



**Pharmacy Technician**  
**Classroom and Online Education**  
**2018 School Catalog**

Rx Tech Prep is approved and certified by the Illinois Board of Higher Education and the DSPS Educational Approval Program. Rx Tech Prep is not accredited by the U.S. Department of Education.

From the desk of the president

Dear Scholar,

My staff and I welcome you and thank you for your interest in Rx Technician Preparatory School (Rx Tech Prep). We are committed to providing you with high-quality, affordable pharmacy technician training and education. Our main purpose is to assist individuals in achieving the highest quality education and training that will enable them to be successful in the career of a pharmacy technician.

Our school catalog will provide you with the following information: program's descriptions and outlines, school policies and guidelines, and student resources. Each student is responsible for all information in this catalog, so please familiarize yourself with all concepts. Use it as a reference during enrollment.

Thank you for allowing us to contribute to your growth educationally. We hold such an opportunity highly and we devote ourselves to excellence in doing so.

Sincerely,

Isabella Rodriguez, PharmD, Rph

President

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(All information given pertains to all programs offered at Rx Tech Prep, which specializes in pharmacy technician training and education.) Contact Rx Tech Prep with any questions via phone, email, fax, or US Postal mail.

### Contact Information

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Rockford, IL 61107

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Admissions@Rxtechprep.net

## **Mission Statement**

Rx Tech Prep School is dedicated to helping individuals mature in their God-given talents by offering high-quality pharmacy technician education and training at an affordable cost in a timely manner.

## **About Rx Technician Preparatory School**

Our courses, instructed by licensed pharmacists, are ideal for anyone interested in pursuing a career as a pharmacy technician. The course also aids in preparation for new or practicing technicians to take the PTCE or the ExCPT (national certification exams). In addition to the above, the course may also help undecided students make the decision if pharmacy is the right choice for them whether it is as a technician or a pharmacist. The 44 hour course meets once weekly (class is 4 hours) for eleven weeks. Our course is also available online, and is set up for students to work at their own pace with home study hours at an average of 44 hours total for eleven weeks. Upon successful completion of the course, each student will receive a non-credit certificate of completion. Rx Technician Preparatory School has received a Certificate of Approval to Operate issued by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education as well as the Wisconsin Educational Approval Board. Rx Tech Prep is not accredited by the U.S. Department of Education.

Rx Tech Prep School is based out of Rockford, Illinois, and also has a location in Madison, Wisconsin. Rx Tech Prep is committed to serving individuals interested in pursuing a career as a Pharmacy Technician, the school offers high quality education in a condensed course at an affordable cost.

Only qualified licensed pharmacists or certified pharmacy technicians teach courses with experience in hospital pharmacy, consulting in elderly retirement homes, retail pharmacy (fortune-five-hundred companies), management of pharmacy, and teaching pharmacy technician preparatory courses. Our instructors know first-hand the successes a career in pharmacy may have and realize that technicians help to make this possible. Technicians play a vital role in everyday operations in the pharmacy. Rx Tech Prep is dedicated to training and educating students to thrive in the field of pharmacy.

Our curriculum has a strong emphasis on pharmacy math because we understand that many individuals may be discouraged with this subject. We strive to help students get through tough pharmacy calculations by offering additional lessons geared toward understanding math, and

practicing competencies of mathematical problems. Our goal is to make pharmacy math understanding, easy, and fun!

The course is intended for individuals interested in pursuing a career as a pharmacy technician or a pharmacist, and/or individuals preparing to take boards to become certified as a pharmacy technician.

### **Vocational Objectives: Rx Tech Prep Serves, Empowers, and Fosters Growth**

1. To train and educate individuals entering into the career of a pharmacy technician to be successful in the work place, which will also help to advance healthcare by strengthening the backbone of pharmacy
2. To help prepare individuals to pass the PTCE or ExCPT (national pharmacy technician certification exam)
3. To give individuals who are interested in pharmacy an understanding of the occupational duties and responsibilities of pharmacy technicians

### **Catalog Description of Course of Instruction**

The pharmacy technician course covers the following: pharmacy technician responsibilities and duties in the retail and hospital setting, which include the core of assisting in the dispensing of prescriptions-(interpreting prescriptions, pharmacy calculations, customer service skills, and basics of third party adjudication), pharmacy law, drug regulation and control, and pharmaceuticals-(routes and formulations, compounding, terminology, and how drugs work in the body). To best accommodate students, Rx Tech Prep offers a variety of methods for instruction. (an 11-week program, an online program, and review programs)

**1. The Pharmacy Technician Classroom Program:** The four-hour class meets once per week for eleven weeks. All textbooks and tutoring is available and included in the cost of tuition. Self-development, leadership, resume and interviewing training, and a graduation ceremony are also available and included in the tuition.

