



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

**COURSE CATALOG**  
**2017**  
**Winter 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 September 17, 2016*

## 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. Using this method, there is no need to take the national pharmacy technician certification examination (PTCB) in order to become licensed.

## 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 Live 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

In order to locate our classes as conveniently as possible, PharmacyTrainer Schools primarily utilizes conference centers and meeting rooms found at major hotel chains. At times, we also may share classrooms with local vocational schools or colleges. All of our locations are chosen to minimize your drive time by being located at, or near, major expressway interchanges or state highways. You may view our current list of locations offered for the current term by using the catalog location addendum sheet. You may obtain driving directions to our locations on our website - [www.PharmacyTrainerSchools.com](http://www.PharmacyTrainerSchools.com).

## REGISTRATION DATES

Students may register anytime after a new class date is announced. All registration is handled on a *first-come-first-served basis*. PharmacyTrainer Schools limits our class size to insure a personal learning experience for all students; therefore, this means that *we must stop accepting new students once we reach the maximum number*. Since our classes fill quickly, *it is recommended that you register as soon as possible to be certain of your place in class!*

## OUR SCHOOL CALENDAR

PharmacyTrainer Schools operates on a non-traditional term. All scheduling is done to allow for adequate study and review time prior to the actual certification test. Due to student enrollment trends, not all locations will be available every term.

### *Twelve Week Live Course*

The complete twelve-week live course consists of twelve sessions that last approximately three hours each. The course is designed so that one session is completed each week. Live classes will meet on the same day each week, and will begin at the same hour each time.

***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 CERTIFICATE OF COMPLETION ISSUANCE

Students will be evaluated and graded through the use of records including attendance, completion of assignments, classroom 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. A Certificate of Completion will not be issued if a student is delinquent on tuition.

## TUITION

The Tuition for the Twelve Week Live Course is \$750.00. This figure *includes* the book package (\$129.95) and a non-refundable administration fee (\$75.00). Students utilizing the single or three pay option will receive a \$45 tuition credit.

## TUITION PAYMENT OPTIONS

**Single Payment Plan** - \$705 is due at registration (*includes a free gift package upon course completion!*)

**Three Payment Plan** - \$235 is due at registration and two additional payments of \$235 are due on the dates of classes three and seven.

**Five Payment Plan** - \$150 is due at registration and four additional payments of \$150 are due on the dates of classes three, seven, ten, and one week after the course end date. No certificate of completion or final grade assignment will take place until the final payment is made.

## TUITION PAYMENT INFORMATION

The tuition that each accepted student pays to PharmacyTrainer Schools includes a one-time, non-refundable, \$75 administration fee. There is also a student book package fee of \$129.95 that will be due only if the student withdraws from the course prior to completion. *The book fee will be waived when the student completes the course and pays their tuition.* 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. ***NO PAYMENTS WILL BE ACCEPTED AT THE CLASS LOCATION.***

Students who select to enroll using a Payment plan will not be charged any fee or interest payment for this service as long as all payments are made by their due date. Any student who does not pay installments by their designated due date will be denied entry into further classes until their account is brought to good standing, and will be charged a late payment fee of \$25.

**PHARMACYTRAINER SCHOOLS**  
**Certified Pharmacy Technician 12 Week Live 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).

**Time Frame:** 36 Hours of Lecture

**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
- Apply for an Illinois Pharmacy Technician License from the State Board of Pharmacy

**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

- G. Patient Payment and Third Party Billing
- H. Return of Pharmacy Products

**PT 103: Pharmacy Technician Practice IV (6 hrs)**

- A. Compounding Sterile Dosage Forms
- B. Calculating Adult Dosages
- C. Calculating Pediatric Dosages
- D. Parenteral Calculations
- E. Introduction to Equivalence
- F. Organ System Review
- G. Disease States and Risk Factors
- H. Introduction to Pharmacology
- I. Common Drug Review - Cardiology

**PT 101: Pharmacy Technician Practice II (6 hrs)**

- A. Requirements of the Drug Order
- B. Interpretation of the Retail Drug Order
- C. Interpretation of the Hospital Drug Order
- D. Methods of Drug Order Entry
- E. The Patient Profile
- F. Introduction to Pharmacy Math
- G. System of Measurement
- H. Conversions
- I. Methods of Measurement
- J. Proportions

