



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 Requirements

- Review the PTEC Information Sheet
- Complete your High School English & Math Classes (with a "C" or better)
- Obtain Official High School transcripts
- Obtain Official College transcripts (if elsewhere than NVC)
- Obtain Foreign Transcript Evaluation (if Applicable)



➤ Letter of Intent - PTEC Program Application

We're excited to include a new step in our application process that allows you to share your personal motivation and vision for joining the Psychiatric Technician (PTEC) Program.

As part of your application, please submit a **Letter of Intent between 500–1,000 words**. This letter is your opportunity to tell us why you're passionate about becoming a Psychiatric Technician and how you see yourself contributing to the healthcare community.

In your letter, please choose **at least three** of the following questions to respond to:

1. Why do you want to become a Psychiatric Technician, and what do you hope to achieve through this program and in your future career?
2. Describe a time when you supported or helped someone in distress or during a difficult situation. What did you learn about yourself and about caring for others from that experience?
3. The PTEC program emphasizes attendance, teamwork, and professional conduct. What does professionalism mean to you in a healthcare environment?
4. Describe a time when you faced a major challenge or setback. How did you handle it, and what strategies helped you stay focused and move forward?
5. What roles do communication and teamwork play in providing safe and effective patient care, and how do you see yourself contributing as part of a healthcare team?
6. What strategies do you currently use to support your success in school, work, or personal goals? If unexpected challenges arise during the program, what contingency plan do you have to stay on track and continue progressing toward completion?

Applicants who meet all minimum requirements will be reviewed by the Admissions Committee. Selection is based on several factors, including completion of prerequisites and required documentation, demonstrated commitment and motivation to enter the field, clarity and quality of the Letter of Intent, and professional readiness. The committee also values applicants who contribute to a diverse and inclusive learning environment. Qualified applicants with verified military service may receive priority consideration. Incomplete or late applications will not be reviewed.

We look forward to reading about your experiences and welcoming our next group of future Psychiatric Technicians!

Please Complete all Information on the PTEC Application
including the checklist!

**Mail your Application along
with any Official Transcripts,
Foreign Evaluations (if applicable),
Titers (blood test) for MMR,
Hep B Surface Antibody and
Varicella, and Letter of Intent**

to:

**Napa Valley College-
Admissions & Records**

2277 Napa-Vallejo Highway

Napa, CA 94558

ATTN: Margarita Ceja



Health Occupations Psychiatric Technician Program

The Napa Valley College Psychiatric Technician (PTEC) Program prepares students for careers in behavioral healthcare, developmental disability services, and mental health nursing. A new cohort begins following the graduation of the current class.

For current information on start dates and application deadlines, please visit the [Psychiatric Technician Program webpage](#).

The program admits up to 24 students per cohort, allowing for close faculty support and hands-on learning in both classroom and clinical settings. The program seeks to enroll applicants who demonstrate academic strength, professionalism, commitment to the field, and alignment with our program values of diversity and equity.

The program continually strives to strengthen student learning and clinical readiness, ensuring graduates are well-prepared for success on the state licensure examination.

BEFORE APPLYING

To be considered for admission to the PTEC Program, applicants must complete the following steps **before submitting an application**. Please allow adequate time for transcript requests and verification processes.

Apply to Napa Valley College- 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
- **Current CNA license. Must be verifiable on Breeze.**

Complete the following Titers (blood tests):

- Measles, Mumps, Rubella (MMR)
- Hepatitis B Surface Antibody
- Varicella

- **Highly Recommended (but not required): HEOC 171 Medical Terminology**
- **Official Transcripts of high school graduation or its equivalent (GED, CHSPE) and, if applicable, college courses.**
- **If educated outside the U.S.: Provide sealed transcripts and an evaluation from an approved international service sent directly to Napa Valley College.**

AT APPLICATION

Include a completed **Application Checklist** (within the application packet) to confirm that all required materials are enclosed.

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

Applicants who meet all minimum requirements will be reviewed by the Admissions Committee. Selection is based on several factors, including completion of prerequisites and required documentation, demonstrated commitment and motivation to enter the field, clarity and quality of the Letter of Intent, and professional readiness. The committee also values applicants who contribute to a diverse and inclusive learning environment. Qualified applicants with verified military service may receive priority consideration. Incomplete or late applications will not be reviewed.

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

ONCE ACCEPTED

Accepted applicants will receive a formal **Acceptance Letter** with instructions for completing all pre-enrollment requirements, including:

- **Current CPR Certification**

Must be **American Heart Association Basic Life Support (BLS) for Healthcare Providers (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**

Attendance is required to confirm program placement. **Failure to complete orientation or submit required documentation by published deadlines may result in forfeiture of your seat.**

Please note that on top of your tuition and school fees, you will have a lab pack fee of \$125.00 (for whole program), book bundle/learning materials of approximately \$1,000.00 (for whole program), and at least two pairs of scrubs, a scrub jacket, three program patches and black fluid resistant shoes- approximately \$150.00-200.00.

Prices subject to change.

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.
17 Units

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.

17 Units

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 Assultive behavior, domestic violence, eating disorders, leadership and supervision.

16 Units

- 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.
- A minimum grade of 75% (C) is required to pass each PTEC course. Students who earn below 75% are considered to have failed the course and must repeat it to progress in the program.
- **Professional Expectations-** During clinical rotations, students represent both Napa Valley College and the Psychiatric Technician profession. Professional standards regarding appearance, behavior, communication, and punctuality are strictly enforced.

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 Albaran, 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

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.

First Steps	Notes	✓ When Done
NVC College Application Complete online at www.napavalley.edu		
Official High School Transcripts or GED/CHSPE Previously sent to NVC Admissions & Records or included with Application		
Official College Transcripts (if applicable) Previously sent to NVC Admissions & Records or included with Application		
Official Foreign Transcript Evaluation & Certificate (if applicable) Previously sent to NVC Admissions & Records or included with Application		
Matriculation Requirements	Notes	✓ When Done
English High School English with a "C" or better		
Math High School Algebra- with a "C" or better		
CNA Requirement	Notes	✓ When Done
CNA License # _____		
Health Requirements	Notes	✓ When Done
Measles, Mumps, Rubella (MMR) Titters; Hep B Surface Antibody Titer; Varicella Titer.		
HEOC Requirements	Notes	✓ When Done
Letter of Intent		

Student Signature _____

Date _____

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

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
Letter of Intent			

Notes