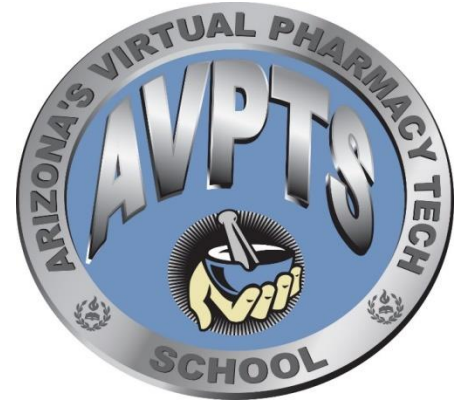# Arizona's Virtual Pharmacy Tech School

Course Catalog

Volume 6

Carnell J. Edwards

2024-2025

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INTRODUCTION

Welcome, Students!
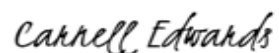
Welcome to Arizona's Virtual Pharmacy Tech School program. We are excited you have chosen to learn with us, and we look forward to helping you become a successful pharmacy technician.

Online education is a modern and convenient way to learn. We understand you may have many questions. The Course Catalog is designed to provide you with specific information about AVPTS (Arizona's Virtual Pharmacy Tech School), student services, technical support, and policies.

Please use this Course Catalog as a resource or guide to find pertinent information, but also remember there are dedicated staff members who are willing to assist. Please do not hesitate to use the contact information in this Course Catalog to find the help you need.

We want to provide you with the knowledge and tools to be successful.

Sincerely

Carnell Edwards

Carnell J. Edwards, Director
CphT, BS, Public Administration

Mission Statement

Our Mission:

To provide exceptional pharmacy tech training at an affordable cost.

Our Vision:

To become one of the leading affordable online pharmacy tech programs that utilizes technology to offer interactive learning and opportunities to enrich the lives of people in Phoenix and the surrounding areas.

Faculty and Advisory Board Members

Name	Title	Occupation Certification & Licensure	Education
Carnell Edwards	Director/Advisory Board Member	Licensed Pharmacy Technician & CphT	BS, Public Administration Northern Arizona University
Michael Bundy	Student Affairs Coordinator Advisory Board Member	CT	BA, Sociology University of Ottawa University of Arizona
Cherie Johnson	Advisory Board Member	Accountant	Arizona Western College
Brenda Edwards	Advisor	Enrollment Advisor	MA, Criminal Justice University of Phoenix College

Student Resources:

Vocational School Name	Arizona's Virtual Pharmacy Tech School (AVPTS)
District of Location	District: Phoenix, Arizona
Arizona's Virtual Pharmacy Tech School Mailing Address	3920 E Thomas Road STE 15314 Phoenix, Arizona 85060
AVPTS Phone/Fax Number and email address	P:(602) 362-2974 F: (602) 857-7405 contact@avpts.com
AVPTS School Hours	Monday – Friday (9:00 AM – 4:00 PM)

Address	Phone Number/Email Address
Pharmacy Technician Certification Board 2215 Constitution Avenue NW, Suite 101 Washington, DC 20037	1-800-363-8012 www.ptcb.org
Math Tutors	1-877-999-2681 www.wyzant.com/math
CourseStorm Support 148 Main Street Orono, Maine 04473	(207) 866-0328 contact@coursestorm.com
Student Affairs 3920 E Thomas Road STE 15314 Phoenix, AZ 85060	(602) 362-2974 (602) 975-8619 StudentAffairs@avpts.com
Talentlms Support 315 Montgomery Street, 9th Floor San Francisco, California	646-797-2799 www.talentlms.com/contact

Admission Requirements:

1) 18 years of age or over the age for compulsory attendance
2) High school diploma/GED or equivalent, still attending HS or enrolled in a GED program
3) Able to pass a criminal background check or obtain a Fingerprint Clearance Card
4) Capable of meeting the sites (Health & Safety) requirements to attend the externship
5) Telephone, Smart Phone, Computer with webcam capability, and high speed internet

Health and Safety Requirements

A person seeking employment, licensing, or admittance into college, university or educational program may be required to apply for a <u>Fingerprint Clearance Card</u>. A successful applicant will receive a small laminated card verifying that the person is capable of gaining legal employment based on his or her criminal background. Some hospitals or pharmacy sites have <u>Health and Safety</u> requirements and may require immunization, drug screening, licensing or the release of medical records prior to attending the externship.

Acceptable Forms of (Valid) ID and Proof of School Records
1) State ID, Arizona Drivers License, Arizona State ID
2) Social Security Card
3) Diploma, GED Certificate, GED Test Results
4) College diploma/degree showing attainment (Associate, Bachelors, or higher)
5) High School Transcript showing graduation date

Once an application is submitted one our advisors will review the application (or contact the applicant) and gather pertinent information to determine the acceptance of the applicant. After the application is reviewed the advisor will notify the prospective student about his/her decision.

Program Description

The pharmacy technician program is broken up into three blocks to allow students to focus on mastering the core concepts. The instructional modules are designed to identify a student's progress by highlighting the areas that may need more improvement. On medical terminology or pharmacy calculations the instructional modules will utilize *real world* problems to help students gain a deeper understanding. AVPTS uses one of the prime optimum LMS (Learning Management System) on the market (TalentLMS). TalentLMS has a very user-friendly platform. Students and Instructors are able to access the portal through an app or the website. TalentLMS works with iPad, iPhone, Android, or similar mobile devices. Instructors are able to easily download learning materials, presentations, and videos with minimal effort. Moreover, students are also able to logon through the TalentLMS app or website to complete assignments, view grades, or send an e-mail to their instructor. Arizona's Virtual Pharmacy Tech School reserves the right to update or make changes to the pharmacy program when necessary. The school will not be responsible for any statement of policy or procedure that does not appear in the school catalog. The program consists of 682 (self-paced) clock hours or 21 weeks which is determined by each individual student (some students may have the option to complete this program in as little as 12 weeks please contact your instructor for more details). Upon successful completion of the program (which means a student has met all academic and financial requirements) each student will receive a pharmacy technician diploma. AVPTS will also recognize the "top performers" in each class. AVPTS will reward one student out of each class who maintained the highest-grade point average throughout the entire program (when there are twenty students or more or a "full class"). One student may receive an honorary diploma upon completion of the program. Arizona's Virtual Pharmacy Tech School also reserves the right to cancel any student from the program that fails to demonstrate an "exertive effort" (or is not making adequate progress in the program). Cheating and other violations as outlined in the course catalog may result in disciplinary action up to and including termination of your enrollment.

