Fall 2015

Application Deadline is July 15, 2015

Pharmacy Technician
Career Studies Certificate

ADMISSION REQUIREMENTS AND PROGRAM INFORMATION

Accredited by:
Southern Association of Colleges and Schools
Commission on Colleges
1866 Southern Lane
Decatur, GA 30033-4097
404.679.4500
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PVCC reserves the right to make changes to any provision or requirement within these sources, as well as changes to any curriculum or program, whether during a student’s enrollment or otherwise.

Hard copies of the Admission Requirements and Program Information booklets may be obtained in the Admissions and Advising Center and in the lower-level of the Kluge Moses Building.

Nondiscrimination Statement

Piedmont Virginia Community College is an equal opportunity institution providing educational and employment opportunities, programs, services, and activities. PVCC does not discriminate on the basis of age, color, disability, family medical history or genetic information, military service, national origin, parental status, political affiliation, race, religion, sex (including pregnancy and gender identity), sexual orientation, or any other non-merit base factor. The College also prohibits sexual harassment including sexual violence or misconduct. The following person has been designated to handle inquiries regarding any of these policies: Human Resources Manager, 501 College Dr., Main Building, Room M810, Charlottesville, VA 22902; 434.961.6567.
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Introduction

The PVCC Pharmacy Technician Certificate Program is designed to provide students with a comprehensive understanding of the role of today’s pharmacy technicians. The curriculum is modeled after the standards of ASHP (American Society of Health-System Pharmacists) the accrediting body of pharmacy training programs.

The purpose of the Pharmacy Technician certificate program is to train individuals to work alongside licensed pharmacists performing a variety of duties in various pharmacy settings at the entry-level. The certificate curriculum is intended to prepare graduates to sit for the national certification exam.

Employment of pharmacy technicians is projected to grow 32 percent from by 2020, faster than the average for all occupations according to the U.S. Bureau of Labor Statics. The Pharmacy Technician Program at PVCC will prepare students to work in community pharmacies, institutional pharmacies, long-term care facilities, mail-order facilities, etc.

Pharmacy Technician Program Philosophy

The Pharmacy Technician Certificate Program at PVCC is organized around the belief of providing patient-centered care. As members of the healthcare profession pharmacy technicians have the responsibility of ensuring patient safety through proper handling and dispensing of medication. The pharmacy technician role is customer service based and will require students to develop skills to clearly communicate both verbally and nonverbally.

Pharmacy Technician education is comprised of ethical principles, laws pertaining to the pharmacy industry, dosage calculations, and hands on skills to be utilized in all facets of the pharmacy settings. The curriculum is designed to support the rapidly changing, information-expanding health-care system as it relates to the role of pharmacy technicians. As students participate in field based internships they will further develop their highest potential in challenging environments.
Pharmacy Technician Program
Goals and Objectives

The PVCC Pharmacy Technician Program prepares graduates as competent entry-level pharmacy technicians in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Through didactic, laboratory, and clinical training, the graduate will:

1. Maintain confidentiality of patient information.
2. Demonstrate ethical conduct in all job-related activities.
3. Communicate clearly when speaking and writing.
4. Apply self-management skills, including time management, stress management, and adapting to change.
5. Apply interpersonal skills, conflict resolution, and teamwork.
6. Demonstrate knowledge and skills in areas of science relevant to the pharmacy technician’s role, including anatomy/physiology and pharmacology.
7. Perform mathematical calculations essential to the duties of pharmacy technicians in a variety of contemporary settings.
8. Receive and screen prescriptions/medication orders for completeness, accuracy, and authenticity.
9. Assist pharmacists in preparing, storing, and distributing medication products requiring special handling and documentation.
10. Prepare medications requiring compounding for sterile and nonsterile products and chemotherapy/hazardous products.
Pharmacy Technician Registration/Certification

There are two methods for obtaining registration as a pharmacy technician. Either of the following methods is acceptable.

