

**PHARMACY TECHNOLOGY
DIPLOMA PROGRAM
Selective Admission Process**

Application Dates – January 17, 2018 through May 17, 2018

The Pharmacy Technology curriculum, **a full-time day curriculum**, prepares individuals to assist the pharmacist in duties that a technician can legally perform and to function within the boundaries developed by the pharmacist and the employment agency.

Graduates will maintain inventories, patient records, and clerical requirements of third party and regulatory agencies. In addition, graduates will perform all aspects involved with the filling of prescriptions and institutional orders including: interpreting physician's orders, compounding non-sterile and sterile formulations, packaging, labeling and billing.

Graduates may be employed in hospitals, nursing homes, private and corporate community pharmacies, research laboratories, wholesale drug companies, and pharmaceutical manufacturing facilities. Starting wages earned by graduates range from \$10.00 to \$12.00 per hour. Graduates will qualify and are encouraged to take the National Certification Examination developed by the Pharmacy Technology Certification Board.

Cape Fear Community College's Pharmacy Technology Program is accredited by the American Society of Health System Pharmacists (ASHP), 7272 Wisconsin Avenue, Bethesda, Maryland, 20814, (301) 657-3000, www.ashp.org.

APPLICATION PROCESS

It is the Pharmacy applicants' responsibility to ensure that all requirements are met by the established deadline. Pharmacy deadlines, guidelines, and policies apply equally to all students; thus there can be no exceptions.

ALL APPLICANTS MUST APPEAR IN PERSON AT CAPE FEAR COMMUNITY COLLEGE. NO APPLICATIONS WILL BE TAKEN OVER THE TELEPHONE OR BY EMAIL/WRITTEN CORRESPONDENCE.

The following steps must be completed prior to filing your application to the program.

Students must:

- 1. Have and maintain an overall GPA of 2.0 or higher in all post-secondary coursework completed at Cape Fear Community College. If your CFCC GPA is below 2.0 and you have not been enrolled in CFCC for 3 consecutive years, you may be eligible for academic forgiveness. (Refer to the 2017-2018 catalog.)**
- 2. Complete the CFCC General Admission Application (including Residency Determination Application).**
- 3. Complete appropriate Placements Test, if required by the Admission Office. Meet minimum cut-off scores on Placement Test.**
- 4. Request official transcripts from a regionally accredited high school/High School Equivalency agency and any colleges attended. High school/High School Equivalency transcripts must indicate the date graduated. Official transcripts are those received either by mail or by hand delivery to CFCC in the original, sealed envelope from the awarding institution or agency. North Carolina public high school graduates may request their official high school transcripts be sent electronically to the Admissions Office via the College Foundation of North Carolina (CFNC) website at www.cfnc.org. Home schooled**

students must submit a copy of the home school's approved registration from the state in which they are registered, and an official transcript including the graduation date and documentation of completion of competency testing.

5. Request official transcripts from **all** colleges or schools attended since high school be mailed to the Admission and Records Office. This will be reviewed for possible transfer credit.

NOTE: Neither federal law nor North Carolina law permits undocumented individuals or those with DACA (deferred action for childhood arrivals) classification to receive professional licenses. See 8 U.S.C. § 1621(a) and (c)(1)(A). This does not prevent a DACA student from enrolling in a Health Science program but will prohibit the student from receiving a professional license.

MINIMUM ADMISSION REQUIREMENTS

1. PLACEMENT TESTING

All students who wish to apply for the Pharmacy Technology Diploma program must have taken the Placement Test and met minimum cut-off scores within the previous five years.

To meet application requirements, you must demonstrate proficiency in DRE 098 and DMA 010 through DMA 050.

Compass

151 Reading + Writing
47 Pre-Algebra
66 Algebra

Accuplacer (CPT)

166 Reading + Sentence
55 Arithmetic
75 Elem Algebra

NC DAP

151 English
*7 Math (DMA 010 – DMA050)

*A score of 7 or higher on each DMA 010 through DMA 050 on the NC DAP Math exam.

