



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 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 [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
  - **High School Algebra** 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)

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 American Heart Association Basic Life Support (BLS) for Healthcare Provider(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 for Health& Safety requirements and guidelines. [Health & Safety Requirements \(napavalley.edu\)](http://www.napavalley.edu/Health%20and%20Safety)

**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
  - **HEOC 172** Nutrition

## 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**

#### **\*HEOC 172 Nutrition**

- 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.