



Pharmacy Technician
Program
Student Handbook

On behalf of our faculty and staff, I would like to welcome you to the SBVC Pharmacy Technician Program. Whether you are new or a returning student, you are entering into a wonderful profession at an exciting time. We hope that the knowledge that you will obtain in our program will help you to meet the challenges and changes of the future.

Your educational experience here will be perhaps one of the most demanding yet hopefully one of the most positive learning experiences you have encountered. We also hope that you will realize that your education has just begun and that learning is a life-long process in the healthcare profession. Our excellent faculty, community, and agency partners all contribute to providing an excellent educational experience here at **SBVC**.

During your time in our program, you are expected to be responsible, accountable partners in this educational process. This handbook is designed to help you become oriented with the policies and procedures affecting your education in the **SBVC** Pharmacy Technician Program and your successful progression toward your graduation and eventual employment in the pharmacy profession. Please read the information carefully and keep this as a reference for your questions. You will be asked to sign and acknowledge that you have read and understand the information and policies contained in the handbook.

We are excited to have you in our program and hope that you will feel free to ask questions or to approach us with your concerns.

Best wishes for a successful year in our program!

San Bernardino Valley College
Pharmacy Technology Department
704 South Mt Vernon Ave
San Bernardino, CA 92410

Mission & Values

At San Bernardino Valley College, our mission, vision and values drive our decision-making at all levels.

Mission

San Bernardino Valley College maintains a culture of continuous improvement and a commitment to provide high-quality education, innovative instruction, and services to a diverse community of learners. Its mission is to prepare students for transfer to four-year universities, to enter the workforce by earning applied degrees and certificates, to foster economic growth and global competitiveness through workforce development, and to improve the quality of life in the Inland Empire and beyond.

Vision

San Bernardino Valley College will become the college of choice for students in the Inland Empire and will be regarded as the alma mater of successful, lifelong learners. We will build our reputation on the quality of our programs and services and on the safety, comfort, and beauty of our campus. We will hold both our students and ourselves to high standards of achievement and will expect all members of the college community to function as informed, responsible, and active members of society.

Values (Tenets)

The college tenets describe the philosophy and values of San Bernardino Valley College's faculty, staff, and administration. We believe:

- That a well-educated populace is essential to the general welfare of the community.
- That a quality education empowers the student to think critically, to communicate clearly, and to grow personally and professionally.
- That an enriched learning environment promotes creativity, self-expression, and the development of critical thinking skills.
- That our strength as an institution is enhanced by the cultural diversity of our student population and staff.
- That we must provide students with access to the resources, services, and technological tools that will enable them to achieve their educational goals.
- That we can measure our success by the degree to which our students become self-sufficient learners and contributing members of society.

Values (Tenets)

- That plans and decisions must be data driven, and based on an informed consideration of what will best serve students and the community.
- That we must model our commitment to lifelong learning by maintaining currency in our professions and subject disciplines.
- That, as part of the collegial consultation process, all levels of the college organization must openly engage in sharing ideas and suggestions to develop innovative ways to improve our programs and services.
- That interactions between all members of the college community must be marked by professionalism, intellectual openness, and mutual respect.
- That we must hold ourselves and our students to the highest ethical and intellectual standards.
- That we must maintain a current, meaningful and challenging curriculum.
- That students succeed best when following an educational plan and when enrolled in classes that meet their interests and goals, and match their level of academic preparedness.
- That all members of our campus community are entitled to learn and work in an environment that is free from physical, verbal, sexual, and/or emotional threat or harassment.
- That students learn best on a campus that is student-centered and aesthetically pleasing.
- That we must be responsible stewards of campus resources.

Accrediting Agency Information

San Bernardino Valley College is fully accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC). ACCJC is one of six regional institutional accrediting bodies recognized by the Council for Higher Education and the U.S. Department of Education.

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges (ACCJC) accredits community colleges and other associate degree granting institutions in the Western region of the U.S. The ACCJC is one of seven regional accrediting commissions. The ACCJC is authorized to operate by the U.S. Department of Education through the Higher Education Opportunity Act of 2008.

The U.S. peer evaluation system of accreditation is one in which institutions voluntarily participate in self regulation and self evaluation developed to ensure overall educational quality and institutional effectiveness (The Commission's complete Purpose Statement is available in Article I, section 2 of its Bylaws). The ACCJC accreditation process provides assurance to the public that the accredited member colleges meet the Standards; the education earned at the institutions is of value to the student who earned it; and employers, trade or profession-related licensing agencies, and other colleges and universities can accept a student's credential as legitimate.

