

**FOOTHILL COLLEGE**  
**PHARMACY TECHNICIAN PROGRAM APPLICATION**  
**2012-2013**

Dear Applicant:

Thank you for your interest in the Foothill College Pharmacy Technician Program. The Pharmacy Technician Program curriculum is an intensive nine-month sequence of instruction, fully accredited by the state and by the American Society of Health-System Pharmacists. This course is offered once each year, beginning in September. Upon successful completion of the program, the student will be awarded a Certificate of Achievement and will be qualified to apply to the California State Board of Pharmacy for registration as a pharmacy technician. Admission to the program is limited to 35 students. 30 students will be taken based on the overall point total, and the remaining 5 will be accepted through a lottery. In order to give all applicants a fair and equal opportunity for admission, please make sure your completed application packet is received by April 30, 2012 (**Applications may continue to be accepted after the deadline if the program is not filled.**)

Please visit our web site at <http://www.foothill.edu/bio/programs/pharmtec> or call (650) 949-6955 for more information.

**Please read the following information and instructions carefully:**

1. The prerequisites to be considered for the Pharmacy Technician program are:
  - a) High School diploma or equivalency.
  - b) Biology Proficiency- high school Biology, Biology 10 (General Biology), or higher with a "C" or better, or successful placement on the Biology Placement test. Biology studied in a language other than English will not be considered.
  - c) Math proficiency - high school Algebra or Math 220 (Elementary Algebra) with a "C" or better, or placement into Math 105 (Intermediate Algebra) on the Foothill College Assessment Test.
  - d) English Proficiency- English 100 or ESLL 236/237 with a "C" or better, or eligible for ESLL 25 or English 110 as determined by the Foothill English Assessment Test.
  - e) Enrolling and passing PhT 200L (Pharmacy Technician as a Career). This class will be offered Spring quarter 2012. Call Charlie McKellar at 650-949-6955 for more class information.
  
2. The following are not prerequisites, but are strongly recommended:
  - a) Keyboarding proficiency of 35 words per minute or higher.
  - b) Anatomy /Physiology

**If you cannot supply official transcripts verifying Math or English Proficiency, you must contact our testing office at (650) 949-7230 or (650) 949-6958 for Math and English proficiency testing.**

3. Official (unopened) High School and/or college transcripts are required for all applications in order to verify prerequisite information. One unopened official set of transcripts should be submitted with the application. An application that is not complete, or does not have all transcripts required, will not be considered.
4. All foreign transcripts and degrees must be evaluated and translated into equivalent college semester hours of credit by:

International Education Research Foundation P.O. Box 3665 Culver City, CA 90231 (310) 258-9451 www.ierf.org	Academic Credentials Evaluation Institute P.O. Box 6908 Beverly Hills, CA 90212 (310) 275-3530 www.acei1.com	Educational Records Evaluation Service, Inc. 601 University Ave #127 Sacramento, CA 95821 (916) 921-0790 www.eres.com
--	---	--

5. Your completed application with documents should be mailed to:

Foothill College Middlefield Campus  
Pharmacy Technician Program  
4000 Middlefield Road. Bldg. I  
Palo Alto, CA 94303  
Attn: Charlie McKellar

If you have any questions, contact Charlie McKellar at (650) 949-6955.

### **ADMISSION PROCEDURES**

1. Admission is based on criteria approved by Foothill College and consistent with State and Federal law, regulations and program accreditation guidelines. Admission criteria includes completion of prerequisite courses with a C or better.
2. 30 students will be awarded admission whose point totals are the highest. The remaining 5 seats will be awarded through a lottery system, provided that all the necessary prerequisites are met.
3. Applicants who qualify for entry into the Pharmacy Technician Program will be notified in writing or through email with further notification on the program schedule, registration information, student financial aid, etc.
4. All applicants admitted to the program will be required to complete a physical examination and immunizations by a physician of their choice. Admission will be contingent upon completion of the examination. The completed physical examination form must be returned to the Foothill College Pharmacy Technician program by the first day of the fall quarter. In addition, you will be required to take a health care provider CPR course prior to being allowed in the clinical phase of the program.
5. Background screening and drug testing may be required by the clinical facilities. Positive results could impact a student's chances of attending clinics, completing the program requirements or gaining a license to practice upon graduation. The cost of required physical examinations, background screenings and drug tests will be paid by the student. Students accepted into the program will be provided with specific details.



