

Pharmacy Technician Program

Information Guide and Application

August 2012



FRANKLIN TECHNOLOGY CENTER @ MSSU

3950 E. Newman Road

Joplin, MO 64801

Phone: (417) 659-4400

Fax: (417) 659-4408

Email: essley-m@mssu.edu



Pharmacy Technician

Pharmacy Technician
720 (includes 80 hours of internship)
Clock Hour Certification Program
Program Coordinator: Misti Essley
Monday – Thursday 5:30 pm – 10:00 pm
Phone: 417-659-4452
Essley-m@mssu.edu

A technician is an individual who, under the supervision of a pharmacist, assists in the performance of activities of the pharmacy department not requiring the professional judgment of a pharmacist.

As with the medical field in general, the demand for pharmacy techs is expected to grow much faster than the average over the next decade because of the development of new drugs and the large aging population in the United States. With more and more pharmacists doing patient counseling and working directly with physicians, they are relying on the technicians to manage the daily activities of the pharmacy.



Pharmacy Technician
Certification Exam Review
included in course studies.

Pharmacy technicians have varying responsibilities. Some of those include, but are not limited to:

- Preparing & filling prescriptions under the direction of a pharmacist
- Preparing medication for clients by compounding, counting pills & labeling bottles
- Labeling & storing supplies
- Preparing IV solutions
- Answering telephones
- Pharmacy administration
- Receiving & verifying prescriptions
- Operating healthcare information systems

Key attributes for success in the profession include:

- proficiency with computers
- good “people skills”
- ability to work under pressure
- teamwork skills

It is possible to learn on the job, but employers prefer pharmacy techs that have formal training and certification.

Tuition and Fees for 2012-2013 are estimates only and are subject to change

FRANKLIN TECHNOLOGY CENTER

PHARMACY TECHNICIAN

School Year 2012-13

Beginning Date: AUGUST 2012

Ending Date: APRIL 2013

Application Fee of \$50.00 Required Prior to Acceptance Into Program

TUITION**	\$	7,500.00
TEXTBOOK PURCHASE**	\$	200.00
SUPPLIES**	\$	275.00
FEES**	\$	543.00

GRAND TOTAL	\$	8,518.00
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****Program costs are subject to change****

Revised 10/20/11

Tuition and Fees for 2012-2013 are estimates only and are subject to change

Franklin Technology Center Pharmacy Technician Program

Application Procedure

STEP 1 – Submit application with \$50.00 application fee to the Franklin Technology Center @ MSSU office, Room 21 in the Mills Anderson Criminal Justice Center on the Missouri Southern State University campus.

In order to be considered for the program, the first step in the process is receiving this packet with the enclosed information, completing the application, and paying the application fee. Once your application has been submitted, you will move to STEP 2. Please do the following in **STEP 1:**

- **Read the enclosed information about the program.**
- **Review program cost sheet and keep a copy (Important: The school reserves the right to adjust program tuition and fees prior to the start of the program.**
- **Complete both sides of application form and sign.**
- **Return the application along with a non-refundable \$50.00 application fee to the FTC office located on the MSSU campus, 3950 East Newman Road, Joplin, MO 64801.**

Please direct all correspondence and inquires to:

**Franklin Technology Center @ MSSU
Pharmacy Technician Program
3950 East Newman Road
Joplin, MO 64801-1595
Telephone: (417) 659-4400 Fax (417) 659-4408**

STEP 2 – Contact Financial Aid Office

- **All applicants must contact the financial aid office at 417-625-9865 or Hobart-k@mssu.edu.**

Important: In addition to completion of the Financial Aid application you must *ALSO* complete the FTC program application and pay the \$50.00 application fee as listed in STEP 1.

