



PharmacyTrainer Schools
Imagine how your life can change in just 12 weeks!

**COURSE CATALOG
2018
Fall Term**

INDIANA & VIRGINIA LOCATIONS

**PharmacyTrainer Schools, LLC
1572 US Highway 27 North
Avon Park, FL 33825**

PharmacyTrainerSchools.com

1-877-232-8324
toll-free

1-863-453-0344
facsimile

Current as of August 1, 2018

OUR MISSION

PharmacyTrainer Schools is dedicated to the philosophy that a properly trained workforce of pharmacy technicians will be the key to the successful future of the profession of pharmacy. This training can best be demonstrated through the student's successful completion of the national pharmacy technician certification examination.

Our corporate mission is to produce the best and most cost effective educational programs to teach students the skills and knowledge required to become certified pharmacy technicians.

It is estimated by the United States Department of Labor, that the pharmacy technician profession will grow by over 30% in the coming years. The knowledge you will receive during our class is designed to propel your career to heights that will allow you to enjoy great pay, excellent working conditions, fantastic benefits, and flexible schedules; all of which are possible in the profession of pharmacy!

THINK ABOUT YOUR FUTURE! The very fact that you are reading this today indicates you are ready to make a positive change in your life. PharmacyTrainer Schools can help you achieve this goal; for about the price of the average monthly car payment!

PharmacyTrainer Schools can have you on the path to a bright future!

COURSE OFFERINGS

What makes our program so unique? PharmacyTrainer Schools has developed the leading pharmacy technician training curriculum available to students anywhere. With over twenty years of pharmacy technician training experience, our founder has created a program that is so successful it is used not only by us, but also licensed to other colleges, vocational schools, and employers.

We began using the current twelve week format in 2003. Since then, we have refined and expanded the curriculum. PharmacyTrainer Schools will always remain on the cutting-edge of pharmacy technician education, and you are guaranteed to receive the most up-to-date educational experience possible.

In our class, you will take a "learning journey" through the practice of pharmacy. You will understand the "how and why" that is so crucial in successfully applying your new skills in the workplace.

Best of all, our program is affordable! No other company can offer such a comprehensive, and potentially life-changing, learning experience at such a reasonable cost!

THIS COURSE HAS BEEN APPROVED BY BOTH THE INDIANA AND VIRGINIA BOARDS OF PHARMACY AND MEETS ALL EDUCATION REQUIREMENTS FOR PHARMACY TECHNICIAN LICENSURE IN THE STATE OF INDIANA AND THE COMMONWEALTH OF VIRGINIA

After the student has successfully completed this course, they should submit a copy of their Certificate of Course Completion, along with their application for technician license, to their respective Board of Pharmacy. *Virginia students must also submit a copy of their national certification along with their application.*

STUDENTS WHO RESIDE IN ANY OTHER STATES: This course has not been submitted for approval in your state. Some states do not approve Distance Learning programs such as this one. Students who are in the following states should use this program only if it is necessary for you to take it (as determined by your employer), or simply as a PTCB examination preparation program:
AZ, AR, CO, FL, KS, MO, NE, NJ, NM, OK, PA, SD, UT, WA, WI, WY.

OUR CURRICULUM

PharmacyTrainer Schools uses our own copyrighted materials to train our students. *No other pharmacy technician school can offer our nationally famous program.* Since 1999, PharmacyTrainer has been delivering such a quality educational program to our students that the typical graduate of our course has an outstanding first try pass rate on the National Certification Examination! Because ***we constantly improve our curriculum*** to adapt the program to the very latest changes in the certification examination, you can always be assured of the most up-to-date materials and the best method of teaching available anywhere!

PharmacyTrainer Schools trains only pharmacy technicians! We exist solely for that purpose. You are our only priority!

