



**Pharmacy Technician Certification**  
**Program In-person 50 hour class**  
**And optional 80 hour externship**

**Pharmacy Technician Profession**

Pharmacy Technicians work in pharmacies under the direction of a pharmacist. Their main responsibility is filling prescriptions according to doctors' orders. Pharmacy Technicians prepare medications for dispensing to patients. This generally includes retrieving drugs in the correct dosage form and strength, measuring the appropriate amount of drug and producing a prescription label. Pharmacy Technicians work with drugs to be administered orally, topically, for the eye, nose, etc. Depending upon the practice setting, a Pharmacy Technician is also involved in the admixture of drugs for intravenous use. Other duties include:

- ◆ checking inventories and ordering supplies
- ◆ receiving and checking in supplies
- ◆ assisting customers
- ◆ keeping pharmacy work areas clean
- ◆ completing insurance forms
- ◆ preparing of “bingo cards” for nursing home patients

**Pharmacy Technician Certification Program**

This comprehensive 50 hour course will prepare students to enter the pharmacy field and to take the Pharmacy Technician Certification Board's PTCB exam. Technicians work in hospitals, home infusion pharmacies, community pharmacies and other health care settings - working under the supervision of a registered pharmacist. Course content includes medical terminology specific to the pharmacy, reading and interpreting prescriptions and defining drugs by generic and brand names. Students will learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control and billing and reimbursement. The Pharmacy Technician Certification Program includes a graded final exam to help prepare students for the PTCB exam.

**In this course you will learn –**

- ◆ role of the pharmacy technician
- ◆ pharmacy history/discussion of various practice settings and the technician certification process
- ◆ recruiting by pharmacy specialty
- ◆ “Evolution of Pharmacy”
- ◆ review of hospital pharmacy setting, retail practice, regulatory agencies involved with a pharmacy practice, long term care practice setting, mail order pharmacy, and home care pharmacy practice
- ◆ pharmacy measures, Roman numerals, abbreviations
- ◆ review of generic drugs, basic biopharmaceuticals, dosage forms, patient profiles

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- ◆ prescription label requirements, order transcription, ordering and inventory control, drug pricing, third party reimbursement
- ◆ formularies, unit dose systems, emergency and crash carts, house supplies, automatic stop orders, calculating number of doses required
- ◆ all major classes of drugs including top brand names and generic drugs
- ◆ aseptic technique, handling of sterile products including antineoplastic agent considerations
- ◆ basics of IV solutions, calculating 24 hour supply of IV solutions, percentages and electrolytes preparations
- ◆ the metric system
- ◆ apothecaries' and avoirdupois systems of measurement
- ◆ children's doses
- ◆ allegation method, math review
- ◆ Total Parenteral Nutrition (TPN), demonstration of TPN admixture, hands-on practice of IV admixture and parenteral medication preparation.

**Course Pre-Requisites/Educational Requirements** – Students should have a High School Diploma or a GED and should have taken math and science in high school. A high school diploma or GED is required to sit for the PTCB exam. Refer to the Iowa Pharmacy Board web site for further information about the PTCB exam. Students must also be able to read, write and speak English proficiently. Students are required to take the NCRC assessment prior to 3-19-19. Call Iowa Works at 641-754-1400 to schedule your NCRC assessment. Allow 3 hours for this assessment.

**Financial Assistance** - Iowa Valley Continuing Education utilizes the **Gap Tuition Assistance Program** to provide tuition support for eligible participants. The Gap Tuition Assistance Program is offered to non-credit certificate programs that are not eligible for federal financial aid. This program fills the gap in providing resources to populations that would otherwise not be able to afford training. The program is a needs-based tuition assistance program to eligible applicants to enable completion of continuing education certificate training programs for in-demand occupations. It is recommended that you apply for GAP Tuition Assistance at least 30 days before the registration deadline of 3-19-19. Persons interested in the Gap Tuition Assistance Program can contact Jennifer Rice at 641-844-5629 or e-mail, [Jennifer.Rice@iavalley.edu](mailto:Jennifer.Rice@iavalley.edu).

**Clinical Externship** - **Upon successful completion of this Pharmacy Technician program, you will be eligible to participate in an 80 hour clinical externship with a local Retail Pharmacy.** You may be asked to submit to a thorough background check, drug screening and meet other requirements.

