



Patient Care Technician Training Program

Program Information & Registration Packet
Fall 2025

Requirement Completion & Registration Deadline:
2nd 8-week sessions (October start): 10/9/25 or until filled

****All requirements must be submitted, completed, and approved by these dates for registration approval****

Note: Please see specific information in this packet for detailed instructions on when and how to begin completing health requirements, drug tests, CPR, criminal background checks and/or proof of insurance submission. Timing varies depending upon either entrance to or participation in the clinical component of a given program. Funds paid to Edward Corporate Health or to a personal health care provider/ source, [CastleBranch.com](https://www.castlebranch.com), insurance companies, and funds used towards CPR completion are not eligible for any sort of refund from College of DuPage if the required course(s) are not successfully completed.

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Patient Care Technician Registration Requirements

The following are **REGISTRATION REQUIREMENTS for the PCT 1001: Patient Care Technician course**. Students must complete the following Registration Checklist to be granted permission to register for PCT 1001.

1. Advising Session:

Attend a mandatory Patient Care Technician [Advising Session](#) online within a 12-month period prior to the registration deadline. This is the recommended first step.

2. College of DuPage Admissions:

If you have not previously been admitted to College of DuPage, please complete the non-refundable \$20 [College of DuPage General Admissions Application online](#). This application is for general admissions to College of DuPage only.

- a. Any student under the age of 18 will need to contact the [Dual Enrollment Program](#) before enrolling.
- b. If you are an F-1 International Student, you must receive prior approval from the International Student Advisor in the [International Student Admissions Office](#), SSC 2225 prior to registration.

3. CNA Requirement:

Proof of completion of an approved and active Illinois Department of Public Health Certified Nursing Assistant Program. Approved programs can be found on the [Nurse Aide Testing website](#). This documented proof can be provided by ensuring you are registered and certified on the IDPH [Healthcare Worker registry](#) **OR** if you are not listed in the registry, you have completed NURSA 1105 with a "C" or higher within 3 years of course start. Your Certified Nursing Assistant certificate can be uploaded to CastleBranch.

4. Ethics in Health Care Course (SURGT 1000) Requirement:

Complete Ethics in Health Care course (SURGT 1000) with a "C" or higher or have concurrent enrollment in Fall semester.

5. CASTLEBRANCH: Drug Test, Medical Document Manager, Background Check

ALL registration requirements for the PCT program are managed through a secure document management system, called CastleBranch. You will be required to create an account and pay for a Document Tracker and Drug Screening (\$53.49), with additional steps of a Background Check depending on individual need (additional \$73 if required). **Please follow the below instructions closely and see tips below. ALL students are required to start with these steps, regardless of previous COD program completion:**

a. CastleBranch Account & Order Placement:

- i. Go to <https://login.castlebranch.com/login>
 - **Students brand new to CastleBranch** - click on "Create Account" and follow steps to create username, password and profile. ***We request that you use your COD email.***
 - **Students with prior CastleBranch account** – enter username and password, sign in, and review profile information for accuracy/necessary updates.
 - *If you do NOT remember your password, click on "Forgot Password." If you do NOT remember your username, call Customer Service: (888) 723-4263*
- ii. **Place Order for PCT Tracker and Drug Screening**
 - After creating account/signing in and confirming your profile information, click on "Place Order" at the top right of the screen and enter **Package Code: GX05**
 - Follow the screens to confirm and submit payment to purchase the document tracker and drug screen required for ALL students

CASTLEBRANCH TIPS & IMPORTANT INFO

- **Start Early!** You can only complete your drug screen through CastleBranch and you upload all or your documents here. There is no perfect order, just complete each requirement as soon as you can to ensure timely processing. The sooner you order, the sooner you can start!
- **Use a computer not a mobile!** CastleBranch is not a perfect system and we cannot provide help with the mobile app. We HIGHLY recommend using a computer. The library is always available to you!
- **Use Firefox or Google Chrome Browsers** – these are the least glitchy and quickest.
- **If you encounter this error: “502 Bad Gateway” just Refresh your browser! Don’t exit!**
- **View CastleBranch Video Tutorials:** When logged in, click on the “Need Help?” menu on the top right side of your homepage!
- **Check Notifications!** CastleBranch will email you with important information. Emails will come from servicedesk.cu@castlebranch.com. Make sure you check your email, including Spam/Junk folders.

b. CastleBranch Drug Screening:

When you place your package order and create your account, you simultaneously register for your Drug Screening. Within 24 hours, you will be able to download and print your **Registration Form**:

- When logged into CastleBranch, located your “To-Do List” on the left of your Dashboard
 - Click on **Drug Test** then the **plus (+) icon**
 - Click **Download Form**. You must take this with you to your screening with a Government-Issued ID. You will be able to search for convenient approved locations near you.

