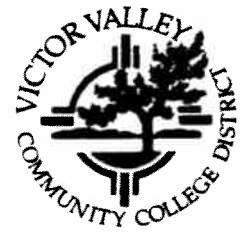


November 19, 2008



## Pharmacy Technician Course Welcome Letter

Dear Participant,

Thank you for reserving a seat at the Pharmacy Technician Orientation being held on Saturday, February 28, 2009 from 10am – 12pm. We ask that you show up at least ½ before the orientation starts so that we may start on time and provide you with any necessary handouts before we begin. This course is being offered in partnership with Boston Reed College and a representative from the college will be there to provide you with the necessary information and answer any questions you might have pertaining to this program. We at Victor Valley College are excited about this program and we look forward to meeting you.

**COURSE SCHEDULE** - This is a 27 week program. Classes begin promptly at 9:00am and conclude at 4:30pm every Saturday beginning on March 14, 2009 and ending on October 17, 2009. (See attached calendar for off days)

**LOCATION** - Orientation will be held at:

Victor Valley College  
Student Activities Center (SAC) #44  
18422 Bear Valley Road  
Conference Room: A, B & C (2<sup>nd</sup> floor)  
(See attached map)

The following information is being provide by Victor Valley College

**PARKING** – Designated parking has been provided in Lot 7 & 8 (see attached map). Parking anywhere else may result in receiving \$20 parking citation.

No minors allowed.

**REGISTRATION** – You now have the opportunity to register on-line at: <http://www.adultedreg.com/vvc/> or after orientation with one of our staff members so, please allow time to do so.

The following information is being provided by Boston Reed College-

**ENGLISH LANGUAGE & MATH SCREENING** - During the first class session you will undergo an English language reading and comprehension as well as math assessment. In order to succeed in the course you must have a basic mastery of the English language as well as knowledge of basic mathematical calculations. You can find a sample prescreening at <http://www.BostonReedCollege.com/students>. We highly recommend that you take some time to take this sample prescreening assessment. If you do not pass this assessment you will be asked to leave the course and to contact your college for a full refund. At that time, you will turn in your textbook.

### **ELIGIBILITY REQUIREMENTS FOR STATE REGISTRATION**

To apply for registration as a Pharmacy Technician you will undergo a fingerprint and background screening through the Department of Justice. If you have ever been convicted of or have pled no contest to a violation of any law or foreign country, the United States or any state laws or local ordinances, including all misdemeanor and felony convictions, regardless of the age of the conviction, your eligibility for registration could be affected. The California Board of Pharmacy will determine each application on a case-by-case basis. At a minimum, anything in your

background will most likely result in a delay in the processing of your application. Providing them with all paperwork and information related to any convictions up front will minimize the delay in processing. If you have any questions or concerns about your eligibility, we urge you to contact the Pharmacy Technician Program Director at Boston Reed.

**CLASS PREPARATION-** In order to be successful in this course, all registered students must have access to the Internet and printing capabilities as well as an email address. Before the first day of class, you will need to print the Student Handbook and the Student Assignment Sheet which are available for download at the Boston Reed website. Student handouts are available online by going to [www.BostonReedCollege.com/students](http://www.BostonReedCollege.com/students). Please bring these materials to the first class session.

Throughout the course, it is the student's responsibility to obtain and bring the required course handouts to class meetings.

**EXTERNSHIP** - Prior to placement in an externship, each participant will be required to show proof of completion of CPR for the healthcare provider (Contact: VVC, Community Education Department at 760-245-4271 Ext. 2741 to obtain a card), computer proficiency, a current physical examination with a tuberculosis screening and a resume. Obtaining each of these items is the student's responsibility. Details on how to meet these requirements will be included in the student handbook.

We want you to be successful in your training as a healthcare professional. If you have any questions about the program content please contact Boston Reed directly; if you have any questions about your fees or the registration process, please contact your college.

Thank you,

*Debbie Potts*  
*Community Education/Contract Education Coordinator*

## **Ready to Register!**

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Welcome to your career in Allied Healthcare. To register, please follow our step-by-step instructions.