# FOOTHILL COLLEGE

## PHARMACY TECHNICIAN PROGRAM

### 2012-2013 APPLICATION FOR ADMISSION

**Personal Information** (Please type or print legibly with a black ballpoint pen)

Name: \_\_\_\_\_  
Last First M.I.

Student ID # (optional): \_\_\_\_\_

Have you ever registered at this or any other institution under a different name?

Yes  No

If yes, state name(s):

\_\_\_\_\_

At what institution(s):

\_\_\_\_\_

E-mail address: \_\_\_\_\_

Current Address: \_\_\_\_\_  
Number Street Apt #

City State Zip

Emergency Contact Information: \_\_\_\_\_  
Name

Address Phone #

Indicate the preferred method of contact checking the box to the left of the phone number.

Home Phone Number: ( ) \_\_\_\_\_

Work Phone Number: ( ) \_\_\_\_\_

Cell Phone Number: ( ) \_\_\_\_\_

Permanent Address (if different from above):

Number	Street	Apt #
City	State	Zip

**PREREQUISITE INFORMATION**

- A. Have you ever in the past been a student in any Pharmacy Training Program?  
 YES       NO

If yes, what was your reason(s) for your withdrawal from this program(s)?

---

---

---

- B. What is your plan after graduation from the Pharmacy Technician Program?

---

---

---

---

---

- C. Please state your reasons why you want to become a Pharmacy Technician

---

---

---

---

---

---

---

---

---

---

## FOOTHILL COLLEGE PHARMACY TECHNICIAN ADMISSION POINT WORKSHEET

Directions: You can use this worksheet to see (1) have you met the prerequisites for application to the program and (2) how many points have you earned toward the application process. We recommend you set up an appointment with our Middlefield counselor. To make an appointment, please call (650) 949-6959 or go to <http://www.foothill.edu/counseling>

### PREREQUISITE COURSES (Must be completed with a "C" grade or better)

	High school	College	Class	Grade	Year
High School Graduation Or Equivalency					
Bio 10 (or higher), High School Bio, or Bio placement test					
Math 220 Algebra (or higher), High School Algebra, or Math Placement Test					
Eligible for English 110 (or higher), ESLL 25, or English Placement Test					
PhT 200L (Pharmacy Technician as a Career)*		Foothill College			

\* If you don't know your PhT 200L grade at the time you submit this application, enter "IP" (In Process)

**One official transcript from all schools?** Yes \_\_\_\_\_ No \_\_\_\_\_

**Prerequisites complete?** Yes \_\_\_\_\_ No \_\_\_\_\_

### SECTION A: HUMAN ANATOMY AND PHYSIOLOGY

(Maximum 6 points. Points earned for a "C" grade or better)

COURSE	COLLEGE	GRADE	POINTS
A&P (1 <sup>st</sup> quarter)			2
A&P (2 <sup>nd</sup> quarter)			2
A&P (3 <sup>rd</sup> quarter)			2

\*\*\*OR\*\*\*

COURSE	COLLEGE	GRADE	POINTS
A&P (1 <sup>st</sup> semester)			3
A&P (2 <sup>nd</sup> semester)			3

\*\*\*OR\*\*\*

COURSE	COLLEGE	GRADE	POINTS
Anatomy (1 quarter)			1
Physiology (1 quarter)			1

\*\*\*OR\*\*\*

COURSE	COLLEGE	GRADE	POINTS
Anatomy (1 semester)			1.5
Physiology (1 semester)			1.5

**SECTION B: GENERAL EDUCATION REQUIREMENTS**

(Maximum 14 points)

**See Foothill College Catalogue & Pharmacy Technology Program Curriculum Sheet**

**There are three ways to earn application points:**

(1) \_\_\_\_ **AA** or **AS** from a Community College

14 Points

**List College, degree & year granted:**

**OR**

(2) \_\_\_\_ **BA** or **BS** Degree

(from an accredited U.S. College or University- GE Waived)