Accreditation Process

ACCJC has established a broad set of standards against which accredited colleges are periodically evaluated to ensure the quality of education provided by the institution. These standards are divided into four categories: institutional mission and effectiveness; student learning programs and services; resources (human, physical, technology, and financial); and leadership and governance.

Every six years accredited institutions are required to undertake a comprehensive self-study as a means of assessing how well and to what degree they meet these accreditation standards. This self-study typically takes a year to complete, involves the entire campus through a participatory governance process, and culminates in the writing and publication of a sizeable report. Following completion of the self-study, ACCJC sends a visiting team of evaluators (educators from other colleges in the region) to the college for a multiday visit evaluating the quality of the college by "validating" the self-study and assessing the degree to which the college meets the accreditation standards. This step embodies the peer review concept of evaluation, assessment, and quality assurance. The team then produces its own report based upon the visit and their assessment of the self-study.

This report along with the team's confidential recommendations are then submitted to ACCJC for consideration and action. Upon reviewing the visiting team's report, the commission can ascribe accreditation status to an institution from a list of possible choices, including:

Accreditation Process

1. reaffirmation of accreditation;
2. placing an institution on “warning”;
3. placing an institution on “probation”;
4. demanding that an institution “show cause” as to why it should not have accreditation withdrawn; or,
5. ”revocation” of accreditation.

Candidate

In Progress:

American Society of Health-System Pharmacists (ASHP)

7272 Wisconsin Avenue

Bethesda, MD 20814

301-664-8656

www.ashp.org

ASHP and ASHP’s Accreditation Standards guide the **SBVC** Pharmacy Technician Program’s curriculum and educational outcomes and objectives. This document along with other guiding criteria can be found at <http://www.ashp.org/DocLibrary/Accreditation/RTP-TechStandards.aspx> and <http://www.ashp.org/menu/Accreditation/TechnicianAccreditation>

As an ASHP requirement for all enrolled in the Pharmacy Technician Program, students are required to meet with the Program Coordinator or designated program faculty advisor once every semester to discuss your progress, training goals, and schedule for upcoming courses. Additionally, students are required to participate in various surveys and evaluations to help ensure that the goals and objectives of the program are being met. These surveys and evaluations are found in the Forms section of this Student Handbook so that they are readily available to you for completion at designated times.

Students will also receive a separate handbook for use during their clinical experiences. The necessary evaluations and forms for these exercises will be available in that handbook.

ASHP GOALS:

- Display the ability to assist the pharmacist in collecting, organizing, and evaluating information for direct patient care, medication use review, and departmental management.
- Use procedures and appropriate operations to prepare medications for distribution in a variety of health-system settings.
- Perform arithmetical calculations required to verify the measurements, preparation, and/or packaging of medication produced by other technicians.
- Demonstrate the ability to distribute medications.
- Demonstrate knowledge and understanding to assist the pharmacist in the identification of patients who desire/require counseling to optimize the use of medications, equipment, and devices.
- Perform the function of collecting payment and/or initiating billing for pharmacy services and goods.
- Demonstrate the ability to control the inventory of medications, equipment, and devices.
- Demonstrate the ability to assist the pharmacist in monitoring the practice site and/or service area for compliance with federal, state, and local laws, regulations, and professional standards.
- Use procedures to maintain pharmacy equipment and facilities in a variety of health-system settings.
- Use appropriate judgment in assisting the pharmacist in the monitoring of medication therapy.
- Demonstrate the ability to participate in the pharmacy department's process for preventing medication misadventures.
- Take personal responsibility for assisting the pharmacist in improving direct patient care.
- Demonstrate ethical conduct in all activities related to the delivery of pharmacy services and all job-related activities.
- Maintain an image appropriate for the profession of pharmacy.
- Understand the need to be able to resolve conflicts through negotiation.
- Understand the principals for managing change.
- Appreciate the need to adapt the delivery of pharmacy services for the culturally diverse.
- Demonstrate the ability to appreciate the benefits of active involvement in local, state, and national technician and other pharmacy organizations.
- Appreciate the value of obtaining technician certification.
- Understand the importance of and resources for staying current with changes in the pharmacy practice.
- Demonstrate the ability to communicate clearly orally and in writing.
- Demonstrate the ability to maximize work efficiency through the use of technology.
- Demonstrate the ability to efficiently solve problems commonly encountered in one's own work.
- Demonstrate the ability to display a caring attitude toward patients in all aspects of job responsibilities.
- Maintain confidentiality of patient and proprietary business information.