Course Descriptions

PHT 100 Pharmacy Today (48 Clock Hours)

This course explores the dynamic environment in which pharmacy technicians and pharmacists operate and the required training, competencies, and what it takes to be a successful professional pharmacy technician. Prerequisites: None

PHT 101 Pharmacy Tech I (48 Clock hours)

This course is designed to familiarize students with the various types of tasks that pharmacy technicians perform, pharmacy laws, and common references that pharmacists and pharmacy technicians utilize to gather information. Prerequisites: PHT 100 with grade C or better

MED 130 Medical Terminology (48 Clock Hours)

This course will examine the human body systems and the medical abbreviations and symbols that healthcare professionals employ to recognize common medical drugs or conditions. Prerequisites: PHT 101 with grade C or better

MAT PHT 103 Pharmacy Calculations (72 Clock Hours)

This course will explore the quantitative concepts of pharmacy calculations with an emphasis on ratios, proportions, fractions, decimals, significant figures, Roman numerals, pharmacy equations, allegations, dimensional analysis, and dosing formulas. Prerequisites: PHT 101 & MED 130 with grade C or better

PHT 104 Pharmacy Tech II (48 Clock Hours)

This course will examine the processes that hospital and retail pharmacies utilize to interpret and fill prescriptions, drug routes and administrations, external and parenteral formulations, and flow rate calculations.   Prerequisites: PHT 103 with grade C or better

Course Descriptions Continued

PHT 105 Pharmacy Tech III (48 Clock Hours)

This course is designed to familiarize students with the basic concepts on non-sterile and sterile compounding, intravenous preparation, aseptic techniques, advanced flow rate calculations, and the USP-NF Chapter <797> standards and guidelines. Prerequisites: PHT 104 with grade C or better

PHT 106 Pharmacy Tech IV (48 Clock Hours)

This course will explore the basic biochemistry of pharmaceuticals and the factors that affect drug activity. Prerequisites: PHT 105 with grade C or better

PHT 107 Pharmacy Tech V (48 Clock Hours)

This course will examine some of the most common uses of pharmaceuticals and how pharmacies manage their drug inventory. Prerequisites: PHT 106 with grade C or better

PHT 108 Pharmacy Tech VI (48 Clock Hours)

This course will assess some of the technical processes and business skills that pharmacy technicians use daily to resolve medical insurance claims. Prerequisites: PHT 107 with grade C or better. Prerequisites: PHT 107 with grade C or better

Course Descriptions Continued

PHT 109 Pharmacy Tech VII (48 Clock Hours)

This course will familiarize students with the various roles and names associated with hospital or healthcare personnel and the different types of pharmacies where pharmacist and pharmacy technicians can work. Prerequisites: PHT 108 with grade C or better

PHT 110 Pharmacy Tech Review (48 Clock Hours)

This course will review the key concepts in the pharmacy program and help students prepare for the PTCB exam. Prerequisites: PHT 109 with grade C or better

EXT 111 Externship (130 Clock Hours)

The pharmacy externship helps students transition from the online (or virtual learning) classroom to the clinical practice which is a crucial step in becoming a pharmacy technician. Under the guidance of a licensed pharmacist students will learn how to fill, process, and compound medications. Prerequisites: PHT 110 with grade C or better

PHARMACY TECH PROGRAM INFORMATION

Commencement date of program _____

Program title: **Pharmacy Technician**

Total clock hours and length of the program: **682 clock hours or 21weeks**

Credential to be awarded: **Diploma**

Objective: The pharmacy Technician Program is designed to prepare students for entry-level pharmacy technician positions.

TUITION AND FEES

Registration fee: $15.00

Tuition: $3,000 ($3,000 + $15 = $3,015) if a full payment is received.

(**Books and Supplies; Health and Safety Requirements not included**)

Total Cost of Program: $3,015

Job Outlook:

Quick Facts: Pharmacy Technician	
2018 Median Pay	$32,700 per year $15.72 per hour
On-the –job training	Moderate-term on-the-job training
Job Outlook, 2016-26	12% (faster than average)

Pharmacy Technician Curriculum	Course Name	Clock Hours
	Bock I	
PHT 100	Pharmacy Today	48
PHT 101	Pharmacy Tech I	48
MED 130	Medical Terminology	48
PHT 103	Pharmacy Calculations	72
	Block II	
PHT 104	Pharmacy Tech II	48
PHT 105	Pharmacy Tech III	48
PHT 106	Pharmacy Tech IV	48
PHT 107	Pharmacy Tech V	48
	Block III	
PHT 108	Pharmacy Tech VI	48
PHT 109	Pharmacy Tech VII	48
PHT 110	Pharmacy Tech Review	48
EXT 111	Externship	100
Total Clock Hours:		682

REFUND AND CANCELLATION POLICY

An applicant denied admission by the school is entitled to a refund of all monies paid.

Three-Day Cancellation: An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday, and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.

Other Cancellations: An application requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school is entitled to a refund of all monies paid minus the Registration fee and Restocking fee. The Registration fee ($15) and restocking fee ($100) will be deducted from the tuition refund in the amount of $115.

Refund after the Commencement of Program:

1.   Procedure for withdrawal/withdrawal date:

   A.   A student choosing to withdraw from the school after the commencement of classes is to provide a written notice (via email using the appropriate withdrawal form) to the Director of the school or an AVPTS (Arizona's Virtual Pharmacy Tech School) representative. The (withdrawal form) notice is to indicate the expected last date of attendance and be signed and dated by the student.