14 Points

**List College, degree & year granted:**

**OR**

(3) \_\_\_\_ You have not completed a college degree as listed above, but you have completed the following GE courses. List the course(s) taken, college, and circle points for courses you have completed ("**C**" or higher). As a guide, go to <http://www.foothill.edu/programs/degrees.php>

*Note that points earned in this section may not qualify for Foothill College's General Education requirements for the A.S. Degree. If you have any questions, please go to <http://www.foothill.edu/counseling> and make a counseling appointment.*

AREA	COURSE	COLLEGE	GRADE	POINTS "C" grade or better
Humanities				2
English				2
Natural Sciences				2
Social & Behavioral Sciences				2
Communication/ Analytical Thinking				2
United States Cultures & Communities				2
Lifelong Understanding (2 courses)				1
				1

**SECTION C: GRADE POINT AVERAGE**

(maximum 2 points)

Cumulative College GPA	Possible Points
3.00 – 4.00	2
2.00 – 2.99	1
Under 2.00	0

Overall GPA from all colleges you have attended: \_\_\_\_\_

Section C point total: \_\_\_\_\_

If you have attended more than one college and need help figuring out your overall GPA, go to <http://www.foothill.edu/counseling/gpacalc.php> to use Foothill's GPA calculator.

**SECTION D: TOTAL POINTS**

To calculate your points, transfer the total from each section & add.

	Points
<b>Section A</b> (Maximum: 6 pts)	
<b>Section B</b> (Maximum: 14 pts)	
<b>Section C</b> (Maximum: 2 pts)	
<b>TOTAL POINTS</b> (Maximum: 22 pts)	

If accepted into this program, I will abide by all the program policies and procedures. I certify that the statements and information in this application are true and complete to the best of my knowledge.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



# Foothill College

## Background Screening, Policy and Procedure

To comply with JCAHO, state and local regulations regarding background checks for healthcare providers, the Foothill College DMS, RSPT, RTT, PHT and RT program students will be required to undergo a background investigation. DMS, RSPT, RTT, PHT and RT program students must have clear criminal background checks to participate in placements in clinical facilities. The background check is not a requirement for admission to a program and will be completed after an invitation for admission is received. Background screening is required for registration in the clinical courses\*.

Background investigations must minimally include the following:

- Social Security Verification
- Criminal Search (seven years or up to five criminal searches)
- Employment Verification (last two employers)
- Violent Sexual Offender and Predator Registry Search
- HHS/OIG List of Excluded Individuals/Entities (<http://exclusions.oig.hhs.gov/search.html>)
- GSA List of Parties Excluded from Federal Programs (<http://epls.arnet.gov/>).
- Seven years history
- Address verification
- Two names (current legal and one other name)
- Three counties

These requirements may be expanded due to additional requirements, which may come from hospital/clinical facilities at any time.

Students may not be able to attend clinical facilities for felonies and some misdemeanors. In addition, students may be denied access to clinical facilities based on offenses appearing on the criminal record, which may have occurred more than seven years ago.

Students must provide clinical facilities with information allowing the clinical facility (and school as necessary) access to the background check. If the students record is not clear, the student will be responsible for obtaining documents and having the record corrected to clear it. If this is not possible, the student will be unable to attend the clinical portion of the program. If a student cannot complete the clinical training during the time it appears in the curriculum, a student may not be allowed to complete the program requirements.

If after reviewing the background screening, a clinical site determines that a student does not meet security standards, the student will be ineligible for mandatory clinical rotations and either be denied admission to clinical portion of the program. The school is not obligated to make special accommodations and will not find an alternative clinical site if there is a problem with a student's background screening. It is the responsibility of the student to provide/bring the background screening to the clinical site.

