NOCE
NORTH ORANGE
CONTINUING EDUCATION

Pharmacy Technician – Entry Level Certificate Program Guide 2022-2023

Career Highlights

Pharmacy Technicians prepare medications under the direction of a pharmacist. Technician responsibilities may include: receive new prescriptions and verify them for accuracy, maintain patient profiles, request medication refills, type medication orders in to the pharmacy system, prepare medications, package and label appropriately, correct rejected insurance claims, maintain proper inventory, order, maintain files, check for outdated medications, professionally respond to questions or requests, accept payment from customers, maintain the pharmacy in a clean and orderly manner, and compound medications using aseptic technique and appropriate equipment.

For more information regarding this career visit: Career Coach.

Program Information

The Pharmacy Technician – Entry Level Certificate Program prepares students for licensure and employment as an entry level pharmacy technician at a community and institutional pharmacy. The certificate program exceeds the State Board of Pharmacy's registration requirements and the entry level certificate is accredited by the American Society of Health-System Pharmacists (ASHP). Students who complete the Entry Level Certificate meet the educational requirements to take the Pharmacy Technician Certification Exam (PTEC) and earn the Certified Pharmacy Technician (CPhT) credential.

Eligibility Requirements

To be eligible for the program candidates must:

- 18 years or older.
- Apply online or in-person at any NOCE Center.
- Complete an online Pharmacy Technician Orientation at least 24 hours prior to registering for Pharmacy Technician Certificate Program courses.

Pharmacy Technician Licensing Requirement

To work as a pharmacy technician in California, you must have a licensed issued by the California State Board of Pharmacy.

To apply for licensure, you must meet the following requirements:

- Be at least 18 years old

- Have a Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN)
- Must be a high school graduate or have a general education development certificate equivalent.
- Meet the educational requirement by completing **one** of the following:
    - Pharmacy technical program or training course. The Pharmacy Technician - Registration Level or Entry Level Certificate at NOCE satisfies this educational requirement
    - Have a current PTCB certificate or
    - Complete military training DD214
- Complete a criminal background check
    - ***A criminal conviction may not be grounds for denial of licensure. However, some convictions make it difficult to obtain a license and secure employment. These include driving under the influence (drugs or alcohol), possession of illegal drugs or prescription drugs without a prescription, possession or sale of illegal drugs, theft, and multiple arrests.***

Please visit the California State Board of Pharmacy website for the most current eligibility requirements for licensure.

Certified Pharmacy Technician (CPhT)

The CPhT certification through the Pharmacy Technician Certification Board (PTCB) allows individuals to build their professionals credentials and pursue more opportunities for career advancement by becoming a Certified Pharmacy Technician.

To be eligible for the CPhT credential you must pass the Pharmacy Technician Certificate Exam (PTCE) and complete one of the two pathways:

> **Pathway 1:** A PTCB-Recognized Education/Training Program (or completion within 60 days). The Pharmacy Technician Entry-Level Program at NOCE is a PTCB recognized education/training program.
>
> **Pathway 2:** Equivalent work experience as a pharmacy technician (min. 500 hours). This alternative secondary path serves experienced technicians who were not in a position to attend a PTCB-recognized program. PTCB accepts work experience across pharmacy practice settings that pertains to certain knowledge requirements.

Additional Eligibility Requirements for the PTCB CPht Certification

- Reside in the United States of America or its territories (US)
- Full disclosure of all criminal and State Board of Pharmacy registration or licensure actions
- Compliance with all applicable PTCB Certification policies

Students can prepare for the certification exam by completing the optional program elective PTEC 310: Pharmacy Technician Certification Exam Review.

For more information regarding the CPhT credential, including exam fees and recertification requirements visit the PTCB website.

Program Location and Contact Information

NOCE Anaheim Campus 1830 W. Romneya Drive Anaheim, CA 92801	Career Technical Education (CTE) Office, Room 513 714-808-4915 careers@noce.edu Contact for general program information	Counseling and Student Services Department, Room 215 714-808-4682 counseling@noce.edu Contact for course advisement, career counseling, and college planning

Program of Study Leading to a Certificate

This information is for advisement purposes only and subject to change.

Required Core Courses for Pharmacy Technician – Entry Level ,
accredited by the American Society of Health-System Pharmacists (ASHP)
****The Pharmacy Technician program at NOCE has been granted a conditional accreditation for one year (2023) pending a progress report to determine continued accreditation.**
Core courses are listed in the order of the program's recommended sequence. Students MUST begin the program with PTEC 100 and/or MEDO 105

Course #	Course Title	Hours	Prerequisite(s)	Completion Status
❖PTEC 100	Pharmacy Technician, Introduction	60	-	
MEDO 105	Medical Terminology	48	-	
COMP 685	Beginning Keyboarding	36		
PTEC 105	Pharmacy Operations Lab	36	• PTEC 100 • COMP 685 or Keyboarding Challenge 30 NWPM	
PTEC 115	Pharmacology I	36	• MEDO 105 or MEOC 104	
PTEC 120	Pharmacology II	36	• MEDO 105 or MEOC 104	
PTEC 110	Pharmaceutical Mathematics	36	• PTEC 100	
PTEC 125	Human Relations for Healthcare Workers	36	-	
PTEC 205	Pharmacy Technician, Lab for the Out-Patient	48	• MEDO 105 or MEOC 104 • PTEC 105 • PTEC 110 • PTEC 115 • PTEC 120	
PTEC 200	Pharmacy Technician, Lab for the In-Patient	48	• PTEC 105 • PTEC 110 • PTEC 115 • PTEC 120	

