



## Pharmacy Technician Program

Information Packet 2018-19

### Program Description

The Pharmacy Technician Certificate program will prepare students to work as a pharmacy technician in a number of practice settings, including a community, hospital, compounding or specialty pharmacy. Pharmacy technicians work under the direct supervision of pharmacists and assist pharmacists in preparing and dispensing oral, topical, intravenous and other prescription medications to patients or other health care professionals.

Completion of the Pharmacy Technician Certificate program will prepare students to take the Pharmacy Technician Certificate Board (PTCB) exam, which will be offered through the PTCB as part of this program. Students who successfully complete this certificate program and pass the PTCB exam are eligible to apply for licensure as a pharmacy technician in the state of Michigan. Application for licensure will be included as part of the final course of this program.

- Courses must be taken in sequence and a minimum grade of 2.5 is required for each course in the Pharmacy Technician Program in order to progress to the next semester.
- Program is taught as a cohort so students are required to be full time both fall and winter semester.
- Students are admitted once a year, with the program beginning in the fall semester of each calendar year.
- Classes for this program will be taught at the Radcliff Center in Garden City.

### Application Requirements

The Pharmacy Technician Certificate Program requires an application (attached to the end of this packet). To be admitted to the program the student must complete the following:

|  |  |
|--|--|
| <b>1. Apply to Schoolcraft College</b>         | Apply to Schoolcraft College on-line at <a href="http://www.schoolcraft.edu">www.schoolcraft.edu</a> .   |
| <b>2. Transcripts</b>                          | It is recommended that you request official undergraduate transcripts from all colleges and universities previously attended. Transcripts must be sent directly from the issuing college or university to Schoolcraft College. To confirm that transcripts have been received, contact the Answer Center at 734-462-4426.  |
| <b>3. Counseling and Assessment</b>            | This program requires minimum assessment levels or course work in the areas of math, reading and writing. Students need to meet with an academic advisor or counselor to develop an academic plan. They can determine if an assessment test is necessary and if foundation courses are needed. Students with prior college level work or a degree may be exempt from placement testing. Students who have submitted SAT or ACT scores that are less than three years old to the Admissions and Welcome Center may also be exempt from assessment testing.<br><br>Contact the Counseling Center at 734-462-4429 to make an appointment. |
| <b>4. Cumulative GPA</b>                       | Attain a cumulative grade point average of <u>2.0</u> or better for all Schoolcraft College courses.   |
| <b>5. Apply to Pharmacy Technician Program</b> | Submit the attached Pharmacy Technician Certificate Restricted Enrollment Program Change Form to the Registration Center with appropriate signatures.  |
| <b>6. Program Requirements</b>                 | After meeting the admission requirements for the Pharmacy Technician Program, students must successfully meet the requirement of the criminal background check and drug screen on the first attempt prior to starting the program. Additional requirements may need to be completed prior to program practicals depending on the location.<br><br>Required forms may be obtained from the Radcliff Center Administrative Office and must be returned by the deadline.  |

## Program Requirement

### **Criminal Background Check**

Schoolcraft College will process a criminal background check as part of the program's enrollment process.

### **Drug Screen Test**

Students are required to provide documentation of a negative urine drug screen on the first attempt.

### **Additional Requirements**

Depending on the location that the student completes the practical portion of the program, they may be required to provide proof of vaccinations (e.g. Proof of immunity to measles, mumps, rubella and varicella as well as a record of a Tetanus shot; if there is any risk of blood or body fluid exposure, proof of a hepatitis B vaccination, a positive titer or a signed declination may be required); costs for these additional requirements are the responsibility of the student and not included in the cost of the program.

## Program Completion Requirement

**Upon completion of the program, students will be eligible to take the Pharmacy Technician Certification Board examination (PTCB) and earn the Certified Pharmacy Technician (CPhT) credential. In order to obtain licensure in the state of Michigan, the student must successfully complete the PTCB certification exam, which will earn the student certification as a pharmacy technician. The CPhT credential is a national certification recognized by employers across the country.**

Students will be required to successfully pass the PTCB exam which will be administered during the last course in the program. After successfully passing this exam, the student will be eligible to apply for their state licensure as a pharmacy technician.