1. If an individual holds current certification from the Pharmacy Technician Certification Board (PTCB), then he may submit the online Application for Registration as a Pharmacy Technician to the Board for review. Information regarding obtaining certification from PTCB may be accessed at www.ptcb.org and the Board’s online application may be accessed at www.license.dhp.virginia.gov/apply/.

2. An individual must satisfactorily complete a Virginia Board of Pharmacy approved training program, pass a Board of Pharmacy approved examination, and then submit the online Application for Registration as a Pharmacy Technician to the Board for review. There are many Board approved pharmacy technician training programs from which to choose. Additionally, there are currently two Board approved examinations. An individual may either take and pass the Virginia Pharmacy Technician Exam or the ExCPT exam. Information for the Virginia Pharmacy Technician Exam may be accessed at www.smttest.com/vapt and information for the ExCPT exam may be accessed at www.nhanow.com

For the state of Virginia, legal restrictions have not been outlined. At the time of application the candidate will be asked, “Have you ever been convicted, plead guilty to or pled Nolo Contendere to a violation of any federal, state, or other drug related law?” Should the applicant say yes, there application would go under review before being granted permission to take the exam for state registration.

To become nationally certified and individual would need to register for the Pharmacy Technician Certification Exam (PTCE) through The Pharmacy Technician Certification Board (www.ptcb.org)

For national certification through the Pharmacy Technician Certification Board, Full disclosure of all criminal and State Board of Pharmacy registration or licensure actions. (www.ptcb.org)
Essential Functions and Standards for Successful Performance

To successfully complete the classroom and clinical components of the program, the student in the Pharmacy Technician Program must, either independently or with reasonable accommodation, be able to perform all of the following essential standards and functions of a pharmacy technician. Students who are unable to meet these standards are not eligible for admission to the program.

1. **Speech**: Establish interpersonal rapport and communicate verbally and in writing with clients, physicians, peers, family members and the health-care team from a variety of social, emotional, cultural and intellectual backgrounds. Must be able to communicate clearly and concisely in English in emergency situations.

2. **Hearing and Comprehension**: Auditory acuity sufficient to respond to verbal instruction, perceive and interpret various equipment signals, use the telephone, understand and respond appropriately to verbal directions.

3. **Vision**: Visual acuity sufficient to identify and distinguish colors, read handwritten orders and any other handwritten or printed data such as medication records or scales, chart data and provide for the safety of clients' condition by clearly viewing monitors and other equipment in order to correctly interpret data.

4. **Mobility**: Independently move from one area to another.

5. **Manual Dexterity**: Demonstrate eye/hand coordination sufficient to manipulate equipment (syringes, small containers, life support systems) and without contaminating the medication or sterile field.

6. **Fine Motor Ability**: Ability to use hands for grasping, pushing, pulling and fine manipulation. Have tactile ability sufficient for manipulation of equipment.

7. **Mentation**: Ability to remain focused on multiple details and tasks for at least an eight-hour period of time. Assimilate and apply knowledge acquired through lectures, discussions and readings.

8. **Smell**: Olfactory ability sufficient to monitor and assess pharmaceutical elements.

9. **Writing**: Ability to organize thoughts and present them clearly and logically in writing.

10. **Reading**: Ability to read and understand written directions, instructions and comments in both classroom and clinical settings.
Health Status

All individuals admitted to the Pharmacy Technician Program will be required to submit documentation of a complete health assessment by his/her health-care provider. This will include documentation that specific immunizations and tests have been completed. A list of these immunizations may be obtained from the Health and Life Sciences Division Office in the Keats Science Building, Room K224A.

Criminal Background Check and Drug Screening

All PVCC Pharmacy Technician students must complete the Authorization Form for Background Check and Drug Screening. No other processes may be substituted for this requirement. Forms and information will be mailed to students upon acceptance into the Pharmacy Technician Program.

