

Department of State Hospitals-Atascadero/Cuesta College
Psychiatric Technician Program
P.O. Box 7007, 10333 El Camino Real, Atascadero, CA 93423
TEL (805) 468-3175 FAX (805) 468-2285
ashptprogram@dsh.ca.gov

***Application for Psychiatric Technician Program
January 2025 Deadline***

Filing Deadline: January 3, 2025, at 3:00 pm

(For the class starting May 2025)

The Psychiatric Technician Program accepts applications all year.
There are three application deadlines each year: in January, May, and September.

Your completed application packet must include:

- A completed and signed application
- A copy of your driver's license
- A copy of your social security card
- Official High School transcripts/GED/College Degree
- A signed Psych Tech Program Signature Page
- (if applicable) Points Allocation Form and Supporting Documents

*(You **MUST** indicate on p. 5-6 which criteria you are requesting points for.)*

Application packets may be mailed or delivered to the Psychiatric Technician Program Office located at DSH-Atascadero at the address above.
Applications submitted via fax or email will NOT be accepted.

Eligibility Requirements:

1. 18 years of age with a valid government-issued Driver's License and Social Security card.
2. Satisfy **one** of the following:
 - High school graduate.
 - Completion of Equivalency Examination or G.E.D.
 - College Degree
3. Once an applicant has been notified that they are being processed for a class, candidate must obtain a Cuesta College Student ID number, clear a health screen/physical, a drug screen and two sets of fingerprints.
4. Enrolled students must successfully complete PSYT 110, a three-week New Employee Orientation at the Department of State Hospitals-Atascadero.

Application Procedures:

1. Complete the Psychiatric Technician Program 1 page application and submit with **ALL** supporting documentation by filing deadline.
2. Attach the following supporting documentation to the program application:
 - Psych Tech Application Packet Signature Page
 - Copy of driver's license and social security card; **AND**
 - **One** of the following:
 - **Official** sealed high school transcript or
 - G.E.D. or proficiency report/certificate
 - **Official** sealed College degree transcripts (if applicable)

(International degrees, including high school equivalency, must be evaluated prior to being submitted. You may contact Academic Credentials Evaluation Institute, Inc., (ACEI) P.O. Box 6908, Beverly Hills, CA 90212 or download an application at the ACEI website: <https://acei-global.org/>

Selection Criteria:

1. All eligible applicants will be placed on the January, May or September applicant list. Points will be allocated based on the provided criteria, if supporting documentation have been provided by the deadline.
2. Points are awarded in the areas of academic performance; work or volunteer experience; proficiency in a language other than English; and life experiences or special circumstances. The points awarded in each of these categories are explained in the point allocation section of these application instructions.
3. Program admission is offered to the highest scoring eligible applicants to fill available seats. If there is a tie among applicants, a computerized random selection will break the tie.
4. 60 candidates are processed to clear required health and background processes. 34 students will be selected for the fall semester. Number of students are subject to change.
5. To maintain your status on the list, you must respond to all correspondence and advise the Psychiatric Technician Program Office of any address/telephone number/e-mail change. (805-468-3175 or ashptprogram@dsh.ca.gov)

Department of State Hospitals-Atascadero/Cuesta College
Psychiatric Technician Program
P.O. Box 7007, 10333 El Camino Real, Atascadero, CA 93423
TEL (805) 468-3175 FAX (805) 468-2285
ashptprogram@dsh.ca.gov

Communications:

**Application for Psychiatric Technician Program
January 2025 Deadline**

Filing Deadline: January 3, 2024, at 3:00 pm
(For the class starting May 2025)

PLEASE PRINT THE FOLLOWING INFORMATION AND SUBMIT ALONG WITH ALL REQUIRED DOCUMENTATION TO THE PSYCHIATRIC TECHNICIAN PROGRAM OFFICE
INCOMPLETE APPLICATION PACKETS WILL NOT BE ACCEPTED!

NAME _____
LAST FIRST MIDDLE

MAILING ADDRESS _____
STREET CITY STATE ZIP CODE

PRIMARY PHONE _____ ALTERNATE PHONE _____

EMAIL ADDRESS _____ BIRTHDATE _____

SOCIAL SECURITY # _____ DRIVER'S LICENSE # _____ EXP. _____

Have you previously been enrolled in this program? When? _____ Yes No

SIGNATURE _____ **DATE** _____

For Office Use Only

- Completion of **One** of the Following:
 - Official HS Transcripts
 - Official GED/Proficiency Report
 - Official Transcripts of College Degree _____
- Driver's License (copy)
- Social Security Card (copy)
- Signed Informational Handout Signature Page
- Any/all supporting documents for point allocation

Comments: _____

**THIS PAGE
INTENTIONALLY
LEFT BLANK**

DSH-A/Cuesta College Psychiatric Technician Program

Multi-Criteria Point Allocation

Effective for January 2025 Application deadline – Subject to Change in Future Applications