   B.   For a student who is on authorized Leave of Absence, the withdraw date is the date the student was scheduled to return from the Leave and failed to do so.

   C.   A student will be determined to be withdrawn from the institution if the student has not attended any class for 14 days.

D.   All refunds will be issued within 30 days of the determination of the withdraw

2.   Tuition Charges/refunds:

   A.   Before the beginning of the program, the student is entitled to refund of 100% of the tuition. The Registration fee ($15) and Restocking fee ($100) will be deducted from the tuition refund in the amount of $115.

   B.   After the commencement of the program, the Registration fee ($15) and Restocking fee ($100) will be deducted from the tuition refund in the amount of $115. The tuition refund shall determine as follows:

% of Clock Hours Attempted:	% Tuition Refund Amount
10% or less	90%
More than 10% and less than or equal to 20 %	80%
More than 20% and less than or equal to 30%	70%
More than 30% and less than or equal to 40%	60%
More than 40% and less than or equal to 50%	50%
More than 50%	No refund is required

The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the student's last day of attendance, by the total number of clock hours in the program.

Books, supplies and fees: Books, Supplies, Health and Safety Requirements are not covered in the program price. Therefore, these items are paid by the student and are nonrefundable through our institution

Refunds will be issued within 30 days of the date of the student notification, or date of school determination (withdrawn due to absences or other criteria as specified in the school catalog), or in the case of a student not returning from an authorized Leave of Absence (LOA), within 30 days of the date the student was scheduled to return from the LOA and did not return. AVPTS will reimburse WIOA students for some HSR items. All receipts must be sent to Student Records no later than 30 days after the student has (graduated) completed the program to receive a reimbursement for these items.

Books, Supplies and Fees:

The program price outlined in this enrollment agreement <u>does not cover books or supplies</u>, Fingerprint Clearance Card, immunizations, drug screening, licensing, school supplies, or the PTCE exam. **We do not charge for Health and Safety Requirements (HSR),** but the estimated cost is $355 dollars. The program price does not cover any finance charges associated with online fees (returned checks) or monthly payments. Arizona's Virtual Pharmacy Tech School will not replace any program materials, books or refund any fee that may incur from theft, lost, damage or tardiness. Cash paying students will be required to purchase two textbooks that cost around $400 ($200 + $200 = $400), and these books need to be purchased before the start date of the first class in the program. The cost of the books are an over estimated price so students may find these books online at a discounted rate. Once students attend the externship, they will be required to obtain a Fingerprint Clearance Card ($67) and obtain a Trainee License ($65). Some hospitals or pharmacies have Health and Safety requirements that charge for drug screening or immunization ($94) tests. Students will have to pay ($129) to register for the PTCE. Once you are accepted into the program your instructor will send you more information regarding textbooks. We don't list the textbooks in the course catalog because some instructors may use different learning materials.

Enforcement and Account Status:

If a monthly payment has not been received within 43 days, the account is no longer in "**good standing**" (financially). Arizona's Virtual Pharmacy Tech School reserves the right to suspend your enrollment in the program immediately and require you to pay the outstanding balance of the program price. In addition, you will be responsible for any collection, cost including legal fees incurred by AVPTS to collect amounts owed.

Payment Plan:

We have four payment options for your tuition. (1) You can pay in full today, (2) pay overtime, (3) use your employer's tuition reimbursement, (4) or government aid funding (WIOA).

Pay in Full 0% APR	12 Payments 0% APR	Meritz Student Loans	Government Aid
$3,015.00 Make one full payment after you check out.	$251.25 Make an initial payment at checkout and then 11 equal monthly payments.	$0 down payment APR is based on student's approval status. Payments may be deferred.	You must be a qualified **WIOA** job seeker to receive funding. No payment required.

**Every student that applies for the WIOA grant will not qualify so please speak to your enrollment guide for details. Students must be able to verify their monthly income to sign up for one of our 0% APR monthly payment plans. **

Leave of Absence

A Leave of Absence (LOA) may be requested after or during a "lifetime" changing event." Lifetime changing events are limited circumstances, such as severe illness, medical treatment, court order appearances, or military deployment. In these cases, students must submit appropriate supporting documentation relevant to the issue preventing course completion. A student whose account is in "good standing" (academically and financially) and making satisfactory progress may apply for a onetime 30-day LOA during the program. In cases involving military deployments, documentation presented must show deployment dates relevant to the specific course. No student will be able to request a LOA if their account is not in "good standing." The program instructor will determine if a student is eligible for a LOA and how he/she can reenter or exit the program. When a LOA is not granted a student may receive a refund in accordance with our refund policy.

Externship/Graduation

1) After all courses are completed (with a GPA of 70% or greater) students that have met all academic and financial requirements will be eligible to receive a diploma after they have completed the externship with a passing grade and accumulated enough points to graduate. Arizona's Virtual Pharmacy Tech School will not allow a student to attend the externship if (they cannot obtain a clearance card and training license prior to entering the externship) the status of the student's background check changes or the initial investigation did not reflect an accurate description of the student's present record. The externship will take place during the last week of the program. The program instructor will send you an Externship/Practical Approval form prior to the start date of the externship. However, the timeframe and the availability will be limited. Therefore, students are encouraged to prepare for the upcoming event ahead of time. The externship is more than a learning experience it is also an opportunity for students to interact with pharmacy personnel and to secure future employment.

Student Logon:

Once a student has been accepted into the program you will be emailed student logon information which will allow you to get started into the program and a copy of the enrollment agreement will be available for you to print for your records.

