acceptance letters will be sent out within three weeks of 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 Assessment Testing or English & Math Classes (if assessment scores are below accepted level)

- Pass HEOC 100 (A&P) and HEOC 101 (Pharmacology) 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)
Obtain Foreign Transcript Evaluation *(if Applicable)*

Complete all Information on the PTEC Application including the checklist

Submit your Application, along with any Official Transcripts and Foreign Evaluations, to Admissions in Building 1300
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.

- **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. 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 time you attend the PTEC Orientation, approximately 1-2 weeks before the start of class. You will be notified in the Acceptance Packet of due dates for submitting copies of your CPR card, Physical, Immunizations, and Background Check.

- **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

- **Background Check**
  information on requirements for a Background Check with come in the Acceptance Packet.

- **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 or complete a Background Check 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 classes 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 and completed within 5 years of the start date of the 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.
- **HEOC 172 - Nutrition**

**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**

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 and 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 the start of the program, 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.
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

CPR Information
The only accepted form of CPR certification for any NVC Health Occupations Program is American Heart Association (AHA) Healthcare Provider or Professional Rescuer. If you are not already certified in the required CPR, please visit the AHA website at www.americanheart.org to get a list of Training Centers in your area; then contact the individual Center to find out when the next available course will be offered. You can also visit the Napa Valley College CPR webpage at napavalley.edu/cpr for a list of classes.

Immunization and Health Physical Information
If you are a current student of Napa Valley College, the Student Health Center offers school physicals at no cost and some immunizations and titers at a reduced cost. However, they are open only during the normal academic year (August – May). The center is located in Building 2250 which is one of the portables behind the 1800 building. Please contact them at (707) 259-8005 for further information.

Another option for some immunizations is the Napa County Health Department. Please contact them at (707) 253-4270 for further information.
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 ______________________________ ___________________________________

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.

<table>
<thead>
<tr>
<th>First Steps</th>
<th>Notes</th>
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<tbody>
<tr>
<td>NVC College Application</td>
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<td>Completion of ENG 85 with a “C” or better or Assessment Testing with score of 59 or above</td>
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<td>Math</td>
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<td>Completion of MATH 55 with a “C” or better or Assessment Testing with score of 30 or above</td>
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**Student Signature _____________________ Date ____________**

**Your APPLICATION will be rejected if all requirements are not met**
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<thead>
<tr>
<th>Requirement (A&amp;R)</th>
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<td>Grade:</td>
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<td>PTEC Application Complete</td>
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<th>Requirement (Health Occupations)</th>
<th>Notes</th>
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<td>Current AHA CPR (Healthcare Provider or Professional Rescuer)</td>
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<td>PTEC Orientation Attended</td>
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Notes