Name: _____

Date: _____

1. Academic degree, license or relevant certificate held by applicant. *Points are awarded in ONE of the following categories only. Maximum points = 10*

Degree, License or Certificate	Points	Required Documentation
1a. Associate degree or higher	10	<ul style="list-style-type: none"> Official, sealed transcripts from regionally accredited U.S. colleges or universities, with degree awarded by the application due date. Unofficial transcripts are excepted from Cuesta ONLY. Transcripts must show degree awarded if points are to be applied in this category.
1b. Licensed Health Care Worker: (LVN, Pharmacy Tech, Paramedic)	8	<ul style="list-style-type: none"> Copy of current California license with license number, date issued, and expiration date. Expired or out of state licenses cannot be accepted.
1c. Certificated Health Care Worker: (Nurse Assistant, Medical Assistant*, Phlebotomist, EMT)	6	<ul style="list-style-type: none"> Copy of current California certificate with certificate number, date issued, and expiration date. Expired or out of state licenses cannot be accepted. *Medical Assistants who have not taken the exam may provide official transcripts showing completion of a Medical Assistant program at a regionally accredited college.

2. Completion of Relevant Coursework. *Maximum points = 10*

Coursework	Points	Required Documentation
<p>2. Relevant Coursework: Check all applicable boxes:</p> <p>Addiction Studies, Social Work, and Human Services (ASHS) American Sign Language (ASL) Biology (BIO) Child Development & Family Services (CDFS) Communication (COMM) College Success Studies (CSS) English (ENGL) English as a Second Language (ESL) Mathematics (MATH) Medical Sciences Psychology (PSYC)</p>	<p>2 points/ Subject</p> <p>Maximum 10 points</p>	<ul style="list-style-type: none"> Official, sealed transcripts from regionally accredited U.S. colleges or universities showing successful course completion by the due date. Only Associate Degree applicable courses will be considered. Classes completed internationally will be reviewed on a case-by-case basis. English courses completed internationally will not be considered. <p style="text-align: right;">➤ No less than a "C" in college credit courses.</p>

3. Work or volunteer experience. *Maximum points = 5*

Work or Volunteer Experience	Points	Required Documentation
3a. 200 hours or more working in healthcare, within the last 2 years	5.0	<ul style="list-style-type: none"> Work Experience in Healthcare Verification Form All work experience must be submitted on the current form with this application to be considered.
3b. 200 hours or more volunteering in healthcare or a nonprofit organization, within the last 2 years	2.5	<ul style="list-style-type: none"> Volunteer Experience in Healthcare or a Nonprofit Organization Verification Form All volunteer experience must be submitted on the current form to be considered.

4. Life experiences or special circumstances. While more than one of the following criteria may apply, only 2.5 points can be awarded in this category. *Maximum points = 2.5*

Life Experience or Circumstance	Points	Required Documentation
4a. Disability	2.5	<ul style="list-style-type: none"> • Proof of eligibility for Disabled Student Programs and Services (DSPS). Your name must be on document.
4b. Family income	2.5	<ul style="list-style-type: none"> • Proof of eligibility or receipt of financial aid under a program that may include but is not limited to: a fee waiver from the Board of Governors, Cal Grant Program, Federal Pell Grant program; or Cal Works. Your name must be on document.
4c. First generation to attend college	2.5	<ul style="list-style-type: none"> • Personal written statement explaining how you meet this category with your name, student ID number, and signature.
4d. Need to work	2.5	<ul style="list-style-type: none"> • A letter from your employer verifying employment on official letterhead. Your name must be on document.
4e. Disadvantaged social or educational environment	2.5	<ul style="list-style-type: none"> • Proof of participation or eligibility for Extended Opportunity Programs and Services (EOPS). Your name must be on document.
4f. Difficult personal or family situation or circumstances	2.5	<ul style="list-style-type: none"> • Personal written statement describing your difficult situation that has occurred within the past 5 years including your name, student id number, and signature. Supporting documentation may be requested to verify what has happened.
4g. Veteran status	2.5	<ul style="list-style-type: none"> • Copy of form DD214. Your name must be on document.
4h. Refugee status	2.5	<ul style="list-style-type: none"> • Documentation or letter from USCIS. Your name must be on document.

5. Proficiency in languages other than English. Applicant may be proficient in more than one additional language but only 2.5 points can be awarded in this category. *Maximum points = 2.5*

Proficiency in languages other than English*	Points	Required Documentation
<p><i>Credit awarded for languages as identified by the Chancellor's Office, not limited to:</i></p> <ul style="list-style-type: none"> ➤ African ➤ Arabic ➤ Chinese ➤ Farsi ➤ Russian ➤ Spanish ➤ Tagalog ➤ Languages of Indian Subcontinent & Southeast Asia 	2.5	<ul style="list-style-type: none"> • Verification of Proficiency in a Language Other than English Form • The verification form must be submitted on the current form with this application to be considered. <p>* Coursework does not equate to proficiency. Applicant must have the ability to speak, interpret, and write in the language at a conversational level as well as be able to translate in the healthcare setting. The person verifying language ability may not be a relative or family member. Applicants claiming proficiency may be asked to verify this through assessment testing at Cuesta College.</p>

DSH-A/CUESTA COLLEGE PSYCHIATRIC TECHNICIAN PROGRAM
Verification of Proficiency in a Language Other than English

(Submit this form with your completed application. Incomplete forms will not be accepted.)

