



NAVARRO COLLEGE

## ***Pharmacy Technician Program Application***

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*The Navarro College Pharmacy Technician Program is a 208-contact hour program consisting of lecture and lab. This program is a blend of online coursework and in-person training.*

This information packet contains specific application guidelines and requirements. By applying, an individual verifies that they have 1) read the packet thoroughly, 2) obtained all necessary documents, and 3) understood the policies and procedures for application and acceptance to the program.

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### **EQUAL EDUCATIONAL OPPORTUNITY**

***Educational opportunities are offered by Navarro College without regard to race, color, age, national origin, religion, sex, disability, or sexual orientation.***

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## **APPLICATION REQUIREMENTS**

Application to the Pharmacy Technician Program requires:

- Submission of copy of High School Diploma or High School Equivalency (HSE)
- Submission of a valid non-expired U.S. or State Government issued identification
- Submission of social security card
- CE Registration Request Form found here: <https://www.navarrocollege.edu/ce/>
- Drug Screen (cost is non-refundable)
- Background Check (cost is non-refundable)
- Complete the Initial Application for Pharmacy Technician Trainees found on the Texas State Board of Pharmacy website

### **Pharmacy Technician Packet Submission**

**READ THE FOLLOWING INSTRUCTIONS CAREFULLY.** Applicants must submit the completed Pharmacy Technician application either in person or upload all documents to a CE Registration Request found at [www.navarrocollege.edu/ce](http://www.navarrocollege.edu/ce)

The Pharmacy Technician application materials must be submitted at least one week before program start date and include all required documentation.

## ***Pharmacy Technician Program Information***

A Pharmacy Technician works closely with a pharmacist to ensure the health and safety of their patients. They locate, dispense, pack, and label a prescribed medication for a patient that is then reviewed for accuracy by a pharmacist before dispensed to the patient. They might also help pharmacists with administrative tasks such as processing insurance claims, tracking inventory, and filing paperwork.

- The Pharmacy Technician program consists of 208-contact hours of hybrid lecture and lab training for students to become Pharmacy Technicians. Instruction emphasizes the practical application of pharmacy mathematics, pharmaceutical terminology, drug packaging and labeling, dosage preparation, inventory systems and management, and customer service. Students must complete online activities and attend in person lecture and lab. Upon successful completion of the Pharmacy Technician program, students will receive a certificate of completion and are eligible to sit for both the National Healthcareers Association (NHA) Certified Pharmacy Technician exam (CPhT) as well as the Pharmacy Technician Certification Board (PTCB) exam.
- Because this program is a hybrid course, students must have reliable computer and internet access.
- Course Titles include: PHRA-1001 Foundations of Pharmacy, PHRA-1005 Drug Classification and Uses for Pharmacy Technicians & PHRA-1013 Community Pharmacy Practice for Technicians

# **Navarro College Office of Continuing Education Allied Health Program Background Check & Drug Screening Policy**

## **Drug Screening**

A clean drug screen is required for acceptance into all Allied Health programs at Navarro College. The cost of testing is the responsibility of the applicants. **Applicants must take a 10-panel drug test at an approved location and the results must be sent directly to the Office of Continuing Education from the testing facility.** Results emailed by the student will not be accepted. Applicants may also utilize Castlebranch to order the drug screening. The Office of Continuing Education can provide applicants with a code to order the drug screening online. Upon purchase, they are provided with a voucher to take the screening at a specific facility. Results are sent directly to Navarro College upon completion.

In the event there are positive findings, the results will be reviewed by the Medical Review Officer, who specializes in the interpretation of questionable results. Extra costs are the applicant's responsibility. Positive results may deem applicants ineligible for acceptance into the program.\*

\*Once admitted into the program, students may be subject to future drug screens if "for cause" behavior (suspicious in nature) is demonstrated in the classroom or externship or per agency/externship requirement. A positive test result may deem the student ineligible for progression. This can be cause for withdrawal from the program with no refund and a "No-Pass" grade. All drug screening costs are the responsibility of the student in the program.

## **Background Check**

All Allied Health Program applicants, except for applicants to the Medication Aide program, must submit a background check to Navarro College prior to enrollment. Any findings on the background check will be reviewed by the Office of Continuing Education. Certain offenses may make applicants ineligible for an occupational license upon program completion. Should applicants have offenses that make them ineligible for occupational licensure and/or ineligible to participate in any required externship or clinical experience, they will be denied admissions into the program.

