



CTCD.EDU/CE

Pharmacy Technician Program

CTC Continuing Education

Revised February 2025

Pharmacy Technician Program

Code of Conduct*

Central Texas College (CTC) expects all students, visitors, and guests to accept the following responsibilities:

- 1) Knowledge of, and compliance with, all published policies, rules, and regulations of the College. Copies of such documents will be available to the student in the Student Life Office. A copy of the CTC student handbook that outlines policies, rules, and regulations can be accessed using the following link: <http://www.ctcd.edu/ctcd/assets/File/Student%20Life/studenthandbook.pdf>.
- 2) Compliance with federal, state and local laws, and compliance with and support of duly constituted civil authority.
- 3) Respect for the rights of others and cooperation to ensure that such rights are maintained, whether or not one agrees with the views of those exercising such rights.
- 4) To exercise disagreements in a responsible manner and within a framework compatible with an orderly resolution of differences.

**Failure on your part to familiarize yourself with CTC policies, rules, regulations, guidelines, and procedures does not excuse you from your responsibility to follow them.*

Continuing Education Allied Healthcare Policies

- 1) **Cell phones may not be used in class.**
- 2) Programmable calculators may not be used in class.
- 3) Students are allowed to miss a maximum of **fourteen (14)** hours for the duration of the class. Missing more than the allowed number of hours may result in being dismissed from class. The instructor will keep class attendance. If absences occur, it is the student's responsibility to obtain missed material from peers and complete additional work assigned at the instructor's discretion. The instructor reserves the right to adjust the student's classroom grade based upon classroom performance/behavior/civility. The student must provide a written explanation for their absence. That document will be placed in the student's file.
- 4) **To receive a refund or withdraw from the program, students must contact the Continuing Education office in person BEFORE the start date. Drops on or after the start date will not receive a 100% refund. Refunds and withdrawals will follow the official CTC schedule, which can be found on the CTC website, at <http://www.ctcd.edu/academics/catalog/catalog-texas/college-costs/>.** For additional questions regarding this policy, contact the Continuing Education department. Emergency withdrawal will be considered filed as of the date of the emergency orders or medical certification of family members. Any exceptions to this policy will require approval of the appropriate dean and bursar.
- 5) Recommendations for studying: a) 10 hours/week for good students, b) 15-20 hours/week for average students, and c) 20+ hours/week for students who find the material extremely challenging.
- 6) In order to receive a passing grade (P) and a certificate of completion, students must maintain a 70% or higher grade in the class.

Inclement Weather

During periods of inclement weather or threat of inclement weather, CTC may choose to curtail or limit operations if in the view of the Chancellor or his designated representative, the continuation of operations might create a significant risk for the majority of students or employees. The inclement weather phone number is 254-501-3100 and website is www.ctcd.edu. To sign up for emergency text alerts go to <http://www.ctcd.edu/locations/central-campus/campus-safety-wellness/emergency-preparedness/emergency-alerts/>.

Academic Studio/Student Success Center

Student Center Building 106 • 254-526-1580

The Academic Studio provides free one-on-one tutoring to all CTC students. One-on-one tutoring is provided on a first-come, first-served basis. Your training is specialized, so be sure to contact your instructor first for tutoring. For more information on tutoring or other programs offered by Academic Studio, please call 254-526-1580.

Name (print): _____ Signature: _____

Date: _____ Email: _____

Pharmacy Technician Course Summary

Goals and Purpose: Upon successful completion of course, the student will receive a certificate of completion within 2-3 weeks from Central Texas College. This course is designed to prepare the participants for eligibility to become a Pharmacy Technician. In addition, participants will be qualified to apply for certification by the Pharmacy Technician Certification Board (PTCB) or the National Healthcareers Association (NHA) and will meet the training requirements of the State Board of Pharmacy.

Pathways to Related Careers / Upskilling

Students can pursue college degrees using Pharmacy as a foundation.
Provided are the different degrees and certification that are available.

Pathway to Related Careers

Pharmacist

Conditions for Repetition: If the student does not receive a 75% or higher in the course as well as a passing score of 75% on the midterm and final exam, he or she will not be allowed to participate in the clinical and will not receive their certificate of completion. The student may repeat the class at their own expense.

