

Pharmacy Technician Certificate Program Guide 2020-2021

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and label appropriately, correct rejected insurance claims, maintain proper inventory, order, maintain files, check for outdated medications, professionally respond to questions or requests, accept payment from customers, maintain the pharmacy in a clean and orderly manner, and compound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 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 and advanced-level certificate meets American Society of Health-System Pharmacists (ASHP) accreditation standards.

To work as a licensed Pharmacy Technician in California, you must have a social security number or individual taxpayer identification number, have a high school diploma or equivalent, and pass a criminal background check. Please visit [California State Board of Pharmacy](#) or call the State Board at 916-574-7900 for the most current eligibility requirements for licensure.

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.

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

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 Registration				
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	-	
PTEC 105	Pharmacy Operations Lab	36	<ul style="list-style-type: none"> • PTEC 100 • COMP 685 or Keyboarding Challenge 30 NWPM 	
PTEC 110	Pharmaceutical Mathematics	36	<ul style="list-style-type: none"> • PTEC 100 	
PTEC 115	Pharmacology I	36	<ul style="list-style-type: none"> • MEDO 105 or MEOC 104 	
PTEC 120	Pharmacology II	36	<ul style="list-style-type: none"> • MEDO 105 or MEOC 104 	
PTEC 125	Human Relations for Healthcare Workers	36	-	
PTEC 200	Pharmacy Technician, Lab for the In-Patient	48	<ul style="list-style-type: none"> • PTEC 105 • PTEC 110 • PTEC 115 • PTEC 120 	
PTEC 205	Pharmacy Technician, Lab for the Out-Patient	48	<ul style="list-style-type: none"> • MEDO 105 or MEOC 104 • PTEC 105 • PTEC 115 • PTEC 120 	
Required Keyboarding Proficiency				
Course #	Course Title	Hours	Prerequisite(s)	Completion Status
COMP 685	Beginning Keyboarding	36	-	
Additional Required Course (1) for the ASHP Entry-Level Program Certificate				
must be completed within one (1) year of completing PTEC 200 and/or PTEC 205				
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) <i>Due to COVID-19, this course will not be offered in the 2020-2021 academic year</i>	18	<ul style="list-style-type: none"> • PTEC 125 • PTEC 200 • PTEC 205 	

Additional Required Courses (3) for the ASHP Advanced-Level Program Certificate

must be completed within one (1) year of completing PTEC 200 and/or PTEC 205

Course #	Course Title	Hours	Prerequisite(s)	Completion Status
PTEC 301	Pharmacy Technician, Advanced Level Lecture	48	<ul style="list-style-type: none"> • PTEC 125 • PTEC 200 • PTEC 205 or Completion of an ASHP recognized Pharmacy Technician program 	
PTEC 302	Pharmacy Technician, Advanced Level Lab	60	<ul style="list-style-type: none"> • PTEC 125 • PTEC 200 • PTEC 205 or Completion of an ASHP recognized Pharmacy Technician program 	
PTEC 305	Pharmacy Technician Practice Career Training – Advanced (requires weekly class meetings plus 160 hours of externship in an approved pharmacy) <i>Due to COVID-19, this course will not be offered in the 2020-2021 academic year</i>	18	<ul style="list-style-type: none"> • PTEC 301 • PTEC 302 	

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 visit the PTEC 200 and PTEC 205 classes to assist students 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 absent on the day of the class-visit 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 or by phone at 714-808-4682.

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 CCTR 100, keyboarding exams, and required certifications (e.g. CPR card) cannot be used to maintain catalog rights. Course substitution and course challenges do not maintain catalog rights.

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

Course Substitutions:

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

Challenge Exams

Course:	Requirements:
Keyboarding Challenge Exam	<ul style="list-style-type: none">• Completed application showing proof of work experience or typing speed of at least 25 NWPM.• If in-person services are closed due to COVID-19, the challenge exam will be administered remotely and students must meet the system requirements.• Students must pass a 5-minute keyboarding test by typing a minimum of 35 net words per minute (NWPM) with five or less errors to challenge out of COMP 685; or pass a 3-minute keyboarding test by typing a minimum of 30 NWPM to meet the keyboarding prerequisite requirement for PTEC 105 only.• Students are allowed to take the challenge exam up to (3) different days.

Course:	Requirements:
	<ul style="list-style-type: none"> 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.
MEDO 105: Medical Terminology	<ul style="list-style-type: none"> Proof of completion of an equivalent course from an accredited institution and/or proof of related industry experience. Challenge exam can only be taken once. Appointment required, contact the CTE Office at careers@noce.edu.
MEOC 140: Pharmaceutical Math	<ul style="list-style-type: none"> Proof of completion of an equivalent course from an accredited institution and/or proof of related industry experience. Challenge exam can only be taken once. Appointment required, contact the CTE Office at careers@noce.edu.

Program Attendance and Grading Requirement

In-Person Classes	Online Classes
<p><u>First Day Of Class</u> 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.</p> <p>No student will be allowed to enroll in a class after the established deadline.</p>	<p><u>First Week of Attendance</u> 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 Wednesday during the first week of the course, your spot could be reassigned to a student on the waitlist and you will be dropped from the course.</p> <p>No student will be allowed to enroll in a class after the established deadline.</p>
<p><u>Ongoing Attendance</u> Regular attendance is expected of every student.</p>	<p><u>Ongoing Active Participation</u> 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.</p>

In-Person Classes	Online Classes
<p><u>Waitlisted Students</u> Students on the waitlist should attend the first day of class.</p> <p>During COVID-19 waitlisted students are not authorized on campus and must contact the CTE Office for further instructions.</p>	<p><u>Waitlisted Students</u> Students on the waitlist will be notified as soon as possible when seats open up in classes. 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.</p>
<p><u>Grading Policy</u> All courses in this program are graded (Pass or No Pass).</p> <p>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.</p>	<p><u>Grading Policy</u> All courses in this program are graded (Pass or No Pass).</p> <p>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.</p>

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:
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.