ENTRY-LEVEL PHARMACY TECHNICIAN (TECHNICAL CERTIFICATE)

Award: Technical Certificate
Program of Study: Entry-Level Pharmacy Technician
Program Code: 1199

About This Program . . .

The Entry-Level Pharmacy Technician Certificate is designed to cover both the academic and clinical skills necessary to perform as a entry-level pharmacy technician. The program begins fall semester of each year. The Certificate in Pharmacy Technician Program is designed to be completed in one year. The certificate will allow the student to sit for the National Certification Exam. The 31 credit hours will also count toward the Associate of Applied Science, Pharmacy Technician.

For more information on what you can do with this major, visit CMU Tech's Programs of Study page.

All CMU/CMU Tech technical certificate graduates are expected to demonstrate proficiency in specialized knowledge/applied learning, communication fluency, and critical thinking. In addition to these campus#wide student learning outcomes, graduates of this major will be able to:

a. Demonstrate the ability to process a medication order completely, accurately, and efficiently (interpretation, drug product selection, computer warnings, packaging, and labeling, filling a prescription in an outpatient setting, and preparing IV medication using aseptic technique), while working under the supervision of a licensed pharmacist.\ (Specialized Knowledge and Applied Learning)
b. Perform accurate pharmacy calculations and proficiently apply computer skills, record keeping and billing in adherence to applicable industry regulations. (Quantitative Fluency)

Requirements

Each section below contains details about the requirements for this program. Select a header to expand the information/requirements for that particular section of the program's requirements.

To print or save an overview of this program's information, including the program description, learning outcomes, requirements, suggested course sequencing (if applicable), and advising and graduation information, scroll to the bottom of the left-hand navigation menu and select "Print Options." This will give you the options to either "Send Page to Printer" or "Download PDF of This Page." The "Download PDF of This Page" option prepares a much more concise presentation of all program information. The PDF is also printable and may be preferable due to its brevity.

Institutional Certificate Requirements

The following institutional requirements apply to all CMU or CMU Tech Technical Certificates. Specific programs may have different requirements that must be met in addition to institutional requirements.

- Consists of 5-59 semester hours.
- Consists of 100-200 level courses.

- At least fifty percent of the credit hours must be taken at CMU/CMU Tech.
- 2.00 cumulative GPA or higher in all CMU/CMU Tech coursework.
- A grade lower than "C" will not be counted toward meeting the requirements.
- A course may only be used to fulfill one requirement for each degree/certificate.
- Non-traditional credit, such as advanced placement, credit by examination, credit for prior learning, cooperative education and internships, cannot exceed twenty-five percent of the semester credit hours required for a technical certificate.
- Pre-collegiate courses (usually numbered below 100) cannot be used for graduation.
- Capstone exit assessment/projects (e.g., Major Field Achievement Test) requirements are identified under Program-Specific Certificate Requirements.
- The Catalog Year determines which program sheet and certificate requirements a student must fulfill in order to graduate. Visit with your advisor or academic department to determine which catalog year and program requirements you should follow.
- See "Requirements for Undergraduate Degrees and Certificates" in the catalog for a complete list of graduation requirements.

Program Specific Certificate Requirements

(26 semester hours)

Code	Title	Semester Credit Hours
PHTE 111	Introduction to Pharmacy	3
PHTE 112	Pharmacy Law and Ethics	2
PHTE 114	Computer Skills for Pharmacy Technicians	1
PHTE 115	Pharmacology I	3
PHTE 116	Institutional Pharmacy	3
PHTE 118	Pharmacology II	3
PHTE 119	Community Pharmacy	3
PHTE 170	Pharmacy Clinical I	3
PHTE 189	Review for PTCB National Exam	1
PHTE 235	Calculations and Compounding Techniques	4
Total Semester Credit Hours		**26**

Suggested Course Plan

First Year

Fall Semester		Semester Credit Hours
PHTE 111	Introduction to Pharmacy	3
PHTE 114	Computer Skills for Pharmacy Technicians	1
PHTE 115	Pharmacology I	3
PHTE 116	Institutional Pharmacy	3
PHTE 235	Calculations and Compounding Techniques	4
	Semester Credit Hours	**14**

Spring Semester		
PHTE 112	Pharmacy Law and Ethics	2
PHTE 118	Pharmacology II	3
PHTE 119	Community Pharmacy	3

PHTE 170	Pharmacy Clinical I	3
PHTE 189	Review for PTCB National Exam	1
	Semester Credit Hours	**12**
	Total Semester Credit Hours	**26**

Advising and Graduation
Advising Process and DegreeWorks

Documentation on the pages related to this program is intended for informational purposes to help determine what courses and associated requirements are needed to earn a certificate. Some courses are critical to complete in specific semesters while others may be moved around. Meeting with an academic advisor is essential in planning courses and discussing the suggested course sequencing. It is ultimately the student's responsibility to understand and fulfill the requirements for their intended certificate.

DegreeWorks is an online degree audit tool available in MAVzone. It is the official record used by the Registrar's Office to evaluate progress towards a certificate and determine eligibility for graduation. Students are responsible for reviewing their DegreeWorks audit on a regular basis and should discuss questions or concerns with their advisor or academic department head. Discrepancies in requirements should be reported to the Registrar's Office.

Graduation Process

Students must complete the following in the first two months of the semester prior to completing their certificate requirements (for one-semester certificates, complete in the first week of class):

- Review their DegreeWorks audit and create a plan that outlines how unmet requirements will be met in the final semester.
- Meet with their advisor and modify their plan as needed. The advisor must approve the final plan.
- Submit the "Intent to Graduate" form to the Registrar's Office to officially declare the intended graduation date and commencement ceremony plans.
- Register for all needed courses and complete all requirements for each degree sought.

Submission deadlines and commencement details can be found on the Graduation web page.

If a student's petition for graduation is denied, it will be their responsibility to apply for graduation in a subsequent semester. A student's "Intent to Graduate" does not automatically move to a later graduation date.