



5055 Santa Teresa Blvd Gilroy, CA 95020

Phone:(408) 465-9369

Dear Student:

Welcome and thank you for your interest in our upcoming Spring 2022 Pharmacy Technician Training Program. **Program**

dates and information are as follows:

18 Saturday's, September 10, 2022 – February 11, 2023

No class(11/12,11/26,12/24 and 12/31/2022)

You will complete a total of 144 classroom hours with a 120-hour externship to follow

These classes will be held on the main campus:

5055 Santa Teresa Blvd. in Gilroy

Included in this informational packet are the following documents:

- Program Summary
- Course Calender with payment due dates
- Class Fee Payment Plan Form
- Registration Form with Cancellation Policy

Required Textbooks for the Certified Pharmacy Training Program:

- Mosby's Pharmacy Technician: Principles and Practice 5th Edition
ISBN: 978-0323443562 Author: Elsevier
- Workbook and Lab Manual for Mosby's Pharmacy Technician: Principles and Practice 5th edition
ISBN: 978-0323443579 Author: Elsevier
- Math Calculations for Pharmacy Technicians: A worktext 3rd Edition
ISBN: 978-0323430883 Author: Elaine Beale
- Mosby's Pharmacy Technician Exam Review Book 4rd Edition
ISBN: 978-0323497244 Author's: James J. Mizner

For updates and information, please:

- Visit our website: www.community.gavilan.edu
- Email us: mgalvez@gavilan.edu
- Call our offices: (408) 465-9369

Thank you,

Gavilan College Community Education

Gavilan College Pharmacy Technician Training Program

Program Summary: Pharmacy Technicians work in pharmacies under the direction of a Pharmacist. Their main responsibility is filling prescriptions according to doctors' orders for patients. This course combines 144 hours of classroom instruction and a 120-hour externship, for a total of 264 hours.

Course Fee: \$2750

Financial Assistance: Regular college Financial Aid is not applicable to this program. You may either set up a payment plan or apply for other state funding.

Payment Plan Fee & Info.: In order to register with a register with a payment plan, you are required to make a 1st payment of \$550 + \$75 (pmt plan fee) for a total of \$625.00 due at the time of registration. Four additional payment of \$550 will be due on specified dates. (*see course calendar*)

Certification: Upon completion students will receive a certificate, become eligible to apply to the State of California for registration as a Pharmacy Technician, and qualify for the Pharmacy Technician Certification Board (PTCB) National Exam.

Schedule: Classes are Saturday's from 8am - 3:30pm.

No absences allowed

Externship placement will follow the successful completion of the classroom portion of the course.

Requirements for Program: Students must be 18 years of age or older, have proof of H.S. graduation or GED; be proficient in keyboarding; understand computing and word processing; command of the English Language and Math; have Internet access, printing capabilities and a working email address that they can check. All eligible students must be able to pass drug and background checks.

Physical Requirements: Students must be able to easily lift 50lbs., stand up to 3hrs, and have the ability to ambulate and move their bodies at a medium pace.

Additional Costs

Books: Varies

Scrubs: \$30-\$50. Navy blue (A watch is needed for this class as well as closed toed shoes, no mesh or canvas)

Liability Insur.: \$37.00 (Information given in class to purchase)

Drug & Background Check: \$71.00
(Information given in class to purchase)

CPR Cert.: \$65.00 (DONE IN CLASS)

Required Immunizations: \$\$ (will depend upon student's need)

COVID VACCINE IS REQUIRED

State Exam: \$105.00 (subject to change)

State Application for License: Varies, Approx. \$100 - \$150

Cancellation Policy

No refunds for this program. Please choose carefully!

Students on a payment plan who cancel or drop after the first class session are still responsible to pay the entire course fee of \$2850 to Gavilan College.



Pharmacy Technician

Training Program Dates

9/10/22 - 02/11/23

No class(11/12,11/26,12/24 and 12/31/2022)

Saturday's

8am - 3:30pm

(Includes 30 minute lunch)

144 classroom hours

120 hour externship to follow

Program Meets

Gilroy Campus

For Additional Program Information

Online Info.: www.community.gavilan.edu

Call for Info.: (408) 465-9369

Walk-in Info.: Gavilan College Community
5055 Santa Teresa Blvd
Gilroy, CA 95020

To register in this program: Students must submit either a completed and signed registration form or a registration/payment plan form. These are at the end of this packet and no fields should be left blank.