### **How will you pay?**

The first thing you need to do is determine how you will pay for your courses. Victor Valley Community College and Boston Reed currently accept payment in the form of check, credit card or Sallie Mae Financial Service (SLM) student loans.

If you are receiving funding through another lender, grant or scholarship, please contact Victor Valley College at (760) 245-4271 Ext. 2741 and we will be able to assist you in the registration process.

### **Installment Plan**

To assist you in meeting your financial requirements we have developed an installment payment plan that allows you to pay for your course in 3 payments.

The amount of the installment will vary by course. Installments are due at the time of registration in the amount of \$600, during the 4<sup>th</sup> week of class in the amount of \$665, and a final payment is due the 8<sup>th</sup> week of class in the amount of \$725. Installment amount is based on this course. To determine your installments, please see attached: Pharmacy Technician Payment letter of agreement.

*\*The 3-part payment schedule includes a non-refundable \$75 administrative fee.\**

### **Paying with a Sallie Mae Financial Student Loan**

- 1) The first thing you will need to do is complete the Sallie Mae Financial Loan online application process.
- 2) Visit [www.slmfinancial.com](http://www.slmfinancial.com) and follow the step by step instructions. We have also included a copy of those instructions in your Orientation Packet.
- 3) Once you have completed the loan application and you have been approved by SLM, you will be assigned a confirmation number. Be sure to write down your confirmation number as you will need to provide that during the registration process. You will also receive a confirmation letter and loan contract that you will need to sign and return to Boston Reed College with your signatures and will forward on to Sallie Mae Financial.
- 4) Once you have your confirmation number, you are ready to complete the registration process.
- 5) Please call our office and we will register you for your course or register online at: <http://www.adultedreg.com/vvc/>. Please be sure to have your SLM confirmation number available when you call.
- 6) Upon completion of your registration, we will email and/or mail you a receipt for your records. Please bring your receipt on the first day of class.

## **Paying with a Check**

- 1) To pay with a \*check please complete the attached student information form and mail your installment or your full tuition payment to:  
Victor Valley College  
Community Education Dept. #55  
18422 Bear Valley Rd.  
Victorville, CA 92395

### **\*Checks must be received by our office 10 days prior to course start date**

- 2) Once we receive your student information form and payment we will register you for your course.
- 3) We will email and/or mail you a receipt for your records. Please bring your receipt on the first day of class.
- 4) If you are registering less than 10 days before your scheduled class time, please call (760) 245-4274 Ext. 2741 and provide us with student information along with the amount of your payment and the check or credit card number. This will ensure we register you prior to the start of class and that you receive your text book and other materials.

## **Paying with a Credit Card**

- 1) If you are paying with a credit card, you have the option to pay the full course tuition or you may take advantage of our installment plan that allows you to pay for your course in 3 payments. Installments are due at the time of registration in the amount of \$600, during the 4<sup>th</sup> week of class in the amount of \$665, and a final payment is due the 8<sup>th</sup> week of class in the amount of \$725. Installment amount is based on your course.
- 2) To register by credit card on-line go to: <http://www.adultedreg.com/vvc/>.
- 3) You will be taken to a web page that lists the current Boston Reed course offered by our program (Pharmacy Technician). Read all information available on the page and follow the necessary instructions.
- 4) Select the course again from the list of courses.
- 5) To select a class, click the *Add to Cart* link. This will add the class to an online registration form. (You can remove a class from the cart if you change your mind.)
- 6) If this is your first time using this system, you will create a new account. In the future, you will not need to re-enter your information.
- 7) Select *Register for Courses*. You will then be prompted through the registration process. There is an online registration fee of \$2.95 per transaction. This fee is identified separately throughout the transaction process.

- 8) If paying in installments enter the amount of the installment in the *Course Information* step of the registration process.
- 9) You will then enter your credit card information and select *Complete Transaction* to complete the registration process.
- 10) At the end of the registration process, you will have an opportunity to print out a receipt. You will also receive a receipt by email. Bring a print-out of your receipt to the first class meeting.