**2. The Online Pharmacy Technician Program** is for distance learning via the Internet, and uses the same curriculum and context as the classroom setting. The course is divided into three courses (The Pharmacy Technician, Pharmacology, and Pharmacy Calculations), and consists of power point presentation/notes, online chat/forum, assessments through quizzes, and a final with automated grading and feedback. Students have up to six months to access and complete the online program.

**3. The Review Programs** consist of a full, one-day (8 hour) review session along with detailed study guides/notes, and complimentary breakfast and lunch. The option for additional tutoring sessions, and access to online question banks and lectures for a specified time frame can be added. In order to enroll into any review program, a student must already be working as a pharmacy

technician, have experience as a pharmacy technician, or completed a pharmacy technician program previously. You do not receive a certificate of completion upon completion of a review program.

**Advanced (Gold):** 1 eight-hour day review session, detailed study guide/notes, complimentary breakfast and lunch, 1-hour tutoring session, and unlimited access to online questions bank for four weeks. (All services must be used within a four-week time frame)

**General (Silver):** 1 eight-hour day review session, detailed study guide/notes, complimentary breakfast and lunch, and a 1- hour tutoring session. (All services must be used within a four-week time frame)

**Basic Review (Bronze):** 1 eight-hour day review session, detailed study guide/notes, complimentary breakfast and lunch.

### **School's Projected Student to teacher ratio**

30:1 for classroom setting (this is the maximum; however, class size averages 10-15 students)

### **Knowing Online is Right for You**

The following questions may help you determine if online learning is for you: Have you ever taken any online classes before, and if so what was the final outcome? Do you have a computer and internet access? Are you comfortable using a computer? Do you know how to receive and send emails? Are you self-motivated? Do you procrastinate often? Can you communicate your ideas well in writing? Can you dedicate at least 10 hours per week to the program?

### **Online Class Design**

1. You have the option of choosing a payment plan
2. We will ship your package of course materials right to your home. Expect shipment within 5-7 business days. The package will include the following:
  - a. Books & Reading Resources
  - b. Supplemental Materials
  - c. Rx Tech Prep Tips for Easy/Effective & Efficient Learning
  - d. Learning Aids, and other instructional information
3. Schedule a time to study the course material at your own pace.
4. An examination will be after each phase of instruction/study, a midterm at the fifth phase, and a final exam at the end of the course. You can take all examinations on line using the

self-grading form. The scores will be automatically given to you once examination is completed, and the results will also be available to the instructor.

5. If you have any questions, please contact one of the Instructors associated with our Student Resource Team. Online students are required to adhere to the following path for seeking answers to questions: 1. Ask on online forum/chat room 2. Email instructor 3. Call instructor during designated office hours. The student can move to the next step if he or she still has questions and does not understand and/or it has been 24 hours with no response from previous step. Instructor will get back with student within 24 hours or sooner.
6. The program is arranged into three courses (The Pharmacy Technician, Pharmacology, and Pharmacy Calculations) working in conjunction with the following text books: The Pharmacy Technician 6<sup>th</sup> Edition authored by Duhaine, Melanie, R.N.,B.S.N., M.ed Director of Nursing; Gilman-Teboul, Betsy Pharm.D. ; Johnson, Cindy R.Ph., M.S.W.; Nicoski, Pamela Pharm.D. Clinical Pharmacist; Penn, Britta Pharm. D. Clinical Pharmacist; Powers, Mary Ph.D., R.Ph. Associate Professor; Snell, Marjorie, Senior student in biochemical pharmacology; Shrewsbury, Robert Ph.D., R.Ph Associate Professor; Vonderau, Brenda B.Sc. Clinical Services Pharmacist. Published by Morton Publishing Engelwood, CO. Copyright © 2016. Pharmacy Calculations 5th Edition authored by Powers, Mary F., and Wakelin, Janet, B. Published by Morton Publishing Co. Engelwood, CO. Copyright © 2016.
7. You can structure your lessons according to your schedule. We advise you to plan your time to cover each lesson and submit each examination associated with each lesson according to your schedule; however, we recommend a minimum of one lesson be covered within one week. Rx Tech Prep will provide time templates to assist with the structuring of your schedule for program completion. The results, of each examination, and comments are provided from the instructor automatically once the exam is submitted.

