FOOTHILL COLLEGE
PHARMACY TECHNICIAN PROGRAM APPLICATION
2015-2016

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.

We have extended the application deadline to July 12th to allow students to register for the Summer PhT 200L class! Please contact Charlie McKellar at (650) 949-6955 for more information.

Visit our web site at **http://www.foothill.edu/bio/programs/pharmtec** or call Charlie McKellar at (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:
   * High School diploma or equivalency.
   * Biology Proficiency- Biology 14 (Human Biology) or higher or equivalent (High School Biology, Biology 10) 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.
   * Math proficiency - Math 220 (Elementary Algebra) or higher or equivalent (High School Algebra) with a "C" or better, or placement into Math 105 (Intermediate Algebra) on the Foothill College Assessment Test.
   * 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.
   * Enrolling and passing PHT 200L (Pharmacy Technician as a Career). Please call Charlie McKellar at 650-949-6955 for more class information or go online to http://www.foothill.edu/schedule/schedule.php. We are offering a Summer PhT 200L class to meet the prerequisite for this Fall.
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) 949-6958.

3. Official (unopened) transcripts are required for all applications in order to verify prerequisite information. **College transcripts from ALL colleges, including Foothill and De Anza, are required for all applications and must include ALL courses attended**. 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
www.ierf.org

Academic Credentials
Evaluation Institute
P.O. Box 6908
Beverly Hills, CA 90212
www.acei1.com

Educational Records
Evaluation Service, Inc.
601 University Ave #127
Sacramento, CA 95821
www.eres.com

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

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

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

Note that during the Summer of 2015, the program will be transitioning to the Foothill College main campus, located at 12345 El Monte Road, Los Altos Hills, CA 94022.

FOOTHILL COLLEGE
PHARMACY TECHNICIAN PROGRAM
2015-2016 APPLICATION FOR ADMISSION

PERSONAL INFORMATION **(Please type or print legibly with a 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

COLLEGE(S) ATTENDED: Please list the name, starting and ending dates, and any degrees or certificates, for ALL colleges, universities, and technical/vocational attended. You must include colleges in which courses were attempted even if not completed. DO NOT LEAVE THIS AREA BLANK.

Name of College/University	City/State	Dates Attended	Degree Received

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)?

_____

_____

_____

Please explain why you would like to become a Pharmacy Technician.

_____

_____

_____

_____

_____

_____

_____

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

_____

_____

_____

_____

_____

_____

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 (Pharamcy Technician as a Career)*		Foothill College			

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

One official transcript from all schools? Yes _____ No _____

Prerequisites complete? Yes _____ No _____

SECTION A: HUMAN ANATOMY & PHYSIOLOGY (pick one of the three choices)

(Max.12 points**. Award 4 points for an "A" grade, 3 points for a "B", 2 points for a "C")**

COURSE	COLLEGE (quarter system)	GRADE	POINTS (circle one)
A&P (1st **quarter**)			4 (A) 3 (B) 2 (C)
A&P (2nd **quarter**)			4 (A) 3 (B) 2 (C)
A&P (3rd **quarter**)			4 (A) 3 (B) 2 (C)

OR

COURSE	COLLEGE (semester system)	GRADE	POINTS
A&P (1st **semester**)			6 (A) 4.5 (B) 3 (C)

OR

COURSE	COLLEGE (semester system)	GRADE	POINTS
Anatomy (1 **sem.**)			3 (A) 2 (B) 1 (C)
Physiology (1 **sem.**)			3 (A) 2 (B) 1 (C)

Section A point total: _____

SECTION B: GENERAL EDUCATION REQUIREMENTS

(Maximum 14 points)

See the Foothill 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 with a "C" or higher. Do not put down any "D" or "F" grades.

Note that points earned in this section may not qualify for Foothill College's General Education requirements for the A.S. Degree. Please go to http://www.foothill.edu/counseling to schedule an appointment with a counselor, or click on the "Online Advising Forum" link to post questions on what will or will not qualify for points. As a guide to this section, please go to the website http://www.foothill.edu/programs/degrees.php

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 B point total: _____

SECTION C: GRADE POINT AVERAGE
(maximum 4 points)

Cumulative College GPA	Possible Points
3.50 – 4.00	4
3.00 – 3.49	3
2.50 – 2.99	2
2.00 – 2.49	1
Under 2.00	0

Overall cumulative GPA from **all** colleges you have attended: _____

Section C point total: _____

If you have attended more than one college and need help figuring our 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
Section A (Maximum: 12 pts)	
Section B (Maximum: 14 pts)	
Section C (Maximum: 4 pts)	
TOTAL POINTS (Maximum: 30 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

Should you have any questions on the application or about the program in general, please see our FAQ section on this application. Many of your questions may be answered there!