OUR DIRECTOR

Mark Greenwald, B.S., RPh Director of PharmacyTrainer Schools, LLC

Mark Greenwald has compiled extensive experience in the profession of pharmacy. The years he has spent as a pharmacy technician, pharmacist, pharmacy manager, pharmacy district manager, author, and educator combine to give him a unique perspective on the profession. Mark's authored works have helped over 24,000 students achieve their goal of becoming a certified pharmacy technician! But what makes his teaching method so special, is that Mark is also an actual working pharmacist, and is licensed by the Board's of Pharmacy in Illinois, Florida, and Iowa. He knows how to relate to students using plain and easy to understand language, and he knows what skills must be mastered to be successful in the pharmacy. Mark's goal is to produce a course graduate that he would be proud to work side-by-side with in the pharmacy!

OUR INSTRUCTORS

PharmacyTrainer Schools uses practicing pharmacy professionals as instructors. These professionals may include pharmacists, pharmacy students in their last years of college, and certified pharmacy technicians. Our instructors are painstakingly selected to provide the student with an individual who is not only an academic specialist, but also someone who truly cares about your learning!

Twelve Week Distance Learning Course students receive an assigned instruction team to guide you through your studies. These instructors are available through a combination of contact methods. You may even contact instructors outside of class through telephone, email, or our online discussion board. Your questions will never go unanswered!

OUR CLASS LOCATIONS

One of the biggest hurdles in advancing a student's education is classroom location. Some students simply cannot access great learning programs because they live too far away, or they have scheduling problems.

Our Distance Learning Course is held 100% online. There is no class to drive hours to – no need to fight inclement weather to make class. ***You attend our classes in the comfort of your own home,*** or anywhere else with internet access! Your weekly assignments are available online as well as your weekly lecture. You get to study when, and where, YOU want! You will meet with your instructor a minimum of 4 times during the semester via scheduled online or telephone conferencing.

REGISTRATION DATES

Our Distance Learning Course is run with an open enrollment policy. ***Students may register at any time.*** Once you enroll online, your application will be reviewed to be sure you meet the requirements for the class. You will then be notified about your status and receive your login information to access the online site.

OUR SCHOOL CALENDAR

PharmacyTrainer Schools operates on a non-traditional term. Online enrollment is open 24 hours a day, 7 days a week. Our office is open Monday thru Friday 9am to 5pm eastern time. The office is closed on all major holidays.

Twelve Week Distance Learning Course

The 12 Week Distance Learning Course consists of twelve sessions containing reading assignments, chapter quizzes, a recorded live lecture with Power Point presentation, and math or section tests at the appropriate times. The course is designed so that one session is completed each week, however we recognize the difficulty experienced by some students in attending educational programs. Students may extend their time between class sessions when necessary, but never more than 3 weeks in between class sessions. Students must realize that if they extend time between classes, it will also extend the time needed for completing the program. Students who experience more than a 3 week delay in completing the following class will be suspended from the program until a suitable solution to their situation can be agreed upon with the school.

IMAGINE! You can study to become a certified pharmacy technician and still have plenty of time for all of your other busy activities! ***There is no need to stop working or put your life on hold!***

GRADING AND DIPLOMA ISSUANCE

Students will be evaluated and graded through the use of records including completion of assignments, instructor meeting attendance and participation, and test scores. In order to graduate from this course and receive a certificate of completion, the student must achieve a final grade of at least 70%. Complete information on the calculation of final grades is available in the course syllabus. Students may monitor their grades and attendance record by utilizing the online course software.

TUITION PAYMENT OPTIONS

The 12 Week Distance Learning Course is divided into 4 sections. Students have the choice of enrolling one section at a time or enrolling for the entire course at a discounted price. ***A \$100 discount is available for students using the single payment option!***

Single Payment Plan - \$700 is due at registration *(includes a \$100 tuition discount!)*

The \$700 payment includes a \$100 non-refundable administration fee

Payment by section: - \$200 per section *(total of 4 sections is \$800)*

The first payment includes a \$100 non-refundable administration fee

TUITION PAYMENT INFORMATION

The tuition that each accepted student pays to PharmacyTrainer Schools includes a one-time, non-refundable, \$100 administration fee. *This fees will always be included in all advertised course prices and will **not** be an additional charge.* The balance of the course price will be considered to be the actual tuition charge. The administration fee will only be refunded if there is a cancellation of the class. If this were to occur, the student would receive a total refund of all money paid to PharmacyTrainer Schools.

