



Tri-Rivers Career Center & Center for Adult Education  
2227 Marion-Mt. Gilead Road Marion, Ohio 43302  
Phone: 740.389.4682 • Fax: 740.389.4683

Dear Prospective Student:

Thank you for your interest in our Patient Care Technician (PCT) Program! Our 2025-2026 program will start on August 18, 2025, and this packet will help you learn more about the program and how to apply. We have limited spots, so we recommend applying early!

**This packet includes:**

- Program Information
- Job Outlook for Patient Care Technicians
- Program Fees (subject to change)
- Dress Code
- WorkKeys® Information
- Student Application Form
- Transcript Request Form

**How to Apply:**

1. Complete the application form, include a \$95 fee, and submit a 1-2 page letter explaining:
  - Your background and why you're interested in the PCT program.
  - Your career goals and how the program will help you achieve them.
  - Your strengths and how you'll balance school, work, and home.
2. Request your **official** high school and/or college transcripts (form included).
3. Call Mariann Wright at 740.389.8543 to schedule your WorkKeys® test. You need a score of 4 or better.
4. You will need to schedule an interview with the Program Coordinator (typically held in May, June, and July).
5. Secure finances and apply for financial aid at **fafsa.ed.gov** (school code: 015194)

**Once Accepted:**

- Submit a \$200 admission fee to reserve your spot.
- Pay a \$175 lab fee before classes start.
- Complete a background check by September 1st.
- Attend mandatory orientation on August 16, 2025.
- Complete a physical exam, immunizations, and TB and drug tests. Start the Hepatitis B vaccine series no later than September 20.
- Get a flu shot (the due date will be announced during the program).

Thank you again for considering Tri-Rivers Career Center. We're excited to help you on your journey! If you have any questions, please contact me at (740) 389-4682 ext. 5509.

Sincerely,

*Billie Fields-Baer*, MSN/Ed., RN, CCMA, CPT, CET

Patient Care Technician Program Coordinator

740-389-4682 ext. 5509

[bfieldsbaer@tririvers.com](mailto:bfieldsbaer@tririvers.com)



## Patient Care Technician (PCT) Program Overview

The Patient Care Technician (PCT) certificate program is a full-time, 8½-month program designed to prepare students for a variety of jobs in healthcare. Graduates can work in places like long-term care facilities, hospitals, doctors' offices, labs, and clinics where bedside nursing, phlebotomy, coding, billing, and EKG skills are needed.

By the end of the program, you will have gained skills in three main areas:

1. **Patient Care**
2. **Medical Clerical**
3. **Clinical Ancillary Services**

These skills will be taught through a core set of classes, preparing you for a range of opportunities in the healthcare field.

Patient Care – Nurse Aide Training (approved testing site) and Healthcare Skills

Medical Clerical – MS Word, MS Excel, MS PowerPoint, Medical Administrative Assistant, ICD-10-CM/PCS Coding, and Medical Billing

Clinical Ancillary Services – Phlebotomy with lab operations, EKG with lead placement and interpretation

**Upon successful completion of the PCT program, students are eligible to sit for the National Healthcareer Association (NHA) Certifications including:**

Certified Patient Care Technician  
 Certified Clinical Medical Assistant  
 Certified Phlebotomy Technician  
 Certified EKG Technician

Certified Medical Administrative Specialist  
 Certified Billing and Coding Specialist  
 Certified Electronic Health Records Specialist

### **Courses by quarter are:**

<u>Quarter 1</u> TRCC ComTech Math for Meds Medical Terminology Microsoft WORD Learning Strategies First Aid/CPR	<u>Quarter 2</u> Anatomy & Physiology Medical Administrative Assistant/EHR Microsoft PowerPoint Nurse Aide
<u>Quarter 3</u> Phlebotomy/Lab EKG Pharmacology	<u>Quarter 4</u> NHA Test Prep Review Healthcare Skills Microsoft Excel Resume Externship (clinical)

## **OCCUPATIONAL OUTLOOK**

Perform administrative and clinical duties under the direction of a physician and/or nurse. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician and/or nurse.