This testing is completed through an outside vendor and all fees will be paid directly to this vendor. The testing will compare findings against the following criteria:

- Adult or child sexual offenses
- Adult, child or elder abuse or neglect
- Assault or battery
- Fraud
- Narcotics or other drugs, including prescription drugs
- Felonies of any type

The vendor will report only whether a student clears or does not clear the criteria listed above. All reports will be returned to the Dean of Health and Life Sciences. In the event that a student is not cleared, the student must make any clarifications directly with the vendor. The student may elect to involve the Dean in any clarification procedures. If no suitable arrangement can be made, the student shall be administratively withdrawn from the Pharmacy Technician Program.
Program Behavior Expectations

The PVCC Pharmacy Technician Program reserves the right to refuse admission to applicants if such refusal is considered to be in the best interest of the program. The program will not accept any student who has been dismissed from another college or program due to misconduct, threatening behavior, or who has been determined to be a potential threat. Students may be denied admission to the program if there is sufficient reason to believe that they present a danger to themselves, other members of the college community or clients in the clinical setting.

Study Options

This program may be taken on a full-time or part-time basis. (Please see curriculum sheet on page 9 of this booklet for description of these options.)

You will need to indicate in your application which study option you will follow.
Pharmacy Technician Program Prerequisites

Only applicants who have completed all program prerequisites prior to **July 15, 2015** will be eligible for admission. Staff will not be available to assist with submission of application materials after 5 pm on **July 15, 2015**. We strongly recommend you complete the process before **July 15**.

The following items must be satisfactorily completed in order to be considered for admission to the PVCC Pharmacy Technician Program. This is a competitive admissions process with limited enrollment and not all applicants will be granted admission. Completion of these prerequisites and any of the general education courses in the curriculum does not guarantee admission.

1. **Attend a pre-admission orientation**

   Admission preference is given to applicants who attend a pre-admission orientation meeting with the program director. The purpose of this meeting is to provide applicants with information regarding the role of the pharmacy technician and review how program admission decisions are made. The schedule for these sessions can be found on the Pharmacy Technician Program of Study Page on our web site. There is a link on that page where applicants can sign up for an orientation session.

2. **Demonstrated competency in reading and writing**
   
   a. Virginia Placement* score showing proficiency in this content by placement into ENF 3 (within last 2 years) OR

      Students who meet the SAT or ACT requirements below are exempt from taking Virginia Placement test.

   b. SAT verbal and writing score of 500 or greater (within last 2 years) OR

   c. ACT score of 18 or greater (within last 2 years)

3. **Demonstrated competency in math**

   a. Successful completion of developmental math courses (MTE 1-3) (within last 8 years) OR

   b. Virginia Placement* math score showing proficiency in MTE 1-3 (within last 2 years) OR

      Students who meet the SAT or ACT requirements below are exempt from taking Virginia Placement test.

   c. SAT quantitative score of 520 or PSAT of 52 (within last 2 years) OR

   d. ACT score of 22 (within the last 2 years)
4. **Test of English as a Foreign Language (TOEFL iBT)**

   a. Completion of the TOEFL iBT with a standard score of 84 or above and a minimum speaking score of 26 is required for ALL nonnative English speakers. Completion of ENG 111 does not satisfy this requirement.

   b. These scores are based on recommendations from the National Council of State Boards of PHARMACY TECHNICIAN for the level of English proficiency required to perform entry-level PHARMACY TECHNICIAN safely and effectively.

   c. Any nonnative English speakers who do not take the TOEFL iBT and are determined to be unable to understand and speak English at the required proficiency will be dismissed from the Pharmacy Technician Program.

   d. TOEFL iBT scores are valid for up to two years.