Requirements:

Coursework does not equal proficiency. Applicant must have the ability to speak, interpret, and write in the language at a conversational level as well as be able to translate during a medical emergency. The person verifying language ability may not be a relative or family member. Applicants claiming proficiency may be asked to verify this through assessment testing at Cuesta College.

Instructions to Applicant:

1. Print this form.
2. Ask a community member with whom you have had sufficient interaction and who can verify that you are proficient in a language other than English to complete the Community Member Language Proficiency Verification section. **This person must not be a relative or family member.**
3. Sign and date the Applicant's Acknowledgment section.
4. Submit this form with your application by the due date.

Community Member Language Proficiency Verification:

Please print clearly:

I verify that _____ is able to speak, read, and write in _____ at a level
(Name of Applicant) (Language)

that allows common everyday communication, **and** has the ability to translate in a medical emergency.

Signed:

Date:

Name:

Address:

Phone:

Email:

Please describe your relationship to the applicant (you must not be a relative or family member):

Applicant's Acknowledgement:

I acknowledge, by my signature below, that the information on this form is true and correct.

Applicant's name

Applicant's Signature

Date

**THIS PAGE
INTENTIONALLY
LEFT BLANK**

DSH-A/CUESTA COLLEGE PSYCHIATRIC TECHNICIAN PROGRAM Volunteer in Healthcare or Non-profit Organization Verification Form

- For Volunteer Hours Between January 3, 2023 through January 3, 2025
- **Submit this form with your completed application. Incomplete forms will not be accepted.**
- A minimum of 200 volunteer hours is required to qualify for points

Applicant name:

Email:

Volunteer Experience Criteria for Point Consideration

The intent of awarding points in the volunteer experience category of the Psych Tech application is to recognize relevant volunteer experience that benefits the volunteer and healthcare community. For the purpose of points, unpaid volunteer positions in a healthcare setting or a nonprofit organization that allow the applicant to gain knowledge, understanding, and experience while improving the health and well-being of our community may be considered.

The following are examples of volunteer experiences that would be considered for points:

- Hospital, long-term care, assisted living, memory care, clinic
- Special Education Classrooms
- Health Fair
- Non-profit organizations (i.e. Special Olympics, Escuela Del Rio, TMHA, CAPSLO, Food Bank)

Volunteer positions are evaluated on a case-by-case basis, and points are not guaranteed.

Instructions to Applicant and Volunteer Coordinator/Supervisor:

Take this form to each volunteer activity to have the volunteer coordinator date and sign

If hours were performed before this form was published, submit to the supervisor for proof of volunteer service or the form from the last application will be accepted if applicable.

1. Each day & hours are to be listed. **Summarized hours cannot be accepted.**
2. Use the second page, or as many pages as necessary, to document hours.
3. Keep this form with all signatures to submit **with your application** (200 hours minimum required for points).

Date of Service	Agency/Organization	Volunteer Role	# of Hours Worked	Coordinator/Supervisor Name, Phone Number & Initials
				Full Name: _____ Phone #: _____ Coordinator Signature: _____
				Full Name: _____ Phone #: _____ Coordinator Signature: _____
				Full Name: _____ Phone #: _____ Coordinator Signature: _____
				Full Name: _____ Phone #: _____ Coordinator Signature: _____
Cont'd on next page as needed				

DSH-A/CUESTA COLLEGE PSYCHIATRIC TECHNICIAN PROGRAM

Work Experience Verification Form (Page 1)

- Dates of employment must be between **1/3/2023 – 1/3/2025**
- To be eligible for points: BOTH Part A and Part B must be submitted
- No form variations can be accepted, and forms must be submitted with completed application.

Work Experience Criteria

The intent of awarding points in the work experience category is to recognize relevant work experience that would allow students to be well-prepared for success in the Psych Tech program. Work duties that facilitate knowledge, understanding, and experience with the Psych Tech role, the Psych Tech-patient relationship, and the practice of skills in the human healthcare setting may be considered. The following work experiences are examples of work experience that would be considered for points.

- LVN, medical assistant, nurse assistant, paramedic, and phlebotomist*
- Multidisciplinary teamwork that includes collaboration with a Psych Tech
- Patient health & hygiene (including custodial services), vital signs, feeding/food preparation, daily living, mobility/transfer techniques, organizing therapeutic groups

Personal caregiving positions in private homes without a business license are not able to be considered.