## Estimate of Tuition and Fees

| <b>Pharmacy Technician Program Certificate</b> (based on 31 credit hours)  |                   |                     |                     |
|--|-------------------|---------------------|---------------------|
|  | <u>Resident</u>   | <u>Non-Resident</u> | <u>Out of State</u> |
| Tuition:   | \$3,348.00        | \$4,867.00          | \$7,161.00          |
| Registration Fees:   | \$129.00          | \$129.00            | \$129.00            |
| Service Fees:  | \$217.00          | \$217.00            | \$217.00            |
| Instructional Equipment Fees:  | \$279.00          | \$279.00            | \$279.00            |
| Infrastructure Fees:   | \$217.00          | \$217.00            | \$217.00            |
| Course Fees:   | \$439.00          | \$439.00            | \$439.00            |
| Pharmacy Technician Temporary License Fee  | \$ 42.00          | \$ 42.00            | \$ 42.00            |
| Additional Expenses (Approximate):   | \$184.00          | \$184.00            | \$184.00            |
| PTCB Exam \$129.00   |                   |                     |                     |
| State Licensure \$55.00  |                   |                     |                     |
| <b>TOTAL:</b>  | <b>\$4,850.00</b> | <b>\$6,369.00</b>   | <b>\$8,663.00</b>   |
| The above figures are based on 2017-2018 rates and are subject to change. A Resident student is one whose legal residence is in the school District of Clarenceville, Garden City, Livonia, Northville, Plymouth-Canton or parts of Novi. All other students are Non-Resident or Out-of- State. Estimate does not include textbooks. |                   |                     |                     |

For more information about our graduation rates, median debt of students who have completed the program, and other important information, please visit our website:

[http://www.schoolcraft.edu/GE/PharmacyTechnician/51.0805\\_1YC.00234\\_Gedt\\_20180104.html](http://www.schoolcraft.edu/GE/PharmacyTechnician/51.0805_1YC.00234_Gedt_20180104.html)

## NOTE

Requirements for admission to the Pharmacy Technician Program are subject to change at any time.

Please contact the Admissions and Welcome Center for updates of any applicable changes.

Phone: (734) 462-4683

Fax: (734) 462-4552

E-mail: [admissions@schoolcraft.edu](mailto:admissions@schoolcraft.edu)

Web: [www.schoolcraft.edu](http://www.schoolcraft.edu)

*It is the policy of Schoolcraft College that no person shall, on the basis of race, color, national origin, gender, age, marital status, creed, or handicap, be excluded from participating in, be denied benefits of, or be subject to discrimination during any program or activity or in employment.*

# Pharmacy Technician Certificate Program Restricted Enrollment Application 2018-2019

The Pharmacy Technician Certificate Program requires a Restricted Enrollment Program Change. To begin this program, students must complete the following form, meet with a Counselor or Academic Advisor, and then submit the completed form to the Registration Center.

Counselor/Academic Advisor will complete:

**ASSESSMENT** *the minimum Assessment Scores listed below or successfully complete appropriate developmental courses to improve your skills. Assessment Test Scores are valid for up to three years.*

**Student:**

- has taken the CPT                       has submitted ACT scores  
 is exempt from assessment

| Minimum Scores:      | <i>CPT</i> | <i>ACT</i> | <i>new SAT(March 2016)</i> |
|----------------------|------------|------------|----------------------------|
| Writing              | 71 +       | 18 +       | 25+                        |
| Reading              | 70 +       | 18 +       | 25+                        |
| Numerical/Arithmetic | 78+        | 19 +       | 25+                        |

**PROFICIENCY**

**Student:**

- has met minimum **English** score or ⇒  has successfully completed ENG 055 or higher with a 2.0/C or better  
 has met minimum **reading** score or ⇒  has successfully completed COLLS 053 or higher with a 2.0/C or better  
 has met minimum **math** score or ⇒  has successfully completed MATH 053 or higher with a 2.0/C or better

**CUMULATIVE COLLEGE GPA** *Attain a 2.0 or better cumulative grade point average.*

**Student:**

- has a cumulative GPA of 2.0 or better.

**PROGRAM REQUIREMENTS**

**Student:**

- Criminal Background Check Form and Drug Screen Authorization are available to be picked up from the Radcliff Center in Garden City in the Administration Office.  
  
 All documents must be returned to the Radcliff Center Administration Office by the deadline given. Students must meet these requirements prior to the start of the fall semester.

**Counselor/Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## Pharmacy Technician Certificate Restricted Enrollment Program Change Form

**Please Print:**

Student Name: \_\_\_\_\_  
Last First Middle Initial

Student Number: \_\_\_\_\_ or Social Security Number (last four digits) \_\_\_\_\_

Month and Day of Birth \_\_\_\_/\_\_\_\_

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Current Academic Program Name: \_\_\_\_\_

Current Academic Program Number: \_\_\_\_\_

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New Academic Program Name: Pharmacy Technician Certificate

New Academic Program Number: 1YC.00234

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Counselor/Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return to:**

Schoolcraft College  
Registration Center  
130 McDowell Center  
18600 Haggerty Road, Livonia, MI 48152  
Phone: 734-462-4426  
Fax: 734-462-4553