Pharmacy Technician Programs
Information Packet 2023-2024

Program Description

The Pharmacy Technician Skills Certificate (entry-level pharmacy technician) program is designed to prepare students interested in starting a career as a licensed pharmacy technician in either a community (drug store) pharmacy or institutional (hospital) practice setting. The program will combine simulation lab practice with actual practical experience that will provide hands-on training in a single practice setting.

Completion of the Pharmacy Technician Skills Certificate program will prepare students to take the Pharmacy Technician Certification Board (PTCB) exam. Students who successfully complete this skills certificate program and pass the PTCB exam will have earned national designation as a Certified Pharmacy Technician (CPhT) and are eligible to apply for licensure as a pharmacy technician in the State of Michigan. Once national certification and State licensure is obtained, twenty (20) hours of continuing education are required every two (2) years to maintain national certification and licensure.

The Pharmacy Technician Certificate (advanced-level pharmacy technician) program is designed to prepare pharmacy technicians to work in any practice setting, including drug stores, hospitals, compounding, specialty, and other medical settings to help prepare and distribute all medication types, including compounded medications. In this advanced practice program, technicians will build on the knowledge gained in the Skills Certificate program and learn advanced skills in an additional practice setting, such as screening prescription orders for accuracy and completeness, checking the work of other technicians before a final check by a pharmacist, or reconciling medications for patients admitted into a complex medical environment.

Individuals who are currently certified as a Pharmacy Technician may be able to apply up to 16 credits toward the completion of the Pharmacy Technician Certificate. Contact the Pharmacy Technician Program Coordinator for details.

Students who complete this program have completed the first requirement of eligibility to become recognized as a PTCB Compounded Sterile Preparation Technician. To become recognized as a PTCB Compounded Sterile Preparation Technician, completion of (or enrollment in) a PTCB-recognized sterile compounding training program and one year of full-time continuous compounded sterile preparation (CSP) work experience is required.

Classes for both programs will be taught at the Health Science Center on the Livonia campus. Students can start fall or winter semester.

Students must achieve a 2.5 or higher grade in all Pharmacy Technician courses to progress in the program.

Application Requirements

The Pharmacy Technician Skills Certificate and Certificate Programs require students to complete a specific list of requirements before being officially admitted into the program. Students are listed in a pre-program code while the application requirements are being met. The full program start date and implementation of program code may be dependent on space availability. Requirements are an application (attached to the end of this packet). To be admitted to the program the student must complete the following:

<table>
<thead>
<tr>
<th>1. Apply to Schoolcraft College</th>
<th>Apply to Schoolcraft College on-line at schoolcraft.edu/apply.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Transcripts</td>
<td>It is recommended that you request official undergraduate transcripts from all colleges and universities previously attended. Transcripts must be sent directly from the issuing college or university to Schoolcraft College. To confirm that transcripts have been received, contact the Answer Center at 734-462-4426.</td>
</tr>
<tr>
<td>3. Academic Advising and Assessment</td>
<td>These programs require minimum assessment levels or course work in the areas of math, reading and writing. Students need to meet with an academic advisor to develop an academic plan. They can determine if an assessment test is necessary and if foundation courses are needed. Students with prior college level work or a degree may be exempt from placement testing. Students who have submitted SAT or ACT scores that are less than three years old to the Admissions and Welcome Center may also be exempt from assessment testing. Contact the Academic Advising Office at 734-462-4429 to make an appointment.</td>
</tr>
<tr>
<td>4. Cumulative GPA</td>
<td>Attain a cumulative grade point average of 2.0 or better for all Schoolcraft College courses.</td>
</tr>
</tbody>
</table>
5. Apply to Pharmacy Technician Program

Submit the attached Pharmacy Technician Skills Certificate or Certificate Restricted Enrollment Program Change Form to Academic Advising with appropriate signatures.

6. Program Requirements

After meeting the admission requirements for the Pharmacy Technician Skills Certificate or Certificate Program, students must successfully meet the requirement of the criminal background check and drug screen on the first attempt prior to starting the practical components of the program. Please note marijuana is still prohibited. Additional requirements may need to be completed prior to program practical depending on the location.

Required forms may be obtained from the Health Professional Office room HS510 and must be returned by the deadline: 734-462-4770 or healthprofessions@schoolcraft.edu

### Program Requirements

**Criminal Background Check**

Schoolcraft College will process a criminal background check just prior to the start of the practical components of the program.

**Drug Screen Test**

Students are required to have a negative urine drug screen on the first attempt just prior to the start of the practical components of the program. Test expires after 12 months. Drug screens may need to be repeated throughout the program as required by clinical agencies. Marijuana use is prohibited.

**Additional Requirements**

Depending on the location that the student completes the practical portion of the program, they may be required to provide proof of vaccinations (e.g. Proof of immunity to measles, mumps, rubella and varicella as well as a record of a Tetanus shot and COVID 19 Vaccination; if there is any risk of blood or body fluid exposure, proof of a hepatitis B vaccination, a positive titer or a signed declination may be required); costs for these additional requirements are the responsibility of the student and not included in the cost of the program.

