



## Student Catalog

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## **I. ABOUT PHARMAKEIA PRE-PHARMACEUTICAL SCHOOL**

### **History/Main Focus**

Pharmakeia Pre-Pharmaceutical School, LLC main focus is to prepare students to work as a pharmacy technician in pharmaceutical industry and provide test preparatory knowledge needed to successfully pass the Pharmacy Technician Certification Board (PTCB) exam on the first try.

While training Prior Authorization Pharmacy Technician II for Coverage Determination and Appeals (CD&A) and discussing the cost of preparatory programs for PTCB exams with the students and realized that all preparatory programs despite their expensive cost and extensive time spent does not cover the cost of the PTCB examination fee's; which is the students main focus. That is why Pharmakeia Pre-Pharmaceutical School guarantee's low cost, one time PTCB exam fee payment, and fast completion in a reasonable amount of time.

Though, the state of Colorado does not require Certifications for Pharmacy Technician to work in pharmacy practice, the pharmacy industry highly demands for trained and knowledgeable technicians. Pharmakeia Pre-Pharmaceutical School's CPhT preparatory program meets the requirements for graduates to apply to nationally recognized Pharmacy Technician Certification Board (PTCB) to earn their CPhT. These courses are intended for high school graduate, collage student seeking pharmacy careers (especially first generation high school graduates and college students), and adults with family who wants to change careers, or simply those who are seeking healthcare professions.

### **Mission Statement**

The mission of the Pharmacy Technician Program is to provide strong educational foundations designed to equip students to function in all pharmaceutical fields while installing professionalism and the right code of conduct and ethics within working environment. Upon successfully completing the program, graduates are awarded a certification of completion.

### **Licensing**

Pharmakeia Pre-Pharmaceutical School is approved and regulated by the Colorado Department of Higher Education, Private Occupational School Board, 1560 Broadway, suite 1600, Denver, CO. 80202. P 303-862-3001

### **Description of Facilities and Equipment**

#### **Facilities**

Pharmakeia Pre-Pharmaceutical School is located at 720 S. Colorado Blvd Penthouse North, Denver, CO. 80246. Pharmacy Technician classes are held in the basement of the Penthouse and the classroom is equipped to seat up to 25 plus students comfortably.

#### **Equipment**

Each course is designed with real-world projects and pharmacy application assignments to demonstrate the interpersonal and technical skills needed to succeed as a pharmacy professional.

Students who are enrolled in this program have wide variety of learning experience including lecture, PowerPoint, practical exercise, and group discussions. Materials and supplies are provided for the students in sufficient amount to practice technical skills

- |                               |                             |                            |
|-------------------------------|-----------------------------|----------------------------|
| -Mortar and Pestles           | -Graduated cylinders        | -Volumetric flasks         |
| -Beaker                       | -Pipets                     | -Spatulas                  |
| -Counting trays               | -Prescription Balance/scale | -Household Measuring spoon |
| -Prescriptions bottles        | -Medicine dropper           | -Vials                     |
| -Hard gelatin capsule samples |                             | -Photos of medications     |

## II. SCHOOL CALENDAR

### Hours of Operation

Office hours: Monday-Friday 9:00AM-5:00PM  
 Class Schedules: Saturday 9:00AM-12:00PM (One 15 minute break)  
 Week before the Final class will meet from 9:00-1:00PM  
 Tuesday and Thursday 4:00PM-5:30PM  
 Last Tuesday class will meet from 4:00PM-6:30PM

When an unexpected closure occurs due to extraordinary conditions such as inclement weather, students will be notified as soon as possible via phone or via mail.

### Holiday Schedule

The school will observe the following holidays and classes will not be held. Holidays are not counted as part of the contracted time schedule and are calculated into your contract.

New Year's Day	Thanksgiving Day
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	

### Class Start Dates

Pharmakeia Pre-Pharmaceutical School will run one Certified Pharmacy Technician course every 8 weeks on a year round basis. Student may register for course up to one week (5 business days) prior to the start of classes.

## III. SCHOOL POLICIES

### Entrance Requirements

Pharmakeia Pre-Pharmaceutical School does not discriminate on the basis of race, color, religion, national origin, disability, veteran status, sexual orientation, gender identity, sex, genetic information, or age in the administration of its educational policies or its admission policies.

### Program Requirements

- Must be at least 18 years of age
- Must have high school diploma or GED (proof of high school diploma or GED certification is required)
- Must not have any drug or alcohol related offense

### Enrollment Deadline

The recommended enrollment deadline for each course is one week (5 business days) prior to start of class in order to guarantee a seat and training materials. However the school will enroll up to a day prior to class if there is seating and training materials available.

