

Spring 2025

APPLICATION DEADLINE IS NOVEMBER 15, 2024, AT 5 PM

Pharmacy Technician

CAREER STUDIES CERTIFICATE

Admission Requirements and Program Information



Health and Life Sciences Division
Keats Science Building
434.961.5445

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Accredited by:

American Society of Health-System Pharmacists
4500 East-West Highway, Suite 900 | Bethesda, MD 20814
866.279.0681

Southern Association of Colleges and Schools Commission on Colleges
1866 Southern Lane | Decatur, GA 30033-4097 | 404.679.4500

www.pvcc.edu/pharmtech

Students may qualify for free tuition, fees, and books. Visit pvcc.edu/financialaid/G3 for more information.

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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 9 percent between now and 2024, 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.

Non-Discrimination 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.

Content Disclaimer

Piedmont Virginia Community College (PVCC) provides its website, catalog, handbooks, printed and digital class schedules as well as any other printed materials or electronic media for your general guidance. PVCC does not guarantee that the information contained within them is up-to-date, complete, or accurate. This includes, but is not limited to, the contents of any page that resides under the Domain Naming System (DNS) registrations of www.pvcc.edu, www.facebook.com/PiedmontVaCC, www.x.com/PiedmontVaCC or www.youtube.com/PVCCVIRGINIA. Individuals assume any risks associated with relying upon other information without consulting this program's Admission Information Book published for the year in which the student is applying for admission. Links to other materials and websites provided in these sources are also for information purposes only and do not constitute PVCC's endorsement of products or services referenced in such materials.

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.

Personnel and Contacts

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Application Dates

The application for this program and all other PVCC Health and Life Sciences Program can be found on the Health and Life Sciences Application Portal (pvcc.edu/hlsapplication). All applicants must create an account in the portal before beginning an application. Applications which are incomplete by the application due date will not be considered. All applicants will be notified by email of the outcome of their application within seven (7) business days of the decision date at the latest.

Application Open Date

The application portal for this cohort will open on **October 1, 2024, at 9:00 AM.**

Application Due Date

All applications for this cohort must be completed by **November 15, 2024, at 5:00 PM.**

Decision Date

Admissions decisions for all applicants will be made by **November 22, 2024, at 5:00 PM OR when all seats have been filled**, whichever is sooner. If all seats have not been filled, the application will reopen for the remaining seats.

Student Learning Outcomes

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

- Maintain confidentiality of patient information.
- Demonstrate ethical conduct in all job-related activities.
- Communicate clearly when speaking and writing.
- Apply self-management skills, including time management, stress management, and adapting to change.
- Apply interpersonal skills, conflict resolution, and teamwork.
- Demonstrate knowledge and skills in areas of science relevant to the pharmacy technician's role, including anatomy/physiology and pharmacology.
- Perform mathematical calculations essential to the duties of pharmacy technicians in a variety of contemporary settings.
- Receive and screen prescription/medication orders for completeness, accuracy, and authenticity.
- 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.

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.

College Mission and Goals

Mission

We strengthen our community by empowering students to realize their full potential and achieve economic and social mobility through the transformative power of education.

Vision

We will transform the lives of students and the communities we serve through accessible, equitable and innovative education, training and cultural enrichment.

Values

We are committed to a welcoming, inclusive and student-centered learning environment where we prioritize student success, lifelong learning and community engagement.

Access: We believe that a high-quality, affordable education should be accessible to everyone, providing students with the preparation for transfer to baccalaureate degree programs and/or to enter or advance in high-demand occupations aligned with the needs of our regional economy.

Community: We take pride in developing innovative programs that meet the needs of our students and the community while contributing to the economic, civic and cultural well-being of our region and beyond.

Compassion: We approach education with a culture of care, recognizing the individual needs and potential of everyone in the college community.

Equity: We embrace impartial and fair policies and practices that ensure the success of all students, faculty and staff.

Excellence: We strive for excellence in all aspects of education, including teaching, support services and facilities.

Learning: We encourage intellectual curiosity, creative problem-solving, lifelong learning and the exchange of ideas among our students, staff and faculty.