**PT 104: Pharmacy Technician Practice V (6 hrs)**

- A. Common Drug Review – Respiratory
- B. Common Drug Review – Diabetes
- C. Common Drug Review – CNS
- D. Common Drug Review - GI
- E. Common Drug Review – Antibiotics
- F. Introduction to Pharmacokinetics
- G. Medication Therapy Management
- H. Dietary Supplements

**PT 102: Pharmacy Technician Practice III (6 hrs)**

- A. Preparation and Delivery in Retail
- B. Preparation and Delivery in Hospital
- C. Ordering, Receipt, and Storage of Pharmaceuticals
- D. Temperature Conversions
- E. Compounding Calculations
- F. Compounding Non-Sterile Preparations

**PT 105: Pharmacy Technician Practice VI (6 hrs)**

- A. Vaccines and Immunization Services
- B. Pharmacy Administration
- C. Maintaining a Safe Work Environment
- D. Handling Hazardous Substances
- E. Reducing Medication Errors
- F. State Specific Law Review

**Required Text and Materials:**

**Book Package:** Each Twelve Week Class student must have the required book package prior to beginning class. This package contains the course text book, the top 200 drug flash cards, and a custom internet suite containing learning aides, a discussion board, test results, and class grade book records. The book package may be available at no charge, or at a discounted price, based on the payment terms selected by the student. For details, contact PharmacyTrainer Schools at 877-232-8324. The book package is valued at \$129.95, and includes:

- PharmacyTrainer Certified Pharmacy Technician Student Book – Third Edition (2015), Greenwald, Mark
- PharmacyTrainer Top 200 Drug Flash Cards- 2017 Edition (2016), Greenwald, Mark
- PharmacyTrainer Schools Online Suite Membership

**Computer Requirement:** Virtually all certified pharmacy technicians use computers in their workday. For this reason, PharmacyTrainer Schools has integrated the use of computers in our course. Even with this requirement, *it is not mandatory that the student own their own personal computer, as long as they have access to one.* Computers are usually available for use in places such as the city library. Other possible sources can be friends or family. As a student in our course, you will use the computer to access our web suite that contains an on-line discussion board where you can post messages back and forth with your instructor and other members of your class. You will also use the computer system to turn in your homework and enjoy many study aids.

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:

Attendance and Classroom Participation	10%
Homework	15%
Section Tests / Math Tests	50%
Final Examination	25%
Total	100%

**Grading Scale**

Grade	Range	Remarks
A	90-100	Consistent and thoughtful participation in classroom discussions, no absences, Test and Quiz average scores of 90% or better
B	80-89	Consistent and thoughtful participation in classroom discussions, 1 or fewer absences Test and Quiz average scores of 80-89%
C	70-79	Occasional participation in classroom discussions, no more than 2 absences, Minimal work done on homework assignments, Test and Quiz average scores of 70-79%
F	Below - 69	Lack of participation in classroom discussions, More than 2 absences, Majority of homework assignments late, incomplete, or done poorly, Test and Quiz average scores 69% or below
Inc.	Incomplete	Missing examinations or class assignments with no effort made to complete

*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](mailto:sales@pharmacytrainer.com)

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## REQUIRED BOOK & MATERIAL PACKAGE

This package contains the course text book, the top 200 drug flash cards, and a custom internet suite containing learning aides, a discussion board, test results, and class grade book records. Book packages are shipped directly to the student's home address approximately 7 to 10 days before the first class date.

*Students who enroll during the regular enrollment period will have their packages shipped at no additional charge.*

*Students who enroll during late enrollment may be charged up to \$50 for the expedited shipment of their book package.*

Details on ordering or shipment of student book packages are available by contacting our office at 877-232-8324.

## CERTIFICATION EXAMINATION

Even though this program meets all of the educational requirements for pharmacy technician licensure, some students may wish to obtain their national certification. PharmacyTrainer Schools recommends taking 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.

## 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.

PharmacyTrainer Schools maintains an online listing service for all students and alumni who complete our twelve week live course and who would like to advertise their availability to prospective employers. Employers are invited to view this listing, free of charge, when they are hiring. There is no charge to the student for listing their availability. Students and alumni may also have their resume posted on this site for a \$35 fee.

*PharmacyTrainer Schools does not provide any other placement services.*

## POLICY ON LATE ASSIGNMENTS

***Students are expected to complete their homework and test assignments within the prescribed time window.*** If the student does not complete the assignment on time, the following policy will apply:

**Homework** – Students have a one-week time window to complete their weekly homework. If the homework assignment is not completed by the assigned date, a 10-point penalty shall be deducted from the grade for the assignment for each weekly period that the assignment is delinquent. All homework assignments must be completed by the end date of the course or the grade will be recorded as zero.