5. **ALL** prerequisites must be completed and documentation received as described below no later than the application deadline of 5 pm, **Friday, July 15, 2015**. Late documentation will not be considered.

   a. **Submitted to the PVCC Admissions and Advising Office:**

      Official non-VCCS transcripts.
      You must also submit a Transcript Evaluation Form (http://www.pvcc.edu/files/media/form_transcript_evaluation_request.pdf) for any course for which you want credit as part of the Pharmacy Technician curriculum that was taken at a college other than PVCC (including other VCCS colleges).

   b. **Submitted to the Health and Life Sciences Division Office:**

      Official or unofficial non-VCCS transcripts, TOEFL iBT scores (if required), and high school transcript and/or SAT/ACT scores (if used to document prerequisites), along with completed checklist from last page of Admissions Requirements and Program Information booklet.

      **Students should not request copies of transcripts from the Registrar's Office.**
# Curriculum for Pharmacy Technician Program

## Pharmacy Technician Full-Time Program

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites</th>
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</thead>
<tbody>
<tr>
<td><strong>Core Courses</strong></td>
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<tr>
<td><strong>Fall</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>HLT 141</td>
<td>Medical Terminology</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>BIO 145</td>
<td>Anatomy &amp; Physiology for the Health Sciences</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>ITE 119</td>
<td>Information Literacy</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HLT 195*</td>
<td>Introduction to Pharmacy</td>
<td>3</td>
<td>Successful completion of general education courses; grade of “C” or better in HLT 195</td>
</tr>
<tr>
<td><strong>Spring</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HLT 250*</td>
<td>General Pharmacology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HLT 261*</td>
<td>Basic Pharmacy I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HLT 263*</td>
<td>Basic Pharmacy I Lab</td>
<td>1</td>
<td></td>
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<tr>
<td>HLT 262*</td>
<td>Basic Pharmacy II</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HLT 264*</td>
<td>Basic Pharmacy II Lab</td>
<td>1</td>
<td></td>
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<tr>
<td><strong>Summer</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HLT 290*</td>
<td>Coordinated Internship</td>
<td>5</td>
<td>Grade of “C” or better in spring HLT courses</td>
</tr>
<tr>
<td>HLT 295*</td>
<td>Pharmacy Technician Capstone</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>Total Minimum Credits:</strong></td>
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<td>29</td>
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## Pharmacy Technician Part-Time Program

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<th>Course Title</th>
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<th>Prerequisites</th>
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<tr>
<td><strong>Summer</strong></td>
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<tr>
<td>HLT 141</td>
<td>Medical Terminology</td>
<td>2</td>
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</tr>
<tr>
<td>BIO 145</td>
<td>Anatomy &amp; Physiology for the Health Sciences</td>
<td>4</td>
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<tr>
<td><strong>Fall</strong></td>
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<tr>
<td>ITE 119</td>
<td>Information Literacy</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HLT 195*</td>
<td>Introduction to Pharmacy</td>
<td>3</td>
<td></td>
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<tr>
<td><strong>Spring</strong></td>
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<tr>
<td>HLT 250*</td>
<td>General Pharmacology</td>
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<td>HLT 263*</td>
<td>Basic Pharmacy I Lab</td>
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<td>Grade of “C” or better in spring HLT courses</td>
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<tr>
<td>HLT 295*</td>
<td>Pharmacy Technician Capstone</td>
<td>1</td>
<td></td>
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<tr>
<td><strong>Total Minimum Credits:</strong></td>
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<td>29</td>
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</table>

1 May Substitute ITE 120

* Only offered in semester shown
Factors Considered for Admission Decisions

1. Pharmacy Technician applicants complete online Pharmacy Technician Program application and complete all required prerequisites prior to July 15 deadline. THIS PROGRAM APPLICATION IS IN ADDITION TO THE PVCC COLLEGE APPLICATION.

2. The Program Director conducts a preliminary screening of all applicants to determine those who have met the minimum prerequisites and thus are eligible for admission. All applicants who meet minimum prerequisites will either be admitted to the program or be put on a wait list.

