



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 High School English & Math Classes (with a "C" or better)
- Obtain Official (unopened) High School transcripts
- Obtain Official (unopened) College transcripts (if elsewhere than NVC)



HEALTH OCCUPATIONS
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

The Psychiatric Technician Program will start a new cohort after the last one graduates. ***For current information on the next Program start date, please visit the webpage at [Psychiatric Technician](#).*** Applications are due in by the published deadline for the start of the corresponding semester. Each class will have 40 openings, which will be filled by the first 40 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 [Application for Admission to College](#). This only needs to be done once.
- **Complete the Course requirements of:**
 - **High School English** with a “C” or better
 - **High School Algebra** with a “C” or better
- **CNA license. Must be verifiable on Breeze.**
- **Complete your Measles, Mumps, Rubella (MMR), Hep B Surface Antibody and Varicella Titers (Blood Tests).**
- *Highly Recommended (but not required): 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 HAVE MILITARY EXPERIENCE, WILL BE GIVEN PRIORITY ACCEPTANCE TO THE PROGRAM!***

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. **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 American Heart Association Basic Life Support (BLS) for Healthcare Provider(HCP). Go to [CPR Training Center](#) for further information and available course offerings through the college.

- **Health & Safety Requirements**

Please visit our Health & Safety page for Health& Safety requirements and guidelines. [Health & Safety Requirements \(napavalley.edu\)](#)

- **Drug Screen/Background Check**

Information on requirements for Drug Screen/Background Check will come at Orientation. **Please note: All students will be subject to a drug screen and background check.** If an agency determines that a student does not meet the facility security standards, the student will be ineligible for mandatory clinical rotations and will be subject to dismissal from the 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 Health & Safety documentation or complete Drug Screen/Background Check by due dates explained in the acceptance letter, may lose their spot in the program.

PTEC PROGRAM

First Semester

PTEC 91 - Nursing Science

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

Second Semester

PTEC 92 - 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.

Third Semester

PTEC 93 – 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.

- 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 PTEC courses must be completed with a "C"/75% grade or better.
- 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.

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)

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

DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY

Requirement (A&R)	Notes	√ When Verified	Initials
NVC College Application			
High School Transcripts or GED/CHSPE			
College Transcripts (if applicable)			
Foreign Transcript Evaluation & Certificate Received (if applicable)			
English (Circle One) Completed ENG 85 with a C or better or High School English with a "C" or better	Date: Grade:		
Math (Circle One) Completed MATH 85 with a C or better or High School Algebra with a "C" or better	Date: Grade:		
Measles, Mumps, Rubella (MMR), Hep B Surface Antibody, and Varicella Titers			
CNA License			
PTEC Application Complete			
Requirement (Health Occupations)	Notes	√ When Verified	Initials
PTEC Orientation Attended			

Notes