

GAVILAN COLLEGE

Community Education

560 Bailey Avenue

San Jose, CA 95141

Tel: (408) 229-4201 Fax: (408) 229-4202

www.GavilanCE.com

Dear Student:

Welcome and thank you for your interest in our upcoming Spring 2018, Pharmacy Technician Training Program. Program dates are as follows:

18 Saturdays, February 24, 2018 – July 7, 2018 for 144 classroom hours and CPR training. 120 hour externship will follow totaling 264 hours in this program. (NO CLASSES on 3/31 & 5/26)

Included in this informational packet are the following documents:

- Program Summary
- Program Outline
- Expenses Outside of Tuition for Pharmacy Technician Training Program
- Course Calendar
- Registration Form with Cancellation Policy
- Payment Plan Option Form

Required Textbooks: Registered students are required to purchase the following three books before start date. Amazon recommended.

- *Mosby's Pharmacy Technician: Principles and Practice, 4e* By Elsevier ISBN# 978-1455751785
- *Workbook and Lab Manual for Mosby's Pharmacy Technician: Principles and Practice, 4e* by Elsevier ISBN# 978-1455751808
- *Math Calculations for Pharmacy Technicians: A Worktext, 2e* by Robert M. Fulcher and Eugenia M. Fulcher ISBN: 978-1437723663

For updates, info and registration, please visit our website at www.GavilanCE.com. You may also contact the Community Education office at (408) 229-4201 for more information.

Thank you,

Gavilan College,
Community Education

Enclosures

Pharmacy Technician Training Program Designed for Busy Adults



Program Summary: Pharmacy Technicians work in pharmacies under the direction of a Pharmacist. Their main responsibility is filling prescriptions according to doctors' orders for patients. This course combines 144 hours of classroom instruction and a 120-hour externship for a total of 264 hours.

Course Fee: \$2750 rate includes lab coat, CPR training, consumable supplies, externship, and course accomplishment certificate.

Financial Assistance: Financial Aid is not applicable to this program. Students with a need for financial assistance may participate in our Payment Plan Option which is broken into five equal payments of \$550 which have scheduled dates. First payment is due at registration.

Wages in California: \$15 - \$22 per hour (varies by county)

Certification: Upon completion graduates will receive a certificate and become eligible to apply for registration as a Pharmacy Technician in the State of CA. Registration is approximately \$105 and payable to *California Board of Pharmacy*. Students will also qualify for the Pharmacy Technician Certification Board (PTCB) exam which is a National exam.

Schedule: All classes are held on Saturdays. Pharmacy externships coordinated by Instruction team before end of last class.

Pre-requisites for Program: 18 years of age or older; have a HS diploma or GED; proficient in keyboarding; understand computing & word processing; command of English language & Math; internet access, printing capabilities and an email address. All registered students must be able to pass a background check.

Education, Training and Other Requirements for Licensing in California: Pharmacy Technicians must have a current license to work in the State of California. To obtain a Pharmacy Technician license, applicants must submit a Pharmacy Technician application, pay the appropriate fees, obtain Live Scan fingerprint clearance and pass a criminal background check, complete and submit clean self query. You must bring proof of a HS diploma or GED on first day of class, and no felony convictions. In addition, they must meet one of the State's educational and training requirements:

<http://www.labormarketinfo.edd.ca.gov/OccGuides/Detail.aspx?Soccode=292052&Geography=0601000000>. Our program meets one or more of the educational requirements.

Textbook: Registered students are required to purchase the following three books before start date. Amazon recommended.

- *Mosby's Pharmacy Technician: Principles and Practice, 4e* By Elsevier ISBN# 978-1455751785
- *Workbook and Lab Manual for Mosby's Pharmacy Technician: Principles and Practice, 4e* by Elsevier ISBN# 978-1455751808
- *Math Calculations for Pharmacy Technicians: A Worktext, 2e* by Robert M. Fulcher and Eugenia M. Fulcher ISBN: 978-1437723663

Pharmacy Technician Training Program is a not-for-credit program.

Labor Market Info from State EDD/LMID:
Pharmacy Technicians are expected to grow by 18.5% by 2022.

- *Occupational Profile, State of California Employment Development Department*

Pharmacy Technician Training Program



CLASS SCHEDULE & LOCATION

18 Saturdays
2/24/18 – 7/7/18
8:00 am-3:30 pm
(No class 3/31 & 5/26)

Program will be held at:
Gavilan College
5055 Santa Teresa Blvd.
Gilroy, CA 95020
Rm: PB20

REGISTRATION

ONLINE: www.GavilanCE.com
CALL: (408) 229-4201
FAX: (408) 229-4202

WALK-IN: Gavilan College
Community Education
560 Bailey Avenue, B-101
San Jose, CA 95141

AMERICA'S JOB CENTER LOCATIONS

Find out if you qualify for free training!