SAT

500 Reading or 500 Writing (prior to March 2016)
Or
480 Evidence-Based Reading/Writing (tested after Feb. 2016)
500 Math (prior to March 2016)
Or
530 Math (tested after Feb. 2016)

ACT

18 English or
22 Reading
22 Math

Prior completion of English 111 or equivalent and Math 115, 121, 143 or higher with a grade of "C" or better may eliminate taking the Placement Test.

An unweighted North Carolina high school GPA of 2.6 or higher may waive placement testing (graduation within the last 5 years). The student must meet specific high school math course requirements for high school GPA consideration (Multiple Measures).

If an applicant scores less than the minimum cut-off scores on the Placement Test, he/she will be required to complete the essential sequence of developmental courses/modules. If the student completes all of the required developmental courses/modules with a grade of "C" or better and/or a grade of "P" prior to the application deadline date and meets the other minimum requirements, he/she may be considered for admission to the program.

The Placement Test may be taken twice in twelve consecutive months. Applicants who violate the testing

policy will not be disqualified. However, when an applicant has tested more than twice in twelve consecutive months, only the first two attempts will be considered in the application process. Placement tests which violate the testing policy will be disregarded.

Students who have taken a Placement Test at another community college in the past five (5) years are responsible for ensuring that the official scores are transferred to Cape Fear Community College.

In addition, if a student has a documented disability and must arrange for appropriate testing accommodations, he/she should contact the **Disability Support Services office in the Union Station Building Room U-218 at 910-362-7012 or (910) 362-7158.**

NOTES:

Keyboarding is highly recommended but not required to be accepted into the diploma program. Keyboarding Skills are essential for success in the Pharmacy Technology program. Therefore, we recommend that students complete OST 131 (Keyboarding) prior to admission into the program.

2. TIME FRAME

Applications for the Pharmacy Technology program will be available in the Counseling Office in the Union Station Building (Room U-240) Wilmington Campus or in the McKeithan Center (Room NA-100) at the North Campus beginning **January 17, 2018** through **May 17, 2018**.

3. PHARMACY TECHNOLOGY SELECTION PROCESS

Applicants to the Pharmacy Technology Program are selected on a “best qualified” basis. The point system was implemented as an objective means for evaluating Pharmacy Technology applicants. Applicants must file the “Intent to Apply” on or prior to the last day of the application period.

Applicants will be ranked based upon points earned, and the sixteen (16) students with the highest number of points will be selected each year. If two or more students have the identical point count total, the date and time that the “Intent to Apply” form was completed with a counselor will be the determining factor.

Points for Information Session – Ten (10) points will be awarded for attending an Information Session. A certificate of attendance must be filled out (by student) and collected by a counselor immediately after the information session in order for points to be awarded. **Points will not be awarded for late arrival or if you leave the information session early.** Information Session dates:

Wednesday, February 7, 2018	3:00 pm – 4:00 pm	Room L330
Wednesday, March 14, 2018	3:00 pm – 4:00 pm	Room L330
Wednesday, April 18, 2018	5:00 pm - 6:00 pm	Room L330

Points for grades earned - High School or College courses taken with a grade of “C” or better will earn the applicant points. (For point distribution, refer to the attached point count worksheet).

SPECIAL NOTE: BIO 163 and/or BIO 168 & BIO 169 must have been taken in the last five (5) years of the start date of the Pharmacy Tech Diploma Program. Only the first attempt with a letter grade of “C” or better will be considered for the point count.

Points for work experience – Students must have worked full time as a registered Pharmacy Technician for a

minimum of six months within the last two years (minimum of 24 hours per week) to be eligible for points. Applicants are required to present documentation verifying their employment and registration with the North Carolina Board of Pharmacy. The letter must be on the Pharmacy letterhead and should state name of applicant, date(s) of employment, and bear the signature of the pharmacist, and be delivered to the CFCC counseling office in a sealed envelope.

Points for National Certification---Points will be awarded for maintaining certification through the Pharmacy Technician Certification Board (PTCB). A copy of the certificate must be submitted to the counseling office prior to the application deadline for the program in order for points to be awarded.

ALL documents needed for points MUST be on file at CFCC prior to the application deadline. No points will be awarded for documentation received after the application deadline.