*Phlebotomy in a clinic alone does not qualify, but may be considered depending on the job description and duty list if in a healthcare setting where collaboration with PT's or LVN's is evident.

Part A. To be completed by applicant

Applicant Name:

Applicant Address:

Applicant Phone Number:

Place of employment:

Address:

Job title:

Start date of employment under this job title:

End date of employment under this job title:

List of duties in your own words that meet the intent of work experience points (applicant's words):

DSH-A/CUESTA COLLEGE PSYCHIATRIC TECHNICIAN PROGRAM

Work Experience Verification Form (Page 2)

- Dates of employment must be between **1/3/2023 – 1/3/2025**
- To be eligible for points: BOTH Part A and Part B must be submitted
- No form variations can be accepted, and forms must be submitted with completed application.

Part B: To be completed by your direct supervisor

Name & Title of Supervisor:

Supervisor phone number:

Supervisor email:

Title of position held by applicant:

Start date of employment under this job description:

End date for this job description, or indicate if still employed:

Criteria 3a: Work Experience. Sign here to verify that the applicant has worked over 200 hours between January 3, 2023 and January 3, 2025, under the healthcare job description that meets PT application work experience criteria:

Direct supervisor signature _____

Criteria 1c: CNA Work Experience Credit. Sign here if the applicant has worked over 200 hours between January 3, 2023 and January 3, 2025 as a CNA to receive education credit for this work experience:

Direct supervisor signature _____

IMPORTANT! Attach the official job description the applicant was hired for that meets the Psych Tech work experience point criteria AND write a description of duties performed that meet the criteria in this box or on official letterhead.

Signature of Supervisor: _____ **Date:** _____



PSYCHIATRIC TECHNICIAN PROGRAM

JANUARY 2025 APPLICATION DEADLINE

(For class starting May 2025)

IMPORTANT DATES:

01/03/2024 Deadline to submit **completed** application **with all supporting documents**

01/08/2024 Projected date for application draw

01/15/2024 Letters to candidates advising status of application draw
(Please give up to 2 weeks to receive a letter in the mail)

IMPORTANT NUMBERS:

Psychiatric Technician Program Office (at DSH-Atascadero)

Office (805) 468-3175

Fax (805) 468-2285

Cuesta College

Financial Aid SLO Campus (805) 546-3143

North County (805) 591-6202

Admissions & Records SLO Campus (805) 546-3955

PT Program Counselor (805) 591-6225

DSH-Atascadero Employment Office (805) 468-3384

DSH-A/Cuesta College Psychiatric Technician Program

Informational Handout

Psychiatric Technician Program Description:

Cuesta College offers a twelve-month training program which is physically located at the Department of State Hospitals-Atascadero (DSH-A) for persons interested in becoming a licensed Psychiatric Technician. The Psychiatric Technician Program provides students the necessary training and skills needed to provide care to individuals with mental illness and/or intellectual disability. Upon completion of the program, graduates must pass a State Board Licensing Exam to obtain a license to practice as a Psychiatric Technician. Graduates of the DSH-Atascadero/Cuesta College PT Program have one of the highest pass rates in the state! Psychiatric Technicians typically work under the supervision of a physician, psychiatrist, or a registered nurse. Licensed Psychiatric Technicians are employed throughout California. Most work in state hospitals, developmental centers, state and county correctional facilities, county and private mental health facilities, addiction treatment centers, work activity and day treatment programs and special education programs.

The Psychiatric Technician Program is a full-time, Monday-Friday program with typical hours of 6:45-2:30 each day. School days consist of classroom theory or clinical practicum assignments. Student attendance is mandatory in order to complete the state-mandated training hours required of a Psychiatric Technician student. Students are required to attend every class and complete every assignment. Any excused absences must be made up. Students with excessive absences will be dismissed from the program. As clinical sites exist throughout San Luis Obispo County, Santa Barbara, and Monterey County, students MUST have reliable transportation.

Psychiatric Technician State Board Licensing Exam Pass Rates:

Psychiatric Technicians are licensed by the Board of Vocational Nurses and Psychiatric Technicians (BVNPT). To view recent pass rates, go to http://www.bvnpt.ca.gov/pdf/pt_pass_rates.pdf

Application Process: (INCOMPLETE APPLICATIONS ARE NOT ACCEPTED)

The Psychiatric Technician Program accepts applications year-round. There are three application deadlines each year: in January, May, and September. Please visit the Cuesta College website or contact the Psychiatric Technician Program Office for specific dates. Once the application deadline has passed, candidates will be ranked on a list by point total. If a tie occurs, a computerized random draw will be used to select the candidates. All applicants will be notified of their list placement in writing. The top 60 applicants will receive instructions to begin the clearance process. The clearance process consists of numerous steps, including a physical exam with TB testing and immunizations, a drug screen, fingerprinting and background checks through both DSH-Atascadero and the San Luis Obispo County Office of Education. The top 34 candidates on the list at the end of the processing period will be accepted into the program. Additionally, eligible applicants who wish to also be employed part-time at DSH-Atascadero while enrolled in the program will be required to complete and pass a Training and Experience Exam, in addition to having positive employment references.

