



CAREGIVER TRAINING INSTITUTE SNAPSHOT

CERTIFIED NURSING ASSISTANT PROGRAM

CATALOG

The Caregiver Training Institute catalog can be located [here](#).

PROGRAM DETAILS

The Certified Nursing Assistant program is in person. This program is 3 to 5 weeks long with the externship completed at the end.

Nursing Assistant students learn the responsibilities, duties, and skills expected of Certified Nursing Assistant in the State of Oregon. Students will be actively involved in the classroom and skills lab settings and will complete the practicum in a community nursing facility. Upon successful completion of the program, students will be issued a Certificate of Completion and be eligible to apply for certification by competency examination with the Oregon State Board of Nursing (OSBN).

IMMUNIZATION REQUIREMENTS AND DISCLOSURES

We advise that all scholars complete these required immunizations prior to completing their Human Touch Healthcare course to ensure that they are ready for enrollment. For those who have not been immunized, this process could take up to 6 months.

This program requires that students submit their proof of immunization by the start of their clinical rotation.

- Covid 19 (Proof of injections) Or complete a Covid Exemption Form.
 - Covid Booster- Scholars may need to have additional boosters nearing the time of their externship.
- One Step PPD (TB) or blood titer showing non-infection.

Below is a comprehensive list of what may be required to best prepare the Futuro Scholars of anything outside of our requirements.

- Oregon Health Authority (OHA) Required Vaccines: Hepatitis B, MMR, Tdap, and Varicella (per facility requirements)
- COVID-19 Vaccination Requirement: Vaccination document or vaccine exemption form (available at CTI's office)
- Possible Facility-Required Immunizations: Influenza (during the flu season)
- TB Screening Test

Please note: All scholars may be asked to show proof of immunizations required by the clinical sites, and failing to provide the proper documentation may result in being withheld from your clinical rotation.

Last Updated March 2, 2026

*Please note that any of the information listed above is subject to change

PROGRAM AND LAB SCHEDULES

The Certified Nursing Assistant course consists of 39 hours of hybrid didactic training, 33 hours of in-person lab training, and 40 hours of clinical instruction.

- Accelerated Day Class Schedule:
 - 11 weekday classes from Monday through Friday: 7:30AM- 3:00PM
 - 40 hours of clinicals- minimum 3-4 weeks
- Day Class Schedule:
 - 4 weeks from Monday through Thursday: 8:30AM - 2:00PM
 - 40 hours of clinicals- minimum of 5 weeks
- Evening Class Schedule:
 - 4 weeks from Monday through Thursday: 4:00PM – 9:00PM
 - 40 hours of clinicals- minimum of 5 weeks
- Weekend Class Schedule:
 - 11 scheduled Saturday and Sunday sessions
 - 40 hours of clinicals- minimum of 7 weeks if clinicals scheduled during the week.

ENROLLMENT DISCLOSURES

After your successful registration for the course through Futuro Health, Caregiver Training Institute will require the following:

- A government-issued, signature-bearing, PHOTO ID with their legal name and birth date for identity verification.
- Complete AHA CPR Course (CPR Course is taught on campus, and is covered by Futuro scholarship)
- Must pass a substance abuse test. (Cost of Drug Test is covered by Futuro scholarship)
- Be able to read, comprehend, speak, and write in English at the sixth-grade level or above.
- Certify a Statement of Good Health form prior to the first day of class.
 - Confirmation that they are free from contagious disease, are physically and mentally fit, can successfully participate in skills labs and clinicals, and perform duties of a nursing assistant safely without risk to the health and safety of others or themselves.
- Complete a state and national criminal background check.
 - Some crimes may preclude clinical placement and OSBN certification/licensure. Healthcare training partners will make all eligibility and clinical placement decisions related to screening results. (Cost of Background check is covered by Futuro scholarship)

EXTERNSHIP DISCLOSURES

Externship is an integral part of program completion and scholars will need to adhere to the following Certified Nursing Assistant Externship requirements:

- Complete and Submit TB Screening Documentation
- Submit Covid-19 Documentation or Complete Covid-19 Exemption Form
- Complete Substance Abuse Screening
- Complete AHA BLS CPR Training



- Complete all the required hours in the didactic classroom and skills lab portions of their training. Any missing time must be made up.
- Demonstrate all the required skills on the skills lab checklist.
- Pass the classroom final exam with a score of at least 75%.

STUDENT OUT OF POCKET COSTS

Futuro Health covers the cost of tuition for your Nursing Assistant program, however, there will be some out-of-pocket costs required from the scholar for enrollment.

- Scrubs (must be a solid color/pattern, two sets recommended)
- Shoes (closed toe, closed heel, and non-slip-soled)
- Wristwatch, with a second hand (not digital)
- Note-taking Supplies (pens, pencils, and notebook)
- Immunizations, if needed.

Please note: Futuro Health will cover the cost of background check, drug test, and CPR course.

BEST STUDENT POINT OF CONTACT

With questions regarding your enrollment or campus related questions, please contact Caregiver Training Institute directly using the information listed below.