Licensure/Certification

There are two methods for obtaining registration as a pharmacy technician. Either of the following methods is acceptable. In order to be eligible for either method, the candidate must be 18 years of age or older.

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 take and pass PTCE or ExCPT exam. Information for the the ExCPT exam may be accessed at www.nhanow.com and for the PTCE at www.ptcb.org.

For the life of the program from 2015 to the present, the PTCE pass rate for this program is 85%.

(http://www.dhp.virginia.gov/Pharmacy/pharmacy_faq.htm#TechRegistration)

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, their application would go under review before being granted permission to take the exam for state registration.

To become nationally certified an 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 is required. (www.ptcb.org)

Curriculum

Successful completion of the program is dependent on satisfactory performance in all courses indicated in the table below. Students may be required to complete certain pre-requisite courses prior to admission.

A minimum final grade of "C" is required in all listed courses unless otherwise indicated.

SEMESTER	COURSE	COURSE NAME	CREDITS
FIRST SEMESTER	HLT 101	Introduction to the Role of Pharmacy Technician	3.0
	HLT 250	General Pharmacology	3.0
	HLT 261	Basic Pharmacy I	3.0
	HLT 263	Basic Pharmacy I Lab	1.0
	HLT 262	Basic Pharmacy II	3.0
	HLT 264	Basic Pharmacy II Lab	1.0
SECOND SEMESTER	HLT 190	Coordinated Internship	4.0
	HLT 295	Pharmacy Technician Capstone	2.0

Essential Functions and Standards of Performance

To successfully complete the classroom and clinical components of the program, qualified applicants are expected to meet all admission criteria, as well as these essential functions with or without reasonable accommodations, and to maintain related satisfactory demonstration of these standards for progression through 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.
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, and hear faint body sounds.
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:** Stand and/or walk eight hours daily in the clinical setting. Bend, squat, or kneel. Assist in lifting or moving inventory boxes, EMT boxes, crash carts, etc.
5. **Manual Dexterity:** Demonstrate eye/hand coordination sufficient to manipulate equipment.
6. **Fine Motor Ability:** Ability to use hands for grasping, pushing, pulling, and fine manipulation. Have tactile ability sufficient for physical assessment and 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 health needs.
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.

Program Behavior Expectations

The PVCC Health and Life Sciences Division reserves the right to refuse admission to applicants if such refusal is 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 or 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.

Clinical Compliance Requirements

All students who have been admitted to the program are required to provide documentation that they have met the program's clinical compliance requirements by the given deadline. These requirements may include – but are not limited to – a complete health assessment by a licensed healthcare provider, specific immunizations, and completed tests. Please note that becoming clinically compliant is time-consuming so incoming students should plan accordingly. Students who do not meet deadlines for providing documentation of clinical compliance may be barred from attending clinical sites and may be dismissed from the program. This includes any failure to follow instructions for properly submitting documentation.

Clinical compliance requirements are set by the clinical sites. PVCC does not have the authority to waive, exempt, or alter these requirements.

The following is a list of clinical compliance requirements for the program as of the date of publication. **These are not requirements for admission.**

- Immunity to Varicella (Chicken Pox)
- Immunity to Hepatitis B or Declination Form
- Immunity to Tetanus, Diphtheria, and Pertussis (TDaP)
- Tuberculosis (TB) test, which determines exposure or active infection
- Vaccinated against Influenza during flu season
- An annual Virginia Risk Assessment Form
- Completed Physical Exam and Essential Functions Form
- Background Check
- Drug Screening
- CPR certification by American Heart Association Basic Life Support for Health Providers or American Red Cross Basic Life Support

The program's clinical compliance requirements are subject to change at any time. Changes to clinical compliance requirements which were made after the date of publication are not reflected in this document.

A current list of clinical compliance requirements can be obtained by contacting the Clinical Compliance Coordinator ([see Personnel and Contacts](#)).

