

PENSACOLA STATE — COLLEGE —

Pharmacy Technician Program

Admission Packet

Contact Information:

Jennifer Moore, Program Director

850-484-2346

jmoore@pensacolastate.edu

Health Programs Admissions Office

850-484-2210

healthprograms@pensacolastate.edu

Pensacola State College is an Equal Access/Equal Opportunity Employer

Career Information

The Pharmacy Technician

Pharmacy Technicians are trained Health Care professionals who work in both hospital and retail pharmacies under the supervision of a pharmacist. Pharmacy technicians assist pharmacists in dispensing medications and are accountable to the supervising pharmacist who is legally responsible through state licensure for the care and safety of patients served by the pharmacy.

Pharmacy technician job duties include providing medication and other health care products to patients and working with third party and doctors' offices in resolving adjudication of patients' insurance or state program. Pharmacy technicians often do the routine tasks associated with preparing prescribed medication and providing drugs to patients, but may also do compounding of medications, doctor calls, expense and medication orders, returns and expired credits, and non-licensed pharmacy management. State rules and regulations as well as job policies and procedures define the functions and responsibilities of pharmacy technicians.

Education

Effective January 1, 2011, any person who wishes to work as a pharmacy technician in the State of Florida must register with the Board of Pharmacy. To register with the Board of Pharmacy, an applicant must submit proof of completion of a board-approved pharmacy technician-training program. Pensacola State College is accredited by the Southern Association of Colleges and Schools and is an approved training program.

Additionally, graduates may take the Pharmacy Technician Certification Exam (PTCE) offered by the Pharmacy Technician Certification Board (PTCB). Individuals who pass the PTCE become a Certified Pharmacy Technician (CPhT) and may use the designation "CPhT" after their name. Certification is required by many employers in addition to being registered with the state.

Program Information

The Pharmacy Technician Program is a three semester program designed to provide students with the theoretical, practical, and clinical skills needed in the operation of a pharmacy. Graduates of this program will work under the supervision of a licensed pharmacist to perform tasks such as reading, filling, and issuing prescriptions; maintaining inventory; using computer systems to enter and update patient profile information; and performing technical and clerical duties necessary to the systematic operation of the pharmacy.

The program consists of online, classroom, and simulated laboratory experiences. The final term is a clinical rotation in both retail and hospital settings. Program policy requires that all general education and technical courses required for the degree be completed with a grade of "C" or better. Upon completion of this 42 credit hour program, graduates will be awarded the Advanced Technical Diploma in Pharmacy Technician and will be eligible to register with the Florida Board of Pharmacy.

Program acceptance is based on selection from all qualified candidates meeting the minimum criteria on a first-completed/first-seated basis. Contact the Admissions Office for details at (850) 484-2210.

Application Procedures

1. Apply to Pensacola State College; a \$30 application fee is required if you are a new student. The application can be completed on-line or at an Admissions office at any campus location. If you have attended Pensacola State in the past you may need to update your information with the Admissions office.
2. Complete a Health-Related Admissions application checking **Pharmacy Technician** as your program choice. Mail, fax, or hand-deliver to: Health Admissions Office. Health Admissions is located on the Warrington Campus, Building 3600, Room 3622. The fax number and address are on the application.
3. High school or college grade point average minimum of 2.0. All required transcripts must be on file.
4. Testing of Adult Basic Education (**TABE**); must have current scores on file. If the student tests below the 11th grade level, he or she must complete remediation and test out at 11th grade level before the program can be completed.

5. To schedule the **TABE** test, please call the Testing Center on the Warrington Campus, 484-1076, Pensacola Campus, 484-1656, or Milton Campus, 484-4410.
6. Postsecondary Education College Readiness Test (PERT) scores on file or equivalent course work for Math (MAT0024C or higher). To schedule the PERT test please call the Testing Center on the Warrington Campus, 484-1076, Pensacola Campus, 484-1656, or Milton Campus, 484-4410. The student may only enter the program having met the PERT requirement for MAT0024C or higher.
7. Upon official acceptance to the Pharmacy Technician program you will be required to attend the program orientation. Background check, drug screen, and a health form with appropriate immunizations are required.

Frequently Asked Questions

When does the Pharmacy Technician Program start?

The program begins each May and continues for three full semesters.

Approximately how much does the program cost?