POSITIVE RESULTS FOR MARIJUANA ARE NOT ACCEPTED. No retesting or exceptions. Review the [Policy for Professional Conduct](#) for full details. Medical Marijuana is NOT accepted.

2nd 8-week sessions – Complete AFTER August 1st.

DRUG SCREENING TIPS

- Be cognizant of how much water you drink before completing. “Dilute Negative” results (too diluted to read) will require a new test and payment. There will be NO extensions.
- ***PLAN AHEAD to ensure results are received by the deadline!***
- **If there are any questions about your screening, you will receive a call from a Medical Review Officer (MRO). This will extend the processing time of your results. Check your voicemails and answer your phone, make sure the number you provide to CastleBranch is correct. We are NOT involved in this part of the process.**

c. CastleBranch Document Manager:

The Medical Document Manager is a secure platform that stores and tracks documents. After you place your package order from Step 1, you will have access to your Document Manager **Requirements are:**

- Verification of CNA training/certification status – *see details below*
- Signing and uploading COD and Program Policy Forms
- Uploading Health Insurance documentation –
 - visit [Student Insurance website](#) for temporary options.
- Uploading 2025-26 Flu vaccine documentation
- CPR Certification Card – **MUST BE current American Heart Association (AHA)** – see Tips
- Edward Corporate Health Clearance Form– see Step 8

DOCUMENT TIPS

- **PDF (preferred), JPEG, PNG.** If a file is too large, you will get a clear error.
- **Check your account frequently during your submission process to ensure everything gets approved. Review is a manual process and your corrections delay approvals.**
- **The ONLY accepted CPR Certification is: American Heart Association (AHA) Basic Life Support (BLS) for Healthcare Providers. All other types of certification will be rejected.**

d. Illinois State and Federal Background Check

All students must complete a background check to attend clinicals. **If you are not approved through the IDPH Health Care Worker Registry, you will be required to complete a State Background Check through CastleBranch.** Instructions will be emailed to students who need to complete this process AFTER verification of approved eligibility.

Students who have previously completed a background check through IDPH *may* need to complete a second one through CastleBranch, depending on when the previous one was completed, per clinical requirements. This process should not be started until notified through email communication.

6. Complete Health Requirements

Health requirements are necessary to protect students, patients, and faculty in the lecture, lab, and clinical settings. **Please start early and plan accordingly. Costs incurred for completing requirements are non-refundable. Deadline extensions will NOT be provided.** Follow the steps and information below and in the [Health Requirement Packet](#).

Summary of Health Requirements:

- Physical Exam with your **own Healthcare Provider** or **preferred clinic** (encouraged for use of health insurance) **OR** with **Edward Corporate Health (ECH – locations below)**.
 - **Physical Exam Form (pages 6 & 7 below)** completed by physician; **dated 10/1/2025 or later**
- QuantiFERON-TB Gold Blood Test (Skin Tests will NOT be Accepted): **Dated 12/13/2024 or later.**
 - Chest Xrays required for previous positive blood test.
- TDAP vaccine (Dated within 10 years, including booster if older than 10 years)
- Hepatitis B Immune IGg Titer (blood test)*
- Varicella Immune IGg Titer (blood test)*
- MMR – Measles (Rubeola), Mumps, Rubella Immune IGg Titer (blood test)*
- 2025-2026 Flu Vaccine

NOTE: You must have IGg titers for Hep B, MMR & Varicella completed. Proof of the vaccine series will not be acceptable. Negative titers will require starting vaccination or booster series prior to chart review.

HEALTH TIPS

- **Titers test immunity!**
 - Positive/Reactive = Immune – nothing more you need to do
 - Negative/Non-Reactive/Equivalent = NOT Immune – start a vaccine or booster series
 - *You **MUST** complete all boosters and/or vaccine series for negative titers, AND submit documentation of repeat titers to remain compliant.*
 - ***This is a CONTINUING requirement.** Future due dates will be scheduled in CastleBranch. It is CRITICAL that you keep track. (See Chart Review page 8)*
- TB test and titer results can take anywhere from 1-5 days to process and be received. **PLAN AHEAD!**

7. Chart Review with Edward Corporate Health

Edward Corporate Health serves as our Medical Reviewer. AFTER you complete all health requirements from Step 6, you need to **schedule an in-person Chart Review at ECH using one of the locations listed below** – see [Health Packet for full instructions and costs](#). **Costs are NON-REFUNDABLE.** You must bring documentation of your Physical Exam form, all vaccines, TB test, titer results, and any additional vaccines/boosters required to your in-person Chart Review. You should schedule your chart review for the earliest possible date you know you will be ready.