Payments are accepted via the internet at PharmacyTrainerSchools.com or by telephone at (863) 453-0344. For maximum convenience for the student, PharmacyTrainer Schools accepts all Visa, MasterCard, and Discover credit cards, as well as check-by-phone payments.

Students who select to enroll using a pay per section plan will not be charged any fee or interest payment for this service. However, any student who does not pay an installment will not be allowed to progress to the next section until their account is brought to good standing.

PHARMACYTRAINER SCHOOLS
Certified Pharmacy Technician 12 Week Distance Learning Course
Course Outline

Course Description:

The Twelve Week Live Course is designed to educate new students and current healthcare workers who are interested in becoming certified pharmacy technicians. Once this class is completed, the student will have a thorough understanding of the tasks and duties of the pharmacy technician in both retail and hospital environments, and be prepared to function in the professional environment of the pharmacy. Graduates will also be prepared to take the national pharmacy technician certification examination administered by the Pharmacy Technician Certification Board (PTCB) or National Healthcareer Association (ExCPT).

Specific Admission Requirements:

All applicants must:

- Be at least 18 years of age
- Be a high school graduate or with a passing score on the GED
- Be able to communicate fluently in speech and writing via the English language
- Have no criminal history involving a drug or felony arrest
- Have a working knowledge of the personal computer (PC)
- Have access to the internet

General Objectives:

Upon completion of the course the student will be able to:

- Establish his/her role in the health care system
- Adhere to standards of medication preparation and delivery in the retail and hospital setting
- Identify and understand the differences required in handling controlled substances and their medication orders
- Order, maintain, and control pharmacy inventory
- Relate a basic understanding of pharmacology and pharmacokinetic principles and their importance
- Adhere to legal, regulatory, and ethical standards in the pharmacy profession
- Follow systems of quality assurance and quality control in the pharmacy
- Participate in the administrative duties of the pharmacy
- Understand the ways the pharmacy technician supports the pharmacist in the performance of their duties.
- Demonstrate the knowledge and skills necessary to pass a National Pharmacy Technician Certification Examination.

Course Content:

PT 100: Pharmacy Technician Practice I (6 hrs)

- A. Introduction to the Certification Exam
- B. Practice Environments in Pharmacy
- C. Pharmacy as a Regulated Profession
- D. Specific Laws and their Relation to Pharmacy
- E. Non-Governmental Regulation & Audits
- F. The New Drug Application Process
- G. The Naming of Drug Products
- H. The Patent Period & Approval of Generic Drugs
- I. Legal Classification of Medicinal Products
- J. Dosage Forms and Route of Administration
- K. Legal and Ethical Considerations
- L. The OBRA Law
- M. Requirements of the Drug Order
- N. Interpretation of the Retail Drug Order
- O. Interpretation of the Hospital Drug Order
- P. Methods of Drug Order Entry
- Q. The Patient Profile
- R. Introduction to Pharmacy Math

PT 101: Section Two

- A. System of Measurement
- B. Conversions
- C. Methods of Measurement
- D. Proportions
- E. Preparation and Delivery in Retail
- F. Preparation and Delivery in Hospital
- G. Ordering, Receipt, and Storage of Pharmaceuticals
- H. Temperature Conversions
- I. Compounding Calculations
- J. Compounding Non-Sterile Preparations
- K. Patient Payment and Third Party Billing
- L. Return of Pharmacy Products

PT 101: Section Two (continued)

- M. Compounding Sterile Dosage Forms
- N. Calculating Adult Dosages
- O. Calculating Pediatric Dosages
- P. Parenteral Calculations