Outcomes and Objectives:

After successful completion of this course the student will be able to:

1. Outline the history of the pharmacy profession
2. Describe the origins of modern-day pharmacy
3. Trace the development of drugs in the US
4. Describe the role of the pharmacy technician in a variety of settings
5. Differentiate between, Retail, home healthcare, and institutional pharmacy settings
6. Describe the main duties and responsibilities for a pharmacy technician in retail, home healthcare and institutional pharmacy.
7. List the qualifications required for obtaining certification and registration
8. Identify the entities that register and Texas certify pharmacy technicians
9. Explain when registration and certification is required in Texas
10. Register with TSBP as a pharmacy technician
11. Identify standards of law and ethics governing pharmacy practice
12. Identify and explain major pieces of Federal pharmacy legislation
13. Explain the function of the Texas State Board of Pharmacy
14. Identify the different types of pharmacy licenses in Texas
15. Define key medical terms and abbreviations related to pharmacy practice
16. Identify and translate key pharmacy abbreviations
17. Define key pharmacy terminology
18. Identify common conversion factors used in pharmacy practice
19. Explain the importance of utilizing pharmacy resource materials
20. Explain the importance of a package insert
21. Identify and utilize a package insert

22. Summarize safety standards.
23. Explain beyond use dates & the technician's role in expired drugs
24. Explain how expired drugs are handled and disposed
25. Identify pharmacy waste containers

Clinical Requirements: The Pharmacy Technician Externship is a 50-hour, 16-week on-the-job training program. An externship provides invaluable experience in which you will have the chance to apply the knowledge and skills you learned in the classroom in a hands-on work environment. You can also start building your professional network with pharmacists and other pharmacy technicians.

Program Requirements: Students must be 18 years of age at the time of enrollment. Students need competence in basic computer operations and will have to have access to the Internet, printing capabilities and an email address. Incomplete registration packets will not be accepted. Application packets must include:

- High School diploma/transcript or G.E.D or official transcripts of higher education.
- Current immunizations
 1. Tetanus/Diphtheria (TD): Every 10 years
 2. Measles: All students born on or after 1-1-57 must show proof of two doses of measles vaccine administered on or after their first birthday and at least 30 days apart; or immunity to measles
 3. Polio
 4. Mumps: All students born on or after 1-1-57 must show proof of one dose of mumps vaccine after the first birthday; or immunity to mumps
 5. Rubella
 6. Hepatitis B: 3-shot series over six months, or immunity to Hep B
 7. Varicella: A written statement from a physician, the student's parent or guardian, or school nurse supporting the history of Varicella is needed
- Physical exam
- Criminal background check: <https://publicsite.dps.texas.gov/>
- **Please see our checklist for more details**
- Proof of completion of CPR for the Healthcare Provider course that is good for the life of the program.

Pharmacy Technician Costs beyond Tuition

The following are the student's responsibilities and are separate of the tuition fees. Costs may vary.
One pair of close-toed and heeled shoes

Textbook requirements

The Pharmacy Technician 7 edition, Perspective Technician
Morton Publishing Company ISBN-978-1640431386

The Pharmacy Technician Workbook and Certification Review 7 edition, Perspective Press
Morton Publishing Company ISBN-978-1640431393

Complete Math Review for the Pharmacy Technician 5th edition, William Hopkins

American Pharmacists Association: ISBN-978-1582123141

Sterile Products and Aseptic Techniques for the Pharmacy Technician, 2nd Edition, by Mike Johnston, Jeff Gricar, ISBN-13: 9780135109649

Hunter Green Scrubs

Textbooks are available for purchase at CTC Bookstore.

Student Discipline

For those few students who fail to understand and accept their role in an educational institution, the college has prescribed in the Student Handbook procedures for counseling and disciplinary procedures as a part of the learning process for students, and students will be suspended or expelled from the College if they fail to respond positively to disciplinary procedures. Furthermore, all CTC students have the right to due process. Information concerning due process may also be found in the CTC Student Handbook which may be acquired from Student Life or accessed online.

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Knowledge of, and compliance with, all published policies, rules, and regulations of the College. Copies of such documents will be available to the student in the Student Life Office. A copy of the CTC student handbook that outlines the policies, rules, and regulations can be accessed using the following link: <https://www.ctcd.edu/locations/central-campus/student-life-activities/publications/> Compliance with federal, state and local laws, and compliance with, and support of, duly constituted civil authority.

Respect for the rights of others and cooperation to ensure that such rights are maintained, whether or not one agrees with the views of those exercising such rights.

To exercise disagreements in a responsible manner and within a framework compatible with an orderly resolution of differences.

Cell phones may NOT be used in class or during clinicals.

NOTE: Failure on your part to familiarize yourself with CTC policies, rules, regulations, guidelines, and procedures does not excuse you from your responsibility to follow them.

Pharmacy Technician Certification Study resources

Through CTC library you can access the Learning Express Library that contains many great resource tools, including practice test of occupation certification and licenses. You can access the Learning Express Library from here:

<https://www.ctcd.edu/academics/library/databases/>

Commonly Asked Questions about Pharmacy Technician Trainee Registration and Pharmacy Technician Registration and PTCB Certification in Texas

What is a pharmacy technician?