## **Classroom Setting Design**

We have flexible class schedules that include night, day, or weekend classes in a variety of locations in the Northern Illinois. The 44-hour course meets once weekly for eleven weeks.

The curriculum utilizes the same textbooks listed in the online course design. Resources, accessibility, and an environment accommodated to learning and professionalism play an important role in the success of our students, so we hold our classroom instructions in various sites. The following are approved sites of instruction:

- a. Rx Tech Prep Main Campus 7210 East State St. Rockford, IL 61107

- b. CreekWood Baptist Church 7281 Olde Creek Rd, Rockford, IL 61114
- c. Holiday Inn 495 Airport Rd., Elgin, IL, 60123
- d. NIU Outreach Center 1120 East Diehl Road, Naperville, IL 60563
- e. NIU Outreach Center 5555 Trillium Blvd, Hoffman Estates, IL 60192
- f. Hilton 9333 South Cicero Ave, Oak Lawn, IL 60453

## **Academic Calendar**

The annual academic calendar for 2018 will be February 22, 2018 through December 2018 for the classroom program. Enrollment is rolling, so please contact school for specific start dates. Classes are held for Spring, Summer, and Fall terms. Review Programs will be quarterly, or monthly if the demand is present, and the online program can begin anytime. Classes are not held on the following holidays: Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving, or Dec 24 through Jan 1, 2019. We will not hold any classes on Sundays. Traditional Classes meet once weekly for eleven consecutive weeks. (Night classes are 6pm-10pm, and day classes are 8am – 12pm) Classes will resume after the new-year beginning February 2019.

**Specific Admission Requirements:** Rx Tech Prep requires prerequisites for taking our courses. Students must have acquired a High School Diploma or G.E.D., or show proof of working towards completion of graduation. This is a requirement to enter most health related job fields. Proof of your diploma or G.E.D. must be submitted to us within two weeks of enrolling. You may submit these documents by mail or fax to the school. If a student is currently in high school, written parental consent is required. In some cases, consent from school counselor will also be required to ensure that the student's regular schoolwork will not be hindered. The candidate needs to check with the state that he or she will be working in or is interested in to find out the requirements by law to work as a pharmacy technician. In order to become licensed as a pharmacy technician in most states, the individual must have a GED or high school diploma, have no felonies or drug charges, register with the state's Department of Professional and Financial Regulation or Board of Pharmacy where required, and some states require certification within two years of the registration date.

If a student meets the previous criteria, he or she may be accepted into the program. After completion of downloading, receiving, and reading the school catalog, and then completing the online enrollment agreement, Rx Tech Prep Admissions will contact the candidate and conduct a phone interview screen. If the candidate is accepted into the program, he or she will be notified of their acceptance via email and in writing via postal mail.

Having completed high school algebra is recommended, but not required. Rx Tech Prep does not grant advanced standing or credit to students with previous pharmacy technician education, training, or post-secondary higher education.



## **Non-Discrimination Policy**

We provide an educational atmosphere that emphasizes the student's value, regardless of race, religion, gender, age, color, national origin, sexual orientation, political beliefs, veteran status, or disability unrelated to occupational or curricular requirements. The school will make reasonable accommodations for both students and employees with disabilities.

## **Training Objectives:**

1. Describe the origin and history of pharmacy
2. Know the requirements for training, competency, and certification of pharmacy technicians
3. The impact of customer service, and how to provide excellent service
4. Explain the third party reimbursement processes
5. Understand laws and regulations regarding pharmacy practice
6. Be familiar with the legal regulations of both prescription and OTC drugs
7. Understand the basics of organ systems' functions and how drugs affect them
8. State the components of a prescription order
9. Know pharmacy abbreviations and interpret prescription orders
10. Know measurement equivalents
11. Be familiar with the top two hundred prescribed drugs' names, indication, safety and legal issues
12. Understand compounding principals
13. Know the basics for working with parental medications, which also include
  - a. Aseptic technique
  - b. Clean rooms
  - c. Laminar flow hood
14. Be able to complete pharmacy calculations, which include the following types:
  - a. Accurate dosing, day's supply, dilutions, allegations
  - b. IV flow rates, powder volumes, temperature conversions
  - c. Percents, and ratio strengths of specific components/drug in a mixture
  - d. Conversions between different measurement units
  - e. Children's dosing, dosing based on BSA and weight
  - f. Business calculations: usual and customary, discounts, gross and net profits