STEP 3 - Submit the following:

- **Official high school transcript or GED**
- **Signed Consent for Criminal Background Check Form**

Franklin Technology Center

Pharmacy Technician Program

Application

Date received: _____
Receipt # _____
Agency: _____
Counselor: _____
Copy to Bookkeeper _____

PERSONAL INFORMATION (please print clearly)

Name: _____ Maiden: _____
(First) (M.I.) (Last)

Address _____
(City) (State) (Zip)

SS#: _____ Date of Birth: _____ Phone: _____

E-Mail: _____

EDUCATIONAL HISTORY

I graduated in _____ from _____,
(MM/YY) (Name of School) (City) (State)

I completed my GED in _____ in the state of _____.
(MM/YY)

Have you completed any college coursework? ____ Yes ____ No If yes, where? _____
(Include state)

List any college degrees or vocational certificates held: _____

EMPLOYMENT HISTORY (list your last two places of employment beginning with most recent)

1. Employer w/ address: _____

Phone: _____ Date Employed: _____ Date of Termination _____

Reason for leaving (optional): _____

2. Employer w/ address: _____

Phone: _____ Date Employed: _____ Date of Termination: _____

Reason for leaving (optional): _____

3. ____ I have not been employed outside the home.

EMERGENCY CONTACT INFORMATION (List three people we may contact in case of emergency)

1. Name: _____ Relationship: _____

Home Phone: _____ Street Address: _____

Work Phone: _____ City, State, Zip: _____

2. Name: _____ Relationship: _____

Home Phone: _____ Street Address: _____

Work Phone: _____ City, State, Zip: _____

3. Name: _____ Relationship: _____

Home Phone: _____ Street Address: _____

Work Phone: _____ City, State, Zip: _____

CRIMINAL BACKGROUND CHECK:

All applicants applying for FTC programs will be required to undergo a criminal background check. This background check will require the applicant to list all states the applicant has resided in since 18 years of age. Failure to accurately list this information may result in denial of entrance into the program. Students that are accepted through false or incorrect information for the background check will be terminated from the educational program. Students with an insufficient or questionable background check or adults attending programs located in a building with minors will be required to have fingerprints taken and sent to the FBI for review. **Failure to have a clear background check will result in immediate dismissal from the program.**

Have you ever been convicted as an adult offender of any crime? Yes No

If yes, is your name on the Department of Social Services Disqualification List? (This list includes people who have pled guilty to any A or B felony violation of chapters 565,566,569 RSMo). The felonies covered in these chapters focus primarily on crimes against another person and are listed below. Please check which ones apply to you:

- Voluntary Manslaughter
- 1st & 2nd degree Arson
- 1st & 2nd degree Robbery
- 1st & 2nd degree Assault
- Murder
- Sexual Offender
- Other (Specify) _____

LICENSURE:

If the program you are applying for requires a licensure exam, you may be unable to receive a license if convicted of a criminal prosecution.

Have you ever been denied a health license in this or any other state? Yes No

DRUG SCREENING:

As part of the final steps in the selection process Pharmacy Technician applicants will be required to submit to a drug screening.

PROGRAM INFORMATION:

Have you ever previously applied for any Health Science program? Yes No
Where? _____

Have you taken any entrance exam for a program? Yes No
Which test have you taken? HOBET TABE

How did you hear about the Pharmacy Technician program?
 Radio School Sign Friend Other
 TV Brochure Newspaper

THE SCHOOL DISTRICT OF JOPLIN DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, DISABILITY OR VETERAN STATUS, NOR WITH ANY PROVISIONS FOR THE "AMERICANS WITH DISABILITIES ACT" OF THE APPLICANT (SECTION IV).

If accepted as a student, I give FTC/MSSU permission to release a copy of my school records to inquiries such as employment for educational purposes, according to the Family Educational and Privacy Act of 1974. In connection with my application with the school, I understand that a consumer report, which may contain public record information, is being requested. This report may include the following types of information: Names and dates of previous employers, credit information, etc. I further understand that such report may contain public record information concerning my credit, bankruptcy proceeding, and etc. from federal, state and other agencies that maintain such records.

I authorize, without reservation, any party or agency contacted to furnish the above-mentioned information. I certify that the information provided on this application is correct to the best of my knowledge and that I am at least 17 years of age. **Falsification of any part of this application may be grounds for dismissal from FTC/MSSU.**

NOTICE OF CONFIDENTIALITY:

Franklin Technology Center receives funds under certain programs of the US Dept of Education and is required by law to collect social security numbers (SSN) from its students for the administration of those programs. We are also required by law to maintain certain documents in accordance with Missouri's records retention policies. We do not collect or share personal information for any purpose other than to respond to you and the governmental agencies requiring us to report such information.