Course #	**Course Title**	**Hours**	**Prerequisite(s)**	**Completion Status**
PTEC 300	Pharmacy Technician Practical Career Training – Entry (requires weekly class meetings plus 130 hours of externship in an approved pharmacy) *If required by the site, students must complete a criminal background check and provide immunization status. Students may not be accepted by a site if they have a criminal conviction and/or do not satisfy the site's placement requirements.* ***Criminal convictions related to driving under the influence (drugs or alcohol), possession of illegal drugs or prescription drugs without a prescription, possession or sale of illegal drugs, theft, and multiple arrests may make it difficult for students to secure an externship site.***	18	• PTEC 125 • PTEC 200 • PTEC 205 • Enrollment must be within one year of completion of final pharmacy technician lab.	

Required Keyboarding Proficiency

		Hours	**Prerequisite**	**Completion Status**
COMP 685	Beginning Keyboarding	36		

Optional Elective (this is an optional course and is not part of the certificate program requirements)

Course #	**Course Title**	**Hours**	**Prerequisite(s)**	**Completion Status**
PTEC 310	Pharmacy Technician Certification Exam Review	36	•	

Completion Timeline

All required courses for the Pharmacy Technician Certificate must be completed and students must maintain Catalog Rights. NO EXTENSIONS and/or EXCEPTIONS WILL BE GIVEN. Those students not meeting the requirements and/or not maintaining catalog rights will be required to repeat any classes and/or take any additional program requirements.

❖Students are required to see a NOCE Counselor while enrolled in PTEC 100. Counselors will assist students enrolled in PTEC 200 and PTEC 205 with completing the application for the program certificate and obtain student authorization to allow the Records Office to complete the State's Affidavit of Completed Coursework or Graduation for Pharmacy Technician form. Students will need to schedule an individual Graduation Check/Exit Interview appointment with a counselor to complete this required paperwork.

Counselor appointments can be made in person at the Anaheim campus in room 215, by phone at

714-808-4682, or via email at counseling@noce.edu.

Additional Program Information

Catalog Rights and Completion Deadline

The course requirements for a specific certificate program may change from one catalog to the next and, therefore, may change during the period of time that a student attends NOCE. Catalog rights established when a student first takes classes at NOCE protect the student from being held for additional program requirements that may be added to a later catalog.

Students maintain catalog rights by maintaining continuous enrollment in one of the following courses at NOCE: Basic Skills, Career Technical Education, Disability Support Services, and English as a Second Language. Continuous enrollment is enrollment in any two of the previous consecutive terms, including Summer, resulting in an academic record of A, B, C, D, F, P (Pass), NP (No Pass), SP (Satisfactory Progress), or W (Withdrawal). Missing more than two consecutive terms will result in loss of catalog rights due to a break in continuous enrollment.

If continuous enrollment is broken the student must adhere to the catalog requirements in effect at the time continuous enrollment is re-established and maintained. The lab enrollment in WFPR 100, WFPR101, keyboarding exams, and required certifications (e.g. CPR card) cannot be used to maintain catalog rights. Course substitution nor course challenges do not maintain catalog rights.

This policy supersedes all previous catalog rights provisions and applies only to the programs at NOCE.

Student Code of Conduct

While attending classes in any NOCE program, students are expected to uphold the NOCCCD Student Code of Conduct, respecting and obeying all civil and criminal law and will be subject to legal penalties for violation of the city, county, state, and national laws. Under the State Education Code, student conduct must conform to Board Policy, college regulations, and procedures. **A student who breaks the standards of student conduct will face disciplinary action including, but not limited to, the removal, suspension, or expulsion of the student.**

A full explanation of misconduct, which is considered "good cause" for disciplinary action can be found on the NOCCCD website.

Course Substitutions:

Accepted Course:	Substituted For:
HS 145C: Medical Terminology at Cypress College	MEDO 105: Medical Terminology at NOCE

Contact the CTE Office to complete and submit a Course Substitution Request form.