## **Pharmacy Technician Course Curriculum**

### **Session One: Pharmacy History, Law and Regulations, and Intro to Pharmacy Calculations**

This phase covers the origin of pharmacy, and how pharmacy has grown throughout the years. Competencies, training, and standards for pharmacy technicians and pharmacists are covered. Law and regulations are started, and the introduction to pharmacy calculations are presented.

### **Session Two: Pharmacy Law and Regulations**

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This phase completes Law and Regulation covering specific acts and laws that have influenced the practice of pharmacy, the FDA's drug approval process, mandatory product labeling, public safety, five controlled substance groups, and DEA regulations for practice pertaining to controlled substances. Calculations include conversions of units, and temperatures.

#### Session Three: Pharmaceutical Terminology and The Prescription

This phase covers various medical and pharmacy terminology and nomenclature (prefixes, suffixes, and root words), pharmacy abbreviations or signa codes, the process of filling a prescription order, and the responsibilities of the technician, the necessary components of a prescription order, and finally the role of the pharmacist and the technician. In class review of prescriptions will help with practical assessment of prescription interpretation. Calculations include Compounding, days supply, and percentages.

#### Session Four: Pharmacy Calculations

This phase will cover an in-depth review of mathematics covered thus far using dimensional analysis in conversion of measurement units, and other algebraic problems such as finding the concentration of a solution or a specific ingredient, finding IV flow rates, and more compounding questions.

#### Session Five: Pharmacology and Drug Formulations and Routes of Administration

This phase pharmacology is covered in greater depth, and in the classroom program a midterm assessment is given to help gauge how students are performing at midpoint of the program. Drug information is actually covered briefly each week.

#### Session Six: Nonsterile Compounding and Business Calculations

This phase covers key concepts with non-sterile compounding from equipment used, to compounding records, beyond-use-dates, compounding techniques, and more.

#### Session Seven: Sterile Compounding and Aseptic Technique

This phase will go over the different routes and formulations medications are administered through and are available in (both parental and enteral), information regarding hospital pharmacy which include parentals, LVP solutions, SVP solutions, administration devices, syringes and needles, filters, laminar flow hoods, biological safety cabinets and clean rooms, aseptic technique, working properly with ampules and vials, and TPNs. This phase will also cover the principals about extemporaneous compounding including regulations, techniques, equipment, and dosage forms.

#### Session Eight: Pharmaceutics, Pharmacy Resources, Inventory Management, Financial Issues, and Pharmacology

This phase covers pharmaceuticals, and various pharmacy resources. It also includes key aspects in inventory management and financial aspects such as perpetual inventory, storage issues, third party reimbursement with private insurances, public insurances such as Medicare and Medicaid.

#### Session Nine: Community Pharmacy and Hospital Pharmacy Practicals/Discussion, Other Environments, and Pharmacology

This phase includes discussion of real-life situations within the hospital and community pharmacy and how to best handle each scenario. It also includes the organization and communication entities of a hospital pharmacy as well as unit-dose systems, ordering, inventory, and general hospital issues. It will also include other types of pharmacies such as mail-order, long-term care, and home infusion.

The pharmacology topic is broken into five class sessions beginning class session five, as it covers body systems as well as the corresponding drugs used for diseases. Included are details about common drug classifications, actions, side effects, storage requirements, interactions and more.

#### Session Ten: Completion of Pharmacology and Review of the Program

This phase will revisit major concepts for pharmacy calculations, which includes calculations for days supply, unit of measurement conversions, compounding, parental dosing, percentages, ratios, dosage calculations based on body weight and body surface area, allegations, dilutions, and infusion and drip rates.

#### Session Eleven: Final, Review, and Certificate of Completion Awarded

Cumulative final and review of final, certificate of completion awarded, and evaluation of the program will be completed. Please be sure all accounts are settled as students who have outstanding balances can neither sit for the final exam, nor receive a certificate of completion.