(1st pmt w/fee due at time of registration)

Submit Your Application

Mail: Gavilan, 5055 Santa Teresa Blvd, Gilroy, CA 95020

By E-mail: mgalvez@gavilan.edu

Pharmacy Technician Training Program Payment Plan				
Instructor Name	Semester	Total Cost	Start Date	End Date
Kim Bohannon	Spring 2022	\$2850.00	9/10/2022	02/11/2023
Payment Deadlines	Amount	Office Use		
1st pmt - At time of registration	\$550 + \$100 = \$650.00			
2nd pmt - Wednesday, 10/5/22	\$550.00			
3rd pmt - Wednesday, 11/2/22	\$550.00			
4th pmt - Wednesday, 12/7/22	\$550.00			
5th pmt - Wednesday 1/4/23	\$550.00			

Terms and Conditions

The Gavilan College Community Education Department has implemented a payment plan option for students enrolling in our fee-based, not for college credit Pharmacy Technician Training Program. This plan requires that full payment of the program fees be paid in 5 installments. A deposit of \$550.00 + \$100.00 payment plan fee = \$650.00 is due upon registration (see schedule above). The balance is then paid over 4 more installments.

Initial: _____

Payments may only be made through the Community Education office. There is no penalty for early payment.

Students who have not completed each installment by each due date will not be allowed to continue in the class and will be ineligible to receive their certificate. Students will not receive any refund of previous payments if they are not allowed to complete the training program for non-payment. **A \$25 NSF Fee will be charged to the student every time the C.C. # is not valid, not working or NSF. Payment will be deducted automatically on specified dates.**

Initial: _____

This course is not eligible for Federal or State student aid programs because these are not college credit-bearing courses.

I have read, understand and agree to the conditions of this Class Fee Payment Plan. I further understand that it is my responsibility to make each payment on or before the due date and I promise to do so. Failure to do so may result in my being ineligible to complete the training program. I have received a copy of this Payment Plan form. Failure to successfully complete this training program does not release me from this obligation. **All unpaid balances will be forwarded to collections.**

Initial: _____

Student Signature	Date	Community Education Signature	Date
Not Valid Unless All Information is Provided			
Student Name:		Student Full Address:	
Student Social Security Number:		Student Cell Phone/Home Phone:	
Student Email:		Student Date of Birth:	
Reference Information			
Reference Person Name:		Reference Person Daytime Phone:	
Reference Person Address:		Reference Person Email:	
City:	State:	Zip:	

REGISTRATION FORM

Pharmacy Technician Training Program

Gavilan College Community
Education (408) 465-9369

Student Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Day Phone: (_____) _____ - _____ Evening Phone (_____) _____ - _____

Email Address: _____

Birth Date: _____ May we send you e-mail announcements? ☐ Yes ☐ No

Where did you hear about us? ☐ Mail at home ☐ Word of mouth ☐ Brochure at library

☐ Newspaper ☐ Flyer ☐ Brochure at work

☐ Other: _____

Start Date/Time	Title of Course	Fee
September 10, 2022 – February 11, 2023 8am – 3:30pm + externship	Pharmacy Technician Training Program	\$2750
		Total \$2750

Payment Options

☐ Cash (exact change) ☐ Check ☐ Money Order ☐ Credit Card  

☐ **Payment Option Plan through Gavilan College Community Education** A payment option plan may be available to you through Gavilan College Community Education. The Class Fee Payment Plan option will be broken into an initial non-refundable deposit of \$550.00 plus a \$100.00 Payment Plan Fee. These payments are due to the Gavilan C.E. office upon registration. 4 equal payments of \$550.00 will then be due throughout the duration of the program on specified dates; for specific details, see the Class Fee Payment Plan Form in this packet.

Make checks or money orders payable to: Gavilan College (\$20 charge for all returned checks)

MO # _____ Check # _____ Name on Check _____

Credit Card Info ☐ Visa ☐ MasterCard Expires _____ / _____ Security Code _____

Card # _____ - _____ - _____ - _____

Cardholder Name _____

Authorized Signature _____

Cancellation Policy

There are **NO REFUNDS** for this program, so please choose carefully. **All cancellations require a 7-day advance notice.** Students taking part in the Class Fee Payment Plan will forfeit their deposit of \$550.00 plus the \$100.00 Payment Plan Fee. Students taking part in the Class Fee Payment Plan who cancel, drop, or are dropped after the first day of class are

Initial: _____ responsible for the entire course fee of \$2850.00. **All unpaid balances will be forwarded to collections.**

No exceptions to cancellation policy!

STUDENT ACTION REQUIRED

To complete registration, students must print, sign & date this form as confirmation that they have read and understood the above program cancellation policy. Please note that students are not registered in this program until they receive direct confirmation via email from the Gavilan College Community Education Office. This is an intensive program and we make no guarantee of completion or passage.

Student Name

Student Signature

_____/_____/_____
Date

Send forms signed and completely filled out to: Gavilan College Community Education, 5055 Santa Teresa Blvd, Gilroy, CA 95020