### **Postponement of Start Date**

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a. Whether the postponement is for the convenience of the school or the student, and;
- b. A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

### **Credit For Previous Training**

Due to the nature of the course offered Pharmakeia Pre-Pharmaceutical School does not grant credit for previous training or does not guarantee the transferability of its credit to any other institution unless there is a written agreement with other institution.

### **Certificate of Completion**

A certificated of completion will be awarded to each student by Pharmakeia Pre-Pharmaceutical School upon successful completion of all course requirements. Students are provided an opportunity to review the instructor's performance and evaluate the curriculum prior to the completion of class.

### **Placement Assistance**

Pharmakeia Pre-Pharmaceutical School is committed in helping the student enter the workforce. Pharmakiea Pre-Pharmaceutical School leverages relationships within the pharmacy industry to assist in the placement of students whenever it's feasible. Our goal is to assist students to reach their goals. However, while assisting in your job search, we make no guarantee, expressed or implied, of future employment. Current law prohibits any school from guaranteeing job placement as inducement to enroll students.

### **Rules and Regulations**

#### [Attendance Policies](#)

Pharmakeia Pre-Pharmaceutical School records the daily attendance of each student in accordance with state guidelines. Records of student's attendance will be kept on file and are available for student review. This school requires students to be in attendance for 80 percent of the program. Absenteeism for more than 20 percent of the total program constitutes cause for dismissal. Students who have greater than 20 percent absences will have their case reviewed by the school director with the likelihood of being dropped from the program. Students who realize that their absence will extend beyond 20 percent of the program have the option of requesting an official leave of absence.

#### [Leave of Absence](#)

Students who are unable to continue classes for medical reasons or severe personal problems will be required to take a leave of absence until they are able to return to class. The following requirement and guidelines must be adhered to:

1. The request for a leave of absence must be submitted to the director of the school in writing.
2. The request must have the date that the student will begin the leave and the expected date of return to classes.
3. Leaves of absence will be honored within the student's Enrollment Agreement contract and will not extend beyond the contract. Should a leave request take the student beyond the contracted completion date, the student may be subject to re-entry under a new contract or an amended contract. If the student does not re-enter within the contracted schedule and does not arrange for a contract amendment then the student's contract will be terminated. When appropriate the student may be entitled to a refund in accordance with the school's refund policy.

**Note:** Each individual situation will be handled privately. The school will make every effort to help students meet their educational goals. It will be necessary to meet with the School director before returning to class. Leave of absences that extend beyond the original contract may be subject to additional tuition costs. Students should be prepared to make up lessons lost prior to reentry into the program.

### Make-up Work

It is the sole responsibility of the student to coordinate with the classroom instructor regarding missed assignments.

### Interruptions for Unsatisfactory Attendance/Progress and Attendance

In the event that a particular student is unable to continue course due to unsatisfactory attendance and/or insufficient progress, it is the sole responsibility of that student to make arrangements with the school's office to resolve the issue.

### Tardiness

Developing good work ethics is an important part of the training at Pharmakeia Pre-Pharmaceutical School. Students arriving late for class are interrupting the instructor and other students and therefore Pharmakeia Pre-Pharmaceutical School encourages the students to plan to arrive at the school at least 10 minutes before the start of the class.

### Academic Progress

Students must maintain 65% grade point average. Any student whose grade point average falls below 65% will be placed on probation for four consecutive periods. Students on academic probation whose grade point average remains below 65% at the end of the probationary period will be permanently suspended from the school unless the instructor petitions the Director for an exception.

### Conduct

Students are expected to conduct themselves in a professional manner at all times. Foul language, possession of drugs or alcohol, disrespectful behavior or failure to comply with directions of the staff is considered unsatisfactory conduct and will be grounds for dismissal without a refund.

### Dismissal

Any student may be dismissed for violations of rules and regulations of the school, as set forth in school publications. A student also may be withdrawn from classes if he or she does not prepare

sufficiently, neglects assignments, or makes unsatisfactory progress. The director, after consultation with all parties involved, makes the final decision.

The Director of Education may temporarily suspend students whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to school standards of conduct, may be allowed to resume attendance. The director will review each case and decide upon re-admittance.

### Grievance Policy

A grievance procedure is available to any student who believes an education decision or action has adversely affected his/her status, rights, or privileges as a student. The purpose is to provide a prompt and equitable process for resolving student grievances. Students with grievances issue are highly recommended to first meet with the Chief Operations Officer and complete a written statement. If the grievance is not resolved, then the President will review it with all parties concerned. The President's decision is final.