#### **Tuition and Fees:                      Class Room Setting or Online Programs**

Non-Refundable Enrollment Fee:                      \$ 300

Tuition, Tutoring, Leadership                      \$ 1,200

Books/Binder/Handouts:                      + \$ 300

TOTAL PROGRAM COSTS: \$1800.00

#### **Review Programs**

**Advanced:**                      \$100 registration + \$289 Tuition = Total of \$389

**General:**                      \$100 registration + \$189 Tuition = Total of \$289

**Basic Review:**                      \$100 registration + \$ 89 Tuition = Total of \$189

## Payment Plans

Rx Tech Prep works with an outside Company that assists with payment processing solutions. In essence, the company, Secure Payments Systems (<https://securepaymentsystems.com/about.html>), will loan you the amount of tuition up to the full costs of the program you choose if you qualify and get approved. If approved, you choose to pay back in 3, 6, or 12 months-time, and you will be charged a processing fee according to the amount borrowed and the term you choose to pay it back.

Keep in mind the figures below are if the full amount of tuition is borrowed (\$300 registration fee plus the remaining \$1500 tuition). **The less you borrow and the shorter the term you choose to repay will help lower the processing fee that is charged.** The difference in the total amount of payments and the \$1800 borrowed is the processing fee that is charged. PLEASE NOTE: You must have a checking account, and you will need to apply in person. Contact our Admission's Office if requesting a different amount or you have specific questions.

Note these figures are subject to change, so check with the Admission's Office for specifics.

### **If \$1800 is borrowed and you choose a 12-month repayment plan**

Pay \$665.59 down

Pay \$166.39 monthly times 12 months

Processing Fee: \$862.27    Total Amount (Borrowed plus processing fee): \$2,662.27

### **If \$1800 is borrowed and you choose a 6-month repayment plan**

Pay \$575.79 down

Pay \$287.89 monthly times 6 months

Processing Fee: \$503.13    Total Amount (Borrowed plus process fee): \$2,303.13

### **If \$1800 is borrowed and you choose a 3-month repayment plan**

Pay \$532.57 down

Pay \$532.57 monthly times 3 months

Processing Fee: \$330.28    Total Amount (Borrowed plus processing fee): \$2,130.28

Additional Cost for the certification exam not included is \$129 for the PTCE, or \$105 for the ExCPT. Some states also charge for registering with the State Board of Pharmacy. Please check with your state for specifics.

If a student is not eligible to receive a loan from Secure Payments, he or she may still be able to receive a payment plan set up with the school. Contact the school's admission's office for details.

## Insufficient Funds and Late Fee

A \$25 fee will be charged for any returned check due to insufficient funds. Full payment for the program must be made before a certificate of completion will be awarded from the school.

Students will not receive a certificate of completion if his or her account is not settled prior to the last class meaning account balance is zero and all tuition is completely paid. If a student's account remains delinquent after the program has ended a 5% fee of the total outstanding balance will be charged to the student's account in addition to the remaining balance. This 5% fee will be added each month that the account remains delinquent.

Rx Tech Prep does not offer any federal financial aid, but may qualify for certain state governmental programs or agencies that offer tuition assistance such as the Workforce Innovation and Opportunity Act (WIOA), which supersedes the Workforce Investment Act of 1998 (WIA). In selected counties in Illinois, and Wisconsin, Rx Tech Prep is approved to receive funding under these programs. Individuals must be qualified candidates, yet the school does not control WIOA funded program requirements. Contact your local unemployment agency for specifics, or known WIOA funded agency. Rx Tech Prep may offer scholarships based upon financial need, community involvement, and academic achievements. Applications are available upon request and if the school has available funding for scholarships. This is not guaranteed, and you must inquire with the Admission's Office.

### **Notice to Student**

1. Do not sign this agreement before you have read it or if it contains any blank spaces.
2. This agreement is a legally binding instrument, and is binding when you have read, and accepted the agreement by signing, and dating. Read all pages of this contract before signing.
3. You are entitled to an exact copy of the agreement and any disclosure pages you sign. You will receive an electronic copy upon completion as well as after acceptance.
4. This agreement and the school catalog constitute the entire agreement between the student and the school.
5. Any changes in this agreement must be made in writing and shall not be binding on either the student or the school unless such changes have been approved in writing by the authorized official of the school and by the student or the student's parent or guardian. All terms and conditions of the agreement are not subject to amendment or modification by oral agreement.
6. The school does not guarantee the transferability of credits to another school, college, or university. Credits or coursework are not likely to transfer; any decision on the comparability, appropriateness and applicability of credit whether credit should be accepted is the decision of the receiving institution.

