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 are competitive based on pharmacy practice settings.

The North Carolina Board of Pharmacy recognizes graduates with AAS Degrees in Pharmacy Technology and board certification as Validating Technicians. Validating Technicians have an expanded role in pharmacy practice in North Carolina and are allowed to validate certain stocking and unit-dose packaging functions of other pharmacy technicians in the institutional pharmacy setting.

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 Technology 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 Intent to Apply/Application to the program.

**Students must:**

1. **Have and maintain** an overall GPA of 2.5 or higher in all post-secondary coursework completed at Cape Fear Community College. If your CFCC GPA is below 2.5 and you have not been enrolled in CFCC for 3 consecutive years, you may be eligible for academic forgiveness. (Refer to 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.
6. Maintain a GPA of 2.5 or greater in the Pharmacy Technology Diploma program and have no Incident Reports on file from clinical rotation assignments.
7. Acceptance into the AAS Degree program will be contingent upon completion of all required coursework in the Diploma program with a “C” or better, no incidence reports from clinical rotations in the diploma program, and successful completion of the Pharmacy Technician Certification Board Exam before the end of the summer semester. The program’s selective admission process does not allow for exception to these rules.

**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 AAS Degree in Pharmacy Technology 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.

<table>
<thead>
<tr>
<th>Compass</th>
<th>Accuplacer (CPT)</th>
<th>NC DAP</th>
</tr>
</thead>
<tbody>
<tr>
<td>151 Reading + Writing</td>
<td>166 Reading + Sentence</td>
<td>151 English</td>
</tr>
<tr>
<td>47 Pre-Algebra</td>
<td>55 Arithmetic</td>
<td>*7 Math (DMA 010 – DMA 050)</td>
</tr>
<tr>
<td>66 Algebra</td>
<td>75 Elem Algebra</td>
<td></td>
</tr>
</tbody>
</table>

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

SAT

<table>
<thead>
<tr>
<th>SAT Description</th>
<th>ACT Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>500 Reading or 500 Writing (prior to March 2016)</td>
<td>18 English or 22 Reading</td>
</tr>
<tr>
<td>Or</td>
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</tr>
<tr>
<td>480 Evidence-Based Reading/Writing (tested after Feb. 2016)</td>
<td>22 Math</td>
</tr>
<tr>
<td>500 Math (prior to March 2016)</td>
<td></td>
</tr>
<tr>
<td>Or</td>
<td></td>
</tr>
<tr>
<td>530 Math (tested after Feb. 2016)</td>
<td></td>
</tr>
</tbody>
</table>

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.

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.

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 U-218 at 910-362-7012 or (910)362-7158.

2. **TIME FRAME**

Applications for the Pharmacy Technology program will be available in the Counseling Office in the Union Station Building (Room U-240) Downtown or in the McKeithan Center (Room NA-100) at the North Campus beginning **January 17, 2018** through **May 17, 2018**. Applicant must file the “Intent to Apply” on or prior to the last day of the application period.

3. **PHARMACY TECHNOLOGY SELECTION PROCESS**

Applicants to the Pharmacy Technology AAS Program are selected on a “best qualified” basis. The point system was implemented as an objective means for evaluating Pharmacy Technology applicants. **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.

Applicants will be ranked based upon points earned, and the **five (5) students** with the highest point count total 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, January 10, 2018  
  5:00 pm – 6:00 pm  
  Room L-330
- Wednesday, March 21, 2018  
  5:00 pm – 6:00 pm  
  Room L-330

**Points for grades earned** - 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 AAS Degree 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 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.

**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, completion of the Pharmacy Technology Diploma program with a “C” or better in all courses, no incident reports from clinical rotations in the Diploma program, and certification by the PTCB.

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**

Five (5) new students may be admitted to the AAS 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 a student did not meet minimum requirements, was not accepted, or declined admission, he/she may reapply for admission to the program for the next academic year.

_The 5 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 must 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. Additional information 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 fall 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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>92-100</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>84-91</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>76-83</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>68-75</td>
</tr>
</tbody>
</table>

The Pharmacy Technology Department feels that attitudes and actions demonstrate a student’s ethics; therefore, it is 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.

