



**ACADEMY**  
of MEDICAL PROFESSIONS

BRUNSWICK BUSINESS CENTER  
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## **PHARMACY TECHNICIAN CERTIFICATE**

This 300 hour/16-week program prepares you to take and pass the Pharmacy Technician Certification Board exam. You will also receive a Certificate of Completion through the Academy of Medical Professions.

As a Pharmacy Technician, you will be assisting the Licensed Pharmacist with all the necessary day-to-day services that the Pharmacy provides.

Everything from preparing medications to answering phones, receiving, and verifying prescriptions, counting tablets, taking requests for refilling of medications, and much more. You are an assistant to the pharmacist.

Talk about job security!! This is a growing field with high demand and great salaries. You can work for places such as: Pharmacies at Hospitals, Independent Pharmacies, and retail chains like Rite Aid and Wal-Mart and Walgreens. There are so many possibilities.

Excellent communication skills and customer service are essential in this field. You must have the ability to learn and retain procedural processes and apply them quickly and accurately. Most places do require flexibility of hours, some might ask for: nights, weekends, or holidays depending on where you work and for whom you work.

You will be working one-on-one with a Pharmacy Technician instructor as you go through your weekly assignments. She is always available and is in constant contact with you as you progress through the program.

## **PHARMACY TECHNICIAN LEARNING MODULES AND COURSE INFORMATION**

- Coverage of all core curriculum requirements in the ASHP (American Society of Health-System Pharmacists) curriculum including Orientation, federal law, medication review, aseptic techniques, calculations, everyday pharmacy operations.
- Over 7 ½ hours of audio providing student with listening, reading and a visual learning experience.
- Over 2,500 pictures and graphics to illustrate the technical details of each topic. Pictures are from a working pharmacy, illustrating actual duties of pharmacy technicians, from greeting customers to performing basic aseptic techniques.
- Over 20 minutes of video guiding the student through the learning experience. An individual video clip introduces each of the subsections and provides study topic hints for the student.
- We will not only prepare you for the exam to be a Certified Pharmacy Technician, but also help you with job placement, encouraging you and staying in touch through our interactive web site and contacts through e-mail and phone. We want you to succeed in your career goals.
- Independent Certified Pharmacy Technician online instructor from our company guiding, motivating, and answering questions throughout your course, working independently with each student.

### **OUR WEB-BASED TESTING SYSTEM INCLUDES**

- Unit quizzes that test student's comprehension.
- Unit tests that reinforce what students should have learned.
- Final Exam is a simulated 125-question PTCB exam that is timed without feedback, mimicking an actual exam.
- Competency percentages match with PTCB exam.
- Custom tests for each student with questions drawn from OUR database of more than 1,000 unique test questions.

**Fees for this program include:**

**All materials needed for this program.**

**COST OF NATIONAL CERTIFICATION EXAM.**

## PHARMACY TECHNICIAN SCHOOL CALENDAR

The Pharmacy Technician Training Certificate Program is an entirely ONLINE WEB BASED PROGRAM, and the start dates are within 2 weeks of enrolling.

### ENTRANCE REQUIREMENTS ATTENDANCE POLICY

All applicants must be **18 years of age** and have completed high school with a diploma or GED equivalent. Basic math and familiarity with a computer are essential for admittance into the Pharmacy Technician program. **If you have a felony on your record, please be aware that this may hinder you applying for a job or obtaining your certification; please be sure to discuss this with the school beforehand.** You must complete the software lectures. If you would like us to provide a tutored pretest before participating in this course, there will be an \$80 tutored test fee.

### COMPLETION REQUIREMENTS

You must successfully pass all Units of Study, HIPAA, Virtual exercises and Video lessons in order to receive the certificate. Each Unit has both quizzes and tests to pass. The Final Exam mimics questions you would receive on the National Exam.

### REFUND POLICY

- You may terminate the Enrollment Agreement or training at any time. If you do so, you must inform the **school in writing**. Termination will become effective upon receipt of the **written** notice or week corresponding with the start date.
- If you terminate within **three days** of enrolling, provided you have not commenced training, you will receive a refund of money paid to Transcription Associates, Inc. /Academy of Medical Transcription.  
The \$300.00 application fee is nonrefundable.
- If you terminate within the **first 3 weeks**, you will receive a pro rata refund equal to the unused portion of monies received from your last day of attendance, or week corresponding with your course assignment, less the application fee of \$300.00, the software fee of \$350, minus attendance fees. If we do not receive a written letter of request to drop out of the program by the fourth class, **NO REFUND**.



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## PHARMACY TECHNICIAN COURSE ENROLLMENT AGREEMENT

SS# \_\_\_\_\_

NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ Gender Assigned at Birth  
(choose from dropdown below)

PHONE NUMBER: \_\_\_\_\_ (H) \_\_\_\_\_ (C)

E-MAIL: \_\_\_\_\_

START DATE: \_\_\_\_\_

WHERE DID YOU HEAR ABOUT OUR COURSES?  
\_\_\_\_\_

If Adult Education, which one? \_\_\_\_\_

## PAYMENT METHOD

\*\*\*\*Please make checks payable to the Academy of Medical Professions\*\*\*\*

\$300.00 non-refundable enrollment fee is already included in the price

**SINGLE PAYMENT**

**CIRCLE ONE**

**\$2,050**

Pharmacy Technician program with Certification

**\$2,050**

**Voucher Payment**, Pharmacy Technician program with Certification

**VOUCHER PAYMENTS I.E. GOODWILL, DEPT OF LABOR, VA, MYCAA, ETC.**

**Name of Organization paying and contact information:**

\_\_\_\_\_  
\_\_\_\_\_

**See next page for payment plan information**



**PHARMACY TECHNICIAN COURSE ENROLLMENT  
AGREEMENT**

**PAYMENT PLANS (Finance Fees Included)**

**MONTHLY PAYMENT PLANS: \$2,275 Pharmacy Technician \$500 Down, \$325 for 7 months**

**PAYMENTS MADE BY CREDIT CARDS**

CREDIT CARD # \_\_\_\_\_

EXPIRATION: \_\_\_\_\_ SECURITY CODE: \_\_\_\_\_ TYPE OF CARD: \_\_\_\_\_

NAME AS IT APPEARS ON CARD: \_\_\_\_\_

ADDRESS WHERE CARD IS SENT IF DIFFERENT FROM REGISTRATION FORM:  
\_\_\_\_\_

**(Check One)**

**DEPOSIT** Amount \$ \_\_\_\_\_ Date to take out deposit: \_\_\_\_\_

**(OR)**

Payment in **FULL** \$ \_\_\_\_\_ Date to take out the full payment: \_\_\_\_\_

**PAYMENT PLAN:** Date to begin payments: \_\_\_\_\_

**CONTRACT AGREEMENT**

I, \_\_\_\_\_ hereby agree to the above-mentioned terms of the program. I agree to the payment plan chosen above and I have read and understand the REFUND POLICY for his course and agree to its terms. I agree that if I have a payment plan, that I will keep it in good standing, and that if my account is sent to collections, I am responsible for the legal fees, late fees, and payment plan I have agreed to: SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**(THIS INFORMATION IS ONLY NEEDED IF USING PAYMENT PLAN)**

DRIVER'S LICENSE # \_\_\_\_\_ STATE \_\_\_\_\_