- Gilroy – 379 Tompkins Ct., (408) 758-3477
- Hollister – 1111 San Felipe Rd., (831) 637-5627
- San Jose – 1601 Foxworthy Ave., (408) 794-1100

Program Outline – Pharmacy Technician

Purpose: Pharmacy technicians work in pharmacies under the direction of a pharmacist. Their main responsibility is filling prescriptions according to doctors' orders for patients. State laws decide the activities that pharmacy technicians can perform. This comprehensive training program will prepare participants to enter the pharmacy field and to take the optional Pharmacy Technician Certification Board's (PTCB) exam. This program covers prescription screening and preparation, pharmacy calculations, use of technology to help maintain accurate patient records, preparation and packaging of medications, including placing orders, the effect of medications on the body and identification of their use, as well as dosages and purposes of medications. Upon successful completion of classroom and practical instruction, you will be eligible for registration as a Pharmacy Technician through the California Board of Pharmacy.

Audience: High School Graduate or GED holder. **Must provide proof at first class session.**

Hours: 264 hours (144 hours didactic and 120 hour externship)

Objectives:

1. Understand the practice of pharmacy
2. Identify and understand the regulatory agencies and laws that affect the practice of pharmacy
3. Recognize and process drug orders in both retail and institutional environments
4. Describe the process for bringing new drugs to market through the NDA process
5. Describe the naming of drug products and the patent process
6. Understand the use of the patient profile and hospital charts in drug use and patient monitoring
7. Order, maintain, and control pharmacy inventory including the disposition of expired or recalled medications
8. Identify and understand the differences required in handling controlled substances and their drug orders
9. Demonstrate proficiency in pharmacy calculations involved in the practice of pharmacy
10. Demonstrate sterile product compounding and aseptic techniques
11. Discuss pharmacology and the concept of pharmacological classes of medications
12. Discuss pharmacokinetics and factors that can affect drug kinetics
13. Demonstrate ability to engage in the administrative duties of the pharmacy
14. Identify and understand the ways pharmacy technician support the pharmacist in the performance of their duties
15. Demonstrate knowledge and skills necessary to pass the Pharmacy Technician Certification Board (PTCB) Exam or the National Health career Association (ExCPT) exam

Modules:

1. The Profession of Pharmacy
2. Pharmacy Law, Regulations, and Standards
3. Drug Development
4. Routes of Drug Administration and Dosage Formulations
5. Pharmaceutical Measurements and Calculations
6. Dispensing Medications in the Community Pharmacy
7. The Business of Community Pharmacy
8. Non-sterile Pharmaceutical Compounding
9. Hospital Pharmacy Practice
10. Infection Control
11. Compounding Sterile Products and Hazardous Drugs
12. Professionalism in the Pharmacy
13. Medication Safety
14. Human Relations and Communications
15. Your Future in Pharmacy Practice

Instructional Strategies:

- Self-Directed Study
- Skills Demonstration
- Simulation
- Online Activities

Methods of Evaluation:

- Quizzes & Exams
- Skills Demonstration
- Learner-Centered Activities
- Externship

Expenses Outside of Tuition for Pharmacy Technician Training Program

The following expenses are the student's responsibility and are separate of the tuition fees. Costs may vary.

Recommended for Externships:

Immunizations, Background check, or Drug testing: Prior to being placed in some externship settings students may be asked to undergo the following:

- Immunizations: Rubella Titer, Rubeola Titer, Mumps Titer, MMR Vaccine #1 and #2, Varicella #1 and #2, Hepatitis C, Hepatitis B Vaccine, which are required to be up-to-date before being placed in externship: Price is dependent on student's insurance coverage.
- Drug testing and background check: \$72
- CPR – American Heart Association: \$60
- Liability Insurance: \$37

At the discretion of the instructor and externship preceptor students will require:

- Navy blue scrubs: \$25 - \$50
- White closed toe tennis shoes
- Lab coat: (lab coat included with course fee)
- Wrist watch
- Note taking supplies

Licensing to work as a Pharmacy Technician:

- Pharmacy Technicians must have a current license to work in the State of California.
- To obtain a Pharmacy Technician license, applicants must submit a Pharmacy Technician application and pay the appropriate fees.
- Students cannot have any felony convictions.
- Students must pass a criminal background check, and obtain a Live Scan fingerprint clearance.
- They must also have a HS diploma or GED, which is **due on the first day of class.**
- Students are required to meet one of the State's educational and training requirements:
<http://www.labormarketinfo.edd.ca.gov/OccGuides/Detail.aspx?Soccode=292052&Geography=0601000000>.
Our program meets one or more of the educational requirements from above link.
- Pay State Board of Pharmacy fees: \$105 (required)*
- Pharmacy Technician Certification Board Examination (PTCB).