- Campus Main Line:
 - Phone: (503) 257-0117
- Registration: Josh Esquivel
 - Email: joshua.esquivel@bryanuniversity.edu
 - Phone: (602) 812-6014
- CPR Sign up: Cassie Wright:
 - Email: cassandra.w@thecaregivertraininginstitute.com
 - Phone: (503) 446-3178

Please note: Reaching out to this contact prior to securing a start date is not advisable. Scholars not enrolled yet will not be in the Provider's system, and therefore, the Provider will likely refer you back to your coach before assisting you.

You can expect to hear from Caregiver Training Institute within 24 hours.

LOCATIONS

Caregiver Training Institute is located at the address below:

- 12790 SE Stark St, Suite 100
Portland, OR 97233

Please Note: Please make sure that you can commute to the location of your choice for labs. Externships will be offered at a reasonable distance from this location. If you are unable to commute for both requirements, it is recommended that you choose an Educational Provider closer to your immediate location that better suits your needs.

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CAREER SERVICES

Caregiver Training Institute offers full-service support with a team of Career Services professionals. Scholars can contact Dr. Cecil Broadnax via email at Cecil.Broadnax@bryanuniversity.edu with questions about specific career support offerings.

POLICIES

Attendance Policy

Students must attend and be on time for all classrooms, skills labs, and clinical sessions.

- Attendance is recorded daily, and missed time is cumulative.
- All the time missed must be made up. Students are responsible for making up all missed time, including partial-day absences, full-day absences, and being tardy.
- Because all time is mandatory, missing any time, including being late or leaving early, can result in failure to meet program requirements and may delay and/or prevent students from completing their program.
- Students who miss five (5) consecutive days without any communication with the Program Director may be withdrawn from the course.

Prior to registering, students should make every effort to be able to attend all sessions (pre-arrange schedules with their employer, schedule backup childcare, etc.). If a student anticipates that they will need to be absent for multiple days for any reason during their preferred program schedule, they are strongly encouraged to select another schedule that will not impact their attendance.

Make Up Time Policy

All missed class and lab time must be made up before taking the final and moving forward into clinicals. Makeup time is arranged through the school business office. Students should never contact their instructors or call the clinical facility regarding missed time, tardiness, or scheduling makeup time. Makeup time is not guaranteed and may not occur in a timely manner. The availability of makeup time is impacted by several factors:

- The availability of openings in other regularly scheduled classes.
- OSBN regulations that set student-instructor class ratios and specify how missed time must be made up; and BOLI employment regulations, which preclude makeup time being scheduled during break or lunch periods.

All makeup time must be attended under the supervision of an OSBN-approved instructor at Caregiver Training Institute.

Classroom Makeup Time

Students who are absent or tardy must make up the time they missed in class in 10-minute intervals on campus. Students will be scheduled into another class based on what they missed and/or assigned the program material they need to review during their makeup session to meet program required hours of didactic instruction.

Lab Makeup Time

Students will be assigned lab makeup time in a scheduled classroom lab to meet program required hours of lab instruction (based on lab skills needed). Missed lab time is made up in 10-minute intervals on campus. Lab makeup time openings are dependent upon availability, time-sensitive, and students may only receive a few hours' advance notice.



Clinical Makeup Time

This makeup option is limited, and dependent upon availability. Students who arrive late at clinicals will be sent home by the instructor and must make up the entire day in a different clinical with openings. In the event students have partial clinical hours remaining to be made up, the additional makeup time will be scheduled at the beginning of an available clinical, and the student will leave at the beginning of an appropriate break period. Clinical makeup time is dependent upon availability; time-sensitive, and students may only receive a few hours' advance notice.

Retake Policies

Failure to pass any formative assessment throughout the Program will require students to retake the assessment until a passing score has been achieved. State regulatory boards require CNA students to pass the final exam within two (2) attempts.

Should a student fail to meet satisfactory academic progress by completion of their final clock hour, the student will not be eligible for graduation and be dismissed. Students may re-apply for the Program and will be required to complete all admissions documents and will be subject to the current tuition.

Student Requests for Reasonable Accommodations

Current and enrolling students interested in requesting academic adjustment, auxiliary aids, or other accommodations to support a documented, qualified disability in an academic environment may contact the Executive Director of Regulatory Affairs at STappeals@bryanuniversity.edu

- Requests should be made at least two (2) weeks in advance of the first day of school.
- The regulatory office will respond within two business days of receiving the request.
- The regulatory office will reply via email, sending a receipt confirmation, and the Request for Reasonable Accommodations form.
- The student must complete the Request for Reasonable Accommodations form, which documents the nature and extent of the disability, the type of accommodation or auxiliary aid needed, and the date the requested support should begin.
- The student must provide documentation on letterheads from a licensed professional that supports their request for reasonable accommodation in their Program's learning environment. All relevant materials must be sent to STappeals@bryanuniversity.edu.
- The regulatory office will review all application materials within 2 weeks of receipt and respond to the student with a proposal on possible reasonable accommodation.
- If reasonable accommodation is available, the student and the regulatory office will review the agreement and sign off to put the accommodations plan into action.

All accommodation plans will remain in confidential files in the regulatory office and be maintained by the regulatory staff. Students who disagree with any outcomes or decisions rendered regarding accommodation requests should follow the Grievance Procedure catalog, submitting a statement of why and how the response should be modified. Please email STappeals@bryanuniversity.edu for any inquiry regarding reasonable accommodations.