CHART REVIEW TIPS

- **Call to schedule an appointment early**, as soon as you've completed your tests and physical. **Leave a voicemail and be patient** – it may take a few days for you to speak with someone. **PLAN AHEAD**
- If you have tried for a week or more to get in touch with a location without success, email NursingHealth@cod.edu with your contact number and preferred location(s). We will assist you.
- **REMEMBER – ONLY CHART REVIEWS COMPLETED AT THESE LOCATIONS ARE ACCEPTED!**
- **"Cleared with Restrictions" means that your clearance is provisional. You MUST follow up with all vaccine series and/or repeat titers for continued clearance to attend clinicals and remain in the program. READ YOUR CHART REVIEW AND FOLLOW UP!**

Edward Healthcare Center – Bolingbrook	Edward Occupational Health – Naperville
130 N. Weber Road, Suite 105 Bolingbrook, IL. 60440 - (1/4 mile south of Boughton Rd)	Medical Office Building I 100 Spalding Dr., Suite 212 Naperville, IL 60540
Schedule an appointment: Phone: (630) 527-7299 press #2	Schedule an appointment: Phone: (630) 527-7299 press #2
Edward Outpatient Center – Addison	Edward Outpatient Center – Elmhurst
303 W. Lake Street Addison, IL 60101	1200 S. York Street Elmhurst, IL 60126
Schedule an appointment: Phone: (331) 221-0570 press #2	Schedule an appointment: Phone: (331) 221-0570 press #2

Physical Exam Form

College of DuPage Nursing & Health Sciences Physical Exam Form- 425 Fawell Blvd, Glen Ellyn, IL 60137

This form must be completed by your physician and brought to Edward Corporate Health for your Chart Review**Please Print**Name _____
Last First

Health Program _____ Date of Birth ____/____/____ SSN# -----

Must be completed by a licensed medical professional

Height _____ Weight _____ Blood Pressure _____ Pulse _____

Physical Findings - Must be completed by a licensed medical physician, nurse practitioner or physician assistant.

Body Systems	Normal	Abnormal, please describe
Cardiovascular		
Eye		
Ear, Nose, Throat		
Conversational Hearing		
Color Vision		
Gastrointestinal		
Metabolic-Endocrine		
Musculoskeletal		
Neurological		
Respiratory		
Skin (Exposed areas only)		
Lymph Nodes		

Is student presently under any medical treatment? If yes, please explain:

Conclusion: (check one)

- ☐ The student is medically cleared for the College of DuPage health program.
- ☐ The student is medically cleared for the College of DuPage health program with the following **accommodation(s)/restriction(s)**.

- ☐ The student **has not** been medically cleared for the College of DuPage health program

Examiner's Name (Please Print) _____ Date of Examination _____

Signature of Examiner _____

Health Career Programs Essential Functions
Please take this document to your Physical Exam appointment

These are generally required for all College of DuPage Health Career Programs. Variations of this will be addressed in program or course specific information. If the ability to perform these essential functions with or without reasonable accommodations result in the inability to meet identified student learning outcomes, the student may be at risk of not successfully completing the course and/or program.

MOTOR CAPABILITY:

- Move from room to room and maneuver in small spaces
- Squat, crawl, bend/stoop, reach above shoulder level, use standing balance, and climb stairs
- Lift and carry up to 50 lbs., and exert up to 100 lbs. force or push/pull
- Use hands repetitively; use manual dexterity; sufficient fine motor function
- Must be able to walk and stand for extended periods of time
- Perform CPR
- Travel to and from academic and clinical sites

SENSORY CAPABILITY:

- Coordinate verbal and manual instruction
- Auditory ability sufficient to hear verbal communication from clients and members of the health team; includes ability to respond to emergency signals.
- Discern soft sounds, such as those associated with taking a blood pressure
- Visual acuity to acquire information from documents such as charts
- Comfortable working in close physical proximity to patient

COMMUNICATION ABILITY:

- Communicate effectively in English with patients, families, and other health care providers, both verbally and in writing
- Effectively adapt communication for intended audience
- Interact; establish rapport with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds
- Assume the role of a health care team member
- Function effectively under supervision
- Sufficient command of the English language in order to read and retrieve information from lectures, textbooks, as well as understand medical terminology
- Skills include computer literacy

PROBLEM SOLVING ABILITY:

- Function effectively under stress
- Respond appropriately to emergencies
- Adhere to infection control procedures
- Demonstrate problem-solving skills in patient care (measure, calculate, reason, prioritize, and synthesize data).
- Use sound judgment and safety precautions
- Address problems or questions to the appropriate persons at the appropriate time
- Organize and prioritize job tasks

BEHAVIORAL SKILLS AND PROFESSIONALISM:

- Follow policies and procedures required by academic and clinical settings
- Adheres to College of DuPage Academic Honesty Policy (per College Catalog)
- Adheres to College of DuPage Code of Conduct (per College Catalog)
- Abides by the guidelines set forth in the Health Insurance Portability and Accountability Act (HIPAA, i.e., the national privacy act)

9. Registration for PCT1001:

Once ALL of the above steps are completed, reviewed and approved per student requirements, permission to register will be granted. Monitor your COD. **Please note: Clearance for registration is NOT automatic. You will not be able to register until you receive an email with clear instructions.** If you have questions, please contact nursinghealth@cod.edu.

Registration is first come; first serve. No spaces will be saved. No early registration is permitted. No deadline extensions are provided. Seat capacities are final

REMEMBER: Registration for PCT1001 requires previous completion of or concurrent registration with SURGT 1000 Ethical Considerations in the Healthcare Industry (3 credit hours)

Patient Care Technician Program Overview:

The Patient Care Technician (PCT) provides hands-on assistance in serving the basic needs of patients in a hospital setting. The PCT will perform bathing, feeding, catheter care, safety checks and ensure patient room cleanliness. The PCT will also obtain EKG readings, monitor vital signs, and provide phlebotomy procedures. Ethical decision-making will provide patient-centered care and compassionate support to families. The program is a 14-credit program that consists of NURSA1105, SURGT1000 and PCT1001.

Upon successful completion of the Patient Care Technician Program you will receive the College of DuPage certification. All PCT program students sit for the National Commission of Certifying Agencies (NCCA) accredited National Healthcareer Association (NHA) Certified Patient Care Technician Exam (CPCT). The student will sit for the exam at the College of DuPage during the last week of the program.

Total Credit Hours Required for Certificate

Total Credit Hours Required for Certificate: 14 credit hours

In order to obtain the Certificate in the Patient Care Technician program, you will need to complete the following courses:

1. **NURSA 1105:** Nurse Assistant Training (6 credit hours)
2. **SURGT 1000** Ethical Considerations in the Healthcare Industry (3 credit hours)
3. **PCT 1001:** Patient Care Technician (5 credit hours)

Estimate of Student Fees

Please visit the [Program Costs webpage](#) for estimated fees.

There may be additional costs incurred during the program. Costs may include (but are not limited to) parking, transportation, fingerprinting, clinical site databases, etc. The student will be responsible for these costs.

Program Outcomes

At the conclusion of the program, you should be able to:

- Consider the needs of all patients, regardless of race, gender, religion, disability, or background
- Assist doctors, nurses, and other healthcare professionals with the critical day-to-day care of patients
- Consistently practice in accordance with professional, legal, and ethical standards
- Adhere to evidence-based practices that provide hands-on assistance to serve patients' basic needs
- Implement strong teamwork skills to effectively communicate, resolve conflicts, and make decisions

Opportunities for Employment

Employment of patient care technicians would be in an acute care (hospital) setting within every department dealing with patient care.

Opportunities for Advancement

Graduates of the Patient Care Technician program can work as a PCT while completing the requirements for the nursing program. The NURSA1105 course is a requirement for the COD Nursing program and SURGT1000 will also count as Humanities credit for the Associate Degree in Nursing.

Helpful Academic Skills or Experiences

High school courses in science, math, English and communications.

Policies and Procedures

All Nursing and Health Science Division policies and procedures are found on our [Division website](#). It is the students' responsibility to ensure they have reviewed and understand the policies and procedures. The Nursing and Health Science Division reserves the right to change, at any time, without notice, these policies and procedures.

"All application documents delivered to the College of DuPage pertaining to a health sciences admissions file become the property of the College of DuPage and will not be returned to applicants. This includes but is not limited to transcripts, letters of recommendation, clinical evaluation forms or outside test reports."