1) Complete the Enrollment Agreement

2) Pay for your class at:

www.AVPTS.com

Full Payment ⬅️➡️ **WIOA** or Payments

3) Instructor emails logon for password to:

avpts.talentlms.com/catalog

Start the Program
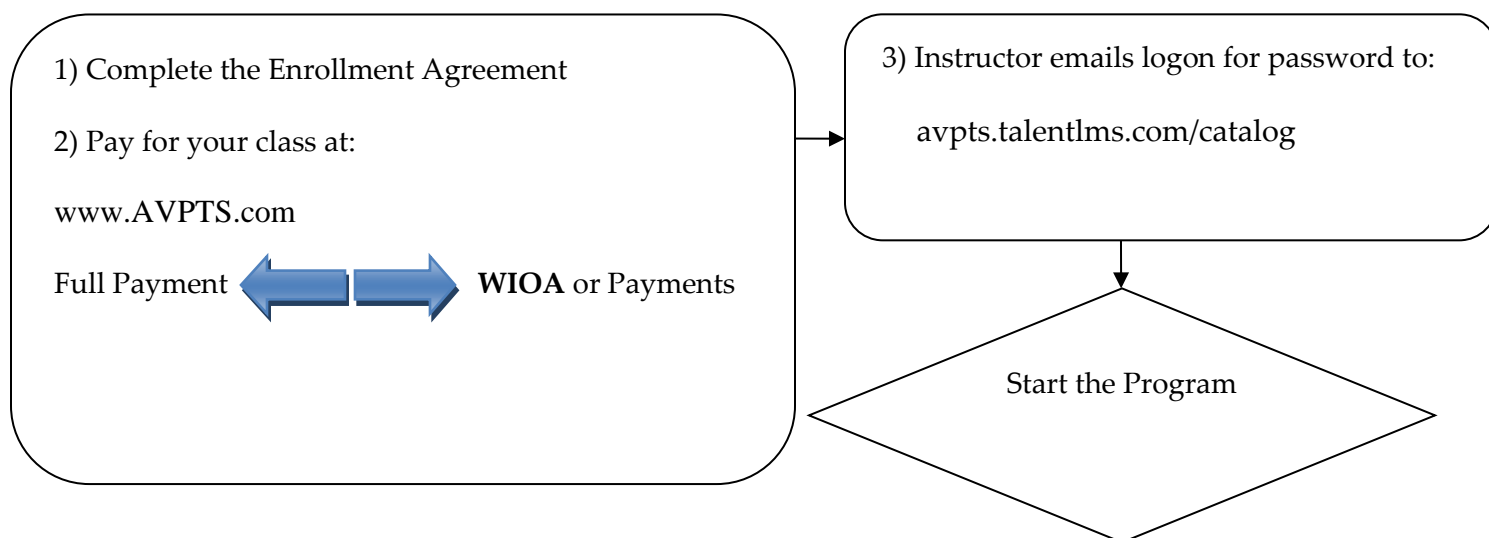
System Requirements and Recommendations

TalentLMS is compatible with all modern browsers including Firefox, IE 9+, Chrome, Safari and Opera. It is also compatible with browsers of recent mobile devices (IOS and Android). Talentlms works with iPad, iPhone, Android (and similar) mobile devices. However, for the best experience this is our recommendations. We also recommend for each student to obtain a smart phone, scanner, and webcam (to attend webinars) that is compatible with these devices. For more information on Talentlms operating system go to their direct website (Talentlms.com).

Windows

Intel Core i7 CPU	Intel Core i3 CPU
8 GB of RAM	or faster processor
	4 GB of RAM
	1 GB of free hard drive space

Macintosh

Intel Core i5 CPU	Intel Core i3 CPU
or faster processor	or faster processor
8 GB of RAM	4 GB of RAM
	1 GB of free hard drive space

Arizona State Board of Pharmacy Requirements:

- **Register** with the Arizona State Board of Pharmacy as a pharmacy technician trainee and pass the Pharmacy Technician Certification Exam (PTCE), or;
- Become nationally certified through the PTCB and **register** with the State Board as a pharmacy technician.

Student Grievance Procedure

<u>Student Grievance Procedure</u>: Should a student have a complaint with AVPTS (Arizona's Virtual Pharmacy Tech School), then the following steps should be taken by him or her.

1. The student shall first attempt to address the grievance <u>informally</u> with the instructor, or designee (Administrator, Campus President, Student Affairs Coordinator, or designee) and try to resolve it. If unsuccessful, the student may proceed to the written grievance procedure.

   (602) 362-2974
   (817) 715-7804

   contact@avpts.com

2. The written grievance must be stated to the Director, Student Affairs Coordinator, or designee using the appropriate **Grievance Form** (which is located on the main website (www.avpts.com) under grievance. The grievant should submit the complaint (to contact@avpts.com) as soon as possible but no later than five (5) business days from the time the student knew or reasonably should have known about the unfair or unjust treatment (A staff member is not required to respond to a grievance which is not in writing and which, when appropriate, did not have specific documentation including dates, times, materials, or etc.).

3. Upon receipt of the written grievance the **Director**, the **Student Affairs Coordinator**, or designee will conduct an investigation within ten (10) business days and work with the parties in an attempt to resolve the conflict. Every attempt will be made to maintain confidentiality during this process. The written grievance will be made available to the faculty or staff member.

Once the investigation is completed the **Director**, the **Student Affairs Coordinator**, or designee will make a determination and submit their decision in writing (within 10 working days excluding Saturday, Sunday, and federal and state holidays) to the student and the person alleged to have caused the grievance and indicate the remedial action to be taken if any. The **Director**, **Student Affairs Coordinator,** or designee will have the final say in these matters when the **Director** is out of the office due to illness or unavailable to participate in the proceeding or investigation.

