PROGRAM GUIDEBOOK

PHARMACY TECHNICIAN, ENTRY LEVEL

CERTIFICATE

2026-2027

Program Information:

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and label appropriately, correct rejected insurance claims, maintain proper inventory, order, maintain files, check for outdated medications, professionally respond to questions or requests, accept payment from customers, maintain the pharmacy in a clean and orderly manner, and compound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.

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 meets the American Society of Health-System Pharmacists (ASHP) accreditation entry level standards. 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.

Estimated Starting Salary:

$25.00 to $29.00 average hourly wage

Note: Salary outlook is for Orange County, California and will vary depending on skill, experience, employer, and geographic location.

Eligibility Requirements

To be eligible for the program candidates must:

- Be 18 years of age or older.
- Apply online or in-person at any NOCE Center.
- Complete the online Pharmacy Technician Orientation at least 24 hours prior to registering for courses.
- Recommended: Basic English language reading, writing, and speaking skills, and/or be at an ESL Intermediate High level.
- Recommended: Basic math skills

Program of Study Leading to a Certificate

This information is for advisement purposes only and is subject to change.
It is recommended that students see a NOCE Counselor upon enrollment to complete an educational plan. Counselor appointments can be made in person at the Anaheim Campus Room 215, by phone at (714) 808-4682, or via e-mail at counseling@noce.edu. Counseling is available in-person, online, and via telephone at all three NOCE Centers. You can view the locations and operating hours on the NOCE Counseling Webpage.

Pharmacy Technician Licensing Requirement

To work as a pharmacy technician in California, you must have a license 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:

    a. An approved Pharmacy Technician Program (The Pharmacy Technician - Registration Level or Entry Level Certificate at NOCE satisfies this educational requirement).
    b. National Certification via PTCB or NHA
    c. 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.

For more details regarding licensing requirements visit the California State Board of Pharmacy website.

Certified Pharmacy Technician (CPhT)

The CPhT certification through the Pharmacy Technician Certification Board (PTCB) allows individuals to build their professional 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 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.

Course Guide

Course Definitions

Prerequisite: A course or a test that must be successfully completed prior to registering for the listed course.
Co-requisite: A course that must be taken at the same time as another course.
Advisory: A course that is highly recommended and advantageous to course success.

Required Core Courses for Pharmacy Technician, Entry Level Certificate

Core Courses are listed in the order of the program's recommended sequence

(Review the Pharmacy Technician, Entry Level Recommended Plan of Study)

MEDO 105

Course Title: Medical Terminology
Course Hours: 48

PTEC 100

Course Title: Pharmacy Technician, Introduction
Course Hours: 60

PTEC 125

Course Title: Human Relations for Healthcare Workers
Course Hours: 36

PTEC 115

Course Title: Pharmacology I
Prerequisite(s): MEDA 105
Course Hours: 36

PTEC 120

Course Title: Pharmacology II
Prerequisite(s): MEDA 105
Course Hours: 36

PTEC 110

Course Title: Pharmaceuticals Mathematics
Prerequisite(s): PTEC 100
Course Hours: 36

PTEC 105

Course Title: Pharmacy Operations Lab
Prerequisite(s): COMP 685, PTEC 100
Course Hours: 36

PTEC 205

Course Title: Pharmacy Technician, Lab for the Out-Patient
Prerequisite(s): MEDO 105, PTEC 105, PTEC 110, PTEC 115, PTEC 120
Course Hours: 48

PTEC 200

Course Title: Pharmacy Technician, Lab for the In-Patient
Prerequisite(s): PTEC 105, PTEC 110, PTEC 115, PTEC 120
Course Hours: 48

PTEC 300

Course Title: Pharmacy Technician Practical Career Training, Entry
Course requires weekly class participation plus 130 experiential hours 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 arrest may make it difficult for students to secure an externship site.
Prerequisite(s): PTEC 125, PTEC 200, PTEC 205
(Enrollment must be within one year of completion of final pharmacy technician lab or work experience as a Pharmacy Technician within the previous 12 months)
Course Hours: 18

Keyboarding Proficiency Requirement

COMP 685

Course Title: Computer Keyboarding, Beginning
Course Hours: 36

Optional Elective

(This is an optional course and is not part of the certificate program requirements)

PTEC 310

Course Title: Pharmacy Technician Certificate Exam Review
Prerequisite(s): COMP 685, PTEC 100
Course Hours: 36

Completion Timeline

All required courses must be completed, and students must maintain Catalog Rights. No extensions and/or exceptions will be given. Those students who do not meet the requirements and/or have not maintained catalog rights will be required to repeat any classes and/or take any additional program requirements.

Catalog Rights

North Orange Continuing Education (NOCE) issues a new catalog each academic year beginning in the fall semester and, if needed, subsequent addendums for the spring and summer terms. The information published in the catalog or catalog addendums is in effect for the academic year beginning with the fall semester and concluding with the summer term.

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. Additional information can be found on the NOCE Catalog Rights Webpage.

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

Course Substitutions

Accepted Course: HS 145 C: Medical Terminology at Cypress College
Substituted For: MEDO 105: Medical Terminology at NOCE
Contact the CTE Office at careers@noce.edu to request a Course Substitution Request form.

Challenge Exams

COURSE: COMP 685 Computer Keyboarding, Beginning
For more information and to obtain an application, visit the CTE Challenge Examination Request webpage or contact the CTE Office at careers@noce.edu .

Program Attendance and Grading Requirements (In-Person Courses)

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.

Ongoing Attendance

Regular attendance is expected of every student.

Waitlisted Students

Before the class start date, students on the waitlist will be notified via e-mail as soon as a seat is available. Once you receive the e-mail, you will have up to 24 hours to register for the class. If you do not register 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.
- For classes six weeks in length or more, students cannot add after the second meeting of the class.
- 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.

Program Attendance and Grading Requirements (Online Courses)

First Week of Attendance

FIRST WEEK OF ATTENDANCE IS MANDATORY to secure your place in class. If you do not sign into 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 Active Participation

Ongoing active participation is expected of every student. Active participation requires more than just logging onto 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

Through the first week of classes, students on the waitlist will be notified via e-mail as soon as a seat is available. Once you receive the e-mail, you will have up to 24 hours to register for the class. If you do not register 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 admission@noce.edu
- 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). 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 their final term to complete the application for the program certificate. If you do not plan on participating in the Commencement Ceremony, you still must schedule a Graduation Check/Exit interview with a NOCE counselor.

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

NOCE Department Contact Information

Career Technical Education

NOCE Anaheim Campus
1830 W. Romneya Drive, Room 513 (Floor 5)
Anaheim, California 92801
(714) 808-4915
careers@noce.edu

Admissions and Records (StarHelp Registration Assistance)

NOCE Anaheim Campus
1830 W. Romneya Drive, (Floor 2)
Anaheim, California 92801
(714) 808-4679
admission@noce.edu
Note: Registration assistance is available at all three NOCE centers. You can view locations on the NOCE Admissions and Records Webpage.

Academic Counseling

NOCE Anaheim Campus
1830 W. Romneya Drive, Room 215 (Floor 2)
Anaheim, California 92801
(714) 808-4682
counseling@noce.edu
Note: Counseling is available in-person, online, and via telephone at all three NOCE centers. You can view the locations and operating hours on the NOCE Counseling Webpage.