Please view the links listed below to access more information regarding the nature of work, employment, job outlook, and earnings.

### **Medical Assistants**

<https://www.bls.gov/ooh/healthcare/medical-assistants.htm>

<https://www.onetonline.org/link/summary/31-9092.00>

### **Nursing Assistants**

<https://www.bls.gov/ooh/healthcare/nursing-assistants.htm>

<https://www.onetonline.org/link/summary/31-1014.00>

### **Phlebotomists**

<https://www.bls.gov/ooh/healthcare/phlebotomists.htm>

<https://www.onetonline.org/link/summary/31-9097.00>

### **Medical Records and Health Information Technicians**

<http://www.bls.gov/ooh/healthcare/medical-records-and-health-information-technicians.htm>

<https://www.onetonline.org/link/summary/29-2071.00>

### **Administrative/Billing and Coding**

<https://www.onetonline.org/link/summary/43-6013.00>



**PATIENT CARE TECHNICIAN PROGRAM EXPENSES  
DUE TO TRI-RIVERS**  
(All Fees Subject To Change)

*Application Fee	Includes initial pre-entrance WorkKeys® testing	\$95
*Pre-entrance WorkKeys® testing retakes	If applicable	\$15 per test
*Admission Fee	Due upon acceptance into program	\$200
*Lab Fee	Due 1 <sup>st</sup> day of class	\$175

\*Non-refundable fee

**Patient Care Technician Tuition**

\$2214.00 per quarter	x 4 quarters	\$8856.00
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**Total Tuition & Fees**

Includes Tuition x 4 quarters, Application Fee, Admission Fee, & Lab Fee Tuition also covers textbooks for Nurse Aide, CPR, Med Term, and Math for Meds. Tuition also covers \$155 towards the NHA PCT certification examination (subject to change). This does not include any other textbooks, additional expenses, the admission fee, application fee or the lab fee. (Each quarter's tuition is due <b>BEFORE</b> the first day of the quarter. Applicants are encouraged to begin saving for their education and financially planning before admission to the program.)	<b>\$9326.00</b>
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**Additional Student Expenses Not Covered by Tuition/Fees**  
(all costs are estimates unless otherwise stated)

Textbooks (not included in tuition; booklist will be provided)	\$ 750.00
STNA certification exam	\$ 100.00
Additional NHA certification exams range from \$115-155 per test	up to \$885.00
Uniforms	
• 2 uniforms and lab coat	\$105
• Watch with second hand	\$35
• Fleece jacket	\$50
• Shoes/Hosiery	\$125
Physical Exam & Immunizations	\$300
TB Testing & Hepatitis Series	\$100
Lab Work	\$100
Drug Screening	\$80
Seasonal flu vaccination	\$60
BCI/FBI Background check	\$50
Make-up time	\$30/hour
Other recommended supplies	\$85



## Patient Care Technician/Nurse Aide Dress Code

***The school requires that specific uniforms be purchased by students. The purpose of the Dress Code is to maintain professionalism. Students are required to purchase their own uniform. Questions regarding uniforms should be directed to the classroom instructor.***

**UNIFORMS** – It is strongly recommended that students have more than 2 sets of scrubs.

- **Must be solid color scrubs in Caribbean Blue** – top and bottom or scrub dress.
- Plain white or gray long sleeve shirt may be worn under the uniform.
- An **approved** gray fleece jacket (no hood) or white lab coat maybe worn when required for warmth.
- A watch, which constantly displays seconds, is a standard part of the uniform and should be worn at all times.
- **Uniforms must be clean, wrinkle-free and neatly mended.**

**SHOES** – Shoes do not have to be nursing shoes, but must be white or black, leather or simulated leather - NO open toes or heels. They should be clean and in good repair. Shoelaces will be kept clean and white.

**SOCKS** – Plain white or black hosiery or socks without designs and free of runs will be worn.

**UNDERGARMENTS** – A full slip or flesh-colored hose must be worn under skirts/dresses. Undergarments should not be visible.