Criminal Background Check and Drug Screening

All students admitted to the program must complete a background check and drug screening through the service and vendor designated by the Clinical Compliance Coordinator (see [Personnel and Contacts](#)). No other processes may be substituted for this requirement and no other service or vendor may be used. Forms and information will be made available to students after acceptance into the program. This testing is completed through an outside vendor and all fees must be paid directly to this vendor. Students are responsible for payment of this service and must complete the background check and drug screening by the deadline provided after admission. Students who have not completed the background check and drug screen within the required timeframe will be dismissed from the program.

Students may be required to complete background checks or drug screenings through multiple vendors and services as required by our clinical partners. These additional requirements, if any, will be communicated to admitted students.

No PVCC employee is authorized to predetermine the outcome of a background check or drug screening. Any information provided by a PVCC employee regarding a specific background check or drug screening should be considered advisory only.

Background Check

The background check will search for misdemeanor and felony convictions of any type. However, only certain circumstances result in failure of the background check. Students who fail the background check - or who are charged/convicted of any crime after admission that would result in failure of the background check - may be dismissed from the program.

The following circumstances will result in failure of the background check.

Convictions of Barrier Crimes

The following is a list of barrier crimes for the program as of the date of publication. Students convicted of any of these crimes are not eligible for admission at this time.

Generally, criminal convictions for offenses involving abuse or neglect disqualify an applicant from employment. A more complete list of barrier crimes can be found on the Virginia Department of Health website:

<https://www.vdh.virginia.gov/content/uploads/sites/96/2016/07/Barrier-Crimes.pdf>

Students who have criminal convictions but passed the background check for barrier crimes to employment, should be aware that students applying to take the ARRT licensing exam will be required to answer questions regarding conviction of any misdemeanor or felony (except juvenile convictions processed in a juvenile court or traffic citations that did not involve drugs or alcohol.) If a student answers yes to any of these questions, they will be required to provide documentation to ARRT.

Charges/Convictions of Clinically Disqualifying Crimes

A crime is clinically disqualifying if a clinical site will not allow a student to attend a clinical rotation due to a charge or conviction of that crime. Most clinical sites consider charges/convictions on a case-by-case basis. If you are unsure of whether your criminal record is disqualifying, please reach out to the head of the program (see Personnel and Contacts).

PVCC cannot guarantee placement at any specific clinical site. Each clinical site has the right to change their policies and procedures regarding disqualifying crimes which may impact a student's clinical placement after admission. The program will make every effort to provide advanced notice to students of changes that may affect them.

Drug Screening

The drug screen tests for amphetamine (methamphetamine), barbiturates, benzodiazepine, cocaine, marijuana, methadone, methaqualone, opiates (codeine, morphine), phencyclidine and propoxyphene.

Any of these drugs found in the student's drug screen will result in the student failing the drug screen. In cases of failure, the student will be contacted for further evaluation. Students may be granted an exception for a valid prescription. Students who fail the drug screen and do not receive an exception will be dismissed from the program.

Minimum Program Eligibility Requirements

Only applicants who have completed the requirements listed below will be considered for admission.

All requirements **must** be met by the application due date (see [Application Dates](#)).

Applicants who meet all minimum program eligibility requirements are **not** guaranteed admission into the program. Applicants who do not meet each of the minimum program eligibility requirements will not be admitted into the program.

In-Progress Coursework

Coursework which is still in progress can be used to meet minimum program eligibility requirements. Students who are admitted based on in-progress coursework will be offered *conditional admission* that requires the student to demonstrate that they have earned an eligible final grade by the date indicated on their admission notice.

GPA Calculation

During eligibility screening and ranking, GPA is calculated by converting final grades for relevant coursework to numerical format and averaging based on the number of credits completed for each course. Standard grades convert to the following GPA.

LETTER GRADE	EQUIVALENT GPA
A	4.0
B	3.0
C	2.0
D	1.0
F	0.0

Nonstandard Grades

A final grade of “P+” will be treated as a final grade of “C+” with a corresponding GPA of 2.5 for the purposes of GPA calculation.

All other final grades which are outside of the standard A-F grading scale will be evaluated and assigned value at the discretion of the head of the program (see [Personnel and Contacts](#)) or designee.