Time Commitment:

The time commitment required by students enrolled in the program is great. Students should expect to devote at least 34-35 hours each week to in-class and clinical assignments and another two to four hours per day for homework and study assignments. Students receive the State holidays off during the year and a total of four weeks off between terms; one week off between the Summer and Fall terms and the Fall and Spring terms and two weeks off between the Spring and Summer terms. The Psychiatric Technician Program adheres to strict attendance and punctuality policies and students who violate these policies may be dismissed from the program.

The Psychiatric Technician Program Curriculum (consists of 55.5 units):

PSYT 110 a three-week Introduction to Psychiatric Technician (6.5 units)

- Working in a forensic facility
- CPR/First aid
- Critical thinking & study skills
- Crisis intervention
- Managing assaultive behavior

****Students will need to pass a Final Exam with a 77% in order to move onto PSYT 207****

PSYT 207 a 16-week Nursing Science Term (16 units)

- Nursing fundamentals
- Caring for the elderly
- Medical and surgical nursing
- Anatomy and physiology
- Communicable diseases
- Pharmacology
- Nutrition

Clinical sites are in the community at local skilled nursing facilities, day programs, and hospitals.

****Students must be achieving a 77% or higher in order to enter the clinical setting in week 5.****

PSYT 209 a 16-week Psychiatric Nursing Term (17 units)

- Communication skills & team building
- Group therapy & self-discovery
- Mental & personality disorders
- Pharmacology
- Medication administration
- Forensic nursing

Clinical sites are at the Department of State Hospitals-Atascadero and various community mental health settings.

PSYT 208 a 16-week Developmental Disabilities Term (16 units)

- Normal growth & development
- Intellectual impairment
- Caring for the disabled person
- Genetics
- Medication administration
- Use of adaptive equipment
- Behavior management techniques
- Pharmacology
- Sign language

Clinical sites are in residential care facilities, day programs, work activity programs, child development centers, and special education classrooms.

Strategies for Success:

- Students who anticipate needing financial assistance in order to attend Cuesta College should apply for education funding even though they have not yet been notified about acceptance into the program. You may apply online at <https://www.cuesta.edu/student/studentservices/finaid>.
- Possess a stable level of physical and mental health, which enable the student to care for patients in the clinical setting. Ability to lift and carry up to 50 pounds.
- Speak, read, and write the English language fluently and proficiently at college level. Professional use of medical terminology and correct spelling are expectations during the program.
- Be prepared to drive anywhere in San Luis Obispo, Monterey, and Santa Barbara Counties for clinical assignments.
- Practice good self-care, stress management, and relaxation skills.
- Form and participate in a study group.
- Possess good organization, time management, and priority setting skills.
- Continue to explore and utilize available Cuesta College campus support services including counseling, Career Center, re-entry, study, and tutorial skills, learning skills, library, health center, and financial aid.
- Develop strong study skills and demonstrate strong critical thinking skills.
- Establish a strong support system.

Clearance Process:

Once an applicant has been notified, they are being processed for a particular class, student must obtain a Cuesta College Student ID #, clear a health screen/physical, a drug screen and two sets of fingerprints.

Health Screen/Physical:

1. Applicants are expected to provide complete medical and psychological history, including any illness, treatment and/or medications.
2. A physical examination and history will be conducted.
3. A drug screen must be taken and passed with negative results.
4. Proof of immunity is required upon admission.

Fingerprints: In order to participate in clinical assignments and meet clinical objectives, applicants will need to complete and clear two sets of fingerprints.

1. **Department of State Hospitals-Atascadero (DSH-A).** The Employment Office at DSH-A will contact you to arrange for DSH-A fingerprints and these will be provided at no charge. Prints must clear three weeks prior to classes starting.
2. **SLO County Office of Education.** Once applicants are notified that they are being processed to attend school, it is mandatory that applicants contact the San Luis Obispo County Office of Education at **(805) 782-7236** to schedule an appointment to have fingerprints done. Fingerprints are completed in both their San Luis Obispo and Atascadero offices. Prints must be taken by the given deadline and must clear three weeks prior to classes starting. **Cost to the applicant is estimated to be \$80.00.**

Convictions: State hospitals and psychiatric technician programs shall not employ/admit an applicant if he or she has ever been convicted of any of the following felony offenses. These offenses will also disqualify you from attending the program. Applicants on formal or informal probation are also disqualified. These crimes include any crime specified in Penal Code Section 290, which generally includes:

Offenses of a sexual nature	Child abuse	Assault with a deadly weapon or with force
Murder, battery, or robbery	Mayhem	Poisoning or adulterating food, drink, etc.
Sexual battery	Kidnapping	Drug sales/transport for sales
Elder or dependent adult abuse	Spousal Rape	Arson or attempted arson
Aiding or abetting an escape		Intercourse based on fraud

If an applicant has been convicted of a misdemeanor offense or a felony offense other than those listed or has been arrested for any other criminal offense, applicant shall be subject to administrative review.