The following are **approximate** costs for the Pharmacy Technician Program:

Tuition

Florida residents	\$90.78/credit hour	x 42 hours	=	\$ 3,812.76
Alabama residents	\$91.93/credit hour	x 42 hours	=	\$ 3,861.06
Non-Florida residents	\$342.21/credit hour	x 42 hours	=	\$14,372.82

Please contact a Pensacola State College Admissions office if you have questions regarding residency. The legislature has the right to raise tuition and generally does so in July of each year.

Additional Expenses (**approximate**):

Books	\$600.00
Lab fees	\$300.00
Uniforms	\$150.00
Supplies	\$300.00
Immunization/Physical	\$300.00

Fees may vary and are subject to change.

Are there any pre-requisites for the program?

Yes. The following courses must be completed prior to acceptance in the Pharmacy Technician program:

Course	Course Name	Credit Hours
BSC 1080	Essentials of Anatomy & Physiology	3
ENC 1101	English Composition I	3
CGS 1570	Computer Concepts / Applications	3
HSC 1531	Medical Terminology	3

Course substitutions can be made for BSC1080 (BSC1093 AND BSC1094) and ENC1101 (LIN1670). Contact the Admissions office or the Program Coordinator for more information. Additionally, you need Postsecondary Education College Readiness Test (PERT) scores on file or equivalent course work for Math (MAT0024C or higher). Please check with the Testing Center for more information.

Can I enter the program later than May?

No. Each class must be completed in succession.

What will be required of me once I am accepted to the program?

Upon acceptance into the Pharmacy Technician program, you will be required to be fingerprinted for a background check and complete a drug screen. You will complete a health form with your private physician, and the information required will include immunization status and titer levels. You will be required to have a flu shot, as well. You will also complete orientation requirements for each of the local hospitals. This information will be covered in the Orientation session prior to starting the Pharmacy Technician program.

Flexibility: It is the intention of the program to accomplish the objectives specified in the course syllabus however, circumstances may arise which prohibit the fulfilling all objectives therefore, this syllabus is subject to change at the discretion of the primary course instructor. When possible, students will be notified of any change in advance of its occurrence.

Pensacola State College provides an institutional email account to all credit students. Pirate Mail is the official method of communication, and students must use Pirate Mail when communicating with the College. In cases where companion software is used for a particular class, emails may be exchanged between instructor and student using the companion software.

Any students whose disabilities fall within the Americans with Disabilities (ADA) Act or section 504 of the Rehabilitation Act should inform the Student Resource Center for ADA Services at the beginning of the term of any special needs or equipment necessary to accomplish the requirements for this course. The Student Resource Center office is located on the Pensacola campus, building 6, room 603. A representative is also on the Warrington campus, Building 3600, one day a week.

Pharmacy Technician Curriculum Sequence

Term / Course	Course Name	Credit Hours
Pre-requisite Courses	<i>See the above chart</i>	12
TERM I Summer		12
PTN 1001	Intro to Pharmacy	3
PTN 1017	Pharmacy Tech Math	3
PTN 1121	Therapeutic Agents I	3
MNA 1161	Customer Service	3
TERM II Fall		12
PTN 1122C	Therapeutic Agents II	3
PTN 1131	Applied Pharmacy Practice	3
PTN 1131L	Applied Pharmacy Practice Lab	3
PTN 1930	Pharmacy Seminar	1
PTN 1940	Pharmacy Practicum I	2
CPR (CEU)	<i>Must be completed prior to PTN1941</i>	
Term III Spring		6
PTN 1941	Pharmacy Practicum II	3
PTN 1942	Pharmacy Practicum III	3
	Total Program Credits	42


This publication is to provide general career and program information and is not to be construed as a contract between the student and Pensacola State College. The student is encouraged to work closely with counselors and the department to verify the appropriateness of courses before registration. The sequence of courses required may change. Graduation requirements will be based on the sequence of courses when the student is assigned a seat in the core curriculum.

Contact Information

<u>Department / Contact</u>	<u>Telephone #</u>	<u>Email</u>
Program Director Jennifer Moore	484-2346	jmoore@pensacolastate.edu
Health Sciences Department Head Sandra Hartley, MS, CP	484-2308	shartley@pensacolastate.edu
Health Admissions Sarah Lewis	484-2210	slewis@pensacolastate.edu
Academic Counseling Milton Campus Pensacola Campus Warrington Campus	484-4410 484-1660 484-2270	
Admissions Offices Milton Campus Pensacola Campus Warrington Campus	484-4410 484-1602 484-2270	
Testing Centers Pensacola Campus Warrington Campus	484-1656 484-1076	
Financial Aid Milton Campus Pensacola Campus Warrington Campus	484-4410 484-1680 484-2349	