*Questions please contact: (760) 245-4271 Ext. 2741; M-F; 9am – 4pm  
Email [Feebase@vvc.edu](mailto:Feebase@vvc.edu)*

# Pharmacy Technician - PT090314 Victorville CACC-S

Victor Valley College

18422 Bear Valley Road  
Victorville, CA 92395

## Special Instructions

Classes **DO NOT** meet:

April 11, 2009 - Good Friday Weekend  
May 23, 2009 - Memorial Day Weekend  
July 4, 2009 - Independence Day Weekend  
August 8, 2009 - Annual Faculty Workshop  
September 5, 2009 - Labor Day Weekend

*Classroom:*

Start Date: March 14, 2009  
End Date: October 17, 2009

Days of the Week: Saturday  
Time: 9:00 AM - 4:30 PM

*Dates in bold indicate days class meets*  
*Strikethrough indicates class doesn't meet on that day*

March 2009						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	<b>14</b>
15	16	17	18	19	20	<b>21</b>
22	23	24	25	26	27	<b>28</b>
29	30	31				

April 2009						
S	M	T	W	T	F	S
			1	2	3	<b>4</b>
5	6	7	8	9	10	<del>11</del>
12	13	14	15	16	17	<b>18</b>
19	20	21	22	23	24	<b>25</b>
26	27	28	29	30		

May 2009						
S	M	T	W	T	F	S
					1	<b>2</b>
3	4	5	6	7	8	<b>9</b>
10	11	12	13	14	15	<b>16</b>
17	18	19	20	21	22	<del>23</del>
24	25	26	27	28	29	<b>30</b>
31						

June 2009						
S	M	T	W	T	F	S
	1	2	3	4	5	<b>6</b>
7	8	9	10	11	12	<b>13</b>
14	15	16	17	18	19	<b>20</b>
21	22	23	24	25	26	<b>27</b>
28	29	30				

July 2009						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	<b>11</b>
12	13	14	15	16	17	<b>18</b>
19	20	21	22	23	24	<b>25</b>
26	27	28	29	30	31	

August 2009						
S	M	T	W	T	F	S
						<b>1</b>
2	3	4	5	6	7	8
9	10	11	12	13	14	<b>15</b>
16	17	18	19	20	21	<b>22</b>
23	24	25	26	27	28	<b>29</b>
30	31					

September 2009						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	<b>12</b>
13	14	15	16	17	18	<b>19</b>
20	21	22	23	24	25	<b>26</b>
27	28	29	30			

October 2009						
S	M	T	W	T	F	S
				1	2	<b>3</b>
4	5	6	7	8	9	<b>10</b>
11	12	13	14	15	16	<b>17</b>
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**Financial Assistance for Students of Boston Reed College  
Partner Programs**



Financial Assistance is available through SLM Financial and its “Career Training Loan.” Submit an on-line loan application and receive a decision in as little as 30 seconds! Benefits include fast approval, flexible repayment terms, excellent customer service and interest rates and fees that reward good credit.

Go to [www.slmfinancial.com](http://www.slmfinancial.com) and follow the following step by step instructions.

Select Schools/Students.

Select a ‘Career training loan’.

Click ‘apply now’

**School Section:**

Question: Please select the state where you plan to attend school  
Answer: CA (this is the only option even if you are attending in another state)  
Question: Please select the school you plan to attend  
Answer: Boston Reed College, Napa, Ca 94558  
Question: Please enter the contact name at the school  
Answer: Lauren Mullen

Web site terms of use:

Read it thoroughly and click ‘I accept’.

**Eligibility:** You will be asked to provide the following information

Social Security Number  
Date of Birth  
Citizenship (U.S. Citizen or Non-Citizen Permanent Resident)

**Enrollment Period:** You will be asked to provide the following information

Start date  
End date

\*If you do not know the start and end date, then select a date one month from today and add-on six months to the end date.