Pharmacy applicants who are selected will be conditionally accepted in the program pending the submission and review of a favorable medical history form provided by Cape Fear Community College.

Admission to any and all educational programs offered by Cape Fear Community College is made without regard to race, color, sex, national origin, gender identity, sexual orientation, disability, veteran status or other irrelevant factors.

NOTIFICATION PROCEDURE

Sixteen (16) new students may be admitted to the Pharmacy program in the Fall semester. Students whose status is “alternate” are admitted to the program only if someone who was originally accepted declines the offer of admission, or if someone who was originally accepted becomes disqualified (refer to disqualifying factors). If the student did not meet minimum requirements, was not accepted, or declined admission, he/she must re-apply the following year.

The 16 selected students will be notified when to complete the following information:

1. Medical Reports

All completed health/medical reports must be received by specified date noted in acceptance letter. This physical history must include a negative 2-step TB skin test within the last year (chest x-ray if positive reaction), immunization record consisting of: 2 MMR vaccines or positive antibody titers, proof of Tetanus vaccine within the last ten years, proof of a Tdap (Tetanus-diphtheria-acellular pertussis) booster, and a proof of Varicella (Chicken Pox)- either showing documentation of two Varicella vaccines or titer OR disease date as indicated on immunization records form. Associated fees will be the responsibility of the student. **Additional information will be disseminated in the orientation/registration with the Program Director.**

2. Drug Screen

A **twelve (12)** panel urine drug screen is **mandatory**. Associated fees will be the responsibility of the student. Methadone will be included in the urine drug screen. Testing positive on the drug screening, or evidence of tampering with a specimen, will disqualify a student from participation from the clinical assignment. *A drug screening is required but you **must** wait until thirty (30) days prior to beginning clinical rotations. If you have the drug screening completed too early, it will need to be repeated which will be an additional medical expense.* **For further information, students should see the “Drug and Alcohol Policy” in the CFCC Student Handbook. Additional information will be disseminated in**

the orientation/registration with the Program Director.

3. Background Check

Clinical sites require a criminal background check prior to allowing students into the clinical setting (If required, any associated fees will be the responsibility of the student). Certain criminal activity, as evident by a criminal background check may also disqualify a student from clinical participation. Please be aware that failure to participate in a clinical assignment based on either the drug screening or criminal background check will result in dismissal from the Pharmacy Technology Program. Cape Fear Community College will not accept the background checks. It is the student's responsibility to hold this report for the clinical site if needed. **Additional information on how and when to complete your criminal background check will be disseminated in the orientation/registration with the Program Director.**

4. Basic Life Support (BLS) Certification

As part of the new ASHP Accreditation Standard for pharmacy technician training programs, students will be required to be certified as Basic Life Support (BLS) Healthcare providers (ASHP Goal 38). Arrangements will be made during the spring semester for each student to complete the training and skills assessment on the CFCC campus at a cost of \$35.00 and is the responsibility of the student. Students who are already certified providers will be exempt from the training as long as a valid certification card is provided prior to the training. **Additional information will be disseminated in the orientation/registration with the Program Director.**

PROGRESSION POLICY

Students admitted to the Pharmacy Technology program must achieve a “C” in each course in the curriculum in order to progress semester by semester. Students must also be at least eighteen years of age at the time of graduation from the program.

Grading Policy

A	Excellent	92-100
B	Good	84-91
C	Average	76-83
D	Poor	68-75

The Pharmacy Technology Department feels that attitudes and actions demonstrate a student's ethics; therefore, it is the department policy that a student will receive a grade of “F” in a course for cheating in a lecture class, falsifying information on class or clinical settings documentation, and/or unprofessional behavior. An “F” will prohibit a student from continuing in the Pharmacy Technology Program.

CERTIFICATION PROCEDURE

Certification is the process by which a non-governmental association or agency grants recognition to an individual who has met certain predetermined qualifications specified by that association or agency. The goal of Pharmacy Technician Certification Board (PTCB) program is to enable pharmacy technicians to work more effectively with pharmacists to offer greater patient care and service. PTCB is responsible for the development and implementation of policies related to national certification for pharmacy technicians.