**Math and Section Tests** – Students have a three-day time window to complete their tests. If the test is not completed by the assigned date, a 10-point penalty shall be deducted from the grade for the examination. If the student does not complete the test prior to the following class period, the test shall be assigned a grade of zero.

**Final Examination** – Students have a three-day window to complete their final examination. In the event the final examination is not completed by the deadline, an incomplete will be assigned for the examination. In order to receive a grade for the final examination, the student will need to petition the Course Director for a special accommodation within 7 days of the assignment deadline. If the student fails to contact the Course Director within the 7 days, a grade of zero will be assigned for the final examination.

## PETITIONING FOR SPECIAL ACCOMODATION FOR LATE ASSIGNMENTS

A student may petition the Course Director for special accommodation of late assignments on the basis of extreme special circumstances. Such circumstances may include, but not be limited to, the hospitalization of the student or a dependent child, a death in the immediate family, or a statutory or governmental responsibility (jury duty, subpoena, etc). Other extenuating circumstances will also be considered. In all cases, the student must contact their instructor or the course director as soon as practically possible. All accommodations are considered separately on their own merit, and are decided at the sole discretion of the Course Director. If an accommodation is granted, an alternate test may be required and a fee for the reopening of the assignment may be charged.

## 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 live class meetings and does not complete the associated course work shall be deemed to have withdrawn from the program.

## 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 receiving their book and material package.
  - (C) The student does not meet PharmacyTrainer Schools, LLC's minimum admission requirements.
  - (D) The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by PharmacyTrainer Schools, LLC.
- (2) A student withdrawing from the program after starting, is entitled to a pro-rata refund based upon the number of days less an administration fee of \$75.00 and a student book package fee of \$129.95.
- (3) Refunds shall be based upon the student's last day of attendance. 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. Please not that, in some cases, when a student who is using a payment plan withdraws, their payments to date may not cover the earned tuition due PharmacyTrainer Schools, LLC and they may have a balance due at that time.
- (5) Refunds of the Student Book package will be made ONLY if the student's class is cancelled by PharmacyTrainer Schools, LLC and the materials are returned unopened and in resalable condition.

## CLASS CANCELLATION

PharmacyTrainer Schools retains the right to cancel any class location that does not meet minimum enrollment requirements. In the unlikely event that this should happen, the student will receive their choice of:

1. attendance at an alternate site of their choice, or
2. a complete refund of all tuition, *including the administration fee*

## **STUDENT 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:

- Possession, sale, or use of any illegal drugs, or alcohol, during school hours or while on the meeting room grounds
- Malicious destruction or theft of any property
- 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
- Cheating or copying answers on examinations or classroom assignments
- Absence of more than two class sessions
- Excessive tardiness
- Failure to complete and turn in homework assignments when due

## **COMPUTER REQUIREMENTS**

Virtually all certified pharmacy technicians use computers in their workday. For this reason, PharmacyTrainer Schools has integrated the use of computers in our course. Even with this requirement, it is not mandatory that the student own their own personal computer, as long as they have access to one. Computers are usually available for use in places such as the city library. Other possible sources can be friends or family. As a student in our course, you will use the computer to access our web suite that contains an on-line discussion board where you can post messages back and forth with your instructor and other members of your class. You will also use the computer system to turn in your homework and enjoy many study aids.

Any computer that can access the internet, whether it is Windows or Mac based, will fulfill this requirement.

## **STUDENT TRANSCRIPTS**

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 at the local level 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.

## **SPECIAL NOTICE FOR STUDENTS WHO WILL PRACTICE IN THE STATE OF VIRGINIA**

While our course is approved by the Virginia Board of Pharmacy, Virginia law specifies that students taking an approved educational program must also pass either the Virginia Pharmacy Technician Examination or one of the national certification examinations (PTCB or ExCPT). These tests are taken by the student AFTER our course is completed and they are not included in our course tuition. However, our course does prepare the student for these tests.

*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
- Our live classes are held in the conference centers of major hotel chains, allowing for unsurpassed student comfort
- Our classes are held at easy-to-drive-to locations near your home. Most of our classes are held near major highway intersections, giving you shorter commuting times.
- We network with major employers in your area, and maintain a dedicated web site to aid students who need a job
- You can take advantage of easy payment plans, customized to your needs

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