



**SCOTTSDALE
COMMUNITY COLLEGE**

A MARICOPA COMMUNITY COLLEGE



ACCELERATED PHARMACY TECHNOLOGY

INFORMATION PACKET

scottsdalecc.edu

Dear Student,

Welcome to Scottsdale Community College (SCC)!

We are excited that you are interested in the Accelerated Pharmacy Technology Program, and we look forward to partnering with you to prepare you for the rewarding career of serving as a Pharmacy Technician. The SCC Accelerated Pharmacy Technology Certificate of Completion is approved by the Higher Learning Commission, which is the institutional accreditation organization for the Maricopa Community Colleges. The SCC Accelerated Pharmacy Technology program is also a Pharmacy Technician Certification Board (PTCB) recognized education/training program. This program prepares students for the Pharmacy Technician Certification Exam (PTCE) or the National Healthcareer Association (NHA) Exam, which allows students to serve as a pharmacy technician in the workforce. The program curriculum is aligned to the American Society of Health System Pharmacists (ASHP) standards. This is a 9-credit hour, cohort-based program that is completed over 16 weeks. This program emphasizes hands-on, practical learning experiences coupled with didactic (lecture) learning. The program is offered in a hybrid format in which the learning takes place both online and in person. Participants also complete a 200-hour externship, allowing them to apply in a real-world workplace setting the skills and knowledge gained in the lab and classroom.

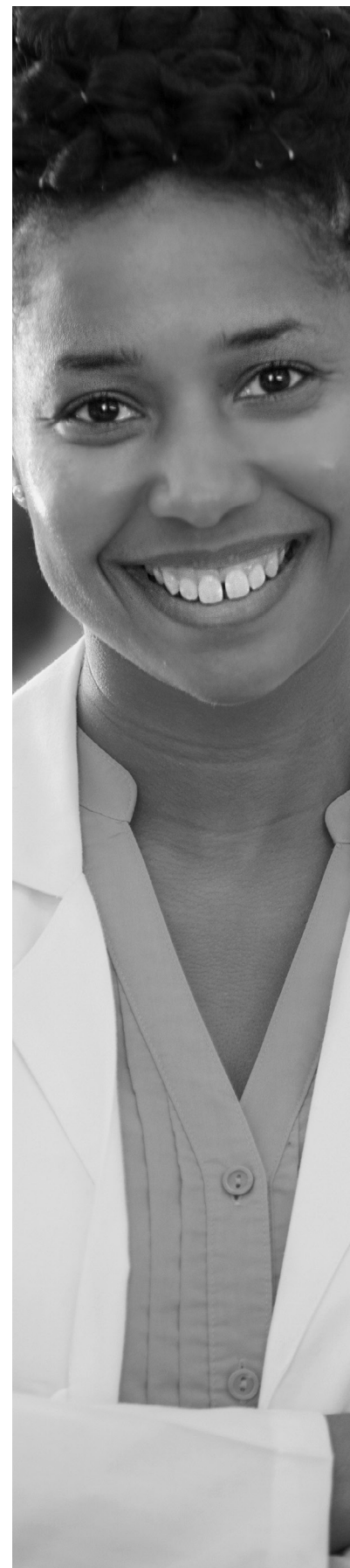
This information packet will provide you with the following details:

- Information about the Program & Curriculum
- Pre-Admission Requirements
- Admission and Enrollment Steps
- Approximate Costs

Again, thank you for your interest in the SCC Accelerated Pharmacy Technology program. We look forward to partnering with you in your pursuit of an Accelerated Pharmacy Technology Certificate of Completion. If you have questions at any time during this process, please do not hesitate to reach out to us for assistance. We are here to help you succeed!

Sincerely,
SCC Accelerated Pharmacy Technology Team

**The SCC Pharmacy Technology Program is pending U.S. Department of Education approval for financial aid eligibility.*



Certificate of Completion in Accelerated Pharmacy Technology Scottsdale Community College

PROGRAM DESCRIPTION

The Accelerated Certificate of Completion in Pharmacy Technology prepares students for entry-level pharmacy practice in retail, hospital, and institutional settings. Students will process and prepare medications, dispense medications, and learn inventory and quality control practices. The program includes instruction in medical and pharmaceutical terminology, legal and regulatory standards, customer service, prescription analysis and interpretation, mathematical calculations for dosing and solution preparation, safety procedures, and billing practices. The curriculum for this program includes a 200-hour externship and meets the Pharmacy Technician Certification Board (PTCB) requirement for students to take the Pharmacy Technician Certification Exam (PTCE) or the National Healthcareer Association (NHA) Exam for the Certification of Pharmacy Technicians (ExCPT).



bit.ly/scc-pharmacytech

COURSE CURRICULUM

The SCC Accelerated Pharmacy Technology Program is a 9-credit cohort program where a group of admitted students complete all of the PHT courses together at designated times over one semester. This SCC Accelerated Pharmacy Technology Program curriculum is aligned to the American Society of Health-System Pharmacists (ASHP) Standards.