4. If the complaint cannot be resolved after exhausting our school's grievance procedure, the student then may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details at 1740 W Adams, Suite 3008 Phoenix, AZ 85007 (602) 542-5709, http://ppse.az.gov

Arbitration:

Arbitration will take place at a location reasonably convenient for both parties giving due consideration to the student's ability to travel and other pertinent circumstances. Both parties will attempt to have proceedings take place within a reasonable time and without undue delay. The arbitration proceedings will follow the spirit if not the letter of the consumer due process protocol of the American Arbitration Association (AAA), but is not limited to a fundamentally fair process; an independent and impartial, competent, and qualified arbitrator; independent administration of the arbitration; reasonable cost; right to representation; and possibility of mediation. Arbitration does not preclude other avenues of recourse, including but not limited to possible relief in small claims courts. Notwithstanding the foregoing, nether this clause nor any arbitration result can preclude the student from filling a complaint within 2 years of the student's last date of attendance within the Arizona State Board for Private Postsecondary Education, 1740 West Adams, Suite 3008, Phoenix, AZ 85007, (602) 542-5709, http://ppse.az.gov.

Privacy:

All enrollment information will be protected in accordance with Family Educational Rights and Privacy Act (FERPA).

Program Materials Copyright Notice:

You are prohibited to copy or share all or part of your program materials to any third party without the permission of Arizona's Virtual Pharmacy Tech School. If you violate these terms, you may be subject to criminal, civil penalties, or fines, and including expulsion from this institution (AVPTS).

Out of State students:

Arizona's Virtual Pharmacy tech school welcomes out of state students. However, it is the student's responsibility to determine if the program will meet their state requirements. Therefore, out of state students are encouraged to contact their state board of pharmacy (Please use the following link only as a reference).
http://www.pharmacytimes.com/technician-news/pharmacy-technician-license-requirements-by-state

Earlier Completed Coursework:

The school does not accept credit for previous education, training, work experiences (experimental learning), or CLEP. Information concerning other schools that may accept the school's credits toward their program can be obtained by contacting the office of the president. It should not be assumed that any programs described in the school catalog could be transferred to another institution. The school does not guarantee the transferability of credits to a college, university or institution. Any decisions on the comparability, appropriateness and applicability of credits and whether they should be accepted is the decision of the receiving institution.

Student Records:

If a student has lost their diploma or forgot the date(s) they attended our school, they may contact the school and request for this information. AVPTS will keep indefinite records for all students who have attended our institution in accordance to A.R.S 32-3058.

Arizona's Virtual Pharmacy Tech School Grading Chart

A	Excellent	90-100
B	Above Average	80-89
C	Average	70-79
D	Passing	60-69
F	Failure	59 and Below
I	Incomplete	N/A
W	Withdrawal	N/A

AVPTS School will compute grades in accordance with the above chart. No individual course grade will be rounded.   Only the final cumulative grade may be rounded from the tenth place.

Example: 69.5 = 70% or 79.49 = 79%

Ceremony/Diploma:

Arizona's Virtual Pharmacy Tech school may conduct a graduation ceremony at the end of each year when there are enough participating graduates. Graduates will receive their diploma in the mail (please see the school calendar or reach out to your program instructor for further details).

Job Placement:

Arizona's Virtual Pharmacy Tech school does not offer job placement or guarantee job placement to graduates upon program completion. However, we will help graduates prepare resumes and coach students in the proper interview etiquette to help alumni become competitive interviewers which could lead to gainful employment. Some students may receive job offers after they complete their Externship. All graduates that seek this assistance must send their program instructor (via e-mail) a current resume.

Attendance Policy

Arizona's Virtual Pharmacy Tech School may terminate your enrollment if you fail to comply with the attendance, academic, and financial requirements. Students who do not logon at the appropriate time (during the start date or the instructors designated sign on times) to participate in the first (or any) online session without notifying their instructor can be withdrawn from the Program. AVPTS is an all-online school. Therefore, instructors will not be able to identify if a student is still attending unless he/she notifies AVPTS or contacts their instructor. Arizona's Virtual Pharmacy Tech School will assume that a student has withdrawn from the program if he/she has not completed any assignments (or has modules/courses expired) or replied to any emails after 14 days. If the student's activity is dormant (and they have completed at least 50% of the weeks assignments) after the first 14 days of the start date a withdrawal will be at the discretion of the instructor. Any student that is withdrawn within the first two weeks (14 days) of the program due to attendance will receive an "W" for withdrawal. Students are required to submit at least 50% of the assignments each week. Every student must make an "exertive effort" (or maintain satisfactory academic progress). A student who is making an "exertive effort" is putting forth their best effort and maintaining a grade point average of 70% or higher in each class.

Student Performance/Academic Probation & Suspension

If a student fails any course or receives a grade under 70%, they will receive a warning and they must repeat the course. The program instructor may place a student on academic probation (for 3 months) after a student fails one course in the program. Any student returning from academic probation that does not receive a 70% or greater on their next course will be placed on academic suspension for 6 months (and may receive a refund in accordance with our refund policy) and will not be able to attend the externship or receive a diploma. If a student is placed on academic suspension or drops out of the program and wants readmission, he/she must write a letter to the Director (requesting for reinstatement) explaining their circumstance. The Director will notify the student (by mail within 10 calendar days) when a decision is made.

Externship/Practicum Guidelines

All students must have a <u>Fingerprint Clearance Card</u> (or meet all Pre- Externship/ Practical requirements) to attend an on-site externship. This process can take up to 4-6 weeks. Therefore, students are encouraged to start applying for their clearance card early (and fill out the appropriate Practical/Externship forms). Every student that is accepted into the program was already given a background check upon entry into the program. However, Arizona's Virtual Pharmacy Tech School will not allow a student to attend an on-site externship if (they cannot obtain a Fingerprint Clearance card prior to entering the externship) the status of the student's background check changes or the initial investigation did not reflect an accurate description of the student's past or present record. Students who attend the externship are required to complete a minimum of 130 clock hours of clinical rotations (we recommend 70 in retail and 60 in a compound pharmacy). The timeframe and the availability will be limited (AVPTS does not guarantee any particular Externship Site, location, or specific time). Therefore, students are encouraged to prepare for the upcoming event ahead of time. The program instructor will send you an Externship/Practical Approval form during the second week of the program.