PT 102: Section Three

- A. Introduction to Equivalence
- B. Organ System Review
- C. Disease States and Risk Factors
- D. Introduction to Pharmacology
- E. Common Drug Review - Cardiology
- F. Common Drug Review – Respiratory
- G. Common Drug Review – Diabetes
- H. Common Drug Review – CNS
- I. Common Drug Review – GI

PT 104: Section Four

- A. Common Drug Review – Antibiotics
- B. Introduction to Pharmacokinetics
- C. Medication Therapy Management
- D. Dietary Supplements
- E. Vaccines and Immunization Services
- F. Handling Hazardous Agents
- G. Pharmacy Administration
- H. Maintaining a Safe Work Environment
- I. Handling Hazardous Substances
- J. Reducing Medication Errors
- K. The Opioid Epidemic
- L. Course Review
- M. State Specific Law Review

Required Materials:

The book used in this course has been edited to an electronic version that the student will access at no additional charge:

PharmacyTrainer Certified Pharmacy Technician Student Book – Third Edition (2015), Greenwald, Mark

Students who wish to obtain a discounted print copy of the textbook may do so by contacting the office.

The Top 200 Drug Flash Cards are provided to the student at no additional charge:

PharmacyTrainer Top 200 Drug Flash Cards- 2018 Edition (2018), Greenwald, Mark

PharmacyTrainer Schools Online Suite Membership

Computer Requirement: This is an online distance learning course that requires internet access for participation. It is highly recommended that the student have access to a high speed connection in order to view streaming lectures. Any computer that can access the internet, whether it is Windows or Mac based, will fulfill this requirement.

Evaluation of Student Outcomes

The evaluation of student progress and the final course grade is calculated by the following formula:

Instructor Meeting Attendance & Participation	10%
Homework	15%
Section Tests / Math Tests	50%
Final Examination	25%
Total	100%

Grading Scale

Grade	Range
A	90-100
B	80-89
C	70-79
F	Below - 69
Inc.	Incomplete

NOTE: Students with a grade of Inc. should make arrangements to correct their deficiencies within two months after the end of the program. If the student fails to complete these deficiencies, the student will automatically get a failing grade.

For Further Information

For further information on this course, you may contact PharmacyTrainer Schools toll free by telephone at (877) BE-A-TECH (877-232-8324). You may also contact us by email at sales@pharmacytrainer.com

PharmacyTrainer Schools, LLC
1572 US Highway 27 North • Avon Park, FL 33825 • (863) 453-0344

THERE IS NO EXTRA CHARGE FOR BOOKS OR MATERIALS

The student textbook has been adapted to the distance learning format and will be read on the website. We believe students learn their drugs better with the help of physical drug cards. The Top 200 Drug Flash Cards will be delivered to the student's home address. Please be sure your delivery address is correct when enrolling. There is no additional charge for these materials.

If the student wishes to have a print book instead of reading the material on the computer, a copy can be purchased at a discounted price from our office. A shipping charge would also apply. Contact our office at 877-232-8324.

CERTIFICATION EXAMINATION

Even though this program meets all of the educational requirements for pharmacy technician licensure in Indiana, we highly recommend the student takes the national pharmacy technician examination offered by the Pharmacy Technician Certification Board (PTCB). Details about the test can be obtained at their web site, PTCB.org, or by telephone at (800) 363-8012. The Pharmacy Technician Certification Board charges a fee for taking this examination. Remember that this certification is not required to obtain your technician license, and may be obtained at a later time.

Virginia students are recommended to take the PTCB exam before they license. Virginia requires a national certification before you can license.

STUDENT PLACEMENT

PharmacyTrainer Schools does not provide formal placement services. We do, however, help to facilitate contact between possible employers and our students in several ways.

During each term, we network with major local pharmacy employers to notify them of student availability for employment. Among the many employers we notify are organizations such as Wal-Mart, Walgreens, Dominick's Finer Foods, and CVS/Osco.