**Borrower Information:** You will be asked to provide the following information

First name  
Middle name  
Last name  
E-mail address  
Have you ever defaulted on a loan?  
Driver’s license state and number  
Physical Address  
Length at address  
Phone numbers  
Prior Address

**Loan Information:** You will be asked to provide the following information

Total amount requested

Tuition amount

Additional expenses (cannot exceed 60% of tuition amount)

Repayment terms (years)

Repayment options (interest only or deferment- postponement of payments -while in school)

Anticipated graduation date \*If you do not know the start and end date, then select a date one month from today and add-on six months to the end date.

**Income and Expense Information:** You will be asked to provide the following information

Length at employer

Gross monthly income

Housing status

Mortgage or Rent amount

Other monthly income

**School Disbursement:** You will be asked to provide the following information

Question: Amount

Answer: Full tuition amount

Question: Disbursement date

Answer: First day of class

Click 'Submit Credit'

You will get one of the following replies within 30 seconds:

-Approved

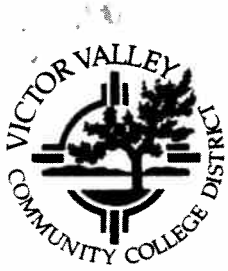
-Denied

-Pending review

You will then receive an email with information about the above status of your application. If you do not receive an email or have questions about your application contact SLM Financial at 888-272-5543. To expedite your application process, be prepared to provide printed copies of official documents proving your identity if requested at a later date, (i.e. a copy of driver's license, social security card, etc.) Additional documents or documentation may be required by SLM Financial to complete your loan process.

If you still have questions you may contact Boston Reed College at 800-830-2228. Select '0' to speak to a live, customer service operator who can answer questions, check on status or refer you to the next step accordingly.

Once approved for the loan you will receive an application / confirmation number from SLM Financial. At this time please provide your college with the confirmation number assigned by SLM Financial.



VICTOR VALLEY COLLEGE  
COMMUNITY EDUCATION DEPARTMENT

**Pharmacy Technician Payment Letter of Agreement**

Date: \_\_\_\_\_

This agreement is entered into by and between **VICTOR VALLEY COLLEGE, COMMUNITY EDUCATION DEPARTMENT** and

\_\_\_\_\_ to receive payments as described in this agreement.

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

**Student Address:** \_\_\_\_\_

**Student City, State, Zip:** \_\_\_\_\_

**Student Day Phone:** \_\_\_\_\_

**Student Evening Phone:** \_\_\_\_\_

**Student e:mail:** \_\_\_\_\_

**Student agrees to the following payment plan for the Pharmacy Technician Class that begins on March 14, 2009 and ends on October 17, 2009. This end date is prior to the Externship. Final payment must be made by May 2, 2009. All payments are non-refundable. All payments can be transferred to a future class if reason for temporarily dropping the class is approved by the administration. There are no guarantees of if or when next classes are held. Failure to pay the schedule payments will put student at risk of being removed from the class and your instructor will be directed to not allow you to participate until further notice. Student is responsible to stay in communication with the college if for any reason payment will be late. **STUDENT WILL NOT BE PLACED IN A PHARMACY FOR EXTERNSHIP OR ISSUED ANY DOCUMENTS OF COMPLETION/CERTIFICATION UNTIL RECEIPT OF ALL PAYMENTS.****

**TERMS OF AGREEMENT: Total - \$1990 + \$55 administration fee to manage loan = \$2045**  
\$600 deposit to hold a seat in class on **February 28, 2009** or before **1<sup>st</sup>** day of class.

Initials & date / paid \_\_\_\_\_

\$665 payment 4<sup>th</sup> week of class      Date: **April 4, 2009**      Initials & date / paid \_\_\_\_\_

\$725 payment 8<sup>th</sup> week of class      Date: **May 2, 2009**      Initials & date / paid \_\_\_\_\_

**HOLD HARMLESS CLAUSE**

VICTOR VALLEY COLLEGE, COMMUNITY EDUCATION DEPARTMENT and \_\_\_\_\_ agree to defend, indemnify and hold harmless the other party, its board officers, agents, and employees, individually and collectively, from and against all claims, liabilities, obligations and cause of action of whatever kind arising in any manner whatsoever out of or in connection with this Agreement for the acts or omissions of its officers, agents and employees.