The background check must be completed via Castlebranch, the third-party background check screening company. No other background checks will be accepted. The Office of Continuing Education will provide applicants with a code to purchase the background check. Applicants are responsible for the cost of the background check and no refunds should there be any findings deeming the applicant ineligible for program admission.

***Note to Pharmacy Technician applicants: Navarro College requires both the Castlebranch background check AND for applicants to apply for the Pharmacy Technician Trainee licensure which requires a fingerprint-based background check. The results of the Castlebranch background check are ONLY available to Navarro College Office of Continuing Education staff while the Pharmacy Technician Trainee licensure fingerprint-based background check results are ONLY available to Texas State Board of Pharmacy personnel.***

### ***Notice to Students Regarding Licensing – Criminal History***

*Effective September 1st 2017, HB 1508 amends the Texas Occupations Code Section 53 that requires education providers to notify you a potential or enrolled student that a criminal history may make you ineligible for an occupational license upon program completion. Please contact the Office of Continuing Education should you wish to request a review of the impact of criminal history on your potential certification prior to registration or during the program.*

*This information is being provided to all persons who apply or enroll in the program with notice of the requirements as described above, regardless of whether or not the person has been convicted of a criminal offense. Additionally, HB 1508 authorizes licensing agencies to require reimbursements when a student fails to receive the required notice.*

## **Payment & Program Expenses**

### **Financial Aid**

Continuing Education programs are not eligible for Pell Grant or traditional student loan funding. The Texas Public Education Grant (TPEG) is a grant designed to help Texas resident students cover his/her tuition and fees, when these expenses exceed the Expected Family Contribution (EFC) reported on their Student Aid Report (SAR). TPEG is awarded to eligible applicants on a first-come, first-served basis while funds are available and does not cover the cost of books, material, tools or any other supplies. Not all programs qualify for TPEG funding. To determine eligibility for TPEG, you will need to submit a FAFSA to Navarro College. The FAFSA application is found at [www.studentaid.gov](http://www.studentaid.gov). **Navarro College School Code 003593**. For more information, contact the Office of Continuing Education.

### **Adult Education and Literacy Program**

Students may be eligible for assistance through the Adult Education and Literacy Program. Please contact the Career Navigator at 903-875-7467 for more information.

### **Payment is due in full prior to the start date of the program**

### **Textbooks & Supplies**

- Applicants must purchase the textbooks prior to the first day of class. Textbooks may be purchased at the Navarro College bookstore or online.
  - Davis, K. & Guerra, A. Mosby's Pharmacy Technician: Principles and Practice, 6E. St. Louis: Elsevier Publishing
  - May, M. (Ed.). Workbook and Lab Manual for Mosby's Pharmacy Technician: Principles and Practice, 6E. St. Louis: Elsevier Publishing
  - Beale, E. Math Calculations for Pharmacy Technicians, 4E. St. Louis: Elsevier Publishing
  - DAA Enterprises, Inc. Pharmacy Software Management – A Worktext, 3E. St. Louis: Elsevier Publishing
- Students must have reliable computer/ and internet access

### **Estimated Pharmacy Technician Program Expenses**

The Pharmacy Technician program is \$1,582 plus a \$129 fee (which pays for one attempt at the PTCB exam). Below you will find a breakdown of program costs, to include other expenses.

<b>Pharmacy Technician Tuition- payable to Navarro College</b>	<b>\$1,582</b>
<b>Textbooks- paid separately</b>	<b>\$260</b>
<b>PTCB Exam Fee- payable to Navarro College</b>	<b>\$129</b>
<b>Navarro College Drug &amp; Background Test- paid separately</b>	<b>\$69.25</b>
<b>Texas State Board of Pharmacy Fingerprinting</b>	<b>\$50.00</b>
<b>Total Estimated Program Expense</b>	<b>\$2,090.25</b>

\*Tuition and other fees subject to change. Tuition above is current as of Summer 2023.