Repeating the Externship/Practicum

If a student fails the Externship/Practicum they must repeat the course (AVPTS does not charge for repeated courses) and re-enroll in the next (following program) available class. If a student is removed from the externship due to disciplinary actions (outlined in the sites **Externship/Practical Agreement)** they are no longer eligible to attend the externship until the infraction has been reviewed by the program instructor. Every student that attends the Externship/Practical and receives a passing grade (70% or greater) is eligible to receive a diploma if they have accumulated enough points to graduate. The program instructor will determine their eligibility and the best course of action.

Externship/Practical:

Every student must attend an on-site or Virtual Externship and receive a 70% or higher in the EXT course to be eligible to receive a diploma. If a student fails the EXT course or receives a grade under 70% they must repeat the course.

Example: (This is only an example of how an instructor may calculate the EXT course.)

(**EXT Assignments** 80% x 0.5 = 40) + (**Practical** 70% x 0.5 = 35) = 40 + 35 = **75% Passing**

(**EXT Assignments** 68% x 0.5 = 34) + (**Practical** 70% x 0.5 = 35) = 34 + 35 = **69% Failing**

Repeat Courses

If a student is not eligible for graduation (or receives an overall grade less than 70%) they must repeat their lowest course work (The program instructor will compose a graduation plan if applicable). No student will be allowed to repeat any course if their financial account is not in good standing. If a student fails the practical they must repeat the externship again. No student will receive a diploma until they have met all academic and financial requirements.

Students that do not attend the externship will not be eligible to receive a diploma. All students that have completed the EXT course with a passing grade (70% or higher) may be eligible to receive a diploma once they have accumulated enough points to graduate. The program instructor will determine their eligibility.

Code of Conduct:

The purpose of the Student Code of Conduct is intended to provide the framework for an orderly and stable school environment for Arizona's Virtual Pharmacy Tech School (AVPTS). The Code has been formulated to protect the freedoms to which its members are entitled, and to ensure that this institution can pursue and accomplish its purposes and carry out its functions and activities without obstruction. This Code obligates students to respect the rights and privileges of other members of the school and refrain from actions which would interfere with school functions or endanger the health, welfare or safety of other persons, practice high standards of academic and professional honesty and integrity, and comply with the rules and regulations of the school and its departments. AVPTS does not tolerate violence against any student, faculty, staff, or guest of the school.

Individuals Covered by this Code

This Code, as well as other rules and regulations governing student conduct, shall apply to the Covered Conduct of all individuals who are matriculated or otherwise enrolled or attend class at Arizona's Virtual Pharmacy Tech School. A student withdrawal does not negate a conduct hearing or conduct sanctions being imposed.

Prosecution for Violations

Any individual who violates the school's code of conduct rules is subject to disciplinary action by the school and may not challenge or postpone the violation on the grounds that criminal charges or civil litigation involving the same incident has been dismissed, reduced, or is pending in court.

(1) Victims of Alleged Misconduct

A victim of alleged misconduct, upon request, will be informed of the steps that can be taken if the accused student or another party intimidates or harasses the victim. Nothing in this Code shall be construed to preclude a victim from seeking criminal or civil judicial remedies against an alleged wrongdoer. To the extent permitted by applicable law, victims of alleged misconduct may be informed concerning the status and outcome of discipline proceedings.

(2) Victims of Sexual Misconduct

School personnel provide victims of sexual misconduct with information regarding their legal rights, counseling, and the names and telephone numbers of local agencies that are available to provide assistance. The school administration will seek to protect the identities and confidentiality of statements made by sexual misconduct victims to the extent permitted by law, unless and to the extent that such confidentiality unreasonably interferes with the school's ability to investigate and/or prosecute reported allegations of sexual misconduct.

(3) Prohibited Conduct

Disruptive Conduct: An individual shall not engage in disorderly, lewd or indecent conduct or any conduct that is reasonably likely to cause a breach of peace, disrupt, or that does disrupt, any School function, process or activity including teaching, research, and administration of public service functions, online webinar, externship, pharmacy, or company event.

(4) Endangering the Health and Safety of Self and/or Others:

An individual shall not engage in conduct that endangers or reasonably could endanger, or that reasonably appears to endanger, the health or safety of students, school employees, other persons or themselves.

(5) Alcohol, Drugs and Drug Paraphernalia:

An individual shall not possess, sell, offer to sell, purchase, offer to purchase, use or transfer illegal drugs, drug paraphernalia or alcohol, or be under the influence of alcohol, drugs or medication (except as prescribed by a physician and used in accordance with the prescription), or furnish alcohol to a minor or be under suspicion for any of the above. The term "drugs" includes any narcotic, dangerous drug, steroid, vapor releasing toxic substance, marijuana, or controlled substance (imitation or otherwise) as defined by law. The term "medication" means any substance that is available legally by prescription only. The passage of Arizona Proposition 203, commonly known as the Medical Marijuana Law, notwithstanding, Arizona Revised Statue §36-2801 and its provisions shall not be recognized by Arizona's Virtual Pharmacy Tech School. The school's position in not allowing the use of and/ or possession of medical marijuana is based on legal opinions and the conflict posed between existing federal law and the Arizona statue. Tobacco Use: An individual shall not use tobacco while attending the Externship. Smoking and the use of smokeless tobacco products are prohibited during the Practical or pharmacy site.

(6) Academic Dishonesty:

An individual shall not engage in any form of academic dishonesty, including but not limited to cheating, fabrication, facilitating academic dishonesty, copyright violation, or plagiarism. An individual shall not use or attempt to use the academic work or research of another person (or agency engaged in the selling of academic materials) and represent that it is his or her own or otherwise engage in dishonest academic work. An individual shall not share his or her knowledge or work with another student during an examination, test, or quiz or other academic assignment unless specifically approved in advance by the professor. An individual shall neither bring to an examination any materials nor notes unless approved by the professor, nor shall the individual receive or attempt to receive any test response from another student during an exam or at any time unless expressly authorized by a faculty member.