ACCELERATED PHARMACY TECHNOLOGY COURSES

Course Prefix/#	Course Title	Total Credits
PHT225	Accelerated Pharmacy Technology	7
PHT253	Pharmacy Technician Externship	2
Total		9

PHT225 Accelerated Pharmacy Technology (7 credits)

Provides an overview of the pharmacy industry and entry-level pharmacy technician roles and responsibilities. Covers anatomy, physiology and health science, as well as pharmacology, scope of practice, and federal laws and regulations. Includes technical aspects of prescription dispensing and drug distribution in the retail and hospital setting. Also provides coverage of computer use, bulk compounding, packaging, inventory control, drug storage, and a variety of drug delivery systems.

PHT253 Pharmacy Technician Externship (2 credits)

Consists of 200 hours at a clinical site under the supervision of a pharmacist or senior pharmacy technician. Includes hands-on experience with patients, staff, and other healthcare professionals while applying the knowledge and skills obtained in the pharmacy technology program. Preparation for work experience in a pharmacy setting.

** Externship locations/hours vary and are not guaranteed to reflect the classroom days and times. Externship placement is dependent upon site availability and students do not have the option of choosing which site they want to go to. Traveling throughout the greater Phoenix area may be required. Students will be required to secure reliable transportation as 100% attendance is required to complete your externship. Externship location CANNOT be changed once selected. Refusal to accept or attend the selected site location could result in withdrawal from the program, which will also result in a failure to complete the program. A Certificate of Completion will not be awarded if this course requirement is not met.*

PROGRAM DATES/TIMES

The SCC Accelerated Pharmacy Technology Program is a 9-credit cohort program where a group of admitted students complete all of the PHT courses together at designated times. The Pharmacy Technology Program will take place each week on Saturdays during the day. In addition, the PHT253 200-hour externship will be completed during times available by the externship site during a 10-week period.

Course	Semester	Number of Weeks	Days/Times
PHT225	Fall/Spring	16 weeks	Check find a class
PHT253	Fall/Spring	10 weeks	Determined by the externship site

In addition to the in-class participation, the program requires 15-20 hours of out-of-class student work and study time each week.

To learn more about the SCC Accelerated Pharmacy Technology Program, schedule an appointment with an SCC Advisor:

Angelica Backalukas
Pharmacy Technology Program Director
angelica.backalukas@scottsdalecc.edu

-Or-



bit.ly/scc-advisor

To learn more about the Accelerated Pharmacy Technician Career, visit:

Occupational
Outlook
Handbook



bit.ly/pt-ooh-usbls

Occupational Information Network
(O*NET) – Sponsored by the US
Department of Labor



bit.ly/azwage-pharm-tech

STEP ONE: Attend a Pharmacy Technology Student Information Session or Meet with an Advisor or Program Director

Steps for Admission and Enrollment

The Pharmacy Technology Student Information Session will provide you with important details on the program as well as directions on completing the pre-enrollment requirements.

- Visit the **Accelerated Pharmacy Technology webpage** to identify the dates/times for the Student Information Sessions or watch a webinar recording.
- If you cannot attend or watch a Student Information Session, schedule an appointment with an Advisor or the Pharmacy Technology Program Director to receive the necessary details:

Angelica Backalukas
Pharmacy Technology Program Director
angelica.backalukas@scottsdalecc.edu

–Or–



bit.ly/scc-pharmacytech



bit.ly/scc-advisor

STEP TWO: Get Admitted into Scottsdale Community College

APPLY TO COLLEGE/OBTAIN STUDENT ID NUMBER

You can do this from anywhere!

- Visit Apply Now to SCC page:



bit.ly/scc-apply-now

- Complete a Student Admission Application:
 - Fill out the application online (If you are new to Maricopa, click on “Join Now”)
 - Download and complete the application and return to the SCC Admissions Office
 - Go to the Admissions Office in the Student Services building
 - Go to the Welcome Center in the Student Center building
 - Prior Maricopa Community College District Students: go to the Returning Students category and click on “Log In”. If you cannot remember your MEID and password, click “Forgot your Username?” and/or “Forgot your Password?” for assistance.

Should you have any questions about how to properly fill out your Student Application Admission, please call Scottsdale Community College at (480) 423-6100 and ask to speak with an Admissions Technician.

All students may submit a completed Student Application Admission in person, with a picture ID, at the Scottsdale Community College Admissions, Registration, and Records Office. Scottsdale Community College is located on the northeast corner of Loop 101 and Chaparral Roads in Scottsdale, Arizona. The Admissions, Records, and Registration Office is located at the southwest side of the campus.