**If you have questions about the program application and/or other program specifics, please contact the Continuing Education Coordinator at 972-923-5263 or [continuing.education@navarrocollege.edu](mailto:continuing.education@navarrocollege.edu).**

## ***Pharmacy Technician Application Checklist***

**Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**This checklist is provided to assist you in following the steps toward program application.**

\_\_\_\_ Completed the Pharmacy Technician application

**Compile the following materials as your complete Pharmacy Technician Application**

\_\_\_\_ Photocopy of High School Diploma or High School Equivalency Certificate

\_\_\_\_ Photocopy of valid non-expired U.S. or State Government issued identification

\_\_\_\_ Photocopy of signed social security card (front and back)

\_\_\_\_ Background check and drug test

\_\_\_\_ Online CE Registration Request found here: [www.navarrocollege.edu/ce/](http://www.navarrocollege.edu/ce/)

\_\_\_\_ Complete the Initial Application for Pharmacy Technician Trainees found on the Texas State Board of Pharmacy website

- Applicants must submit proof of application submission.
- Applications for the Pharmacy Technician Trainee license can take several weeks to process. Navarro College does NOT require proof of licensure prior to acceptance into the program; however, students MUST have their Pharmacy Technician Trainee licensure before the end of the program.

## ***Pharmacy Technician Trainee License Requirement***

A pharmacy technician trainee is an individual who is registered with the Texas State Board of Pharmacy (TSBP) and is authorized to participate in a pharmacy's technician training program. Once approved, this registration enables an individual to work in a pharmacy for the length of the registration (no more than 2 years). During this time, the individual should be studying to take and pass a Board approved pharmacy technician certification exam.

**IMPORTANT:** An individual may only apply for a pharmacy technician trainee registration once and the registration cannot be renewed, extended, or transferred. This application does not require a current PTCE or ExCPT Certification. If you have a PTCE or ExCPT certification, do NOT apply for this registration.

**Please note that all application fees to the TSBP are non-refundable- including applications made in error.**

**To obtain a technician trainee registration, complete the following\*:**

\*Note: All steps are also found on the TSBP's website here: <https://www.pharmacy.texas.gov/applicants/tech-trainee.asp>

**Step 1:** Register for a secure online account. Use a personal email address that belongs to you, not a school assigned email address. **IMPORTANT:** Make sure to use your full legal name on all parts of the application, as this is the name that will be printed on your registration certificate. Ensure that your social security number is correct as this can cause a delay in processing fingerprints and your application.

**Register here:** <https://vo.licensing.hpc.texas.gov/datamart/login.do>

**Step 2:** After you register and log-in, click on "apply for a new license" then click on "Initial Technician Trainee". Ensure the address you enter on the applicate is accurate (include apartment number). This should be an address where you receive mail from the US Postal Service.

**Step 3:** Pay the application fee with MasterCard, Visa, Discover, or American Express.

**Step 4:** Once an application is submitted online, an email is automatically sent to the email address associated with the applicant's Online Licensing System Profile (i.e., the email you used to log in and submit the application). This email contains the instructions and the link to schedule your Fingerprint Session with the state-approved vendor. There is a separate fee for fingerprints charged by the vendor. **This fee is less than \$50.00.**

- If you have submitted an application and did not receive an email, contact the Board at [fingerprints@pharmacy.texas.gov](mailto:fingerprints@pharmacy.texas.gov) with your full name, type of license/registration applied for, and your entity number, if applicable.

Once you have successfully completed your Fingerprint Session, allow up to 10 business days for the results to be received by the Board.

**WARNING: FAILURE TO USE THE TSBP SERVICE CODE FOR FINGERPRINTING WILL RESULT IN THE FINGERPRINTS NOT BEING SENT TO TSBP. IF THIS OCCURS, THE APPLICANT WILL HAVE TO RESCHEDULE THE FINGERPRINT SESSION AND PAY ADDITIONAL FEES.**

**If the link does not take you directly to the TSBP IdentoGO page or if you are asked for the service code, email [fingerprints@pharmacy.texas.gov](mailto:fingerprints@pharmacy.texas.gov) with your full name, type of license/registration applied for, and your entity number, if applicable.**

Additional instructions are listed on the next page →

**Important notes on the fingerprinting session:**

All initial applicants must complete a fingerprint session unless they have been fingerprinted for a different TSBP application within the last 36 months.

- Do NOT schedule your fingerprint session without the TSBP service code.
- The service code must be used in order for TSBP to obtain the results.
- The service code is embedded in the link provided in the automatic email.