However, at anytime given students may refer their grievances to the Colorado Department of Higher Education, Division of Private Occupational Schools online at <http://highered.colorado.gov/dpos>, (303) 862-3001. There is a two-year statute of limitations for the Division to take action on a student complaint (from student's last day of attendance).

## IV. GRADING SYSTEM

### 1. Assessment of Assignments

- All assignments are due at the beginning of the next class, unless otherwise stated. All assignments are considered late after their due date. For every week the assignment is late, ten percent (10%) of the total points will be deducted from the assignment.

### 2. Score Weight

- |  |     |
|--|-----|
| • Attendance and classroom participation | 15% |
| • Homework                               | 10% |
| • Sections Tests                         | 25% |
| • Math Tests                             | 25% |
| • Final Examination                      | 25% |

### 3. Overall Grading Policy

- |     |              |                |
|-----|--------------|----------------|
| • A | 90-100%      | Excellent      |
| • B | 80-89%       | Above Average  |
| • C | 70-79%       | Average        |
| • D | 60-69%       | Below Average  |
| • F | 59% or Below | Unsatisfactory |

## V. REGISTRATION

### Program Tuition

<b>Certification Programs</b>	<b>Tuition</b>	<b>Registration fees</b>	<b>Books/Supplies/E quipment</b>	<b>Total Cost</b>	<b>Clock Hours</b>
Pharmacy Technician Course	\$605	\$150	\$245	\$1,000	40

All costs are subject to change depending on the market price. Pharmakeia Pre-Pharmaceutical School tries to keep these costs to a minimum without jeopardizing the quality of educations.

### **Payment Plan**

Deposit and registration fee must be paid in full prior to the first day of scheduled class, unless other arrangements have been made. Please refer to Enrollment Agreement package for detailed schedule of payments.

### **Payment Types Accepted**

Pharmakeia Pre-Pharmaceutical School accepts personal checks, major cred/debit cards, money orders and cash. However, personal checks must be received in time to clear 48 hours prior to the first class meeting. Payment plans are not accepted unless otherwise approved by Pharmakeia Pre-Pharmaceutical School president.

### **Cancellation and Refund Policy**

Students not accepted to the school are entitled to all moneys paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students, who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00 or 25% of the contract price, whichever is less. In the case of students withdrawing after commencement of classes, the school will retain a cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours attended as described in the table below. The refund is based on the official date of termination or withdrawal.

### **Reimbursement Scale**

<b>Student is entitled to upon withdrawal/termination</b>	<b>Refund</b>
Within first 10% of program	90% less cancellation charge
After 10% but within first 25% of program	75% less cancellation charge
After 25% but within first 50% of program	50% less cancellation charge
After 50% but within first 75% of program	25% less cancellation charge
After 75% [if paid in full, cancellation charge is not applicable]	NO Refund

- **Note:** Cancellation notification should be in writing and sent by certified mail or hand delivered to the administration office. To help the school better serve its students, an exit interview may be requested upon cancellation.
1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
  2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
    - a. The date on which the school receives written notice of the student's intention to discontinue the training program; or
    - b. The date on which the student violates published school policy, which provides for termination.
    - c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence



or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.

3. The student will receive a full refund of tuition and fees paid if the school discontinues a Program/Stand Alone course within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. The policy for granting credit for previous training shall not impact the refund policy.
5. Attempting to resolve any issue with the school first is strongly encouraged. Student Complaints may be brought to the attention of Division of Private Occupational Schools online at <http://higherred.colorado.gov/dpos>. 303-862-3001. There is a two-year statute of limitations for the Division to take action on a student complaint (from student's late date of attendance).

## **VI. COURSE OUTLINE**

### **Pharmacy Technician 101: Introduction**

**3 Clock Hours**

During this course students will be introduced to the past, present and future of pharmacy practice. Key attributes and skills of the professional pharmacy technician are covered, as well as foundational concepts on communication, customer service, patient care, pharmacy law and professional ethics.

Lessons covered:

- Brief introduction
- The role of the pharmacy technician
- Pharmacy as a regulated Profession
- Communication and customer care
- Pharmacy law and ethics

### **Pharmacy Technician 102: Introduction to Pharmacy Practice**

**3 Clock Hours**

During this course students will be introduced to the key concept of pharmacy technicians' field, including, drug approval and naming process, legal classifications of medications, and route of administration and dosage form.