**Student's Right to Cancel:** The student has the right to cancel the initial enrollment agreement until midnight of the THIRD business day after the student has been admitted. If the right to cancel is not given to any prospective student at the time the agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund on all monies paid to date within 10 days of cancellation. Cancellation should be submitted to the authorized official of the school in writing.

**Refund Policy and Withdrawal Procedure:** Any student applying for a program that is discontinued by the school shall receive a complete refund of all fees and/or tuition paid. The school shall also refund all monies paid to it if the school did not provide the prospective student with an electronic copy of the student's valid enrollment agreement and current catalog. It is the policy of Rx Tech Prep to issue refunds of tuition and fees in a prompt manner. Students should give a written notification to Rx Tech Prep (in person or by registered mail) of their intention to withdraw from a program. However, Rx Tech Prep does not require written notification of withdrawal as a condition for making refunds. If no notification of withdrawal is received, and a student has had an unexplained absence of more than three (3) consecutive class days, Rx Tech Prep shall consider the student to have withdrawn from the program. In all cases, the date of withdrawal shall be the last day of attendance.

Refunds shall be made within 40 days of the last day of the attendance if written notification has been provided to the institution by the student; otherwise, refunds shall be made within 40 days from the date the institution terminates the student or determines that the student has withdrawn. In all instances, refunds shall be based on and computed from the last day of attendance. If there are markings of any kind in any of the textbooks, Rx Tech Prep will not take them back and no book refund shall be given.

**Tuition Refund Schedule:** The school shall, when a student gives written notice of cancellation, provide a refund in the amount of at least the following:

1. When notice of cancellation is given before the close of the third business day after the date of enrollment but prior to the first day of class, all application-registration fees, tuition, and any other charges shall be refunded to the student.
2. When notice of cancellation is given after the close of the third business day following acceptance, but prior to the completion of the student's first class attendance, the school may retain no more than the application-registration fee.
3. Rx Tech Prep must refund any book and materials when: (a) the book and materials are returned to the school unmarked, and not opened; (b) the student provided the school with a notice of cancellation.
4. Applicants not accepted by the school shall receive a refund of all tuition and fees paid within 15 calendar days.
5. Deposits or down payments shall become part of the tuition.
6. The school shall mail a written acknowledgement of a student's written withdrawal to the student within 15 calendar days of the postmark date of notification. Such written

acknowledgment is not necessary if a refund has been mailed to the student within the 15 calendar days.

7. If Rx Tech Prep fails to conduct classes on days or times scheduled; detrimentally affecting the student, then all monies paid to the school will be refunded.

A student who withdraws or is dismissed after attending at least one class, but before completing 60% of the instruction in the current enrollment period, is entitled to a pro rata refund as follows:

<u>Week Withdrawal Occurred</u>	<u>% of Term Enrolled</u>	<u>Amount of Tuition Refund</u>
1	9% of the program	90%
2	18% of the program	80%
3	27% of the program	73%
4	36% of the program	64%
5	45% of the program	55%
6	55% of the program	45%
7	64% of the program	no refund
8	73% of the program	no refund
9	82% of the program	no refund
10	91% of the program	no refund
11	100% of the program	no refund

**Online Program Refunds:** Students who enroll in a distance education course of instruction shall have 3 business days from the date of their initial acceptance to cancel the enrollment and receive a complete refund of monies paid to the school. Thereafter, the school shall retain a pro rata amount based on the percentage of lessons completed, up to 60% of the course of instruction, plus 10% of the total tuition and other instructional charges. If more than 20% of the lessons in the course of instruction are completed within the three-business-day cooling off period, the distance education refund policy stated above applies from the beginning of the first lesson completed. Refunds shall be based on the last lesson completed. Although the online program is self-paced, it was designed to be completed within 3 months on average. Therefore, there are no refunds after 90 days of initial online enrollment.

**Review Program Refunds:** Students enrolled in any of the review program shall have 3 business days from the date of their initial acceptance to cancel enrollment and receive a complete refund of monies paid to the school. Thereafter, the school shall retain the registration fee, but refund the tuition costs as long as written cancellation has been submitted to the school within five days prior to the scheduled full day review session.