Part-Time Employment for Students:

Currently, DSH-Atascadero offers part-time employment to eligible students enrolled in the Psychiatric Technician Program. This offer of employment is separate and apart from the student’s status in the program. Students who choose not to be employed while in the program may do so with no effect on their standing in the program. Please direct all questions about part-time employment to the DSH-A Employment Office at 805-468-3384.

Additional Cuesta College Admission Requirements:

1. Apply to Cuesta College via <https://www.cccapply.org> as soon as possible. Complete the **MANDATORY** online orientation (step 6 of the application process).
<https://www.cuesta.edu/student/studentservices/orientation>
2. Send **official** high school and other college (if applicable) transcripts* to;

Cuesta College, Office of Admissions & Records
P.O. BOX 8106
San Luis Obispo, CA 93403-8106.

***NOTE: This is in addition to the official transcripts that are required to be sent to the Psychiatric Technician Program Office with your Psychiatric Technician Program application.**

Financial Aid Info:

It is highly recommended that applicants apply for financial aid!

- Complete the **2024-2025** FAFSA to be eligible for state and federal funding <https://studentaid.gov/h/apply-for-aid/fafsa> Visit the FAFSA home page for deadline information. The FAFSA is also required to apply for Cuesta College Scholarships.
- Cuesta Scholarship Program Application. Go to the Cuesta College Financial Aid website to apply!
- Various other sources of funding are available to students. Contact the Financial Aid Office at 805-546-3952 for information, or go to the Cuesta College financial aid website <https://www.cuesta.edu/student/studentservices/finaid>
- America's Job Center of California offers financial assistance for educational opportunities – up to the entire cost of the PT program! Visit the AJCC website www.SLOWorkforce.com to see if you qualify.

In order to receive financial aid and/or scholarship benefits, applicants must submit official transcripts to Cuesta College Office of Admissions & Records as noted above. It is strongly recommended that you complete the FAFSA application as soon as possible. You can apply now, even prior to being notified of admission status into the Psychiatric Technician Program.

Disabled Student Programs & Services (DSPS):

Any student who feels he/she may require an accommodation based on the impact of a disability should contact the Disabled Student Programs & Services (DSPS) Office at Cuesta College to discuss his/her specific needs. Their office is located on the San Luis Obispo campus in Building 3300 (805-546-3148) or on the North County campus in Paso Robles in Building N3100 Room N3121 (805-591-6215). Students with documented disabilities should contact the DSPS office to coordinate reasonable accommodations. This may include, but is not limited to extended time on exams, distraction-free testing environments and/or other accommodations. Applicants are encouraged to contact the DSPS Office as soon as possible for needed services.

Other Student Services:

Students enrolled in the Psychiatric Technician Program have access to all Cuesta College student services and supports (i.e., bookstore, library, computer lab, counseling, health center, tutoring center, etc.).

Prior to classes beginning, the selected candidates will receive a letter from the Psychiatric Technician Program Office indicating the date/time of the mandatory Registration/Orientation meeting held at Cuesta College's North County Campus in Paso Robles. **Candidates will need to bring their Cuesta College ID number and complete the MANDATORY Online Orientation in order to register for PSYT 110 and PSYT 207 during this meeting (see Additional Cuesta College Admission Requirements: pg. 5).** Login to MyCuesta account, click on the Student tab, and choose Online Orientation from the Steps to Success channel.

APPROXIMATE COST OF THE PSYCHIATRIC TECHNICIAN PROGRAM: \$3765.30
(APPROXIMATE COST FOR OUT-OF-STATE RESIDENTS: \$22,191.30)
REVISED 09/2024