A Pharmacy Technician helps package and mix prescriptions, maintain client records, refer patients for counseling, assist with inventory control and purchasing, as well as third-party billing and collecting payments.

What are the Board of Pharmacy's requirements to be a pharmacy technician in the State of Texas?

- ▶ Must be a high school graduate, have a GED or be enrolled in high school or a program to obtain a high school diploma or equivalent (e.g. GED).
- ▶ Must pass background check
- ▶ Must register with the Texas State Board of Pharmacy as either a Pharmacy Technician

Trainee (not yet PTCB Certified) or a Registered Pharmacy Technician (PTCB Certified)

What is PTCB Certification?

PTCB is a nationally recognized organization that tests pharmacy technicians in their field. Those passing the exam become certified (CPhT) and this validates the pharmacy technician professional in his/her field.

How do I become certified?

- ▶ You can prepare for this certification by taking a course that prepares you for passing the exam.
- ▶ The course offered by Central Texas College provides you with the necessary preparation for passing the exam as well as provides you with hands-on experience in a pharmacy.
- ▶ In order to get practical experience in a pharmacy, you need to apply for a Pharmacy Technician Trainee Registration with the Texas State Board of Pharmacy.
- ▶ You can also obtain training in a pharmacy in order to prepare for this exam. This OJT (On the Job Training) must be accompanied by an attestation form proving that 2 years of OJT has been satisfactorily completed.

What qualifications are required to be registered as a trainee and to work in a pharmacy to obtain experience and training?

High school graduate or possess a GED and pass a background check via finger printing session through the Texas State Board of Pharmacy

How can I find out more information from the State to apply?

Visit their website at www.tsbp.state.tx.us, click on “Pharmacy Technicians and Trainees.” Also, if you take the Pharmacy Technician course provided by Central Texas College, you will learn about the process in more detail and receive support and assistance regarding the process.

Do I take an exam to become registered by the State?

No, the Texas State Board of Pharmacy requires the PTCB certification only; however, in order to become PTCB certified, you will need to take and pass the PTCE (Pharmacy Technician Certification Exam)

When do I submit the application for “Technician Trainee” Registration?

If you are taking the Central Texas College Pharmacy Technician course, you should submit the application for Technician Trainee Registration prior to your tenth week of the class. You will need your registration to be approved prior to being placed in an externship where you will get the hands-on training in a pharmacy. If you enroll in the Central Texas College course, your instructor will assist you with this process.

When do I obtain the Criminal Background Check?

Information on how and when to register for a fingerprint session will be on the confirmation page once the online application is submitted. The Texas State Board of Pharmacy will run a background check through identogo. For more information visit

<https://www.pharmacy.texas.gov/applicants/fingerprint-initial.asp>

Will Central Texas College’s course help me to pass the PTCB test?

YES. The Central Texas Pharmacy Technician Course is designed to prepare you for

successful completion of the exam (PTCE) for national certification (PTCB).

When do I apply to the Pharmacy Technician Certification Board (PTCB) for national certification?

You can apply to the PTCB any time that you are ready. The Central Texas College course will prepare you for this exam so you may want to wait until you've completed the course before applying.

How do I apply for PTCB certification?

Your instructor will go over certification information upon completion of the course. You can also contact the Pharmacy Technician Certification Board (PTCB) for information regarding certification. Or you may apply online via www.ptcb.org.

When do I submit the application for registration to the Texas State Board of Pharmacy as a Pharmacy Technician?

You must wait until you receive your PTCB certificate before you apply to the State Board of Pharmacy. Once you have successfully passed the PTCE you will need to log back into your PTCB account for final certification results and certification credentials.

How does this training help to become a pharmacist?

CTC's course will give you knowledge of pharmacy practices; however, it does not meet any requirements for becoming a pharmacist.

Texas State Application for Pharmacy Technician Registration / Certification / Licensures Applicable in

Go to the Texas State Board of Pharmacy website at www.pharmacy.texas.gov/applicants/tech-and-trainee.asp and READ the application instructions for Pharmacy Technician Trainees.

After you complete your externship...

- ❖ Be sure all required information is in your Externship Resource Booklet. Specifically, make sure your preceptor completed the following...
 - Skills checklists initialed
 - Evaluation
 - Hours worked log totaling 50 hours
- ❖ Send your completed Externship Resource Booklet to your instructor.
- ❖ ***Be sure to keep a copy of the booklet for yourself!***
- ❖ Central Texas will send you a certificate of completion verifying completion.