(7) Stalking and Cyber-Stalking:

An individual shall not engage in stalking which consists of a course of conduct directed toward another person and knows or should reasonably know that such conduct is likely to alarm, harass, or cause reasonable fear of harm or injury in that person, or in a third party. The feared harm of injury may be to physical, emotional or mental health, personal safety, property, education, or employment. Stalking may include, but is not limited to, unwanted visual or physical proximity to a person, repeatedly conveying oral or written threats, extorting money or valuables, implicitly threatening physical conduct, using electronic media such as the internet, pagers, cell phones, or other similar devices to pursue, harass or make unwanted contact with another person in an unsolicited fashion or any combination of these behaviors directed at or toward a person.

(8) Harassment and Discrimination:

An individual shall not harass another person. Harassment includes written or verbal abuse of a serious nature (either as a result of the severity or repetitive nature of the conduct) that humiliates or intimidates another individual and does not otherwise advance matters of public concern. Harassment also includes any conduct that could reasonably be expected to cause fear or apprehension on the part of another individual including persons submitting complaints, serving as witnesses or members of adjudicating committees. An individual shall not engage in conduct that is directed toward another person if that conduct would cause a reasonable person to fear for the person's safety or the safety of that person's immediate family member or close acquaintance, and that person in fact fears for his or her safety or the safety of an immediate family member or close acquaintance. An individual shall not engage in discriminatory conduct on the basis of age, ethnicity, gender, disability, color, national origin, race, religion, sexual orientation, or veteran status.

(9) Threats, Assaults and Fighting:

An individual shall not verbally or physically threaten, abuse, assault or engage in a fight with any student, school employee or any other person

(10) Defamation:

An individual shall not use defamatory words or phrases or distribute defamatory materials. Defamatory words or materials are those that: (1) are false and expose any person or the school to hatred, contempt, ridicule, disgust or an equivalent reaction; or (2) are false and have a tendency to impugn a person's occupation, business or office.

(11) Obscenity and Vulgarity:

An individual shall not use obscene or vulgar language or gestures, distribute or exhibit obscene or vulgar materials. Obscene materials, language or gestures are those that an average person, applying contemporary standards of the school community, would find that taken as a whole, appeal to prurient interests and lack serious literary, artistic, political or scientific value.

(12) Initiation and Hazing:

An individual shall not engage in any activity involving an initiation, hazing, intimidation, assault, or other activity related to group affiliation that is likely to cause or does cause bodily danger, physical harm, mental harm, or personal degradation or humiliation.

(13) Fraud, Misrepresentation, Extortion and Theft:

An individual shall not take, use or borrow any property without that person's permission or otherwise obtain any benefit by fraud, misrepresentation, deception or by express or implied threat. An individual shall not make any false oral or written statement to any person or entity with the intent to mislead or deceive.

(14) Endangering the Health and Safety of Self and/or Others:

An individual shall not engage in conduct that endangers or reasonably could endanger, or that reasonably appears to endanger, the health or safety of students, school employees, other persons or themselves.

(15) Forgery:

An individual shall not use or attempt to use the identity or signature of another and represent that it is his or her own to obtain any benefit by fraud, misrepresentation, or deception.

(16) Unauthorized Access and Tampering:

An individual shall not, without proper authorization, read, remove, copy, counterfeit, misuse, photograph, forge, alter, destroy or tamper with any school computer program, equipment (including any computer hard drive or zip drive, computer network or software), disk, file, document, library material, record, telephone message, telephone record or telephone equipment, or otherwise violate school policies pertaining to copyright law, computer software contracts, or computer use. Such prohibited activities are inclusive of (but not limited to) unauthorized entry into a file, transfer of a file, use of another individual's identification and/or password, use of computers to interfere with the work of another student, faculty member or other school employee, sending or forwarding obscene, vulgar, threatening, or abusive messages, files, or website or other links, or otherwise interfering with the normal operation of the school's computer systems.

(17) Non-Attendance of Formal Conduct Hearing:

If the student does not attend the Formal Conduct Hearing, the hearing may proceed with the hearing in the student's absence and impose a sanction of suspension, or expulsion -- if warranted by the evidence. Student Waiver of the Formal Conduct Hearing whenever a student is faced with the prospect of being subjected to a Formal Conduct Hearing the student has the option to waive the hearing and accept sanctions for the misconduct, warranted by the evidence, by the Director or the Student Affairs Coordinator. This option is available to a student at any time up to the actual commencement of a Formal Conduct Hearing.

Suspension:

A suspension is a sanction that, for a specified period of time that excludes the student from all academic courses and activities, and prohibits the student from attending or participating in any school function or activity. A suspension shall not exceed three years in length. For a student who receives a disciplinary action of suspension, the Advisory Board Members will determine the qualifications for reentry if applicable.

Expulsion:

Expulsion: An expulsion is a sanction that involves the permanent exclusion of a student from Institution, all academic courses and activities, and the right to attend or participate in any school function or activity.

Background Checks:

Arizona's Virtual Pharmacy Tech School reserves the right to conduct a background check on all students who apply to our institution. The background check is an attempt to verify the validity of the information contained in the enrollment agreement. However, acceptance into our pharmacy tech program does not guarantee on the job training (Externship/Practical) or any pharmacy work experience if a student cannot obtain a Fingerprint Clearance Card. All background checks will be kept confidential in accordance with the Family Educational Rights and Privacy Act (FERPA).

Fingerprint Clearance Card:

A person seeking employment, licensing, or admittance into college, university or educational program may be required to apply for a Fingerprint Clearance Card. A successful applicant will receive a small laminated card verifying that the person is capable of gaining legal employment based on his or her criminal background.

Health and Safety Requirements:

Some hospitals or pharmacy sites have (Health and Safety) requirements that may require immunization, licensing, or the release of medical records prior to attending the externship. Therefore, students are required to meet all of the site's requirements prior to the start date of the externship.