<p>Cuesta College Registration Fees Fees are subject to change by the State of California and may occur at any time during the academic year. If fees change after you have registered, you will be refunded or billed the difference.</p> <p>Enrollment Fee for California residents: \$46/Unit = 2553.00 Non-Resident* Fee: \$332/Unit + Enrollment Fee (\$46/Unit) = \$20,979.00</p> <p>*A non-resident student is one who has not had a legal residence in California for more than one year immediately preceding the beginning of the Cuesta College semester the student plans to enroll. Contact the Admissions Office at (805) 546-3140 for more information.</p>		
<p>Fingerprint Fee: (two (2) sets of fingerprints required) Your first set of prints is through the SLO County Office of Education in order to enter clinical facilities. Once you have been notified that your application has been selected to be processed for a class, you must complete the Office of Education prints and background check immediately. The estimated cost to you is \$80.00.</p> <p>You will be contacted by the Employment Office at DSH-A when to take your second set of fingerprints. They will be provided at DSH-A at no charge to you.</p>		\$80.00
<p>School Registration Fee (1st Term): <i>PSYT 110 - 6.5 Units (3-Week Mandatory Orientation)</i> <i>PSYT 207 – 16 Units</i></p>	<p>\$299.00 \$736.00</p>	\$1035.00
<p>Uniforms/shoes (Instructors will inform you of specific color/styles): <i>Encouraged to purchase two sets of scrubs</i></p>		\$130.00
<p>Textbooks 1st Term: (approximate)</p>		\$315.40
<p>Equipment/Supplies: <i>Watch, stethoscope, penlight, notebooks, paper, etc.</i></p>		\$75.00
<p>Approximate Cost to Start School →</p>		<p>\$1635.40</p>
<p>Registration Fee 2nd Term <i>PSYT 209 – 17 Units</i></p>		\$782.00
<p>Textbooks 2nd Term (approximate)</p>		\$127.95
<p>Registration Fee 3rd Term <i>PSYT 208 – 16 Units</i></p>		\$736.00
<p>Textbooks 3rd Term (approximate)</p>		\$89.95
<p>State Licensing Exam Application Fees: <i>Application Processing Fee</i> <i>FBI Fingerprint Processing Fee</i> <i>DOJ Fingerprint Processing Fee</i> Licensing exam application fees will be due at the end of 3rd Term</p>	<p>\$345.00 \$17.00 \$32.00</p>	\$394.00

Health Guidelines: COVID-19

DSH-Atascadero/Cuesta College Psychiatric Technician Program's primary concern is to protect your health and wellbeing, while supporting successful completion of your educational goals. The health and welfare of families, peers, community, and particularly our vulnerable clients in the clinical setting, depends on personal commitment to stay safe and vigilant in our infection control practices.

- Self-monitoring will be expected daily. You will self-screen daily for COVID-19 symptoms (e.g., fever, cough, shortness of breath, or other symptoms of COVID-19).
- Self-Screening - All daily COVID-19 self-screenings will be documented on a daily attendance sign in sheet.
 - What you will see on your attendance sign in sheets is a self-attest to the below:
By initialing, I confirm and attest to the following: I have no signs or symptoms of infection with the COVID-19 virus [fever, chills, cough (dry or productive), dyspnea or difficulty breathing, fatigue, myalgia/muscle aches or body aches, headaches, new loss of taste or smell, sore throat, nasal congestion or runny nose, nausea, vomiting, diarrhea]; within the last 48 hours I have not come in contact with anyone who is positive for COVID-19 without wearing an N-95 mask.
- You will be tested when experiencing COVID-19 related symptoms or experience a high-risk exposure to COVID-19.
- You will receive an antigen test on campus with your instructors the morning you express feeling symptomatic.
- If you test negative, you will go home and come back when you are asymptomatic.
- If you test positive you will go home and isolate for a minimum of 5 days.
- If you have been exposed. That is if you were around someone for longer than 15 minutes who tested positive and you were not wearing an N95 mask and shield, you will be required to serial rapid antigen test. This will be scheduled with your instructor.
- After being COVID Positive and Returning to School:
 - Students who have been out on a 5-day isolation, may return on day 6 if asymptomatic and will be required to wear a N95 mask until day 10.
- Clinical Site Screening Process – students will follow agency/facility policies and procedures for screening for COVID-19 when in the clinical setting. A detail of each site expectations will be explained in additional course policies.

Grooming and Appearance:

Students are expected to maintain safe grooming practices as a representative of the DSH-A/Cuesta College Psychiatric Technician Program.

- No unnatural hair colors are permitted (e.g., blue, pink, orange, green, purple, etc.). Wigs must comply with these rules.
- Facial piercings are allowed with approved plug. Oral piercings are not allowed. All body modifications will be reviewed on a case-by-case basis by the instructors for safety issues.
- All tattoos must be covered.
- The need to wear a respirator mask could arise at any time. Facial hair, if present, can prevent a proper mask seal. This includes “stubble” and “neck beard”. CDC guidance for facial hair provided at your DSH-A N95 respirator fit testing reports soul patch, side whiskers, and pencil moustaches are allowed. If you are unable to properly wear a respiratory mask you will not be able to participate in the clinical day and will be asked to leave.

**THIS PAGE
INTENTIONALLY
LEFT BLANK**



Psychiatric Technician Program



INFORMATIONAL HANDOUT SIGNATURE PAGE

I, _____ have read the Psychiatric Technician's Informational Handout which includes information on the following:

- Psych Tech Program processes and procedures
- The time commitment involved in completing the program
- Program curriculum
- Services provided to me as a student of Cuesta College
- Employment opportunities through DSH-A
- Approximate program costs

As an applicant, I both understand and accept the responsibilities that would be expected of me as a Psychiatric Technician candidate and student at Department of State Hospitals-Atascadero/Cuesta College. I understand the level of dedication expected of me and I am applying for the Psychiatric Technician Program with this knowledge.