APPLICATION

Information Needed	Enter/Verify Current Information
Primary College of Interest	Scottsdale Community College
Program Plan	CCL – Accelerated Pharmacy Technology Program
Primary Reason for Attending	Personal Interest
Select Expected Start	Select Academic Year

STEP THREE: Complete Pre-Enrollment Requirements

Once you've been accepted into Scottsdale Community College, all students admitted to an MCCCDC healthcare program are required to obtain the following before enrolling in the accelerated pharmacy technology program:

1. Establish an account with American Data Bank (ADB/Complio)
2. Purchase immunization packet and background check through American Databank/Complio
3. Work on completing all MCCCDC health and safety required items
4. Create and pay for an account with My Clinical Exchange (mCE)
5. Complete ADB and mCE deadlines by the designated date

During the Accelerated Pharmacy Technology program orientation that takes place prior to registering for the program, you will receive detailed directions on the ADB, mCE, and the Health & Safety Requirements.

Once established, the following documents will need to be uploaded into ADB:

Proof of Immunizations

- MMR (measles, mumps, rubella)
- Varicella (chickenpox)
- TDaP (tetanus, diphtheria, pertussis)
- Influenza (flu)
- TB (tuberculosis)
- Hep B Series (hepatitis B)
- COVID-19

Additional Items In ADB/Complio

- Background check
- Healthcare Clearance Form – Medical Exam
- Level One Fingerprint Clearance Card
- Basic Life Support (BLS) Provider CPR Certification – Certification must have hands-on component
- Drug screening
- Photograph
- Photo ID

EXPLANATION OF HEALTH AND SAFETY REQUIREMENTS

For more information regarding the Health and Safety Requirements of the Maricopa County Community College's Allied Health Programs, please visit:



bit.ly/hsr-mcccd

To learn more about the Maricopa Community College's Health and Safety Requirements, please watch the following video:



bit.ly/mcccd-hst-course

IMPORTANT

- Healthcare students have a responsibility to protect themselves and their patients and families from preventable diseases. All students will purchase a supplemental background screen and Medical Document Tracker from American Databank. Program requirements will be approved by American Databank.
- Students are responsible for maintaining all health and safety requirements and to submit documentation by due date. Failure to maintain program health and safety requirements will result in inability to continue clinical experiences and may result in withdrawal from the program.
- All immunization records must include the student's name and the signature of the healthcare provider.
- Health and safety requirements are subject to change depending on clinical agency requirements.

READING & MATCH PLACEMENT Recommended (NOT REQUIRED)

Reading Placement

We recommend that you are at the following Reading level for the program (meeting one of these criteria would indicate that you are at the necessary Reading level):

- GED (Reasoning Through Language Arts) score of 175-200
- Completion of RDG 100 or CRE 101 with a passing grade of "C" or better
- Accuplacer Next Generation Reading score of 249 or higher
- Accuplacer Classic Reading score of 74 or higher
- SAT Reading Score (old version) of 860-1590
- SAT Reading Score (new version) of 480-800
- ACT Reading Score of 22 or higher
- EdReady Critical Reading Score of 90 or above

Math Placement

We recommend that you are at the following Mathematics level for the program (meeting one of these criteria would indicate that you are at the necessary Mathematics level):

- Accuplacer Elementary Algebra score of 20 or above
- EdReady College Algebra score of 70 or above
- Completion of MAT081 or higher with a passing grade of "C" or better

If you would like assistance with improving your Reading and/or Math skills and increasing assessment scores, you can use the following resources:

- EdReady is diagnostic assessment as well as a great tool to use if you would like to improve your reading and math skills. Students will be guided to study programs to help increase their score and improve skills, as needed, in each area.
- Students are also encouraged to contact the SCC Writing Center for assistance in improving their Reading skills and Reading assessment scores.



bit.ly/scc-testing-center



bit.ly/scc-writing-center

STEP FOUR: Enroll & Pay for Classes

ENROLL IN PHT COURSES

- Once we receive the results of the pre-enrollment requirements, our team will contact you with directions and permission for enrolling in the PHT classes.

Enrollment is based on eligibility, completed documents, and space in the program.

- Visit the SCC Admissions page:

If you need assistance, contact Enrollment Services:

480.432.6100 or admissions@scottsdalecc.edu



bit.ly/scc-admissions

PAY FOR CLASSES/PAYMENT REMINDERS

For your convenience, you can view account activity at www.my.maricopa.edu.

