



Pharmacy Technician Program Admission Application Packet (High School)

Step 1 – Contact your high school CTE counselor to obtain a voucher

Step 2 – Determine whether you need to test

<https://www.otech.edu/site/wp-content/uploads/ProgramAdmissionRequirements2019.pdf>

If you need to test, you may schedule an appointment by calling either (801) 627-8300 or (801) 395-3742. If you are submitting alternate documentation to waive testing, please submit your documentation to the Enrollment Office.

Step 3 – Complete the online College Admissions Application

<https://portal.otech.edu/Portal/Student/Application>

Step 4 – Complete the online Campus Orientation

<http://www.otech.edu/current-students/new-student-orientation/>

Step 5 – Complete Program Specific Admissions Requirements

- ☐ Complete the Pharmacy Technician Interview Assignment (pg. 3)
- ☐ Sign the Background Check Notification (pg. 4)

***If you are 18 years or older, complete the following (if you are under 18, proceed to Step 6)**

- ☐ Request a copy of your Utah Criminal History Report from an approved agency (pg. 5)

Note: Criminal History Reports are only valid for 30 days

- ☐ Print and complete the application for a Pharmacy Technician Trainee License.

https://dopl.utah.gov/pharm/pharm_tech_trainee_application.pdf

Important: The Pharmacy Technician Program Coordinator must review and sign the Pharmacy Technician Trainee License application before it can be submitted to DOPL. The license must then be approved by DOPL before enrolling in the program. Once you have obtained your Utah Criminal History Report, and have filled out the application for your Pharmacy Technician Trainee License, email natalie.wilson@otech.edu to schedule a review appointment. For other application questions, please contact your Pre-enrollment Student Advisor at rebecca.mitchell@otech.edu.

Step 6 – Submit Documentation to the Pre-enrollment Student Advisor

You may email copies of your documentation or you can submit hard copies. Email submissions should be sent to Rebecca Mitchell at rebecca.mitchell@otech.edu. If you would prefer to submit hard copies, you will need to schedule an appointment with Rebecca. You can do so through the following link: <https://otech.as.me/rebecca-mitchell>

Step 7– Contact Enrollment Office

Once Rebecca has verified that your documentation is complete, she will authorize you to enroll in the program. You can then call or visit the enrollment office to select your schedule.

Questions?

If you have questions about the application process or are having difficulty obtaining the required documentation, please contact Rebecca Mitchell at (801) 627-8426 or at rebecca.mitchell@otech.edu

PHARMACY TECHNICIAN INTERVIEW

As a prospective pharmacy technician, it is important for you to understand the role the professional pharmacy technician plays within the current health care environment. To assist you in learning about the pharmacy technician profession, all students who apply for admission to the OWTC Pharmacy Technician Program need to interview a working pharmacy technician and complete the worksheet below.

It is your responsibility to identify and set up an interview time with a pharmacy technician who is currently employed at a pharmacy. It would be wise to contact the pharmacy ahead of time and clear this with the pharmacy technician you intend to interview. Do not limit yourself to the questions listed on the form.

Student Name: _____

Name of pharmacy technician being interviewed: _____

Employer: _____ Date: _____

1. How long have you worked as a pharmacy technician?
2. How did you receive your training?
3. Are you a nationally certified pharmacy technician?
4. To your knowledge, what is the salary range for pharmacy technicians in this area?
5. What hours and days do you work?
6. How many patients do you interact with daily?
7. What administrative duties do you have?
8. How many phone calls do you take each day?
9. What entry-level skills do you feel are the most important for a new pharmacy technician?
10. What do you like about your job?
11. What do you dislike about your job?
12. What advice would you give me as I pursue my pharmacy technician education and career?

Pharmacy Technician's Signature: _____

Telephone Number (for verification of interview): _____

Health Occupations

Background Check Notification

Students entering a Health Occupations Program at the Ogden-Weber Technical College (OWTC) are required to complete a background check.

- All Students must complete a Criminal Background Check application no later than the first day of class.
- Any charge incurred in the last 7 years will show up on the background check.
- Many states, including Utah, do not seal juvenile records.
- Any misdemeanor or felony conviction on your record may negatively impact your chances of completing the program and being placed at an externship/clinical site.
- The OWTC is required to notify externship/clinical sites prior to placement if a student has a criminal record.
- Externship/clinical sites may request a copy of students' background check results prior to externship or clinical rotation approval. Background check results will be submitted to potential externship sites as requested.
- An adverse finding on a criminal background check may inhibit a student's ability to obtain employment and/or obtain certification/licensure in a health occupation.
- There will be no tuition or fee refund for students who are unable to complete the program due to their criminal record.
- Prospective students with a criminal record are strongly encouraged to contact the Program Coordinator prior to enrolling.
- Students must notify the Program Coordinator if new criminal charges are incurred any time after the initial background check. The student may be required to obtain a second criminal background check.
- In keeping with the program's due process policies, if a student disagrees with the accuracy of the information obtained, he/she may request a meeting with the Program Coordinator to discuss their concerns.

I have read, understand, and agree with the information presented above.

Student Signature

Date

Parent Signature (if student is a minor)

Date

Agencies approved to provide a Utah Criminal History Report

The following agencies can provide you with your Utah Criminal History Report while you wait. You do not need fingerprinting and you will not need to send your application to the Bureau of Criminal Investigation (BCI). You must be 18 years of age and provide valid, government issued identification in order to request a Utah Criminal History Report.

Clearfield City Police Department	55 South State Street	\$15.00	801-525-2806
Layton Police Department	429 North Wasatch Drive	\$10.00	801-497-8300
Roy City Police Department	5051 South 1900 West	\$25.00	801-774-1011
Syracuse Police Department	1751 South 2000 West	\$10.00	801-825-4400

Pharmacy Technician Program Costs

Students who are 18 years or older must complete the background check and Pharmacy Technician Trainee License application at the time of enrollment.

Students under 18 may complete the background check and Pharmacy Technician Trainee License application while enrolled in the program, after their 18th birthday.

All students are responsible for costs listed below:

Approximate Associated Costs in addition to tuition and fees:

• Textbook Bundle*	\$184.50
• Background Check (18+)	\$15.00
• Trainee License	\$50.00
• CPR Supplies (if needed)	\$10.00
• Drug Screen	\$41.00
• Immunizations/TB screening (if needed)	\$50.00**
• National Certification (PTCB) Exam	\$129.00
Total	\$479.50

*Textbook bundle: Pharmacy Practice for Technicians 6th Edition, Pharmacology for Technicians 6th Edition, Pharmacy Labs for Technicians 3rd Edition. Digital (e-book) editions and access to online materials. ISBN: 978-0-76388-570-0

Physical textbooks are also available for purchase at the College Bookstore. Students with limited computer/Internet access at home are encouraged to buy hard copies rather than eBooks.

**Actual cost will vary depending on immunization status, insurance coverage, etc.