**CONFIDENTIALITY**

**VICTOR VALLEY COLLEGE, COMMUNITY EDUCATION DEPARTMENT** and its instructors understand that in the performance of this contract, all information which may be considered proprietary or confidential will not be discussed with a third party.

**IN WITNESS WHEREOF**, the parties hereto have caused this agreement to be executed by their duly authorized representatives on this date:

**DEPARTMENT/DISTRICT: COMMUNITY EDUCATION/VICTOR VALLEY COLLEGE**

\_\_\_\_\_  
**Deborah Potts**  
Coordinator of Community/Contract Education

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Witness**

\_\_\_\_\_  
**Date**

**STUDENT: I hereby agree to the above contract and understand that I cannot continue in the Pharmacy Technician course without making payments on time and I will not be placed in my externship until I have made the final payment.**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**VICTOR VALLEY COLLEGE**  
**TERMS, CONDITIONS AND STUDENT RESPONSIBILITIES**  
**Refund Policy and Buyers Right to Cancel**  
**(Installment Plan Not Included)**

The student has a right to cancel this application and may obtain a refund as follows: A full refund, less the non-refundable administrative fee will be paid if the student cancels this agreement in writing prior to, or before the first day of instruction. Thereafter, the student may withdraw from the class and receive a pro rata refund, less the administrative fee, 50% of cost paid, if he/she has notified Victor Valley College in writing of his or her intent to cancel and has completed 8 weeks of the course or less.

**For example**, (the following fees are ONLY an example) if Jane Doe has paid 1,990, has completed 8 weeks of instruction or less and has notified Victor Valley College in writing of her intent to withdraw, then she would be entitled to a refund of \$920 (\$1,990 less the \$75 administrative fee and 50% of cost paid by participant). No refunds will be granted after the completion of 8 weeks or more of the course. If the course is cancelled in its entirety for any reason, the student is entitled to a full refund of all fees. All notices of cancellation, transfer or request for refund by a student must be submitted in writing and sent by U.S. mail, email or fax to Victor Valley College for consideration.

***STUDENT: I hereby agree to the above terms, conditions and student responsibility and understand that I cannot continue in the Pharmacy Technician course without abiding by the above statement.***

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Department of Labor California Growth Statistics

### Pharmacy Technician

The following information is from the California Projections of Employment published by the Labor Market Information Division. The figures represent the combined occupations of Pharmacy Technicians and Pharmacy Assistants which include Pharmacy Technicians (Hospital).

Estimated number of workers in 2004	23,900
Estimated number of workers in 2014	30,200
Projected Growth in 2004-2014	26.4%
Estimated openings	940

(These figures do not include self-employment nor openings due to turnover)

Because of the increased pharmaceutical needs of a larger, older population, growth in this occupation will be almost as fast as the average for all other in the state. Other factors likely to increase the demand for Pharmacy Technicians include scientific advances that will make more drug products available and developments in administering medication. Opportunities will be best in outlying geographic areas. Pharmacy Technician training programs may cause a labor surplus in the area where they are offered.

### **WAGES, HOURS AND FRINGE BENEFITS**

Wages for entry-level Pharmacy Technicians range from \$10.25 to \$13.25 per hour. Experienced technicians currently earn from \$13.25 to about \$18.34 per hour. Most hospital pharmacies remain open 16 to 24 hours per day, seven days a week. Pharmacy Technicians may work day, evening, or night shift. For some positions, 10-hours shifts are required. A full-time workweek is five days, 40 hours, including rotating weekends. Many jobs are part-time or per diem/on-call. Benefits include paid vacation, sick leave, medical and dental insurance, and retirement plans. Many hospitals pay vision insurance. (<http://www.labormarketinfo.edd.ca.gov>)