The following are the available payment methods:

- **Pay online** using debit/credit cards by logging in to your Student Center at **My Maricopa**:
- **Pay monthly** by enrolling in the **Monthly Payment Plan**. You access the plan through your personalized student center at My Maricopa.
- **Pay by phone** with a debit/credit card, by calling **480.423.6148**.
- **Pay in person** at Student Business Services by cash, check, money order, or debit/credit card (Visa, MasterCard, Discover or American Express).
- **Pay by mail**, using a check or certified money order. Please allow seven to ten business days for mail and processing time. (Do not mail cash) Send your payment to:
Scottsdale Community College | Student Business Services
9000 East Chaparral Road | Scottsdale, AZ 85256



bit.ly/scc-my-maricopa

Your seat will not be secured until you have verified funding for your program. Failure to secure your seat by your payment due date may result in a drop from your program for non-payment.

Continued enrollment in the program is contingent upon the ability to secure tuition funding.

Students who do not adhere to tuition payment guidelines will be withdrawn from the program. Students who are withdrawn prior to the program start date due to failure to comply with tuition payment guidelines will void their seat in class and it will be given to the next student in line who is on the waitlist.

For more details regarding ways to pay for college, please visit:



bit.ly/scc-paying-college

STEP FIVE: Obtain Pharmacy Technician Training License

Within the first week of class, you will work with your instructor to fill out and submit a pharmacy technician training license.



Pharmacy Technology Program Costs

TUITION AND FEES

Program Tuition and Fees	Cost (In-State Maricopa Resident)	Cost (Out-of-State Resident)
Tuition (9 credits)	\$873	\$3348.00
Registration Fee (1 semesters)	\$15.00	\$15.00
Course Fees	\$200.00	\$200.00
Total	\$1088.00	\$3563.00

ADDITIONAL EXPENSES

Books, course materials, and student uniforms are not part of tuition costs. Other admission requirements will not be covered as part of the tuition such as the Immunization Tracker, myClinicalExchange for clinical externship, immunizations, medical clearance form, CPR card, background check, level one fingerprint clearance card, or urine drug screen. Additionally, the cost of the pharmacy technician trainee license as well as the cost of the certification exam are not covered by the tuition.

Additional Expenses	Estimated Cost
Course Materials (Choice of Package 1 or Package 2 of NHA's Pharmacy Technician Solution): Package 1 - Complete package includes preparation, study guide, and certification exam for ExCPT Package 2 - Includes Package 1 except for the Preparation & Certification	<i>*Subject to change</i> \$555 \$462
Uniform (approximate cost per uniform)	\$35.00
American Databank – Immunization Tracker and Criminal Background	\$54.00
MyClinicalExchange (mCE) – Clinical Externship	\$20.00
Medical Exam – Medical Clearance (varies depending on insurance, co-pay, and deductibles)	\$0.00 - \$50.00
Immunizations (varies depending on insurance, co-pay, and deductibles)	\$0.00 - \$200.00
Urine Drug Screen (completed in program before clinical externship)	\$58.00
Level-One Fingerprint Clearance Card (cost will vary)	\$80.00
Basic Life Support (BLS) Provider CPR Card	\$45.00 -55.00
Criminal Background Check (completed before enrollment into program)	\$54.00
Pharmacy Technician Trainee License	\$60.00

FINANCING YOUR EDUCATION

Students are responsible for the total program cost, which includes tuition and fees, out-of pocket expenses, and any additional expenses associated with this program. Each student is expected to secure sufficient financial aid or funding for their tuition and fees, and/or establish a payment plan during their enrollment.

Paying for College

- For more details regarding ways to pay for college, please visit:
The Accelerated Pharmacy Technology certificate is not eligible for Financial Aid



bit.ly/scc-paying-college



bit.ly/scholarships-scc

Scholarships

- For details regarding scholarship opportunities:

REFUND POLICY

Students who officially withdraw from credit classes (in fall, spring, or summer) within the withdrawal deadlines listed below will receive a 100% refund for tuition, class and registration processing fees. Deadlines that fall on a weekend or a college holiday will advance to the next college workday except for classes fewer than 10 calendar days in length or as specified by the college. Calendar days include weekdays and weekends. Refer to individual colleges for withdrawal and refund processes. Zero attendance is not an allowable refund exemption or an excuse of the debt incurred through registration.



bit.ly/scc-refund-policy

NON DISCRIMINATION POLICY

The Maricopa County Community College District does not discriminate on the basis of race, religion, color, national origin, sex, handicap/disability, sexual orientation, age, or Vietnam era/disabled Veteran status in employment or in the application, admission, participation, access and treatment of persons in instructional or employment programs and activities.

NOTICE

Scottsdale Community College reserves the right to change, without notice, any materials, pricing, information, curriculum requirements, and regulations stated in this publication.



**SCOTTSDALE
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A MARICOPA COMMUNITY COLLEGE

The Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District.

The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, visit www.maricopa.edu/non-discrimination.