Registration in Texas

- ❖ After receiving your PTCB certification, you can apply to the Texas State Board of Pharmacy (TSBP) for registration as a Pharmacy Technician.
- ❖ To apply to the Board, visit their website at www.tsbp.state.tx.us
- ❖ You can also contact the Board at:

Texas State Board of Pharmacy William P.
Hobby Building Tower 3, Suite 600
333 Guadalupe Street
Austin, TX 78701
Phone: 512-305-8000

Fax: 512-305-8082

Registration Process

- ❖ Once on the Board's website, follow these links:
 - Pharmacy Technicians & Trainees
 - Obtain Texas Registration
 - Technician Application
- ❖ You will complete the online application linked on the website to register as a Pharmacy Technician.
- ❖ Before you begin the Preliminary Application process, be sure you have the following information:
 - current certificate number and expiration issued by the Pharmacy Technician Certification Board (PTCB);
 - Social Security Number (SSN);
 - date of High School graduation or completion of G.E.D.; and
 - TSBP license number and name of pharmacy, if employed by a Texas pharmacy.
- ❖ Upon approval of your online application, a notice to pay the required registration fee will be mailed to the address provided on the application. Or you can pay online.
- ❖ Pharmacy Technician registration is not complete until the fee is received.

Background Check

- ❖ Information on how and when to register for a fingerprint session will sent to you in a second separate email.
- ❖ The review process consists of a criminal history background check and a verification of your PTCB certification. This process generally takes 2 - 4 weeks.
- ❖ If there is anything in your background, whether found during their check or disclosed on the application, the process will take additional time, sometimes up to 180 days.

Background check information for Pharmacy Technician in Texas

Students will be required to undergo a fingerprint and background screening Background check:

To apply for registration as a pharmacy technician you will be required by the Texas State Board of Pharmacy to undergo fingerprint and background screening through the Texas Department of Public Safety. **If you have ever been convicted of or pled no contest or have ever been arrested for a violation of any law of a foreign country, the United States or any state laws or local ordinances, including any and all misdemeanor and felony convictions, regardless of the age of the conviction, your eligibility for registration *could* be affected.** The State Board of Pharmacy will make a determination on each application on a case-by-case basis. At a minimum, *anything* in your background will most likely result in a delay in the processing of your application. Providing them with all paperwork and information related to any priors up front will minimize such a delay. No determination can be made prior to your enrollment in the course. The State Board of Pharmacy handles all requests on a case-by-basis.

PTCB (Pharmacy Technician Certification Board):

To achieve PTCB Certification, candidates must satisfy the following eligibility requirements:

- High school diploma or equivalent educational diploma (e.g., a GED or foreign diploma).
- Full disclosure of all criminal and State Board of Pharmacy registration or licensure actions.
- Compliance with all applicable PTCB Certification policies.
- Passing score on the Pharmacy Technician Certification Exam (PTCE).

A candidate may be disqualified for PTCB Certification upon the disclosure or discovery of:

- Criminal conduct involving the candidate;
- State Board of Pharmacy registration or licensure action involving the candidate;
- Violation of a PTCB Certification policy, including but not limited to the Code of Conduct.

PTCB reserves the right to investigate criminal background, verify candidate eligibility and deny certification to any individual.

Once certified, CPhTs must continue to report any felony conviction, drug or pharmacy-related violations, or State Board of Pharmacy action taken against their license or registration at the occurrence and at the time of recertification, to PTCB for review. Disqualification determinations are made on a case-by-case basis.

Please print, sign and date below to acknowledge that you have been informed of the guidelines and requirements of becoming a Certified Pharmacy Technician.

Print name: _____

Signature: _____ Date: _____

PHARMACY TECHNICIAN CHECK LIST

Last _____ First _____

MI

	Date Completed	Initials
Transcripts/Diploma <u> H.S. </u> <u> G.E.D. </u> <u> College </u>		
CPR For Healthcare Providers		
Criminal Background Check		
Physical Form		
TDAP (Needed Once Per Lifetime)	1_____	1_____
TD (Needed Every 10 Years)	2_____	2_____
Polio		
RUBELLA (One Needed By All)		
MEASLES (Two Needed By Those Born After 1/1/57)	1_____	1_____
	2_____	2_____
MUMPS (One Needed By Those Born After 1/1/57)		
HEPATITIS B SERIES (3 Shot Series)	1_____	1_____
	2_____	2_____
	3_____	3_____
INFLUENZA (Annual/In Season/Before Clinical)		
VARICELLA (Chicken Pox)	1_____	1_____
Vaccination Or Dr./Parent Note On TDSHS Form	2_____	2_____
Handbook Acceptance (Signed)		
CODE OF CONDUCT (Signed)		
BACKGROUND CHECK WAIVER (Signed)		
Method of Payment		



**Pharmacy
Technician
Handbook
Acceptance**

I hereby acknowledge that I received the CE Clinical Medical Assistant Program Handbook on _____date.

Print Name

Signature

Date