Lessons covered:

- Requirements of the pharmacy area
- Drug approval process
- Naming of drug products
- Legal classifications of medicinal products
- Dosage form and route of administration

### **Pharmacy Technician 103: Pharmacy Technician Practice**

**3 Clock Hours**

During this course the students will focus on hospital, retail, and community-base pharmacy practice. The students will review the characteristics of hospital and community-based pharmacies and the roles and responsibilities of the pharmacy technicians. This course will also cover legal and ethical considerations in filling orders, and the OBRA law.

Lessons covered:

- Legal and ethical considerations in filling orders
- The OBRA law
- Requirements of the drug order
- Intake and interpreting the drug order in a retail environment
- Interpretation of the hospital drug order
- Medication order and patient profile

**Pharmacy Technician 104: Pharmacy Math Part 1**

**3 Clock Hours**

During this course students will start from beginning with a review of basic math skills which are required for more advanced calculations that will be cover later on in this course. This course will also cover methods and systems of measurement.

Lessons covered:

- Introduction to pharmacy math
- System of measurement
- Conversions
- Methods of measurement
- Proportions
- Preparation and delivery in retail and hospital

**Pharmacy Technician 105: Pharmacy Maintenance and Handling Control Substance**

**3 Clock Hours**

During this course students will focus on how to handle control substance, specifically on ordering and receiving controlled drugs. In addition students will also cover storage requirement of drug products, reconstituted antibiotic storage and stability, and stock rotation

Lessons covered:

- Methods of ordering pharmacy inventory
- Receipt of pharmacy inventory
- Maintenance of pharmacy inventory
- Handling sterile and non-sterile product

**Pharmacy Technician 106: Pharmacy Math Part 2**

**3 Clock Hours**

This course will build upon the material covered in Pharmacy Math Part 1 and expands into more advanced and complex mathematical procedures and completed by pharmacy technicians. During this course students will specifically focus on solving calculation of non-sterile compounding, adult dosage calculation, and pediatric and parenteral calculations.

Lessons covered:

- Compounding
- Calculating patient payment for prescription medication
- Calculating adult dosages
- Calculating pediatric dosages
- Parenteral calculations

**Pharmacy Technician 107: Pharmacy Billing Process and Introduction to Pharmacology**

**3 Clock Hours**

During this course students will focus on third party billing, which will cover types of third party prescription plans, Pharmacy Benefits Manager (PBM) and prior authorization (claim

adjudication and reconciliation, as well as type of claim rejections). Students will also be introduced to organ systems and disease state and their associate risk factors.

Lessons covered:

- Third Party bill billing of prescriptions
- Handling returned pharmaceutical products
- Introduction to equivalence
- Overview of organ system review
- Disease state and their associate risk factors

**Pharmacy Technician 108: Pharmacology Part 1**

**3 Clock Hours**

This course will provided in-depth study of the anatomy and physiology, common diseases, and treatments associated with various body systems, including cardiac, respiratory system, and Nervous Systems.

Lessons covered:

- Introduction to pharmacology
- Drugs used in the treatment of cardiac conditions
- Drugs used in the treatment of respiratory problems
- Drugs used in the treatment of diabetes

**Pharmacy Technician 109: Pharmacology Part 2**

**3 Clock Hours**

This course is continuation of Pharmacology part 1 and during this course students will focus on the rest of the organ system and common diseases and treatments associated with central nervous system, gastrointestinal, and as well as drugs used in the treatment of infections.

Lessons covered:

- Selected central nervous system drugs
- Drugs used in the treatment of gastrointestinal conditions
- Drugs used in the treatment of infections

**Pharmacy Technician 110: Pharmacokinetics**

**3 Clock Hours**

During this course students will be introduced to the body's action on drug products, the use of natural products, vitamins and minerals, commonly used products, and as well as vaccine use. Also this course will cover medication therapy Management.

Lessons covered:

- Introductions to pharmacokinetics
- Medication therapy management
- Dietary supplements
- Immunizations

**Pharmacy Technician 111: Work Environment Safety**

**3 Clock Hours**

During this course students will focus on how to properly maintain safe work environment and reduce medication errors while handling medications, especially hazardous waste.

Lessons covered:

- Pharmacy administration
- Maintaining a safe work environment
- Reducing medication errors

**Pharmacy Technician 112: Review and Career Preparedness**

**4 Clock Hours**

During this course students will review and prepare for the national Certification Exams as well the final exam for the course. Also this course will provide instruction on how to evaluate career path options, write professional resumes, and how to properly handle job interviews.

Lessons Covered:

- Preparing for certification
- Exploring career Paths
- Resumes and interviews

**Pharmacy Technician 113: Final Exam**

**3 Clock Hours**

During this course students will review and take the Final exam (PTCB practice exam)

Lessons Covered:

- Review
- Final Exam (PTCB practice exam)