It is highly recommended that students notify the office as soon as they receive their national certification.

PharmacyTrainer Schools does not provide any other placement services.

WITHDRAWAL FROM THE PROGRAM

A student may withdraw from the program at any time by notifying PharmacyTrainer Schools of their intent to leave the class. While it is not mandatory, PharmacyTrainer Schools would prefer this notification be made in writing. The date of withdrawal shall be considered to be the date that notice of withdrawal is received by PharmacyTrainer Schools, LLC.. Any student who is absent for 3 consecutive weekly class meetings and does not complete the associated course work will have their website suspended until a counseling session is held with our course director.

REFUND POLICY

PharmacyTrainer Schools, LLC shall pay a refund to the student in the amount calculated under the refund policy specified in this section or as otherwise approved by the State in which the student's class is held.

The following refund policy applies to this program:

(1) A student is entitled to a full refund if one (1) or more of the following criteria are met:

- (A) The student's class location is cancelled by PharmacyTrainer Schools, LLC for any reason prior to the first day of class.
- (B) The student cancels their enrollment agreement prior to accessing their web site.
- (C) The student does not meet the postsecondary proprietary educational institution's minimum admission requirements.
- (D) The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational institution.

(2) A student withdrawing from the program after starting, is entitled to a pro-rata refund based upon the number of weekly class sessions accessed - less the non-refundable \$100 administration fee

(3) The refund shall be made within thirty-one (31) days of the student's request for cancellation or withdrawal.

(4) Students who enroll using a payment plan and then withdraw from the class will be responsible for tuition payments due according to the schedule above on their normal payment dates.

STUDENT CONDUCT / CLASS CANCELLATIONSTUDENT CONDUCT

In the interests of safety and academic achievement, all students are expected to maintain mature, responsible, adult behavior at all times. Students may be terminated from the program for any of the following reasons:

- Any instance of, or threat of, physical or verbal abuse towards any student, instructor, or employee of PharmacyTrainer Schools, LLC.
- Disruption of the learning environment for their fellow students on the class Facebook page or discussion board
- Cheating or copying answers on examinations or classroom assignments

COMPUTER REQUIREMENTS

Since this is a Distance Learning Course that is held on the web, all students are required to have access to the internet. Further, it is recommended that the student have a high speed access in order to stream the recorded lectures.

STUDENT TRANSCRIPTS

PharmacyTrainer Schools, LLC does not grant any transferrable credit hours to any student. However, student transcripts and verification of attendance may be obtained when requested in writing by the student. PharmacyTrainer Schools will not release student information to anyone other than the student without the student's written permission. Consent to release student information forms are available from the PharmacyTrainer Schools office.

STUDENT COMPLAINTS

PharmacyTrainer Schools, makes every effort to provide the student with an enjoyable learning experience. We will do our best to solve any student concern when we are notified of the situation. Should the student's complaint remain unsatisfied, the student is encouraged to contact our office by using the contact information contained in the enrollment agreement. There will be no punitive action taken against a student who files a complaint.

EQUAL OPPORTUNITY STATEMENT

PharmacyTrainer Schools, LLC. is committed to equal opportunity in training for all students. PharmacyTrainer Schools, LLC. offers equal opportunity to all students regardless of sex, age, race, color, national origin, religion, or handicap.

*There IS a difference in pharmacy
technician training programs!*

Here are just a few of the advantages to our programs:

- Our programs prepare you for the national pharmacy technician certification examination administered by the PTCB or ExCPT.
- There is no additional charge for books or materials with your paid tuition!
- You are taught by practicing pharmacy professionals who truly care about you and your success
- You will use the most up-to-date study materials available anywhere
- You will have access to on-line study aids
- You will use on-line message boards to get your questions answered - even when you are not in class
- We network with major employers
- You can take advantage of easy payment plans, customized to your needs

*PharmacyTrainer Schools offers
Convenient & Affordable Solutions to
Your education needs*

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