3. Should more than 10 students apply, the following additional qualifications will be considered:
   a. Completion of MTE 4 and MTE 5
   b. The number of general education courses completed by the application deadline (HLT 141, ITE 119, BIO 145)
   c. The GPA earned in those completed courses

4. Applicants who have met the July 15, 2015 deadline will be notified of acceptance, placed on the waiting list, or not accepted. Notification of status will be emailed to students' VCCS email address no later than July 31, 2015. Letters to all applicants will be mailed the week of August 3, 2015.

   a. A waiting list of qualified applicants will be maintained in the event that selected students are not able to accept their place in the program. The waiting list will only be maintained until the first week of classes, and is not continued from year to year. Any student not admitted for their desired year will have to reapply for admission in subsequent years.
Evaluation Process

1. Pharmacy Technician applicants complete online Pharmacy Technician Program application and complete all requirements prior to July 15 deadline. Applications or documentation received after the deadline will not be considered. This program application is in addition to the PVCC college application.

2. The Program Director conducts a preliminary screening of all applicants to determine which candidates have met the minimum requirements and thus eligible for admission.

3. Applicants will be accepted, placed on the waiting list, or not accepted. Notification of status will be emailed to students’ VCCS email address on July 31, 2015. Letters to all applications will be mailed out the week of August 3, 2015.

   a. A waiting list of qualified applicants will be maintained in the event that selected students are not able to accept their place in the program. The waiting list will only be maintained until the first week of August 2015, and is not continued from year to year. Any student not admitted for their desired year will have to reapply for admission in subsequent years.
1. AM I A CERTIFIED PHARMACY TECHNICIAN WHEN I COMPLETE THE PHARMACY TECHNICIAN CAREER STUDIES CERTIFICATE?

No. Once the program is completed the student needs to apply to take the certification exam through The Pharmacy Technician Certification Board (PTCB).

2. WHAT ARE THE COSTS INVOLVED IN THE PHARMACY TECHNICIAN PROGRAM?

In addition to tuition and the cost of transportation to clinical sites and parking, students are responsible for the following items (estimated):

- Books: $540.50
- Health Screening: $100-$500 (depending on health care provider and immunizations required)
- Background Check/Drug Screen: $112.00
- Certification Fee: $129.00

5. WHERE IS THE COORDINATED INTERNSHIP HELD FOR THE PROGRAM?

Students may do an internships at local retail pharmacies in addition to local hospitals.

6. IF I AM TRANSFERRING FROM ANOTHER COLLEGE, CAN I GET CREDIT FOR SOME OF THE GENERAL EDUCATION COURSES?

Yes. Once your transcripts are on file in PVCC's Office of Admissions and Records, you MUST request that the Registrar complete a transcript evaluation and send you written confirmation of courses accepted for transfer to PVCC. The Transcript Evaluation Request form can be found online at http://www.pvcc.edu/files/media/form_transcript_evaluation_request.pdf.

7. IF I AM TRANSFERRING FROM ANOTHER PHARMACY TECHNICIAN PROGRAM, CAN I GET CREDIT FOR SOME OF THE PHARMACY TECHNICIAN COURSES?

Transcripts and course descriptions can be reviewed by program director to ensure similar content was presented.
8. IS THERE FINANCIAL AID AVAILABLE TO PHARMACY TECHNICIAN STUDENTS?

Documentation for financial aid eligibility has been submitted to the Department of Education; approval is pending. Students should seek advice from PVCC’s Financial Aid Office regarding possible assistance with expenses.

9. IS A PAYMENT PLAN AVAILABLE?

Students also have an option to make tuition payments through an outside vendor, Tuition Management System (TMS).

The TMS monthly payment plan allows you to spread your education expenses over smaller monthly installments, which are paid over the course of the semester. The cost to participate is a $35.00 to $45.00 non-refundable enrollment fee per semester, depending on the number of payments.

For more information on this plan, see PVCC web site at: http://www.pvcc.edu/pay-for-pvcc/payment-plan

10. WHAT IS THE ESTIMATED SALARY OF AN ENTRY LEVEL TECHNICIAN?

Salary may vary according to location and site, but the current average salary for pharmacy techs in Central Virginia is $13-15 an hour.
A Message from the PVCC Math Department Regarding Placement Tests

Dear Student,

Please keep in mind the following suggestions as you prepare to take your placement exam. Most students place appropriately. On occasion, however, students are not prepared and do not place into the proper level. This letter is written especially to help prevent placing below your true level.