Challenge Exams

Course:	Requirements:
Prerequisite Challenge for PTEC 105 COMP 685: Beginning Keyboarding (5-Minute Keyboarding Exam)	• Students who are currently enrolled or have been previously enrolled in COMP 685 are **NOT** eligible for the Keyboarding Challenge Exam. • Completed application showing proof of work experience or proof of typing speed of at least 30 NWPM. • Students must pass a 5-minute keyboarding exam by typing a minimum of 35 net words per minute (NWPM) with five or less errors. • Students are allowed to take the challenge exam up to three (3) times within a 30-minute appointment window on the same day. • Students who do not pass the Keyboarding Challenge Exam within the maximum number of attempts **will be required to take COMP 685: Beginning Keyboarding.** • Contact the CTE Office at careers@noce.edu to request the application.
Prerequisite Waiver for PTEC 105 (3-Minute Keyboarding Exam)	• Completed application showing proof of work experience or proof of typing speed of at least 25 NWPM. • Students must pass a 3-minute keyboarding exam by typing a minimum of 30 net words per minute (NWPM) with five or less errors. • Students are allowed to take the challenge exam up to three (3) times within a 30-minute appointment window on the same day. • Students who pass the 3-minute keyboarding exam will **not** receive credit for COMP 685, but will receive a **waiver** that will allow them to enroll PTEC 105. • Students who do not pass the Keyboarding Challenge Exam within the maximum number of attempts **will be required to take COMP 685: Beginning Keyboarding.** • Contact the CTE Office at careers@noce.edu to request the application.

Program Attendance and Grading Requirement

In-Person Classes	Online Classes
First Day Of Class **ATTENDANCE ON FIRST DAY OF CLASS IS MANDATORY** to secure your place in class. If you are not in class ONE HOUR after the scheduled start time, your spot could be assigned to a student on the waitlist. No student will be allowed to enroll in a class after the established deadline.	**First Week of Attendance** **FIRST WEEK OF ATTENDANCE IS MANDATORY** to secure your place in class. If you do not sign in to your Canvas course and/or contact your instructor by 11:59 p.m. on the third day from the start of the course, your spot could be reassigned to a student on the waitlist and you will be dropped from the course**.** If you are enrolled in a hybrid class and the first class meeting is scheduled to be in-person, see the First Day of Class policy for in-person classes. No student will be allowed to enroll in a class after the established deadline.
Ongoing Attendance Regular attendance is expected of every student.	**Ongoing Active Participation** Ongoing active participation is expected of every student. Active participation requires more than just logging into Canvas. Students who do not actively participate on a weekly basis will be dropped from the class up until the second census date.
Waitlisted Students Before the class start date, students on the waitlist will be notified via e-mail as soon as seat is available. Once you receive the e-mail, you will have up to 24 hours to accept the seat. If you do not accept, by the deadline given in your e-mail notification, the seat will be offered to the next student on the waitlist. • The waitlist process is only valid **before** the class start date. • After the class starts, students interested in adding a closed class must have instructor permission, so it is recommended that students who were on the waitlist attend the first day of class and request instructor permission to be added. • For classes five weeks in length or less, students cannot add after the start date.	**Waitlisted Students** Through the first week of classes, students on the waitlist will be notified via e-mail as soon as seat is available. Once you receive the e-mail, you will have up to 24 hours to accept the seat. If you do not accept, by the deadline given in your e-mail notification, the seat will be offered to the next student on the waitlist. • The waitlist process is only valid through the end of the first week of the class. • During the 2nd week of classes, students still interested in adding a closed class must contact StarHelp at 714.808.4679 or e-mail starhelp@noce.edu. • No student will be allowed to enroll in a class after the established deadline.

In-Person Classes	Online Classes
• For classes six weeks in length or more, students cannot add after the second class meeting. • No student will be allowed to enroll in a class after the established deadline.	
Grading Policy All courses in this program are graded (Pass or No Pass). In order to be eligible to receive a passing grade, students in this program must meet both the minimum attendance requirements and the 80% or higher grading requirement.	**Grading Policy** All courses in this program are graded (Pass or No Pass). In order to be eligible to receive a passing grade, students in this program must meet both the minimum attendance requirements through ongoing active participation and the 80% or higher grading requirement.

Graduation Check for Program Certificate and Commencement

To receive the certificate and participate in the Commencement Ceremony, students must schedule and attend a Graduation Check/Exit Interview appointment with a NOCE Counselor at the end of your final term to complete the application for program certificate. If you do not plan on participating in the commencement ceremony, you still must schedule a Graduation Check/Exit Interview appointment with a NOCE counselor.

Once the Records Office receives your application and verifies that all the requirements have been met, the program certificate will be mailed to you.

Accredited by the Accrediting Commission for Schools,
Western Association of Schools and Colleges
533 Airport Blvd., Suite 200 Burlingame, CA 94010
Website: www.acswasc.org

The North Orange County Community College District's (NOCCCD) North Orange Continuing Education (NOCE) Administrative Offices are located at 1830 W. Romneya Drive in Anaheim, California 92801. For more information, call 714.808.4645 or visit www.noce.edu. It is the policy of NOCCCD to provide an educational, employment, and business environment in which no person shall be unlawfully subjected to discrimination or sexual harassment, nor unlawfully denied full and equal access to the benefits of District programs or activities on the basis of ethnic group identification, national origin, religion, age, gender, race, color, ancestry, sexual orientation, marital status or physical or mental disability as defined and prohibited by state and federal statutes. The District is also committed to maintaining campuses that are free of harassment, drugs and alcohol. To read the entire NOCCCD nondiscrimination statement, see the policy in the General Information section in the back of the NOCE class schedule.