- Understand direct patient care delivery systems in multiple practice settings.
- Demonstrate the ability to efficiently manage ones work whether performed alone or as a member of a team.

Certificate Program & Associate of Applied Science Degree

The Pharmacy Technology Program is designed to prepare students for entry level employment as a pharmacy technician, providing medications and other healthcare products to patients and consumers.

Under the supervision of a Pharmacist, students learn to fill prescriptions, establish and maintain patient profiles, prepare insurance claim forms, take inventory, and stock medications. A background check may be required for clinical experience. The California Board of Pharmacy may deny the Pharmacy Technician license based on convictions substantially related to Pharmacy Technician practice. Students working for certificates must have a basic knowledge of arithmetic, reading, and writing in order to learn and work in the occupations they select. Students may also earn an Associate of Science Degree in Pharmacy Technology.

Pharmacy Technology Certificate

This certificate is designed to prepare the student for entry-level employment as a pharmacy technician, assisting pharmacists to provide medication and other healthcare products to patients; receiving and verifying written prescriptions, requests for prescription refills from patients, or electronic prescriptions sent from doctors' offices; retrieving, counting, pouring, weighing, measuring, and sometimes mixing medications; and preparing containers and labels for medications. Technicians may also establish and maintain patient profiles, prepare insurance claim forms, and stock and take inventory of prescription and over-the-counter medications. Students working for certificates must have a basic knowledge of elementary algebra, reading and writing in order to learn and work in the occupations they select.

Pharmacy Technology Associate of Science Degree

To earn an Associate Degree with a specialization in Pharmacy Technology, students must complete the required courses plus the general breadth requirements (minimum total = 60 units).

In addition, students complete the required courses under the pharmacy technology certificate to prepare them for licensing exam and for entry-level employment as a pharmacy technician.

Pharmacy Technology Certificate

REQUIRED COURSES: Complete the following courses with a grade of C or better:		Units
ENGL015	Preparation for College Writing	0 - 4
or eligibility for ENGL 101 or ENGL 101H as determined by the SBVC assessment process		
MATH090	Elementary Algebra	0 - 4
or eligibility for MATH 095 as determined by the SBVC assessment process		
PHT060	Pharmacy Systems I	3
PHT062	Pharmacology I	3
PHT064	Pharmacy Calculations	3
PHT070	Pharmacy Systems II	3
PHT072	Pharmacy Clinical Experience	3
PHT074	Pharmacy Seminar	2
PHT 067	Pharmacology II	3
Choose one of the following:		
BIOL155	Introductory Anatomy and Physiology	4
OR		
BIOL250	Human Anatomy and Physiology I	4
AND		
BIOL251	Human Anatomy and Physiology II	4
OR		
BIOL260	Human Anatomy	4
AND		
BIOL261	Human Physiology	4
Total Units		

Pharmacy Technology Associate of Science Degree

REQUIRED COURSES: Complete the following courses with a grade of C or higher:		Units
PHT060	Pharmacy Systems I	3
PHT062	Pharmacology	3
PHT064	Pharmacy Calculations	3
PHT070	Pharmacy Systems II	3
PHT072	Pharmacy Clinical Experience	3
PHT074	Pharmacy Seminar	2
PHT 067	Pharmacology II	
Choose one of the following:		
BIOL155	Introductory Anatomy and Physiology	4
OR		
BIOL250	Human Anatomy and Physiology I	4
AND		
BIOL251	Human Anatomy and Physiology II	4
OR		
BIOL260	Human Anatomy	4
AND		
BIOL261	Human Physiology	4
Total Units		21 - 25

Pharmacy Technician Program Courses SBVC

Course codes	Course Title	Credit Hours	Lecture Contact Hours	Lab/Simulation Contact Hours	Experiential Hours	Totals Lecture	Total Lab
PHT 060	Pharmacy Systems I Lecture	3	31	48		31.00	48.00
PHT 062	Pharmacology II	3	31	48		31.00	48.00
Pht 064	Pharmacy Calculations	3	31	0		31.00	0.00
PHT 070	Pharmacy Systems II	3	31	48		31.00	48.00
PHT 067	Pharmacology II	3	31	48		31.00	48.00
PHT 072	Pharmacy Clinical Experience	3	0	0	240	0.00	0.00
PHT 074	Pharmacy Seminar	2	31	0		31.00	0.00
					240	186.00	192.00