## **Foothill College Background Screening, Policy and Procedure**

I have read and understand the Foothill College Background Screening, Policy and Procedure. I understand that Foothill College is not responsible for either the accuracy of screening results or any agencies' determination, if any, as to whether I will be permitted to participate in clinical rotations. I also understand the Foothill College policy and procedure may be, at any time, expanded due to clinical facilities developing new requirements. I recognize that background screening results can impact my receiving a clinical site, completing program requirements or gaining a license to practice upon graduation.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*This form must be signed and submitted prior to acceptance into the clinical portion of the program.*

## **GENERAL INFORMATION**

**THE FOLLOWING INFORMATION IS NOT REQUESTED FOR OR UTILIZED IN THE SELECTION PROCESS. IT IS DESIGNED TO PROVIDE THE MOST EFFECTIVE COUNSELING AND GUIDANCE TO THOSE ACCEPTED INTO THE PROGRAM.**

### **FINANCIAL INFORMATION**

The pharmacy technician program is a rigorous 9 month program starting in the fall quarter only. The course work is intense with very detailed information presented over a brief period of time. It is highly recommended that students arrange their finances, work schedules and personal commitments with careful consideration. We suggest that students work no more than 2-3 days per week while enrolled in the program.

### **ATTENDANCE**

Punctuality and reliability are vital characteristics for individuals entering a health career. Daily attendance and participation are mandatory. Habitual tardiness and absenteeism will be evaluated early and if not corrected during a probationary period a student will be dismissed from the program.

### **COMMUNICATION SKILLS**

The pharmacy technician student must be able to read, write, speak, and comprehend the English language. The student will be required to understand and act on verbal and written orders in the classroom and at the clinical sites. The ability to proficiently utilize the telephone is absolutely essential. The technician must possess excellent verbal and written communications skills for interacting with patients, physicians, nurses, pharmacists and co-workers.

### **CLINICAL AND STATE REGISTRATION REQUIREMENTS**

State registration is required to work as a pharmacy technician in California. A drug or alcohol offense, sexual misconduct, DUI, or felony crime may prohibit registration with the state. The application for registration includes a background check. This will require two completed fingerprint cards and a signed statement as to whether the applicant has ever been convicted of, or pled no contest to, a violation of any law of a foreign country, the United States, any state or any local ordinance. Questions regarding registration and any convictions should be directed to the California State Board of Pharmacy in Sacramento.

**NOTE:** This information may be extremely important in identifying potential problems with placement at clinical sites and with state registration. Registration with the California State Board of Pharmacy is required to work as a pharmacy technician in the state of California.

**I verify that I have read and understand the above information.**

---

Applicant's Signature

---

Date

## **FOOTHILL COLLEGE PHARMACY TECHNICIAN PROGRAM APPLICATION CHECKLIST**

You **MUST** turn in the following to be considered for the program  
(check all that apply):

- Application** (completely filled out and signed)
- Proof of high school graduation or equivalency** (please submit official documentation if applicable)
- Official transcripts from any colleges you have attended** (if applicable)
- Technical Standards page** (signed)
- General Information page** (signed)
- Background Screening, Policy and Procedure page** (signed)
- A correctly calculated college GPA total**
- A completed application with an accurate Total Points calculation** (incomplete applications will be returned to the applicant)

You **MUST** meet and show proof of the following prerequisites to be considered for the program (check all that apply):

- Math 220 or High School Algebra (or higher), or placement into the MATH 105 course (or higher) on the Foothill College Math Assessment Test.**
- Eligibility for English 110 or ESLL 25 (or higher), or equivalent/higher placement as determined by the Foothill College English Assessment Test.**
- General Biology (Bio 10) or higher, or High School Biology.**
- Completion or current enrollment in PhT 200L**

**Letters of acceptance/non-acceptance will be mailed to all candidates by May 18th, 2012. Call Charlie McKellar at 650-949-6955 if you have any questions.**

**Also, please read our Application FAQ's on the next page - many of your questions may be answered there!**

## Application FAQ's

### 1) When will I find out if I got (or didn't get) accepted into the program?

Notification will be sent out by May 18th. We will send out written notification telling you if you are in, on the waiting list, or not in. If you turn in your application in after the deadline, and the program is already full, admittance will only be granted if/when a spot is open.

