



## Health Occupations Psychiatric Technician Program

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](http://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 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.**

- **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, *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. 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 Letter of due dates for submitting copies of your CPR card, health & safety packet, and 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 **NEW** Health & Safety requirements and guidelines.

- **Background Check/Drug Screen**

Information on requirements for Background Check /Drug Screen 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 a Background Check/Drug Screen 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. 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 & 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.*

### **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 are encouraged to take other program requirements while waiting for admission into the program. These courses are:
  - **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 the start of the program, **all students will be subject to a criminal background check and drug screen.** 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.