TOTAL 618 HOURS

Standards of Conduct & Disciplinary Procedures

Students enrolled in the San Bernardino Community College District shall refrain from disruptive conduct which significantly interferes with the instructional program, college activities, or which endangers the health or safety of members of the college, including visitors to the campus. Disruptive conduct on the part of students shall be cause for disciplinary action in accordance with policies adopted by the San Bernardino Community College District Board of Trustees and pursuant to appropriate sections of the Education Code, the Business and Professions Code, the Health and Safety Code, and the Penal Code of California.

Please see school website for more info:

[https://www.valleycollege.edu/.../student.../Standards of Conduct and Disciplinary Procedures AR 5500 092707.pdf](https://www.valleycollege.edu/.../student.../Standards_of_Conduct_and_Disciplinary_Procedures_AR_5500_092707.pdf)

Grade Appeal Form

The Instructor of the course has sole authority to assign a grade for a student. Students who are not satisfied with the grade assigned may discuss the issue of grade earned with the instructor (SBVC College Catalog). Before filing a Grade Appeal the student must:

1. Have a dialogue with the instructor to determine whether a mistake had been made and/or to seek further understanding of the basis of the grade.
2. If the student is unsatisfied after the dialogue with the instructor, he/she must meet with the Division Dean to seek further clarification.
3. If the student is unsatisfied after the dialogue with the Dean, he/she may file a Grade Appeal with the Office of Admissions & Records Office (AD/SS-100). California Education Code, 76224 (a); Title 5, California Code of Regulations § 55025, (a) (b) (c) (d); SBCCD Board Policy 4234, and SBCCD Administrative Procedure 4234.

Academic Disqualification

A student on academic and/or progress probation shall be dismissed for one semester when one or more of the following conditions exists:

- The student has earned a cumulative grade point average of less than 2.00 in all units attempted in each of the three consecutive semesters. (For purposes of this section, semesters shall be considered consecutive on the basis of the student's enrollment.)
- The student has received course completion symbols of NP, I and/or W in 50/fifty percent or more of the units for which he/she was enrolled in each of three consecutive semesters.
- The student has received a combination of the two patterns listed above in each of three consecutive semesters. As with probation, a student will be informed of dismissal by email and/or letter. A student may appeal his/her disqualification status.

A student may be reinstated one semester after the date of dismissal. Student's enrolled following dismissal shall be on probationary status for one semester. If, after this semester, the scholastic achievement of the readmitted student continues at a probationary level, the student may be dismissed for one year. Students must see a counselor and complete readmissions documents. Counseling can be reached in AD/SS Room 103 or at (909) 384-4404.

Withdraw and Withdraw/Fail

Students withdrawing from any course should follow the SBVC college procedure. See the course syllabus/course calendar for the last date to withdraw with a grade of "W". It is the student's responsibility to keep up with the dates and deadlines for withdraw. (See SBVC college catalog calendar and individual course syllabi for further information). As well, any student who does withdraw from a course in the pharmacy technician program is subject to the SBVC Pharmacy Technician Program Re-entering student policy guidelines detailed in the student handbook.

If the student stops attending without officially withdrawing, a grade based on the total points earned will be assigned at the end of the semester as per the grading policy listed in the syllabus. This will usually result in an "F" on the grade report and may not be changed to a "W" once it is issued. Consult a current class schedule or the SBVC calendar.

Incomplete

An Incomplete “I” grade will be issued only if the student has completed more than 75% of the course requirements, and has an emergency that cannot be resolved prior to the end of the semester. For PHT courses that have a lecture, lab and clinical component, more than 75% of the course requirements in each of the course’s components need to be completed in order for an Incomplete to be considered.

Approval of an incomplete will be based on the amount of course work left to complete, the availability of clinical space/faculty, and the availability of laboratory space/faculty. Each request will be considered individually.

If the course faculty and coordinator approve an Incomplete, the student is responsible to sign and agree to a contract for work that needs to be completed. All remaining work must be satisfactorily completed by the contracted date prior to the end of the next semester or a grade of “F” will be issued for the course. Students receiving an incomplete grade in a PHT course will not be allowed to continue into any following courses until the incomplete is completed and a passing grade is earned.