*Note for applicants who provided an address outside of Texas:*

- *Applicants who have listed an address outside of Texas will be mailed a Fingerprint Packet and instructions since the vendor may not have a digital scan location in their area. This Fingerprint Packet is automatically mailed to the address listed on the application. Allow four (4) weeks for the packet to arrive by United States Postal Service (USPS).*
- *Once you have successfully followed the instructions for the Fingerprint Packet and submitted it, allow up to Four (4) Weeks for the results to be received by the Board.*
- *If you have not received a fingerprint packet within four weeks, contact the Board at [fingerprints@pharmacy.texas.gov](mailto:fingerprints@pharmacy.texas.gov) with your full name, type of license/registration applied for, and your entity number, if applicable.*

**Step 5:** Allow a minimum of SIX weeks\* for the application to be reviewed and processed. Once approved, a registration number is issued with an ACTIVE status. An applicant can NOT perform ANY Technician Trainee duties until a registration number has been assigned with an active status. Registrations can be verified online using the license verification search found here: [https://www.pharmacy.texas.gov/dbsearch/tech\\_search.asp](https://www.pharmacy.texas.gov/dbsearch/tech_search.asp)

\*Any applicant that has any criminal history or prior disciplinary action may have a longer processing time as the application will have to be reviewed by TSBP Enforcement Staff. More information regarding this review can be found under Disclosure of Criminal History. This review may take up several months to be completed.

Once available, you may print your registration certificate from the website.

**The process to obtain your Pharmacy Technician Trainee License can be long.**

**Before contacting the Texas State Board of Pharmacy, please do the following:**

- 1) Check if you've been provided a Registration Number by using the License Verification to search for your registration ([https://www.pharmacy.texas.gov/dbsearch/tech\\_search.asp](https://www.pharmacy.texas.gov/dbsearch/tech_search.asp)). Search using your first and last name. If your name is listed in the search results, you can also log back on to the Online Licensing System and you should see it under "Manage your License Information" when you login to your account. Note that TSBP no longer mails a technician trainee registration certificate to the registrant.
- 2) Double-check that you've completed everything on the application instructions. Have you been fingerprinted? TSBP cannot process any application until the Fingerprint Session has been completed and results sent to the Board. If not, go to Schedule your Fingerprint Session and follow the instructions.
- 3) If something shows up on the criminal history background check, then your application and/or the results from the criminal background check must be reviewed by an in-house Enforcement Officer. This review process can take up to several months.

**If you have completed the fingerprint process and it has been more than six weeks since your fingerprints were received by the TSBP, then contact the Technician Registration Specialist by emailing [tech@pharmacy.texas.gov](mailto:tech@pharmacy.texas.gov) or by calling (512) 305-8031. Be prepared to provide your full legal name and social security number so that the Specialist may find your application.**

## **Pharmacy Technician Trainee License Requirement Statement of Understanding**

I, \_\_\_\_\_, understand that to complete Navarro College's Pharmacy Technician program, I must obtain my Pharmacy Technician Trainee License through the Texas State Board of Pharmacy.

- Applications for the Pharmacy Technician Trainee license can take several weeks to process. Navarro College does NOT require proof of licensure prior to acceptance into the program; however, I understand that I MUST have their Pharmacy Technician Trainee licensure before I complete the Pharmacy Technician program.
- I understand that certain offenses make me ineligible to become a Pharmacy Technician in the state of Texas.
- While Navarro College requires an independent background check be completed prior to admission into the Pharmacy Technician program, it is my duty to inform college personnel of all criminal offenses, both past and current.
- Should I fail to obtain the Pharmacy Technician Trainee Licensure due to ineligible offenses or for any other reason and thus not be able to complete Navarro College's Pharmacy Technician program, I will NOT receive a refund of tuition, fees, and any other expenses incurred for participation in the program.
- I understand that I can find more information regarding how criminal histories affect state licensure here: <https://www.pharmacy.texas.gov/criminalhistory.asp>

**By signing below, you are stating that you have read, understand, and agree to abide by, the Pharmacy Technician Trainee License Requirement Statement of Understanding**

\_\_\_\_\_  
**Applicant Name (Print)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Applicant Signature**



## ***Participant Acknowledgement and Release of Information***

The information provided to Navarro College (NC) Continuing Education is complete and correct to the best of my knowledge. I agree to abide by Continuing Education program policies, rules, and regulations. I further understand the submission of false information is grounds for rejection of my application, withdrawal of acceptance, and cancellation of enrollment. My signature below acknowledges that the Continuing Education program and NC has my permission to release information obtained through background checks and shot records to other local partnering sites used for educational purposes to allow for approval of participation at their site. I understand that participation in clinicals, externships, or apprenticeships on partnering sites are required to complete my program.

