



NORTHEAST TEXAS

COMMUNITY COLLEGE

Pharmacy
Technician

Program Application
Packet

NORTHEAST TEXAS COMMUNITY COLLEGE

Continuing Education

Pharmacy Tech Program

APPLICATION

Program description: This certificate program consists of 288 contact hours of lecture, lab and internship training for students to become Community Pharmacy Technicians in a retail pharmacy environment. Instruction emphasizes the practical application of pharmacy mathematics, pharmaceutical terminology, drug packaging and labeling, dosage preparation, inventory systems and management, and customer service.

Upon successful completion of the Community Pharmacy Technician Program, students will receive a certificate of completion including competencies from each course within the curriculum.

Acceptance to the Pharmacy Tech Program at NTCC is based on the following criteria:

The Application Process:

- A. All prospective students for the Pharmacy Technician Program should contact the Continuing Education office at 903-434-8350 or 903-434-8134 to set an appointment for more information. Additional documents; financial aid directions, program document checklist are available through the Continuing Education Office. Once a determination of academic readiness by unofficial transcripts or assessment, the applicant then gathers and submits the following required documentation to the **NTCC Continuing Education Department** to begin the application for admission process:
1. Completed application page (from the Pharmacy Technician Application Packet)
 2. Completed Student Statement of Understanding
 3. Proof of age (Driver's license, or copy of birth certificate)
 4. Proof of high school graduation, GED, or high school senior (current transcript) **or** unofficial college transcripts showing credit college course work completed within the United States.
 5. Those applicants who have never taken credit college-level course work within the United States will be referred for the appropriate academic assessment (TABE) on the Northeast Texas Community College Campus – located in the Academic Skills Center in the Humanities Building – office 103. .
 6. Must have basic computer skills
 7. All applicants must complete Pharmacy Technician Trainee registration application at www.pharmacy.texas.gov/techtrainee.asp, including finger printing before being allowed to begin clinical. Instructions attached to this application.

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III. The externship process:

- A. Students must have submitted all required documentation prior to register externship registration. Required documents include: TB test results and immunizations prior to registering for the clinical experience. Some clinical sites also require current BLS (CPR for Health Professionals) certification. Students may be required to attend an externship orientation session, prior to clinical.

Requirements for completion: To qualify for a Community Pharmacy Technician Certificate, students must successfully complete **288** contact hours of required coursework and internship training listed below.

Required Courses:

Medical Terminology (MDCA1013)	32
Introduction to Pharmacy (PHRA 1001)	64
Pharmaceutical Mathematics (PHRA 1209)	48
Drug Classification (PHRA 1005)	64
Clinical: Pharmacy Technician (PHRA 1061)	80
Tuition/fees	288
	\$1,485

Financial Aid

Qualifying students may be eligible for financial aid. The **Texas Public Education Grant (TPEG)** is available to **assist** non-credit students with tuition expenses only. TPEG application directions can be obtained by submitting proof of eligibility from the NTCC financial aid office. Students are encouraged to apply at least one month prior to registration.

Following submission of the TPEG application, students should follow up with the advisors in the Northeast Texas Community College Financial Aid Department for specific details related to the approval and disbursement of awards. Students may also check with Continuing Education staff members to verify the posting of TPEG awards.

Students that do not qualify for financial aid can set up a payment plan with Northeast Texas Community College. Additional limited assistance may be available. Contact the Continuing Education Department for more information on the student payment plan, at 903-434-8134.

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STATEMENT OF UNDERSTANDING

I understand that if I miss more than 10% of a class, I may not be able to make it up and will have to retake the class. I also understand that if I am tardy to class, points may be taken off my final grade and/or it may be added to the 10% of hours missed in class. The syllabus will explain the method the instructor will use to determine the grade. He/She will determine if the absence can be excused.