All final letter grades which are modified by a + or – (e.g. B+ or C-) will be treated as the unmodified version of that letter grade for the purposes of any GPA calculation, with the exception of “P+” final grades.

For example, a B+ and a B- would both be treated as a B (3.0).

List of Requirements

By the application due date (see [Application Dates](#)), all applicants must have completed all of the following requirements.

1. Demonstrated competency in reading, writing, and math

To meet the above requirements high school GPA will be used to determine English language and mathematics proficiency. Students who enter the program within five years of high school will need to document a high school GPA of 2.5 or higher.

Students who have been out of high school longer than five years when applying to the program will meet with the program director to have essential skills in English and Math assessed. The program director will either review transcripts showing success in college-level English and math courses (C or better) or administer an English and/or math assessment to assess proficiency.

PVCC Testing Centers

Students who seek to complete placement tests, entrance exams, and accreditation/licensure assessments may be able to do so through PVCC's testing centers. Visit <https://www.pvcc.edu/testing-centers> for more information.

Any required exams can be scheduled through any authorized testing center; applicants are not restricted to the PVCC Testing Centers for meeting admission requirements.

Required Documentation

Applicants must upload documentation to demonstrate that each requirement has been met as part of their application.

Documentation which does not include the applicant's full name will not be reviewed.

Unofficial transcripts are acceptable documentation for all application requirements being met by specific coursework. In addition to the applicant's full name, valid transcripts must show **all** of the following information in order to be reviewed:

- Name of the school, college, or university as applicable
- Course subject and number (e.g., "BIO 141")
- Full name of course (e.g., "Human Anatomy & Physiology I")
- Semester and year of course completion (e.g., "Fall 2024")
- Number of credits awarded for course completion
- Final grade

Applicants are not required to upload transcripts for credit-bearing courses taken at VCCS schools. Transcripts for non-credit courses or from schools outside of the VCCS system must still be provided if applicable.

Do NOT send official transcripts to PVCC for this application.

Official transcripts or test scores sent separately to PVCC will not be reviewed with your application. All transcripts and test scores must be uploaded in the application portal.

Ranking Criteria

If more applicants meet the minimum program eligibility requirements than there are available seats in this year's cohort, all eligible applicants will be ranked according to the following criteria in priority order.

1. Attendance at an information session

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 (www.pvcc.edu/pharmtech). There is a link on that page where applicants can sign up for an orientation session and complete an application.

Ties are first broken in favor of applicants who are residents of the PVCC service region. This is defined as the Virginia localities of Albemarle, Buckingham, Charlottesville, Fluvanna, Greene, Louisa, and Nelson. Ties that remain during ranking are broken by the date/time of submission of the application.

Application Process

1. Apply for admission to PVCC. Only current PVCC students may apply to a health sciences program. Visit the PVCC Website (pvcc.edu) to apply.
Important Note: Admission to PVCC does not equate to admission to the Pharmacy Technician program. Students must apply separately through the HLS admissions portal for Pharmacy Technician.
2. Enroll in the HLS Admissions Portal in Canvas by navigating to this URL: <https://learn.vccs.edu/enroll/JDAFHR>
3. Read the Application Instructions in the "START HERE" module
4. Once the application open date (see [Application Dates](#)) has passed, start an application for the program.
5. Complete all questions in the application questionnaire and upload all relevant documents by the application due date (see [Application Dates](#)).
 - a. **Your application will not be reviewed unless you have submitted the Apply to Pharmacy Technician questionnaire and uploaded all relevant documents.**
6. Once the application due date has passed, our application will be screened for eligibility according to the minimum program eligibility requirements and, if necessary, ranked according to the ranking criteria.
7. Within seven (7) business days of the decision date (see [Application Dates](#)) you will be contacted with the outcome of your application. Your application will be placed in one of the following statuses:
 - a. **Admitted.** Your application met minimum eligibility requirements and was ranked highly enough for a seat in this year's cohort. You'll receive instructions for accepting your admission. Your offer of admission may be conditional; additional steps may be required of you in order to retain your seat in the cohort. If your offer of admission is conditional, this will be communicated to you along with the specific conditions.
 - b. **Waitlisted.** Your application met minimum eligibility requirements but was not ranked highly enough for a seat in this year's cohort at this time. If a seat becomes available, the highest ranked applicant on the waitlist will be moved to "admitted" status and contacted accordingly.
 - c. **Denied.** Your application did not meet minimum eligibility requirements. You are not eligible to join the program for this cohort year. You will be provided with information regarding inquiries and formal appeals.