PROBATION AND DISMISSAL:

What is Academic Probation? A student will be placed on **Academic Probation** when his/her current or cumulative grade point average, following completion of 12 or more units, falls below 2.0.

What is Progress Probation? A student will be placed on **Progress Probation** if, following completion of 12 or more units, he/she receives non-evaluative symbols of "W" (Withdrawal,) "I" (Incomplete) and/or "NC" (No Credits) in 50% or more of the units in which he/she has enrolled.

Under what academic circumstances will students be dismissed from the college? A student on Academic or Progress Probation may be **dismissed** for one semester when one or more of the following conditions exists:

1. The student has earned a cumulative grade point average of less than 2.0 for three consecutive semesters.
2. The student has received non-evaluative symbols of "W," "I" and/or "NC" in 50% or more of the units for which he/she was enrolled for three consecutive semesters.
3. The student has been on Academic and/or Progress Probation for three consecutive semesters.

READMISSION

How do student readmit once they have been dismissed? Make an appointment with a counselor to petition for readmission. Complete the petition form, thoroughly explaining why

you were unable to succeed and what have changed that enables you to succeed. In addition, you must develop an Educational Plan with your counselor. Submit the petition and your Educational Plan to the Office of Admissions and Records.

Pharmacy Technician Program Standards of Conduct:

1. The Student must safeguard the patient's right to privacy by maintaining confidentiality of information concerning the patient. As part of this, the student must understand and comply with the Health Insurance Portability and Accountability Act (HIPAA) at all times.
2. Safe pharmacy practice is expected at all times. Any mistake, accident, or unusual occurrence involving a student must be reported immediately to the instructor and to the appropriate health team member so that prompt action can be taken to initiate treatment or to alleviate harm.
3. Students must comply with all policies of individual clinical sites to which they are assigned.
4. Students must adhere to required student documentation required for clinical and comply with due dates. Students without current documentation will not be allowed to go to a clinical site under any circumstance.
5. Students must maintain a "C" or better in each required course (pharmacy courses, and other courses as required per college policy or course-specific syllabi)
6. Professional conduct and courtesy toward peers, faculty, staff, patients and families are expected in all classes, conferences, labs, and clinical experiences. Lateness, personal conversations, extraneous noise, leaving class frequently, etc. are distracting to others in the learning environment. Cell phones and pagers must be turned off or on silent mode during class or lab time and clinical experiences.
7. Students are required to notify the course faculty of impending absences, tardiness or early departure. (see individual course syllabi)
8. Students must abide by the Criminal Record Check and Drug Testing Policy, required for licensing and externship placement.
9. Students must be able to meet Technical Standards in order to complete course and clinical objectives.

Graduation

Graduation requirements are presented in the SBVC College Catalog. It is the student's responsibility to follow and complete all required graduation process and applications by the due dates.

Requests for graduation must be processed as indicated in the SBVC catalog/schedule. Students will be responsible for submitting forms with correct information to the records department as well as ensuring all transfer credits are correctly recorded. Financial obligations must be taken care of, or the processing of paperwork for transfer, graduation, transcript processing, etc. may be in jeopardy.

Grading/Evaluation Policies

An overall GPA of 2.0 or higher must be maintained for the student to progress in the Pharmacy Technician Program.

If any practicum is unsatisfactory, the grade recorded will be a failure regardless of the theory grade achieved. A student receiving a failing grade for a pharmacy technician program course must repeat all components of that course.

Students who fail any clinical component are ineligible for re-entry to the program for two years from time of failure.

The evaluation procedure for computing the theory grade and the general and specific performance criteria for each course are given to the student in writing in the syllabus and/or on the first day of class.

Percentage Value for Grades:

A=90-100%

B=80-89%

C=70-79%

F=69% and below

A cumulative grade of 70% or above must be achieved to pass each PHT course. A cumulative grade of 69% or below is considered a failing grade in PHT courses.

Student should refer to individual course syllabi for complete explanations of possible course points, quizzes, exams and any other assignment. It is the student's responsibility to clarify all grading questions with the instructor. There will be no retake of exams failed.

Attendance:

Students with **2 or more absences from lecture activities per semester** may receive a failing grade in the course, depending on point value of lecture activities missed. As points accumulate quickly for these activities, it may be unlikely to pass a course once a certain number of points has been forfeited.

Testing/Exams Policy

All exams are to be taken at scheduled times. If a student is unable to take an exam at the scheduled time due to extenuating circumstances, the student must call and notify the instructor in their office prior to the scheduled test time (or as specified in the individual course syllabi). If a student is absent from a test, the student may take a different test than the one administered to the class. This test may be of a different format as well (essay, short-answer, etc.).