Gavilan College Community Education Pharmacy Technician Training Program Course Calendar

**Saturday hours: 8:00 am – 3:30 pm
Room: PB20**

February 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	\$\$\$ 29	30	31

April 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	\$\$\$ 26	27	28
29	30					

Note: \$\$\$ = Thursday Payment Due by 4:00 pm

May 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	\$\$\$ 17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	\$\$\$ 14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Note: \$\$\$ = Thursday Payment Due by 4:00pm

REGISTRATION FORM

Spring 2018

Gavilan College, Community Education
Tel. (408) 229-4201 / Fax (408) 229-4202

Name: _____ Birth Year: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone #1: _____ #2: _____

Email: _____

May we send you email announcements? Yes No

How did you hear about our program? Mail at home Word of mouth Brochure at library
 Online Flyer Brochure at work

Start Date/Time	Title of Course	Fee
Saturdays, 2/24/18 - 7/7/18 + externship (No class 3/31 & 5/26) 8:00 am – 3:30 pm	PHARMACY TECHNICIAN TRAINING PROGRAM	\$2750

Payment Options:

Cash (exact change) Check Money Order Credit Card (MC/Visa) CalJobs/ETPL
 Payment Option Plan (requires initial deposit of \$550 at time of registration and remainder to be paid by payments).

Checks or money orders payable to Gavilan College Check #: _____ Name as printed on check: _____ (\$20 charge for returned checks)	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard Expiration _____ Card# _____ Cardholder Name _____ Authorized Signature _____ Billing Address if different from above _____
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Cancellation Policy: This is a NON-REFUNDABLE program. This is an intensive program and Gavilan College Community Education makes no guarantee of completion or passage. Registered students are responsible to pay for the full tuition regardless of pass or failure due to grade or absences. Please be mindful when registering for one of our Career Training Programs. By initialing in the box, you are confirming that you understand this policy.

No exceptions to cancellation policy.

Printed Student Name _____

Student Signature _____

Date _____

Send registration form to: Gavilan College Community Education, 560 Bailey Avenue, San Jose, CA 95141

PHARMACY TECHNICIAN TRAINING PROGRAM

Class Fee Payment Plan

Instructor Name	Semester	Total Cost	Start Date	End Date
Kimberley Bohannon	Spring 2018	\$2,750.00	2/24/2018	7/7/2018
Payment Deadlines	Amount	Office Use		
#1) At time of Registration	\$ 550.00			
#2) Thursday, March 29, 2018	\$ 550.00			
#3) Thursday, April 26, 2018	\$ 550.00			
#4) Thursday, May 17, 2018	\$ 550.00			
#5) Thursday, June 14, 2018	\$ 550.00			

Terms and Conditions

The Gavilan College Community Education Department has implemented a payment plan option for students enrolling in our fee-based, not for college credit Phlebotomy Training Program. This plan requires that full payment of the program fees be paid in five (5) installments. The first installment is due at registration (see schedule above). The balance is paid over four (4) installments. Payments may only be made through the Community Education office. There is no penalty for early payment.

Students who have not completed each installment by each due date will not be allowed to continue in the class and will be ineligible to receive their certificate. Students will not receive any refund of previous payments if they are not allowed to complete the training program for non-payment.

This course is not eligible for Federal or State student aid programs because these are not college credit-bearing courses.

I have read, understand and agree to the conditions of this payment plan. I further understand that it is my responsibility to make each payment on or before the due date and I promise to do so. Failure to do so may result in my being ineligible to complete the training program. I have received a copy of this Payment Plan. Failure to successfully complete this training program does not release me from this obligation. **Initial** _____

Student Signature	Date	Community Education Signature	Date
Not Valid Unless All Information is Provided			
Student Name:		Date of Birth:	
Permanent Address:		Cell Phone:	
City:	State	Zip	Home Phone:
Email:		Social Security #:	
Reference Information			
Name of Reference:		Relationship:	
Email:		Daytime Phone:	
Office Use Only:			