COUNSELING
If you have questions or concerns regarding the selective admissions process, please contact a counselor in the Union Station Building (Room U-240) Wilmington Campus or in the McKeithan Center (Room NA-100) North Campus.
<table>
<thead>
<tr>
<th>FALL SEMESTER I</th>
<th>CREDITS</th>
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<tbody>
<tr>
<td>PHM 110</td>
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<tr>
<td>PHM 111</td>
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<td>PHM 115A</td>
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<tr>
<td>BIO 163</td>
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<tr>
<td>Or</td>
<td></td>
</tr>
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<td>BIO 169</td>
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<tr>
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<td>Or</td>
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<td>PSY 150</td>
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<tbody>
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<td>PHM 133</td>
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<tr>
<td>PHM 165</td>
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<td>ENG 111</td>
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<table>
<thead>
<tr>
<th>FALL SEMESTER II</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHM 150</td>
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<tr>
<td>PHM 135</td>
</tr>
<tr>
<td>COM 110</td>
</tr>
<tr>
<td>Or</td>
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<td>COM 120</td>
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<td>MAT 110</td>
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<tr>
<td>Or</td>
</tr>
<tr>
<td>MAT 143</td>
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<td><strong>Total</strong></td>
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<table>
<thead>
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<th>SPRING SEMESTER II</th>
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</thead>
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<td>PHM 160</td>
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<td>PHM 265</td>
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<tr>
<td>HUM 115</td>
</tr>
<tr>
<td>Or</td>
</tr>
<tr>
<td>PHI 240</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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</tbody>
</table>

**Program Total** 74/75
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.

<table>
<thead>
<tr>
<th>CREDIT HOURS</th>
<th>IN-STATE TUITION</th>
<th>OUT-OF-STATE TUITION</th>
<th>STUDENT ACTIVITY FEES</th>
<th>PARKING &amp; SECURITY FEES</th>
<th>TECHNOLOGY FEES</th>
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</thead>
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<td>16 OR MORE</td>
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</tr>
</tbody>
</table>

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 (Wilmington Campus) or the McKeithan Center Room NA-100 (North Campus).
### Fall Semester

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>Books</td>
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</tr>
<tr>
<td>Insurance</td>
<td>22.00</td>
</tr>
<tr>
<td>BLS Certification</td>
<td>35.00</td>
</tr>
<tr>
<td>Background Check/Drug Screen</td>
<td>100.00</td>
</tr>
<tr>
<td>Tuition/Fees (In-State)</td>
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<tr>
<td>Tuition/Fees (Out-of-State)</td>
<td>4,068.75</td>
</tr>
</tbody>
</table>

**In-State Total** $1,702.00

**Out-of-State Total** $4,582.00

### Spring Semester

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>Books</td>
<td>$300.00</td>
</tr>
<tr>
<td>Tuition/Fees (In-State)</td>
<td>1,058.00</td>
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<tr>
<td>Tuition/Fees (Out-of-State)</td>
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</tr>
</tbody>
</table>

**In-State Total** $1,358.00

**Out-of-State Total** $3,662.00

**Total Program (In-State)** $3,060.00

**Total Program (Out-of-State)** $8,244.00

Revised 8/2016
PHARMACY TECHNOLOGY AAS DEGREE
PROGRAM POINT COUNT WORKSHEET
Criteria used for selecting students

AAS Degree Program _____  AAS Degree Transition Program _____

SECTION A
Attended Program Information Session (10 pts) _____
Grade Point Average of 3.5 or higher at CFCC (Min 12 credits excluding Developmental Classes) (50 pts) _____
Bachelor’s Degree or Associate Degree (5 pts) _____

SECTION B: COLLEGE/CONT ED COURSES
ACA 111 or ACA 122 ("C" or better) (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 (10 pts) _____
And
*BIO 169 Anatomy and Physiology II A (30 pts) _____
   B (20 pts) _____
   C (10 pts) _____
*Cannot be more than 5 years old at the start of the program. 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 pts) _____
MAT 110, 143 or higher A (15 pts) _____
   B (10 pts) _____
   C (5 pts) _____

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

PSY 118 Interpersonal Psychology A (15 pts) _____
   Or
PSY 1150 General Psychology B (10 pts) _____
   C (5 pts) _____

HUM 115 Critical Thinking A (15 pts) _____
   Or
PHI 240 Introduction to Ethics B (10 pts) _____
   C (5 pts) _____

COM 110 Introduction to Communication A (15 pts) _____
   Or
COM 120 Introduction to Interpersonal Comm. B (10 pts) _____
   C (5 pts) _____

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 of the program. No points will be awarded for documentation received after the application deadline.

Total (Section A, B, C & D) __________
Grand Total __________

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

Revised 8/2017