I understand that prior to the institutional pharmacy externship that I will be required to:

- 1) provide proof of immunizations or serologic proof of immunity to Measles, Mumps, Rubella, Varicella (Chickenpox), Hepatitis B, and Tetanus/Diphtheria/Pertussis, and Bacterial Meningitis (required for adults aged 29 and under) at my own expense;
- 2) Be tested for TB annually as well as have an annual Flu vaccine;
- 3) Have a current CPR for Health Providers card issued through American Heart Association ONLY. ****Not required but highly recommended****
- 4) Register with the Texas State Board of Pharmacy as a Pharmacy Technician Trainee. www.pharmacy.texas.gov/techtrainee.asp. **I certify that I have read each of the above statements and understand their meanings. I also have been given the opportunity to ask questions regarding these statements.**

Applicant's Signature

Date

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Immunization Records

Students must attach records of immunizations or results of serologic tests to confirm immunity.

Varicella
Vaccination

Date: Vaccine 1 _____
(2 lifetime) Vaccine 2 _____

Influenza

Vaccine 1 _____
(annual)

**Tetanus /
Diphtheria**

Booster: _____
(every 10 years)

MMR

Vaccination Vaccine 1 _____
Date: Vaccine 2 _____
(2 lifetime)

Meningitis

Vaccine 1

(if under the age of 22)

Hepatitis B

Vaccination Vaccine 1 _____
Date: Vaccine 2 _____
(3 lifetime) Va _____

Tuberculosis Screening Date: _____ (attach results)

* Students who DO NOT have the above records MUST PROVIDE proof of a positive titer OR they are REQUIRED to take immunizations gain.

Pharmacy Technician Trainee Registration Application

A Pharmacy Technician Trainee *is an individual who is registered with the board as a pharmacy technician trainee and is authorized to participate in a pharmacy's technician training program.*

Technician Trainee registration is issued for only two (2) years and is not renewable.

All application fees are non-refundable - including applications made in error.

Technician Trainee should take and pass the Pharmacy Technician Certification Board Exam (PTCB) or the Exam for the Certification of Pharmacy Technicians (ExCPT) and upgrade before the technician trainee registration expires.

To obtain a technician trainee registration, complete the following:

Step 1: Register for a secure online account. Use a personal email address that belongs to you, not a school assigned email address.

Step 2: After you register and log-in, click on "apply for a new license" then click on "Initial Technician Trainee-". Assure the address you enter on the application is accurate (include apartment number). This should be an address where you receive mail from the US Postal Service.

Step 3: Pay the application fee with MasterCard, Visa, Discover, or American Express.

Step 4: Applicants must complete a fingerprint session, unless fingerprinted with a different application type for TSBP within the past 36 months. The fee for fingerprinting is less than \$50. Fingerprint session instructions will be sent to the applicant via email after the application has been received by the board. If you have submitted an application and did not receive the email, contact the Board at (512) 305- 8000.

Applicants (using an address) not located in Texas, will receive a packet in the mail with a fingerprint form and instructions sheet because the approved state vendor does not always allow a digital scan. The fingerprint packet is automatically mailed to the address provided on the application. Allow 2 to 3 weeks the packet to arrive via

U.S. Postal Service.

Allow a minimum of three (3) weeks for registration to be issued (unless you have something on your background - refer to "Information Regarding Criminal History").

Step 5: Once an application is approved, a registration number is issued with ACTIVE status. Do not perform technician trainee duties until the ACTIVE status and registration number is issued.

Allow a minimum of 10 to 17 business days once the registration is issued for a certificate to arrive via

U.S. Postal service at the address provided on the application.

ACTIVE registrations are verifiable online

at: http://www.pharmacy.texas.gov/dbsearch/tech_search.asp

Applicants are urged to refrain from contacting TSBP staff regarding open applications, especially if the application is **not yet issued due to criminal history**. Repeated attempts to reach staff further delays processing time. All "Yes" responses to Criminal Background Questions and any "Hit's" of criminal history on your fingerprint results must be reviewed by an in-house enforcement officer. This review process may take **several months**. If you have nothing on your background, and it has been more than 4 weeks since you applied AND got fingerprinted, then perhaps you should contact TSBP staff.

[Click Here to Apply](#)