If a student must leave class during a test, the test must first be completed and handed in to the faculty. If the student did not complete the test, the student will receive a grade based on the portion of the exam completed at the time of submission.

Exams given in class will follow these guidelines in the Pharmacy Technician Program:

No electronic devices (cell phones, I touch's etc.) are allowed to be kept with the student during the testing procedure. All electronic devices must be turned off during the exam.

- All backpacks, purses etc. will be left at the front of the classroom during the testing period.
- Nothing is allowed on the student's desk except for testing booklet, pencils and approved calculators unless specified by the faculty.
- Clear water/drink bottles with labels removed are approved.
- No hats/sunglasses are to be worn during testing in the classroom
- It is the student's responsibility to mark all answers on scantron (if used in the testing procedure) before the end of the exam. Only answers marked on the scantron will be counted.
- It is the student's responsibility to verify all directions on the test before turning in the exam.
- No questions should be asked of faculty about exam content during a test except for grammar or typographical error questions. Faculty will not answer or interpret any exam content during a test. Definitions of words/terms will be provided only at the instructor's discretion. If knowing medical terminology is part of the question, then clarification cannot be provided.
- No extra time will be allowed for students who arrive late for scheduled quiz/exam.
- It is the student's responsibility to contact the faculty for scheduling a make-up exam.
- Make-up exams will be given by appointment only and may be given in the pharmacy technician program department offices, a classroom with a proctor, or in the Testing Center. See individual course syllabi.

Students are expected to complete all exams as scheduled within the course. If the exam is not taken within its given time frame, (unless prior approval from faculty), the student will earn a grade of "0".

Calculators used during testing must be approved by the faculty.

General Lab Policies

1. Students participating as patients in lab will be under the guidance of a pharmacy technician program instructor. No one shall attempt to give medication, injections, or provide any other invasive medical procedure to other students.
2. All students will sign-in when attending an open lab or practice time in the pharmacy technician program or simulation labs. Students are expected to follow policies of the Pharmacy Technician Program or Simulation Labs or as established by specific courses.
3. Instructors must be informed of any injuries or accidents immediately.
4. Children are not allowed into the labs.
5. Shoes will be worn at all times. Closed toe shoes should be worn.
6. Dress code will be followed at all times. Dress codes requires, at minimum: Scrubs, approved by SBVC Program, and other requirements as dictated per individual course or individual lab procedures. See specific course syllabi for additional dress code policies for individual course lab procedures as these may vary. (Examples may include required tennis shoes, hair up and out of face, no piercings or acrylic nails, professional business dress, etc.)
7. All individuals are expected to read and adhere to instructions for properly and safely working with laboratory equipment to include all Simulation equipment.
8. NO smoking, drinking or eating in the lab at any time, except for within approved areas.
9. Instructor may add additional rules at any time to insure the safety of all individuals in lab.

Attendance in Lab

Punctuality and attendance are a reflection of professionalism and commitment.

Students are expected to be punctual and present for all lectures, laboratory and clinical sessions.

All lab and clinical sessions are mandatory.

It is not possible to arrange laboratory make-up time.

Additional policies and requirements are addressed in course syllabi for lab requirements. All lab requirements must be passed successfully in order to receive a passing grade in any PHT course.

Students with **2 or more absences from lab activities per semester** may receive a failing grade in the course, depending on point value of lab activities missed. As points accumulate quickly for these activities, it may be unlikely to pass a course once a certain number of points has been forfeited.



Acknowledgement of Program Participation Requirements

I understand that I am responsible for providing the Pharmacy Technician Program with any necessary required documentation such as initial immunization forms, proof of background checks and required updates for immunizations throughout the entire Pharmacy Technician Program. I understand that I must provide copies of any requested documentation to the Pharmacy Technician Program Coordinator. I understand that lack of proper documentation means I am not eligible to attend clinical under any circumstances.

Failure to provide required documentation may also require withdrawal from the Pharmacy Technician Program. If withdrawal is necessary, I understand that I will be required to submit a letter requesting re-entry to the Pharmacy Technician Program and to follow the readmission policies found in the pharmacy technician program student handbook.

I received a copy of the program handbook

Student signature:

Signed _____

Printed Name _____

Date _____

Original to be kept in student file – collected in beginning of PHT 060