### Estimate of Tuition and Fees

<table>
<thead>
<tr>
<th>Pharmacy Technician</th>
<th>Pharmacy Technician Skill Certificate Hospital or Community (based on 16 credit hours)</th>
<th>Pharmacy Technician Certificate (based on 29 credit hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Resident</td>
<td>Non-Resident</td>
</tr>
<tr>
<td><strong>Tuition</strong></td>
<td>$2,160.00</td>
<td>$3,104.00</td>
</tr>
<tr>
<td><strong>Registration Fee</strong></td>
<td>$44.00</td>
<td>$44.00</td>
</tr>
<tr>
<td><strong>Service Fee</strong></td>
<td>$144.00</td>
<td>$144.00</td>
</tr>
<tr>
<td><strong>Instructional Fees</strong></td>
<td>$176.00</td>
<td>$176.00</td>
</tr>
<tr>
<td><strong>Infraestructure Fees</strong></td>
<td>$144.00</td>
<td>$144.00</td>
</tr>
<tr>
<td><strong>Course and Learning Management Fees</strong></td>
<td>$480.40</td>
<td>$480.40</td>
</tr>
<tr>
<td><strong>Additional Expenses (Approximate)</strong></td>
<td>$245.50</td>
<td>$245.50</td>
</tr>
</tbody>
</table>

- Fingerprint Fee ($63.00)
- BLS Fee ($32.50)
- State Pharmacy Tech. License ($150.00)

**Total**

<table>
<thead>
<tr>
<th>Resident</th>
<th>Non-Resident</th>
<th>Out of State</th>
<th>Resident</th>
<th>Non-Resident</th>
<th>Out of State</th>
</tr>
</thead>
<tbody>
<tr>
<td>$3,393.90</td>
<td>$4,337.90</td>
<td>$5,473.90</td>
<td>$5,681.90</td>
<td>$7,421.90</td>
<td>$9,567.90</td>
</tr>
</tbody>
</table>

The above figures are based on 2023-2024 rates and are subject to change. A Resident student is one whose legal residence is in the school District of Clarenceville, Garden City, Livonia, Northville, Plymouth-Canton, or parts of Novi. All other students are Non-Resident or Out-of-State. Estimate does not include textbooks.

**NOTE**

Requirements for admission to the Pharmacy Technician Program are subject to change at any time.

Please contact the Admissions and Welcome Center for updates of any applicable changes.

Phone: (734) 462-4683  Fax: (734) 462-4552

E-mail: admissions@schoolcraft.edu

It is the policy of Schoolcraft College that no person shall, on the basis of race, color, national origin, gender, age, marital status, creed, or handicap, be excluded from participating in, be denied benefits of, or be subject to discrimination during any program or activity or in employment.
The Pharmacy Technician Skills Certificate or Certificate Program requires a Restricted Enrollment Program Change. To begin this program, students must complete the following form, meet with an Academic Advisor, and then submit the completed form to Academic Advising.

Academic Advisor will complete:

**ASSESSMENT** the minimum Assessment Scores listed below or successfully complete appropriate developmental courses to improve your skills. Assessment Test Scores are valid for up to three years.

<table>
<thead>
<tr>
<th>Minimum Scores</th>
<th>CPT</th>
<th>NGA</th>
<th>ACT</th>
<th>SAT (March 2016)</th>
<th>Overall HS GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing</td>
<td>71+</td>
<td>250</td>
<td>18+</td>
<td>25+</td>
<td>1.8+</td>
</tr>
<tr>
<td>Reading</td>
<td>70+</td>
<td>250</td>
<td>18+</td>
<td>25+</td>
<td>1.8+</td>
</tr>
<tr>
<td>Math</td>
<td>78+</td>
<td>QRAS=250</td>
<td>19+</td>
<td>25+</td>
<td>1.8+</td>
</tr>
</tbody>
</table>

**PROFICIENCY**

Student:
- □ has submitted ACT or SAT scores
- □ is exempt from assessment
- □ has taken the CPT or NGA
- □ has met minimum English score or ⇒ □ has successfully completed ENG 055 or higher with a 2.0/C or better
- □ has met minimum reading score or ⇒ □ has successfully completed COLLS 053 or higher with a 2.0/C or better
- □ has met minimum math score or ⇒ □ has successfully completed MATH 053 or higher with a 2.0/C or better

**CUMULATIVE COLLEGE GPA** Attain a 2.0 or better cumulative grade point average.

Student:
- □ has a cumulative GPA of 2.0 or better

**PROGRAM REQUIREMENTS**

Student:
- □ Criminal Background Check Form and Drug Screen Authorization are available to be picked up from the Health Professions Office in room HS510: 734-462-4770 or healthprofessions@schoolcraft.edu

□ All documents must be returned to the Health Professions Office by the deadline given. Students must meet these requirements prior to the start of the practical components of the program.

Academic Advisor Signature: ____________________________ Date: ____________________________
Pharmacy Technician Skill Certificate or Certificate
Restricted Enrollment Program Change Form

Please Print:

Student Name: ____________________________________________________________
                      Last        First        Middle Initial
Student Number: _________________ or Social Security Number (last four digits) ______
Month and Day of Birth _____/______

Current Academic Program Name: _____________________________________
Current Academic Program Number: ___________________________________

Choose one:

☐ New Academic Program Name: Pharmacy Technician Skill Certificate
   New Academic Program Number: CRT.00349

☐ New Academic Program Name: Pharmacy Technician Certificate
   New Academic Program Number: 1YC.00249

☒ Academic Advisor Signature: __________________________________________Date: ____________
☒ Student Signature: ___________________________________________________ Date: ____________

Return to:
Schoolcraft College
Records165 McDowell Student Center
18600 Haggerty Road, Livonia, MI 48152
Phone: 734-462-4677
Email: screcord@schoolcraft.edu