**Employment Information** - Pharmacy Technicians may work in retail pharmacies, mail order pharmacies, home infusion pharmacies, long term care facilities, hospitals, clinics, pharmacy benefit managers and large industrial complexes. The demand for Pharmacy Technicians continues to grow with demand expected to increase substantially. This high demand is the result of the constant availability of new drugs, the national shortage of registered pharmacists, the establishment of certified pharmacy technicians and the aging population.

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**Location/Date/Time/Course Number: Marshalltown, Iowa Valley Continuing Education, 3702 S Center St, room 803.** Monday, Wednesday and Thursday evenings from 6:00-9:30 PM on March 25, 28, April 1, 4, 8, 10, 15, 18, 22, 24, 29, May 2, 6, 9, 13, Wed. 15 resume and interviewing, 16, 20, 2019.

**Course Number 4300001(1263).**

**Cost:** \$1299 which covers materials and course.

**Sponsor:** Iowa Valley Continuing Education

**This class flier can be found on the IVCE web site at <https://ce.ivalley.edu/workforce-education/health/pharmacy/>**

**On-Line Registration and Payment will ask for the following required information –**

Name \_\_\_\_\_  
Home Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Home Phone (        ) \_\_\_\_\_ Work Phone (        ) \_\_\_\_\_  
Cell Phone (        ) \_\_\_\_\_ Birth Date \_\_\_\_\_  
Email address \_\_\_\_\_

Go to <https://ivalley.augusoft.net> for the on-line registration and credit card payment process.

For third party billed enrollments call 641-752-4645.

**Registration and payment deadline: 3-19-19.**

*It is the policy of Iowa Valley Community College District that no individual will be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by the District on the basis of actual or potential parental, family or marital status; age; color; creed; gender identity; national origin; physical or mental disability; race; religion; sex; or sexual orientation as required by the Iowa Code §§ 216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq).*

*Iowa Valley Continuing Education students who feel they have been discriminated against are advised to contact Jacque Goodman, Equity Officer, at 641-844-5640 or [Jacque.Goodman@ivalley.edu](mailto:Jacque.Goodman@ivalley.edu). Complaints may also be filed with the Director of the Iowa Civil Rights Commission in Des Moines at (515) 281-4121 and/or the U.S. Department of Education, Office of Civil Rights, at the Chicago office, 500 W. Madison St., Suite 1475, Chicago, IL 60661; (312) 730-1560.*

*Retaliation against any individual for reporting discrimination or assisting in providing information relevant to a report of discrimination is strictly prohibited by IVCCD and constitutes a violation of this policy.*



## **Pharmacy Technician Education and Certification Frequently Asked Questions**

### **Education**

The Pharmacy Technician program through Iowa Valley Continuing Education will provide a certificate of completion (not college credit hours) and does prepare you for the National pharmacy Technician Certification Exam.

Since this is a non-college credit program the federal financial aid programs (FAFSA) will not pay for this course. GAP Tuition Assistance is available to qualified students for this course.

There is an attendance requirement and you can expect to spend 10-12 hours a week of homework outside of the class time.

### **Certification**

In Iowa, Pharmacy technician are required to be certified and the National Pharmacy Technician Certification Examination is one exam which meets the requirement. The three main sections of the exam include: assisting the pharmacist in serving patients; medication distribution and inventory control systems; and operations. After successful completion of this exam, the technician is then designated as a CPhT (Certified Pharmacy Technician).

To be eligible to take the National Pharmacy Technician Certification Examination, the candidate must have a high school diploma or GED, and have never been convicted of a felony.

The Pharmacy Technician Certification Board (PTCB) was established in January 1995, by the American Pharmaceutical Association (APhA), the American Society of Health-System Pharmacist (ASHP), the Illinois Council of Hospital Pharmacist (ICHP), and the Michigan Pharmacists Association (MPA) to create one consolidated voluntary national certification program for pharmacy technicians. PTCB is a national certification program that enables pharmacy techs to work more effectively with pharmacists to offer safe and effective patient care and service. PTCB develops and implements policies related to national certification examination for pharmacy technicians which tests knowledge in all practice settings.

For further information please check these web sites

<https://pharmacy.iowa.gov/>

<https://www.ptcb.org/>