Pensacola State College

Department of Health Sciences Pharmacy Technician Program

	Applicant's Check list of Forms/Requirements	
	1.	Application to College
	2.	Application to Program (Health-Related Application) Submit to: Health Admissions Office Bldg. 3600, Warrington Campus 5555 West Hwy 98 Pensacola, FL 32507
	3.	Request for High School/GED transcript
	4.	Request for College transcripts, if applicable
	5.	A 2.0 minimum overall GPA
	6.	Complete the Testing of Adult Basic Education (TABE) test; contact the Testing Center on Warrington Campus at 484-1076, Pensacola at 484-1656 to schedule an appointment
	7.	Complete the Postsecondary Education College Readiness Test (PERT), if applicable; contact the Testing Center on Warrington Campus at 484-1076, Pensacola at 484-1656 to schedule an appointment
	8.	Complete all required pre-requisite courses
	9.	Retain a copy for personal use of all forms submitted

PENSACOLA STATE COLLEGE

REQUEST FORM FOR HIGH SCHOOL OR COLLEGE TRANSCRIPTS

The applicant is responsible for mailing this form to the appropriate high school, university(s) or college(s). Transcripts submitted by the student will not be accepted. Academic records must be mailed directly to the address on this form. This form may be copied for multiple uses.

TO THE REGISTRAR/Records Clerk:

COMPLETE NAME OF HIGH SCHOOL, UNIVERSITY OR COLLEGE

CITY STATE ZIP CODE

PLEASE SEND:

_____ High School Record (showing graduation date or date of withdrawal)

_____ College Transcripts

_____ Transient Student Approval

If a charge is required for this service, please bill the student at the information provided below:

PLEASE MAIL RECORDS TO: REGISTRAR'S OFFICE

**PENSACOLA STATE COLLEGE
1000 COLLEGE BOULEVARD
PENSACOLA, FL 32504-8998**

DATE: _____ STUDENT'S SIGNATURE _____

INFORMATION TO ASSIST IN LOCATING YOUR RECORD AT THIS SCHOOL/COLLEGE:

Current Last Name First Middle Maiden

Current Mailing Address City State Zip Code

Name at time of enrollment at this school Student ID number used at this school
Approximate dates of attendance Graduation date (if applicable)

APPLICATION FOR HEALTH-RELATED PROGRAMS

Student ID Number

Last Name

First

Middle and/or Maiden

Mailing Address: _____

Number & Street (apt # if applicable)

City

State

Zip Code

Check the program(s) you want to apply for and return this form to the Health Program Admissions Office at 5555 West Highway 98, Pensacola, FL 32507; or fax it to (850) 484-2375. You may check multiple programs.

✓	Program	Start Dates		
	Career Mobility – Licensed Practical Nurse (LPN) to Registered Nurse ⇒ Florida LPN License required		May	
	Career Mobility – Paramedic to Registered Nurse ⇒ Florida Paramedic License required		May	
	Certified Nursing Assistant (CNA) to Licensed Practical Nurse ⇒ Florida CNA License required			Aug
	Dental Hygiene		May	
	Emergency Medical Technician (EMT) ⇒ CPR Certification required	Jan	May	Aug
	Health Information Management			Aug
	Medical Information Coder/Biller Certificate			Aug
	Health Services Management	Jan		Aug
	Health Unit Coordinator			Aug
	Medical Assisting			Aug
	Medical Office Administration	Jan	May	Aug
	Medical Records Transcribing	Jan	May	Aug
	Nursing (A.D.) R.N.	Jan		Aug
	Nursing (A.D.) R.N. ⇒ Weekend/Evening Option – See Information Packet for specifics	Jan		
	Paramedic ⇒ Florida EMT License Required		May	
	Perioperative Nursing			Aug
	Phlebotomy	Jan	May	Aug
X	Pharmacy Technician		May	
	Physical Therapist Assistant			Aug
	Practical Nursing		June	
	Radiography		June	
	Sonography	Jan		
	Surgical Technology			Aug

I understand that this application DOES NOT GUARANTEE admission into a health-related program and certify that the information is correct knowing that falsification of information could lead to dismissal if I am accepted into the program. I also understand that I must keep Pensacola State College informed of my current address and telephone number by submitting a Student Record Change Form at any Student Affairs Office or online in my Spyglass account.

Date

Signature of Health-Related Program Applicant