- Take the exam very seriously. The exam determines your starting level in mathematics and, therefore, how many mathematics courses you will need to finish your program.

- Give yourself the time you need. The test is not timed! If you are pressed for time, come back early on a different day and take the test when time will not be a factor. Use the time to carefully and seriously answer the questions. A little time wisely spent on the placement exam can save a semester or more of work!

- Brush up on your mathematics before the test, but don’t try to cram and learn things beyond your knowledge. You can obtain practice problems from PVCC’s Testing Center. The Jessup Library at PVCC has math texts on reserve for your review. You may also visit the PVCC First Quadrant Math Center for personal assistance prior to taking the math placement test. The Testing Center is located in PVCC’s Main Building, room M607. The First Quadrant Math Center is located in M253.

- Many students will have to take both mathematics and English placement tests. Consider taking these placement tests on separate days to minimize the effect of test fatigue.

- Test scores are valid for two (2) years after the date of the test. Students who take the placement test and who do not enroll in developmental math are allowed to take one (1) retest within twelve (12) months. Students who attempt developmental mathematics will be ineligible for a retest.

- In summary, do yourself justice and place where you truly are in math by being serious and smart about your time.
## Pharmacy Technician Program Admission Checklist

Attach this checklist to any supporting documents and deliver to Health and Life Sciences Division Office by 5 p.m., July 15, 2015.

### PREREQUISITES

<table>
<thead>
<tr>
<th>Completion of English prerequisite requirement</th>
<th>Ways prerequisites can be met</th>
<th>How did you meet prerequisite?</th>
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<tr>
<td></td>
<td>(1) Placement test, (2) SAT or ACT score</td>
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<table>
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<th>Ways prerequisites can be met</th>
<th>How did you meet prerequisite?</th>
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### Application Requirement

<table>
<thead>
<tr>
<th>Complete PVCC Application</th>
<th>How Met?</th>
<th>Completed?</th>
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<tbody>
<tr>
<td><a href="http://www.pvcc.edu/admissions/apply-now">http://www.pvcc.edu/admissions/apply-now</a></td>
<td>Online Application</td>
<td></td>
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<table>
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<tr>
<th>Complete PHARMACY TECHNICIAN Program Application</th>
<th>How Met?</th>
<th>Completed?</th>
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<tbody>
<tr>
<td><a href="http://www.pvcc.edu/hlsapplication">www.pvcc.edu/hlsapplication</a></td>
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If non-native English speaker, include copy of results of TOEFL iBT in packet for Health and Life Sciences Division Office. (TOEFL iBT scores are valid for up to two years.)

To find test site, go to TOEFL iBT web site at: http://www.ets.org/bin/getprogram.cgi?test=toefl

If you are transferring in Medical Terminology or Anatomy & Physiology or Information Literacy, submit official transcript(s) for non-VCCS colleges to PVCC Office of Admissions and Advising. Request transcript evaluation for transfer credit (for any college other than PVCC).

Have colleges send official transcripts to PVCC Office of Admissions and Advising. Complete request form (http://www.pvcc.edu/files/media/form_transcript_evaluation_request.pdf) to have courses evaluated for transfer credit.

If appropriate, include official or unofficial transcript(s) for non-VCCS colleges and/or high school in packet for Health and Life Sciences Division Office.

Obtain official or unofficial transcripts from college(s).

Submit packet of supporting documents along with this completed checklist to Health and Life Sciences Division Office:
- non-VCCS college transcripts (official or unofficial)
- SAT or ACT scores (if used to document math or English prerequisites)
- TOEFL iBT scores (if required)

Deliver complete packet to Health and Life Sciences Division Office by 5 pm on application deadline.

Please list documents you are providing:

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