Technical Standards

The following statements identify the technical standards needed for the pharmacy technician and for students enrolled in the Foothill College Pharmacy Technician Program.

A. The Pharmacy Technician/ student must possess sufficient strength, motor coordination and manual dexterity. Please answer the following questions.

1. Are you able to stand for 67-100% of work time? YES NO
2. Are you able to walk 67- 100 % of work time? YES NO
3. Are you able to lift 20 lbs. for 67-100 % of work time? YES NO
4. Are you able to lift 20-40 lbs. for 34-66 % of work time? YES NO
5. Are you able to bend 1-33 % of work time? YES NO
6. Are you able to reach above your shoulder level intermittently for 90 % of your work time? YES NO

If you cannot perform one or more of the technical standards identified above, you will have difficulty performing the jobs required of a pharmacy technician. Please explain any difficulties you might have.

_____

_____

_____

_____

Please rate your keyboarding skills: Typing proficiency is an important component of prescription processing. Industry standards require the Pharmacy Technician to be able to type at least 35 wpm.

Good (35 wpm or higher) _____

Fair (35-25 wpm) _____

Poor (less than 25 wpm) _____

I have read and understand all the technical standards of the Pharmacy Technician Program. I verify that the information supplied by me is complete and accurate.

NAME _____

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 ALL colleges you have attended**
- ☐ **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 higher, or equivalent (High School Algebra) 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.**
- ☐ **Human Biology (Bio 14) or higher, or equivalent (High School Biology, Bio 10).**
- ☐ **Completion or current enrollment in PHT 200L**

Call Charlie McKellar at 650-949-6955 if you have any questions. Also, please read our Application FAQ's on the next page - 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 July 1st. 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. We've also extended the deadline for Fall 2015! Please call Charlie McKellar at (650) 949-6955 for more information.

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 (a Xerox copy of your High School diploma or GED certificate) 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 and our accrediting agency, the American Society of Health System Pharmacists (ASHP) to work as a Pharmacy Technician and cannot be waived under any circumstances.**

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

Yes and no. The important thing is that by the application deadline of May 15, 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?

For the PHT 200L class, yes. For all other classes, 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?

Yes. Please make sure you order and turn in your Foothill/De Anza transcripts by the deadline.

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, Bio 14, 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 Math or English 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 50 to 70 applications every year.

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

For California residents, the overall cost of everything is approximately $2,000 (subject to change without prior notification).

13) Are Pharmacy Technician classes held during the day or evening? Where will they be held?

Starting Fall quarter 2015, all classes will be held during the day at the main campus of Foothill College, located at 12345 El Monte Road in Los Altos Hills. Generally, classes begin at 8:00 am and continue for 5 to 6 hours, five days a week during Fall Quarter. During Winter and Spring quarters, students will attend class Tuesdays Wednesdays and Thursdays, and have hospital/retail externship rotations on Mondays and Fridays. The Pharmacy Technician program is a full-time program. Students are required to take 22 units in the Fall, 15 units in the Winter and 15 units in the Spring Quarter. (subject to change without prior notification)

14) Is your program accredited?

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

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

Starting salaries generally range from $15/hr to $27/hr. Working in hospitals is generally on the higher end of the range, and retail work is on the lower end of the range.

16) Can I take PhT 200L Winter, Spring, or Summer quarters to satisfy the prerequisite for the Fall?

Yes! Please go to *http://www.foothill.edu/admissions.php* and click on #1 (Apply for Admission) to fill out the online application and get your Foothill student ID set up, then click on #4 (Register for Classes) to sign up. (Note that the online application for Foothill College is separate from the Pharmacy Technician application. You must do both applications). Call Charlie McKellar at (650) 949-6955 for more information. We are also offering a Summer PhT 200L class to meet the prerequisite for this Fall.