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**Applicant Signature**

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**Date**

## **Pharmacy Technician Student Agreement**

**Statements of understanding. Initial each and sign below:**

\_\_\_\_\_ Information given is factual. Falsification of required documentation results in application rejection.

\_\_\_\_\_ I have received, reviewed, and agree to abide by the Navarro College Office of Continuing Education Allied Health Program Background Check & Drug Screening Policy as well as the Pharmacy Technician Trainee License Requirement Statement of Understanding.

\_\_\_\_\_ I understand that this type of course/career has specific physical requirements, which may include lifting up to 25 pounds.

\_\_\_\_\_ **I understand that the completion of the Pharmacy Technician program will not ensure my passing the Pharmacy Technician certification examination through PTCB and I agree that Navarro College will not be liable if I fail the exam. I understand that any retest of the PTCB exam must be coordinated directly with PTCB and I must pay the additional testing fees associated with retesting.**

\_\_\_\_\_ I understand that if I do not successfully complete and pass each requirement for admissions, my application will be declined.

\_\_\_\_\_ I understand that enrollment in these courses is limited, and seats will be awarded in date order based on those students who complete, turn in, and pass all pre-admission requirements.

\_\_\_\_\_ I agree to the terms as laid out by the Student Handbook, located at <https://www.navarrocollege.edu/handbook/index.html>. I understand if I do not follow the terms laid out by the Student Handbook could result in referral to the Dean of Workforce Training and Continuing Education and possible expulsion. I understand if this happens at any time during the course, I will not receive a refund. I understand that any of the following can be grounds for dismissal from the course, effective immediately with no refund: Not maintaining a passing grade of 70% or higher; attendance falling below 90%; dishonorable conduct as stated in the Student Handbook; as ordered by the Dean of Workforce Training and Continuing Education.

**I have read and understand the terms related, and release Navarro College and its employees from any liability.**

\_\_\_\_\_  
**Applicant Name (Print)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Applicant Signature**

## ***Student Health Agreement and Release of Liability***

I, \_\_\_\_\_, hereby certify that I am physically fit to participate in any classroom or clinical activity associated with the Navarro College Pharmacy Technician Program. I am not suffering from any illness or injury which would disqualify me from student participation.

Before registering for the Pharmacy Technician class, the following compliances must be read and acknowledged by signature at the bottom of the document regarding the above-mentioned student:

**For the student safety, Navarro College and the externship site, must be notified of:**

- Chronic health problems
- Pregnancy
- Certain health conditions may require a doctor's full release statement on official doctor office letterhead before the student will be allowed to enter or return to the program. If the condition prevents the student from participating fully, she/he will not be allowed to return to the clinical site until the student's attending physician has released the student to full duty. If this release is more than the allowable absences, the student will be dropped from clinical.

IF ACCEPTED INTO THE PROGRAM, I UNDERSTAND AND HEREBY AGREE TO ASSUME ALL OF THE RISKS WHICH MAY BE ENCOUNTERED ON SAID ACTIVITY, INCLUDING ACTIVITIES PRELIMINARY AND SUBSEQUENT THERETO. I do hereby indemnify and hold harmless the designated training facility owners, board members, administrators, nursing staff, employees, volunteers, and representatives. I do hereby indemnify and hold harmless Navarro College, and their board, officers, directors, agents, instructors, employees, volunteers, and representatives (the "Indemnified Parties") from and against all liability, damages, actions, causes of action, claims, losses and/or expenses, including, but not limited to, attorneys fees, court costs, and expenses arising in connection with or based on injury to or death of any persons or property, including the loss of use thereof, caused in whole or in part by any member of Navarro College, regardless whether or not caused in whole or in part by the negligence of the Indemnified Parties, or any one or more of them.

I expressly agree that this release, waiver, and indemnity agreement is intended to be broad and inclusive as permitted by the law of the State of Texas and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. This release contains the entire agreement between the parties hereto and the terms of this release are contractual and not a mere recital.

I further state that **I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND I/WE SIGN THIS RELEASE AS MY OWN FREE ACT.** This is a legally binding agreement which I have read and have understood.

I understand that all policies, regulations, and standards of conduct of Navarro College will be in effect and must be adhered to in any classroom or clinical activity. It is also understood that I will not be allowed to participate in any classroom activities until this form is executed below.

\_\_\_\_\_  
**Applicant Name (Print)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Applicant Signature**