The applicant must have received a high school diploma, a High School Equivalency, or the foreign equivalent by the application deadline and have **never been convicted of a felony to sit for the PTCB Examination.** The cost of the PTCB Exam is **\$129.00** and is the responsibility of the student.

(Above information adapted from the Pharmacy Technician Certification Board's website: www.ptcb.org.)

COUNSELING

If you have questions or concerns regarding the selective admissions process, please contact a counselor in the Union Station Building Room U-240 at the Wilmington Campus or at the North Campus in the McKeithan Center Room NA-100.

PHARMACY TECHNOLOGY CURRICULUM

FALL SEMESTER

		CREDITS
PHM 110	Introduction to Pharmacy	3
PHM 111	Pharmacy Practice I	4
PHM 115	Pharmacy Calculations	3
PHM 115A	Pharmacy Calculations Lab	1
BIO 163	Basic Anatomy & Physiology	5
Or		
BIO 169	(If you have already completed BIO 168)	4
CIS 111	Basic PC Literacy	2
Or		
CIS 110	Introduction to Computers	3
<i>Total</i>		<u>18/19</u>

SPRING SEMESTER

PHM 118	Sterile Products	4
PHM 120	Pharmacology I	3
PHM 136	Pharmacy Clinical	6
PSY 118	Interpersonal Psychology	3
Or		
PSY 150	General Psychology	
<i>Total</i>		<u>16</u>

SUMMER SEMESTER

PHM 125	Pharmacology II	3
PHM 140	Trends in Pharmacy	2
PHM 133	Pharmacy Clinical	3
PHM 165	Pharmacy Professional Practice	2
ENG 111	Writing & Inquiry or Expository Writing	3
<i>Total</i>		<u>13</u>

Program Total 47/48

TUITION & FEES

Payment methods: cash, check, money order, VISA, MasterCard, American Express, Discover, financial aid, payment plan or third (3rd) party sponsorship. All forms of payment must be received by the Business Office to be officially registered.

Tuition is established by the North Carolina State Legislature and is subject to change without prior notification.

CREDIT HOURS	IN-STATE TUITION	OUT-OF-STATE TUITION	STUDENT ACTIVITY FEES	PARKING & SECURITY FEE	TECHNOLOGY FEES
1	76.00	268.00	35.00	40.00	3.00
2	152.00	536.00	35.00	40.00	6.00
3	228.00	804.00	35.00	40.00	9.00
4	304.00	1072.00	35.00	40.00	9.00
5	380.00	1340.00	35.00	40.00	12.00
6	456.00	1608.00	35.00	40.00	15.00
7	532.00	1876.00	35.00	75.00	18.00
8	608.00	2144.00	35.00	75.00	21.00
9	684.00	2412.00	35.00	75.00	24.00
10	760.00	2680.00	35.00	75.00	27.00
11	836.00	2948.00	35.00	75.00	30.00
12	912.00	3216.00	35.00	75.00	33.00
13	988.00	3484.00	35.00	75.00	36.00
14	1064.00	3752.00	35.00	75.00	42.00
15	1140.00	4020.00	35.00	75.00	45.00
16 OR MORE	1216.00	4288.00	35.00	75.00	36.00

PROFESSIONAL LIABILITY INSURANCE: \$15.00 PER SCHOOL YEAR

FULL TIME: 12 CREDIT HOURS

3/4 TIME: 9 CREDIT HOURS

1/2 TIME: 6 CREDIT HOURS

Revised 8/2017

Financial Aid

The Financial Aid office monitors a policy that is based on federal regulations that establishes a maximum time frame for completion of a program of 150 percent of the published length of an educational program. This means that as a student majoring in Pre-Nursing or a Pre- Health Science program, you will need to pay careful attention to the number of hours you attempt prior to actual admission into your program of choice. Depending on the number of hours that you have attempted prior to admission into Nursing or a Health Science program, you may not be eligible for enough financial aid to complete the program after you have been admitted. To make sure you understand this policy and that you plan ahead in order to use your financial benefits in a wise and timely manner, please consult with the financial aid office located in the Union Station Building Room U-138 (Downtown) or the McKeithan Center Room NA-100 (North Campus).