Applications do not carry over into future application cycles. If you are not admitted in this application cycle, you will need to submit a new application during the next cycle to be considered. Applications are not saved.

Competitive Admission Appeals

Students who are denied admission to competitive admission programs have the right to appeal. The deadline to begin an appeal will be communicated to the student with the notification of denial.

The policy on student appeals can be found in the College Catalog:

<http://catalog.pvcc.edu/content.php?catoid=4&navoid=389#student-appeals>

Readmission

This program does not offer a readmission opportunity for previously dismissed applicants. If you were dismissed from this program and wish to be considered for reentry, a new application is required during the normal application cycle.

Frequently Asked Questions

How long will it take to complete the program?

Once admitted, the program takes one and a half semesters to complete.

Can I enroll in the Pharmacy Technician program as a part-time student?

Yes. It is preferred that students remain in the cohort in which they begin the program. However, students may elect to take lighter course loads. Careful consideration should be made when deciding which courses to take and therefore must be discussed with the Program Director (see Personnel and Contacts) prior to registration.

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 (all costs are estimated):

MATERIALS	ESTIMATED COSTS
BOOKS/SUPPLIES	\$600.00
HEALTH SCREENING	\$100-\$500 depending on requirements and healthcare costs
BACKGROUND CHECK/DRUG SCREEN	\$162.00
CERTIFICATION EXAM FEE	\$129.00
STATE REGISTRATION FEE	\$25.00
UVA PARKING FEE	\$25.00
PVCC TUITION AND FEES	\$3,193.00
CPR TRAINING AND CERTIFICATION	\$85.00
TECHNICIAN TRAINEE LICENSE	\$20.00

Where is the coordinated internship held for the program?

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

If I transfer from another college, is it possible for me to get credit for some of the general education courses?

Yes. Students who are admitted to the Pharmacy Technician program can have official transcripts sent to the Registrar's office and then complete a transfer credit evaluation. Students should consult the "Transfer Credit to PVCC" webpage (pvcc.edu/transfer-credit-pvcc) for instructions. You must provide unofficial copies of your transcripts in your application to the program for them to be considered for meeting eligibility requirements.

If I transfer from another Pharmacy Technician Program, is it possible for me to get credit for some of the Pharmacy Technician courses?

Yes. Make an appointment with the Pharmacy Technician Program Director to review your transcripts and coursework. Transcripts and course descriptions will be reviewed by program director to ensure similar content was presented. It is the student's responsibility to contact the Pharmacy Technician Technology Program Director and provide necessary documentation for course transfer consideration.

For pharmacy courses, credit may be awarded for 2 years of work experience in a relevant area of pharmacy. The suitability of any work experience and the specific credits awarded will be determined at the discretion of the head of the program.

Is there financial aid available to Pharmacy Technician students?

Yes, there are a number of financial aid opportunities available to eligible students that have completed the most current FAFSA application. For further information, please contact the Financial Aid Office (434-961-6545) or visit the following link: <https://www.pvcc.edu/pay-for-pvcc/financial-aid>. We recommend that students complete the FAFSA application when it becomes available each year, typically at the beginning of October for the following Academic Year.

Can I make an appointment with someone in the Pharmacy Technician Program to review my application?

Yes, the Pharmacy Technician Program faculty is able to schedule individual appointments to review application documents. Additionally, information sessions are held throughout the fall and spring semesters in-person and online. During these sessions, the program faculty will review the application process and program details. All applicants are highly encouraged to attend one of these sessions. In addition, there are advisors available daily in the PVCC Admissions and Advising Center.