School Calendar

Spring 2025	
Registration begins	Jan. 1
Registration deadline: between Jan. 1 - 15: Students can register up until the day before the first meeting of the first class	Jan. 1-15
Classes begin	Jan. 16
Martin Luther King Jr. Day (school closed)	Jan. 15
Presidents' Day (school closed)	Feb. 17
Graduation application deadline	Mar. 31
Classes end	April 18
Registration begins	April 21
Registration deadline: between April. 14 - 22: Students can register up until the day before the first meeting of the first class	April 14-22
Classes begin	April 21
Memorial Day (school closed)	May 26
Graduation application deadline	Jun. 30
Independence Day (school closed)	July 4
Classes end	July 18

The above calendar dates are the official days that will be observed by the school. However, instructors still may require students to submit online assignments during holidays. Therefore, students should use this calendar in conjunction with their syllabus. **Students can register for classes all year around**. However, students will only be registered for the open enrollment dates based on the needs or demands of this institution.

Summer/Fall 2025	
Registration begins	July, 21
Registration deadline: between July. 21 - 25: Students can register up until the day before the first meeting of the first class	July, 21-25
Classes begin	July, 28
Labor Day (School closed)	Sept. 1
Graduation application deadline	Sept. 30
Classes end	Oct. 29
Christmas Break	Dec. 25-Jan 1

Spring 2026	
Registration begins	Jan.2
Registration deadline: between Jan. 2 - 12: Students can register up until the day before the first meeting of the first class	Jan. 1-12
Classes begin	Jan.13
Memorial Day (school closed)	May. 27
Graduation application deadline	May. 31
Classes end	Jun. 12

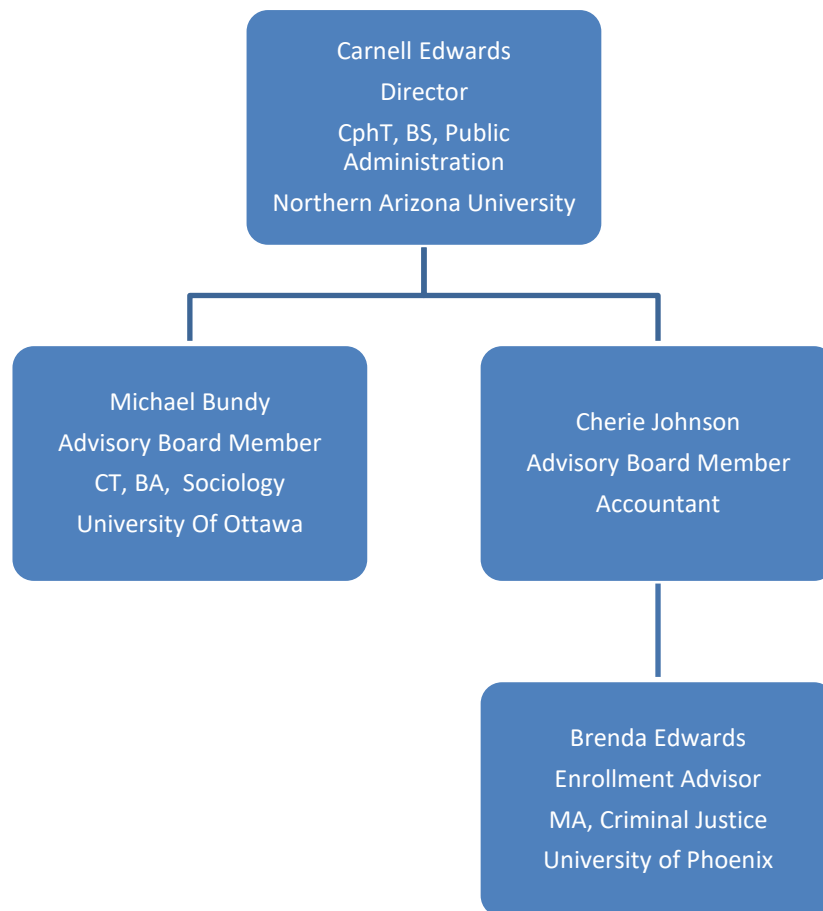| Summer/Fall 2026	
Registration begins	Jun. 13
Registration deadline: between Jun. 13 - 25: Students can register up until the day before the first meeting of the first class	Jun. 1-25
Classes begin	June, 25
Independence Day (school closed)	July, 4
Graduation application deadline	Aug. 31
Labor Day (School closed)	Sept. 2
Classes end	Sept. 25

Online Attendance, Expired Courses, and Occurrences

Every student is required to complete each course (or module) before the course expires. Most courses will expire in 21 days. However, the expiration course date will be determined by each individual instructor. Once a course has expired the instructor may issue the student an occurrence. When a student completes a module (or course) they must start a new course in two (2) days, or they may be assigned an occurrence. Once a student receives a (3) third occurrence he or she may be dropped from the program. The maximum time allowed in the Pharmacy Technician Program is 15 months. Once this time has expired the student may be dropped from the program. If a student is allowed to continue in the program beyond the program expiration date, they must receive permission from the Director of the school or the Student Affairs Director. If an instructor has attempted to contact a student more than one time and the student hasn't logged onto the learning portal in 21 days, the student may be placed on probation or academic suspension. In any case the student may be dropped from the program and the corrective action will be at the discretion of the instructor. If a student is allowed to continue in the program (after probation or academic suspension) they must receive permission from the Director of the school or the Student Affairs Director.

Occurrence – AVPTS defines an occurrence as an unintentional or intentional behavior that violates our attendance or school policy.

Organizational Flow Chart

Carnell Edwards
Director
CphT, BS, Public Administration
Northern Arizona University

Michael Bundy
Advisory Board Member
CT, BA, Sociology
University Of Ottawa

Cherie Johnson
Advisory Board Member
Accountant

Brenda Edwards
Enrollment Advisor
MA, Criminal Justice
University of Phoenix

Resources

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Pharmacy Technicians, on the Internet at https://www.bls.gov/ooh/healthcare/pharmacy-technicians.htm (visited *May 07, 2019*).