**HAIR/FACIAL HAIR** – Hair should be clean and neatly arranged, and a natural color for professional appearance. The hair must be cut, fastened or arranged in such a manner that it does not hang below the eyebrow, fall in the face of the student, interfere with the work or touch patients. It must be confined above the collar with no loose ponytails (hair fasteners must be plain and coordinate with the color of the uniform). Wigs and hairpieces may be worn, as long as they conform to the hair regulations. Male students may wear neatly trimmed beards and/or mustaches.

**JEWELRY** – Certain jewelry is permissible while in uniform. The following applies:

- Small (less than 1/4”) stud earrings without design (silver, gold, or white), one per ear, is permitted.
- Medic-alert necklace and/or bracelet may be worn.
- No other jewelry is permitted, including visible body piercings, rings, bracelets, necklaces while in uniform.

**TATTOOS** – All tattoos above the wrist must be covered whenever in uniform. Covering of tattoos can be by cosmetics, adhesive bandages, or approved clothing.

**COSMETICS** – A harsh or artificial look should be avoided.

- No perfume/cologne.
- Fingernails should be well manicured, clean and kept short (when looking at the palm of your hand, the nails should not protrude over the tips of the fingers).
- No nail polish or artificial nails.

## WORKKEYS® TEST INFORMATION

### **Graphic Literacy:**

**Using Tables, Forms, Graphs and Diagrams.** The *Graphic Literacy* assessment measures the examinee's skill in using information presented in workplace graphics such as diagrams, floor plans, tables, forms, graphs, charts, and instrument gauges. Examinees are asked to locate, insert, compare, and summarize information in one graphic or in a group of related graphics. At the highest level, examinees are asked to make decisions and draw conclusions based on information contained in one or more graphics.

The assessment contains graphics and questions at four levels of complexity, with Level 3 being the least complex and Level 7 the most complex. The levels build on each other, each incorporating the skills assessed at the preceding levels. Examinees are given 55 minutes to answer 38 multiple choice questions. A small number of questions are included for developmental purposes. Answers to these development questions do not count toward the examinee's score.

### **Applied Mathematics**

The *Applied Mathematics* assessment measures the examinee's skill in applying mathematical reasoning to work-related problems. The test questions require the examinee to set up and solve the types of problems and do the types of calculations that actually occur in the workplace. This test is designed to be taken with a calculator. As on the job, the calculator serves as a tool for problem solving. The formula sheet that includes all formulas required for the assessment is provided.

This assessment contains questions at the five levels of complexity, with Level 3 being the least complex and Level 7 being the most complex, the levels build on each other, each incorporating the skills assessed at the preceding levels. Examinees are given 55 minutes to solve 34 multiple choice problems. A small number of problems are included for developmental purposes. Answers to these development questions do not count toward the examinee's score.

### **Work Place Documents**

The *Work Place Documents* assessment measures an examinee's skills in reading and understanding work-related instructions and policies. The reading passages are questions in the assessment are based on the actual demands of the workplace. Passages take the form of memos, bulletins, notices, letters, policy manuals, and governmental regulations. Such materials differ from the expository and narrative texts used in most reading instruction, which are usually written to facilitate reading. Workplace communication is not necessarily well written or targeted to the appropriate audience. Because the *Reading for Information* assessment uses workplace texts, the assessment is more reflective of actual workplace conditions.

The reading materials and related multiple-choice questions comprise five levels of complexity, with Level 3 being the least complex and Level 7 the most complex. Although Level 3 is the least complex, the questions require a level of reading skill well above simple decoding. The levels build on each other, each incorporating the skills assessed at the preceding levels. Examinees are given up to 55 minutes to answer 35 multiple-choice questions. A small number of problems are included for developmental purposes. Answers to these development questions do not count toward the examinee's score.



TRANSCRIPT REQUEST

STUDENT INSTRUCTIONS:

- 1) Complete this form.
2) Take it or mail it to the high school/college/university you are requesting a transcript from. They will forward the transcript to Tri-Rivers Center for Adult Education.