Psychiatric Technician Applicant Signature

Date

Please Note: This form will be retained in your applicant file in the Psychiatric Technician Program office.

**THIS PAGE
INTENTIONALLY
LEFT BLANK**

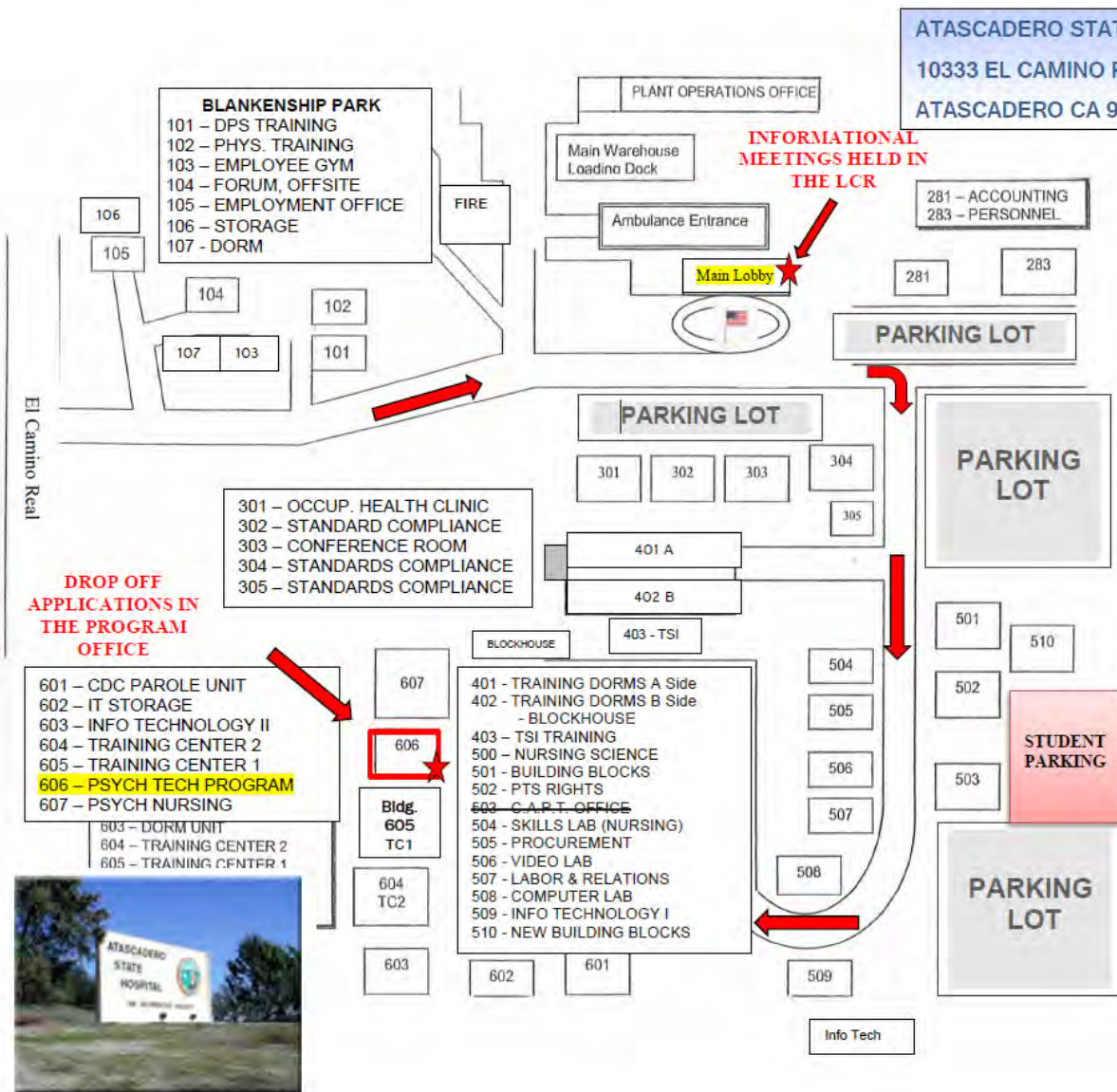
Department of State Hospitals - Atascadero/Cuesta College



Psychiatric Technician Program



MAP TO PSYCHIATRIC TECHNICIAN PROGRAM



From Northern California:

On Highway 101 south, take the Santa Rosa off ramp and continue down the freeway frontage road.

Left turn on Santa Rosa Road, crossing over the freeway.

Turn right (south) on El Camino Real and enter the left-hand lane.

Continue south approximately one mile until you reach the first signal (hospital entrance) and turn left.

From Southern California:

On Highway 101 north, take the San Diego Road off ramp.

Turn left on El Camino Real.

Continue ¼ mile. Turn right at the first traffic signal (hospital entrance).