Date: _____ Signature: _____

Name: _____

List addresses, the most current first, since the age of 18.

1. _____ **How Long?** _____
Address City State
2. _____ **How Long?** _____
Address City State
3. _____ **How Long?** _____
Address City State
4. _____ **How Long?** _____
Address City State
5. _____ **How Long?** _____
Address City State
6. _____ **How Long?** _____
Address City State
7. _____ **How Long?** _____
Address City State
8. _____ **How Long?** _____
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9. _____ **How Long?** _____
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10. _____ **How Long?** _____
Address City State
11. _____ **How Long?** _____
Address City State
12. _____ **How Long?** _____
Address City State
13. _____ **How Long?** _____
Address City State
14. _____ **How Long?** _____
Address City State
15. _____ **How Long?** _____
Address City State

Prior to acceptance into a Franklin Technology Center adult program, all applicants must demonstrate that they have earned a high school diploma or GED certificate. Proof requires an official transcript sent from the school or Department of Education directly to Franklin Technology Center. A copy of the diploma, transcript, or GED certificate does not qualify as an official transcript. Applicants should complete this form and mail it directly to the appropriate institution.

**GED/HIGH SCHOOL/COLLEGE
OFFICIAL TRANSCRIPT
REQUEST FORM**

THE FOLLOWING INFORMATION MUST BE INCLUDED ON THE TRANSCRIPT:

GED Transcript:

1. The state in which the GED was earned.
2. The month and year the GED was earned.
3. The scores received on all subject tests.
4. The official seal of the office issuing the transcript.

HIGH SCHOOL AND COLLEGE Transcripts:

1. The name of the institution and the city and state in which it is located.
2. The school seal and/or the official signature of the registrar mailing the transcript.
3. The month and year of entry into the institution.
4. The month and year of graduation from the institution.

My name on GED or school records _____

Date GED granted or graduated _____ Social Security Number _____

My present name _____

Address _____

City _____ State _____ Zip _____ Telephone _____

It is YOUR responsibility to request your transcript using this form.
(there may be a charge for this service)

Signature _____ Date _____

*****Attention School Official*****

Mail the official transcript and this form directly to the address below:

Franklin Technology Center@ MSSU
Pharmacy Technician Program
3950 E. Newman Road
Joplin, MO 64801-1595



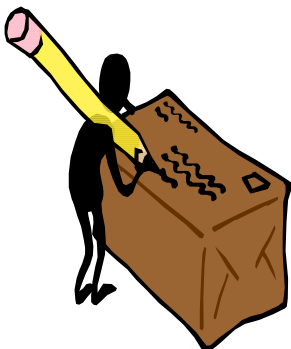
The Next Step



1. Complete your FAFSA online at fafsa.gov. Call the FTC Financial Aid Office at 417-625-9865 if you have questions on how to fill it out or if you don't have access to a computer.



2. In order to fill out your FAFSA, last year's federal tax return must be completed. If married, you must include spouse's information or if you answer all questions with a NO on Step 3 of the FAFSA, you are required to include parent's information on Step 4.



3. Once your FAFSA is submitted, wait 2-3 business days then call the FTC Financial Aid Office to set up an appointment to complete the financial aid process.



4. You will receive a Student Aid Report (SAR) from the US Department of Education in approximately 2 weeks. Verify that all information is correct.



5. Your FTC Award letter will be given to you at the beginning of the program.



6. Study hard and attend classes and you should receive your graduation certificate.

If a funding agency will be providing any monies toward your program costs we must have the following documentation on file before you can attend any program classes. It is the student's responsibility to work closely with their counselor to insure proper documentation has been received by the FTC bookkeeping or financial aid office.

1. Written letter on agency letterhead for \$50 application fee
2. Funding voucher, training agreement, etc. for any program costs