**Pikes Peak State College**

**Pharmacy Technician Program**

**Application**

**Mail:**

**Pikes Peak State College**

**Pharmacy Technician Program**

**1850 Cypress Semi Drive**

**Colorado Springs, CO 80921**

**E-mail:**

[**Nicole.Barriera@pikespeak.edu**](mailto:Nicole.Barriera@pikespeak.edu)

**Phone:**

**719-502-3344**

**Room:**

**204L**

**Your Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Applicant Check List

\_\_\_\_1. **PPSC College Application**

\_\_\_\_2. **Apply for Colorado College Opportunity Fund (COF)**

\_\_\_\_3. **High School Diploma, GED, and/or College Transcript; or proof of current enrollment and anticipated graduation date if currently enrolled as a high school student.**

\_\_\_\_4. **Placement Testing – Required for all students without a degree: must place out of remedial level coursework and into college level Math & English \*to opt out of placement testing student must complete MAT 1120 with MAT 0120 and ENG 1021 with ENG 0094**

\_\_\_\_5. **Completion of CSC 1005 or CIS 1018 (copy of college transcript)**

\_\_\_\_6. **Completion MAT 1120 with MAT 0120 with a C or better in both, or test scores placing out of remedial math**

\_\_\_\_7. **Keyboarding Skills**

Documentation may be obtained online or through coursework. Go to [www.ratatype.com](http://www.ratatype.com) to take a free test. A speed of twenty-five (25) words per minute is the minimum for qualification.

Obtain a certificate online and submit with your application as proof the minimal skill achieved.

\_\_\_\_8. **Resume**

\_\_\_\_9. **Letter of Recommendation**

\_\_\_\_10. **Application completed and ready for submission**

\_\_\_\_12. **Submitted complete on:** \_\_\_\_\_\_\_\_\_\_\_

*Date*

\_\_\_\_13. **Meeting with Program Coordinator scheduled:** \_\_\_\_\_\_ \_\_\_\_\_\_\_

*Date Time*

Admission Application

Pikes Peak State College

**Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last First Middle

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student I.D. (*if available)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mailing Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street

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

City State Zip

**Date of Birth:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Work Phone:** \_\_\_\_\_\_\_\_\_\_ **Home Phone:** \_\_\_\_\_\_\_\_\_\_ **Cell Phone:** \_\_\_\_\_\_\_\_\_\_

**Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Pharmacy Technician Program Goal (CIRCLE ONE):** Certificate / Associates Degree

**Program Admission Requirements:**

1. Completion of an application for admission
2. Completion of program entrance requirements
3. Possess a GED or high school diploma, or currently enrolled as a high school student.
   1. At the time of Program graduation, all students in the Pharmacy Technician Program must be at least 18 years of age and possess a GED or high school diploma.
4. Demonstrate keyboarding skills of 25 WPM or higher
5. Submission of a resume and letter of reference (please attach to this application)
6. Complete and successfully pass a Criminal Background Check and Drug Screen at student’s expense, upon enrollment into first Pharmacy Technician course (see The Policy and Procedures for Drug Screening and Criminal Records Checks) – additional fee applies
7. Provide documented immunization records prior to clinical rotations – see program website or handbook
8. Assessment testing is required of all students – please attach placement scoring to this packet. Students who meet *both* of the following requirements may begin this program of study: have completed or placed out of ENG 0094 with ENG 1021, and MAT 1120/0120; students who have taken and passed CSC 1005 (or CIS 1018).

**Educational Background (please attach all transcripts):**

|  |  |  |  |
| --- | --- | --- | --- |
| TYPE OF SCHOOL | NAME & LOCATION | DATES  ATTENDED | CERTIFICATE/  DEGREE AWARDED |
| Last High School Attended or GED |  |  |  |
| Technical, Trade, or Other |  |  |  |
| College or University |  |  |  |

**Why do you want to be a pharmacy technician?**

**What experiences have influenced your decision?**

**What are your professional/academic goals?**

### Technical Standards and Essential Functions

The following technical standards and essential functions outline reasonable expectations of a student in the Pharmacy Technician Program for the performance of common pharmacy technician functions. The pharmacy technician student must be able to apply the knowledge and skills necessary to function in a variety of classroom, lab and/or clinical situations while providing the essential competencies of pharmacy technicians. These requirements apply for the purpose of admission and continuation in the program. Please see PPCC’s ADA Policy in the college catalog for additional information. A copy of requirements of essential functions required by local institutions is available upon request.

The student must demonstrate the following abilities:

| **Categories of Essential Functions** | **Definition** | **Example of Technical Standard** |
| --- | --- | --- |
| Observation | Ability to participate actively in all demonstrations, laboratory exercise, and clinical experiences in the professional program component and to assess and comprehend the condition of all clients assigned to him/her for examination, diagnosis, and treatment. Such observation and information usually requires functional use of visual, auditory, and somatic sensations. | Visual (Corrected as necessary)   * Able to visually discriminate increment readings on syringes * Able to read instrument scales * Able to enter and review data during use of computer equipment * Able to visually discriminate different colored and shaped objects * Recognize and interpret facial expressions and body language * Assess the environment at a distance   Auditory (corrected as necessary)   * Recognize and respond to soft voices or voices under protective garb * Recognize and respond to voices over the telephone, via a speaker, or from microphone speaker in a drive-thru |
| Communication | Ability to communicate independently and effectively in English using verbal, non-verbal and written formats with faculty, other students, clients, families and all members of the healthcare team. | * Exercise excellent verbal and interpersonal communication work to impart information to clients or to the public , to convey instructions to patients or co-workers clearly and accurately * Assess nonverbal communications * Transmit information to clients, fellow students, faculty and staff, and members of the health care team * Receive, write and interpret written communication in both academic and clinical settings |
| Motor | Sufficient motor ability to execute the movement and skills required for safe and effective pharmaceutical practice | * Eye-hand coordination and finger dexterity required to achieve the psychomotor objectives (use of a spatula and tablet counter, mortar and pestle, balance and weight set, needles, syringes, and the skills of counting and pouring) * Excellent fine motor skills and hand/finger strength, such as those required to perform sterile compounding using strict aseptic technique. * The ability to manipulate needles and syringes while holding your arms out in front of you for extended periods of time. * Lift up to 50 pounds * Stand and/or walk for long periods of time (8-12 hours) |
| Intellectual  Intellectual (continued) | Ability to collect, interpret and integrate information and make decisions**.** | * Read and comprehend relevant information in textbooks, prescriptions and medication orders, medical records and professional literature * Measure, calculate, reason, analyze and synthesize * Utilize intellectual abilities, exercise good judgment and complete tasks, within required time limits * Retain information * Apply knowledge to new situations and problem solving scenarios |
| Behavioral and Social Attributes | Possess the emotional health and stability required for full utilization of the student’s intellectual abilities, the exercise of good judgment, the prompt completion of all academic and patient care responsibilities and the development of mature, sensitive, and effective relationships with clients and other members of the health care team.  Possess the ability to tolerate taxing workloads, function effectively under stress, adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in clinical settings with patients.  Possess compassion, integrity, concern for others, and motivation.  Possess the ability to demonstrate professional behaviors and a strong work ethic. | * Manage heavy academic schedules and deadlines * Perform in fast paced clinical situations * Display flexibility * Sustain professional activities for protracted periods under conditions of physical and emotional stress * Demonstrate emotional health required for full utilization of intellectual abilities and exercise of good judgment * Demonstrate integrity, concern for others, interpersonal skills, interest and motivations * Accepts responsibility and accountability for one’s own actions * Develop mature, sensitive and effective relationships with clients and others * Comply with the professional standards of the pharmacy profession |

Qualified applicants with disabilities are encouraged to apply to the program. It is the responsibility of the student to contact the Office of Accommodative Services and Instructional Support (OASIS) if they feel they cannot meet one or more of the technical standards listed. Each PPCC campus offers support services for students with documented physical or psychological disabilities. Students with disabilities must request reasonable accommodations through OASIS on the campus where they expect to take the majority of their classes. Students are encouraged to request accommodations and meet with OASIS prior to applying for the pharmacy program. Due to the nature of pharmaceutical work, certain accommodations may conflict with institutional, state, or federal regulations and/or accreditation requirements for operating in environments that require specific skills, abilities, or levels of sterility.

If you have questions regarding your abilities to meet the technical standards, or if you will be requesting accommodation(s) from OASIS, please contact the pharmacy department chair prior to applying to the program.

Health Sciences programs establish technical standards and essential functions to insure that students have the abilities required to participate and potentially be successful in all aspects of the respective programs, and to ensure that the program remains in compliance with their accrediting agency. In addition, student requirements related to the technical standards are further affected by the requirements of the externship sites which are regulated by the State Board of Pharmacy, the Joint Commission, and various other federal and state agencies. Students are required to meet technical standards and essential functions for the Pharmacy Technician Program as indicated above, if an applicant or student is unable to meet all of the outlined standards, he/she may be withdrawn from the program.

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, understand these technical standards and essential functions are required to be successful in the pharmacy field, and I understand I have to meet all of these standards to successfully participate in and complete the Pharmacy Technician Program. I understand these standards are based on industry standards and the ASHP Accreditation Standards (3.1).**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Student Signature Date***

***NO APPLICATION WILL BE REVIEWED THAT IS NOT FULLY COMPLETED***

To the best of my knowledge and belief, the information I have given on this form is correct and can be verified. I have not withheld any information that would affect my acceptance into the Pharmacy Technician Program.

I have read and understand the instructions for admission into the Pharmacy Technician Program. I understand that **only complete** applications will be considered. I understand that applications are due as early as possible during the enrollment period. I understand that if I enroll into any Pharmacy Technician courses prior to filling out the Admission Application and meeting with the program coordinator, I will only be allowed to remain in the program pending these requirements are met and at the discretion of the program coordinator.

I understand that a criminal background check and drug screen is required upon enrollment into the Program. I also understand that certain vaccinations and immunizations or evidence of immune protection from certain diseases is required. These evaluations are to protect the safety and wellbeing of our educational partners, in addition to be standard conditions of employment for the career I am preparing for. I understand there are additional costs associated with meeting these requirements. Additionally, I understand that the state of Colorado requires state certification to practice as a pharmacy technician, and I have reviewed those requirements and addressed any necessary questions to the PHT Program Director.

I understand that additional program information, including the student handbook and full policies on drug screens and criminal record checks, employment outlook, and tuition costs can be found on the program’s website: <https://www.pikespeak.edu/programs/pharmacy-technician/>

I am attaching the following items to this application packet for review:

1. My resume
2. My reference letter
3. My typing skills verification (25 wpm minimum)
4. Copy of my high school diploma, GED, or previous college transcripts

**Applicant’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Completion of this form does not constitute admission to the Program.**

**Pikes Peak State College (PPSC) is committed to equal opportunities for access to employment and education and thus does not discriminate against current or potential employees or students on the basis of race, color, religion, sex, national origin or ancestry, age, handicap, or status as a disabled or Vietnam-era veteran.**