Please check the program you are applying for: [ ] Practical Nursing [ ] LPN to RN Transition Program
[ ] Patient Care Technician

Name \_\_\_\_\_ Social Security # \_\_\_\_\_
First Last Middle

Are any of your educational or employment records in another name? If so, identify:

\_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

High School or College Attended \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date graduated \_\_\_\_\_ Will graduate \_\_\_\_\_ Withdrew \_\_\_\_\_

I hereby authorize the above named school to release the appropriate records to:

Tri-Rivers Center for Adult Education
Patient Care Technician Program
Mariann Wright
Administrator for Healthcare Education
2222 Marion-Mt. Gilead Road
Marion, OH 43302

Student Signature \_\_\_\_\_

Date \_\_\_\_\_



For Official Use Only  
 App Date \_\_\_\_\_  
 App Fee \_\_\_\_\_  
 WorkKeys : \_\_\_\_\_

## Patient Care Technician Program Student Application

**A non-refundable \$95 application fee must accompany this application or it will not be accepted.**

Name \_\_\_\_\_ DOB \_\_\_\_\_  
Last First Middle Name

Are any of your educational or employment records in another name(s)? If so, identify:

\_\_\_\_\_ SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

County \_\_\_\_\_

Telephone ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail address \_\_\_\_\_

Emergency Contact Person (Relative/Friend/Neighbor)

\_\_\_\_\_ Telephone ( \_\_\_\_\_ ) \_\_\_\_\_  
 Name Relation

U.S. Citizen  Yes  Eligible Non-Citizen Alien # \_\_\_\_\_

(Documentation needed)

Have you attended Tri-Rivers Adult Ed before?  Yes  No If yes, what program? \_\_\_\_\_ Year \_\_\_\_\_

**Check all levels of education you have attended:**

<input type="checkbox"/>	No Diploma	Highest grade completed	Year
<input type="checkbox"/>	GED	School/Program Name, City, State	Date Completed
<input type="checkbox"/>	High School	School Name, City, State	Received Diploma <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, year:
<input type="checkbox"/>	Technical College or working on Associate Degree	School Name, City, State	Major/Degree Received Degree <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, year:
<input type="checkbox"/>	University or working on Bachelor Degree	School Name, City, State	Major/Degree Received Degree <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, year:
<input type="checkbox"/>	Other	School Name, City, State	Major/Degree Received Degree <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, year:



**List any certificates or licenses you hold:**

<u>Certificates/Licenses</u>	<u>Expiration Date</u>	<u>Certificates/Licenses</u>	<u>Expiration Date</u>
_____	_____	_____	_____
_____	_____	_____	_____

**List present or most recent employer first. Include volunteer work.**

Dates From/To	Company	Address, City, State	Job Title	Supervisor's Name

Military Experience: \_\_\_\_\_

**A BCI/FBI background check must be completed once you are accepted into the class. As of June 2003, this is a requirement for licensure. If you have any traffic violation/misdemeanor/felony on record, please see the school's nursing education manager.**

Indicate whether you have or have not been found guilty of, entered a plea of guilty to, or entered a plea of no contest to the following:

**YES      NO**

YES	NO	
		A violation of <b>ANY</b> municipal, state, county or federal law.
		Any misdemeanor resulting from or related to the use of drugs or alcohol.
		Assaulting or causing harm to a patient or depriving a patient of the means to summon assistance.
		Obtaining or attempting to obtain money or anything of value by intentional misrepresentation or material deception.
		Selling, giving away, or administering drugs for other than legal and legitimate therapeutic purposes.
		Any felony or any crime involving gross immorality or moral turpitude.
		An act committed in another jurisdiction (i.e.: state, foreign country, etc.) that would constitute a felony or a crime or moral turpitude in Ohio.

**Faculty Use of Records Consent Form:** I consent to the release of the contents of my school records to any staff member of Tri-Rivers Career Center. To the best of my knowledge, the information contained herein is true and complete. I understand that falsification of information on this application is grounds for dismissal from the program.

**Signature**

**Date**

A \$95.00 non-refundable application fee is required upon submitting the application form. The application will not be considered until the fee is paid in full and official transcripts of the LPN program and pre-requisite support courses are received.

Please feel free to attach a resume or describe any other aspect of your background that you would like to present in support of your application.