### 2) Am I required to submit high school transcripts?

It depends. If your Math, Biology and English prerequisites can be met through college transcripts, or you successfully placed high enough on Foothill's proficiency tests for these subjects, we do not need to see high school transcripts. **However, you are still required to submit some form of proof of high school graduation regardless of any prior education or advanced degrees (Associates degree, Bachelors degree, Masters degree, PhD, etc...) you have already received. This is a registration requirement mandated by the California State Board of Pharmacy to work as a Pharmacy Technician and cannot be waived under any circumstances.**

### 3) Are there any advantages of submitting my application early?

Not really. The important thing is that by the application deadline of April 30, your application is turned in and all supporting documents are included. However, by submitting your application early, we can determine your application status and can notify you prior to the deadline if any information is missing.

### 4) Can I take summer courses to increase my point total or meet the prerequisites?

No. However, if you are taking spring classes and can submit official transcripts showing your classes as being "IP" (in process) prior to the application deadline, we will count that. You will then be required to submit follow-up official transcripts after your class ends and your grade posts, verifying you passed the class.

### 5) If I took classes Foothill or De Anza, do I still need to submit official transcripts?

In most cases, no. The only time you would need to submit transcripts is if the classes you took were prior to 1983. I have computer access to your records starting from 1983 on forward to verify any classes you have taken through Foothill or De Anza. You will still need to calculate your own GPA (under Section C of the application)

### 6) I'm having a hard time filling out SECTION B (General Education Requirements). What do I do? I want to make this section as accurate as possible.

The best thing to do is to make an appointment with one of our counselors. Also, go to <http://www.foothill.edu/programs/degrees.php> as a guide. Another option is to go to <http://www.foothill.edu/counseling> and click on the "Online Advising Forums" link. Be specific as to which classes you have taken, the school you took the class, and which category it may fit into.

### 7) My point total seems to be a bit low. Do I still have a chance of getting into the program?

Yes! We are allowing 5 of the 35 students to be selected via a lottery system. As long as you meet the prerequisites, you still have a chance of being accepted.

8) Do I really have to take PhT 200L to be considered for the program?

Yes. Please contact Charlie McKellar at 650-949-6955 for class information.

9) I already have a college degree. Do I *still* need to prove my Math/English/Biology prerequisite eligibility?

Yes. For Math, we need to see on a transcript proof of Algebra or higher with a “C” or better. For English, we need to see on a transcript proof of being at English 110 (Intro to college reading/writing) or higher. For Biology, we will accept High School biology, Bio 10, or a more advanced bio class. If you have not taken these classes, we will accept a placement test in lieu of these classes. Please call 650-949-6958 to arrange a placement test.

10) Can I turn in other items (letters of recommendation, etc...) to help my application?

Yes, but note that it won't earn you any points. However, we will take these items into consideration in the event that ties within a particular point total cause us to further evaluate your application.

11) How many students do you accept each year, and how many students apply?

We accept 35 students every Fall quarter. Typically, we receive 60 to 80 applications every year.

12) What's the overall cost of the program?

For California residents, the overall cost of everything is approximately \$1,900 (subject to change without prior notification).

13) Are Pharmacy Technician classes held during the day or evening?

All classes are held during the day at the Middlefield Campus. Generally, classes begin at 8:00am and continue for 5 to 6 hours, four days a week during Fall and Winter Quarter. On Fridays during the Fall and Winter Quarter, students spend 8-10 hours in a hospital or retail pharmacy externship. During the Spring Quarter, students attend class 3 days a week (Tuesday, Wednesday, Thursday) and spend 8-10 hours on Monday and Friday in a hospital/retail externship.

The Pharmacy Technician program is a full-time program. Students are required to take 18.5 units in the Fall, 18.5 units in the Winter and 15 units in the Spring Quarter.

14) Is your program accredited?

Yes. Our pharmacy technician program is accredited with the American Society of Health-System Pharmacists (ASHP). For more information, go to [www.ashp.org](http://www.ashp.org).

15) What salary can I expect as a licensed Pharmacy Technician?

Starting salaries generally range from \$15/hr to \$22/hr. Working in hospitals is generally on the higher end of the range, and retail work is on the lower end of the range.