ESTIMATED EXPENSE
Cape Fear Community College
Pharmacy Technology
Diploma Program

First Semester - Fall

Books	300.00
Background Check/Drug Screen	100.00
BLS Certification	35.00
Tuition/Fees (In-State)	1,374.00
<i>Tuition/Fees (Out-of-State)</i>	<u>4,446.00</u>

In-State Total **\$1,809.00**
Out-of-State Total ***\$4,881.00***

Second Semester - Spring

Dispensing Jacket/Lab Coat	\$30.00
Books	\$150.00
Insurance	22.00
<i>Tuition/Fees (In-State)</i>	1,374.00
<i>Tuition/Fees (Out-of-State)</i>	<u>4,446.00</u>

In-State Total **\$ 1,576.00**
Out-of-State Total ***\$ 4,648.00***

Third Semester - Summer

Books	\$100.00
PTCB Exam (Optional)	129.00
Tuition/Fees (In-State)	1,102.00
<i>Tuition/Fees (Out-of-State)</i>	<u>3,598.00</u>

In-State Total **\$1,331.00**
Out-of-State Total ***\$3,827.00***

Total Program (In-State) **\$ 4,716.00**
Total Program (Out-of-State) ***\$13,356.00***

PHARMACY TECHNOLOGY DIPLOMA PROGRAM POINT COUNT WORKSHEET

The following criteria is used for selecting students

SECTION A

Attended Program Information Session (10 pts) _____
 Grade Point Average of 3.5 or higher at CFCC (Min 12 credits excluding Developmental Classes) (10 pts) _____
 Bachelor's Degree or Associate Degree (5 pts) _____

*PHM 110 Intro to Pharmacy A (15 pts) _____
 B (10 pts) _____
 C (5 pts) _____
 *PHM 115 Pharmacy Calculations A (15 pts) _____
 B (10 pts) _____
 C (5 pts) _____

SECTION B: HIGH SCHOOL /COLLEGE/CONT ED COURSES

Current HS Senior with a 3.5 unweighted GPA or better (10 pts) _____
 High School Health Occupations/Allied Health II, Or High School Pharmacy Tech program - "C" or higher within the last 5 years. (10 pts) _____
 ACA 111 or ACA 122 ("C" or better) (5 pts) _____

*PHM 115A Pharmacy Calculations Lab A (15 pts) _____
 B (10 pts) _____
 C (5 pts) _____

SECTION C: COLLEGE COURSES

*BIO 163 Basic Anatomy and Physiology A (60 pts) _____
 B (40 pts) _____
 C (20 pts) _____

Or

*BIO 168 Anatomy and Physiology I A (30 pts) _____
 B (20 pts) _____
 C (10pts) _____

And

*BIO 169 Anatomy and Physiology II A (30 pts) _____
 B (20 pts) _____
 C (10pts) _____

***Cannot be more than 5 years old at the start of the program. Only first attempt with a grade of "C" or better will be considered for the point count.**

ENG 111 Writing & Inquiry A (15 pts) _____
 Or Expository Writing B (10 pts) _____
 C (5 pt) _____

PSY 118 Interpersonal Psychology A (15 pts) _____
Or B (10 pts) _____
 PSY 150 General Psychology C (5 pt) _____

CIS 111 Basic PC Literacy
Or
 CIS 110 Introduction to Computers (10 pts) _____
 (Grade of "C" or better)

SECTION D: HEALTH CARE EXPERIENCE

Registered Pharmacy Technician

Worked full time as a registered pharmacy technician within the last 2 years (minimum of 24 hours per week). Must hold a valid registration with the North Carolina Board of Pharmacy. (Documentation of registration and work experience required).

One (1) year experience (20) pts. _____
 Six (6) months experience (10) pts. _____

Certified Pharmacy Technician

Maintains current certification through the Pharmacy Technician Certification Board (PTCB)
 (Documentation of certification required) (20 pts) _____

ALL documents needed for points must be on file at CFCC prior to the application deadline. No points will be awarded for documentation received after the application deadline.

Total for Section A: _____

Total for Section B: _____

Total for Section C: _____

Total for Section D: _____

Grand Total _____