

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.** 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. 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

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

Prior to registering for any courses at NVC, we **strongly** recommend that students make an appointment