**Tuition Refunds for Members of the Armed Forces:** A full refund shall be made to students who are unable to complete a period of instruction because he or she was called for active duty or active service. Rx Tech Prep will work with the greatest flexibility towards these cases, but require proof of enlistment and deployment.

**Grading Policy:** Students enrolled in the classroom-setting course are required to be in class on time, participate in classroom discussions, and take assessments (quizzes), exams, and final exam. Student's attendance, completed homework and participation will represent 10% of their overall grade. Assessments and the midterm will represent 65% of their grade, and the final will represent the last 25% of their grade.

Homework is graded as a completion grade. It is used primarily for the purpose of students practice and growth, so make up homework is not assigned due to absences; however, the quiz that was missed must be made up within two weeks upon return or some other arrangement will be made by the instructor. Students enrolled online are required to read the assignments, take the online quizzes, examinations, graded reports, online forum, and visit the chat room. If a student taking the online course fails a quiz and or an exam at the end of a phase, he or she will have to revisit the last covered phase prior to taking another quiz or exam that differs from the last one taken. Quizzes, exams, and graded reports will represent 65% of their grade, online forum/chat room participation of questions and answers will represent 10% of their grade, and the final examination will represent the last 25% of their grade. Due dates for online work will also have a specific time that an assignment must be submitted, which usually will be by midnight of the due date. You have six months to complete the entire online program, and you must login within 24 hours of acceptance from Rx Tech Prep, which is confirmed via email notification with login passwords.

Grade Distribution for Assignments, Quizzes, and Examinations

A 90-100 points  
B 80-89 points  
C 70-79 points  
D 60-69 points  
F Anything below 60

**Attendance Policy:** Students are expected to attend all classes. Because our course is condensed missing even one class can be detrimental to the entire learning experience. If a student has an unexcused absence more than once without notifying the school prior to class, he



or she may risk failing the course. If a student has more than three unexplained consecutive absences without notifying the school, he or she will be considered to have withdrawn from the program. Attendance and participation is a part of grading, so it can affect the overall grade of a student. Because the nature of the program is condensed and accelerated, a leave of absence is highly discouraged; however, in rare cases they are unavoidable. If a situation arises out of the control of the student such a death of an immediate member of family or a critical accident, the school will work with the student. Because more than one class may begin in the same week, students if permission from instructor is granted may attend a different class than he or she was enrolled in just for purposes of making up. Office hours provided by instructors are available for additional help for students, but they do not constitute replacement for class attendance.

Attendance is recorded by the instructor for each class and logged on attendance/grade sheet, and then it remains in the student's permanent record.

**Academic and Professional Integrity Policy:** Students are expected to maintain academic honesty and have integrity of character, which includes honesty, regard and respect for human dignity, conduct that is civil, orderly, decent, and respectful. Behavior that should be avoided include the following: rude comments or profanity, disrupting the classroom by arriving late, phones or other electronics being used or going off during lecture, conduct that distracts or intimidates others such as talking during lectures, aggressive behavior, and addressing peers or faculty with disrespect. The following behavior will not be tolerated: cheating on quizzes, exams, plagiarism, aggressive behavior, and addressing peers or faculty with disrespect. If a student has behavior that is not tolerated, he or she may be asked to leave the classroom (and/or withdraw from the online class) If the violation is continuous on numerous occasions he or she may be dismissed from the class entirely.

**Probation, Dismissal, and Re-admittance Policy:** Employers seek out individuals that are team players, do not cause discord among fellow employees, are dependable, punctual, and reliable; therefore, it is the practice of Rx Tech Prep to also hold students with the same accountability and the following policies help to give structure to what is expected of our students.

A probation period, lasting one week, may be given to the student if he or she is found to be in a pattern of continuous behavior that was listed above. Continuous behavior is constituted as more than two occasions of the behavior listed under "behavior that is not tolerated" after being spoken to by both the instructor and school chief administrator. A student will not be placed on probation for unsatisfactory grades or progress, but he or she will be addressed by the instructor in private as to what plan can be made to help the student succeed academically. A dismissal from the program may occur if the behavior persists from that point or if the student was absent from class for three class periods with out notifying the school. A student can seek to be readmitted into the program if he or she submits an essay to the chief administrator stating why he or she feels re-admittance to Rx Tech Prep should be granted. The essay will go before the administrative staff at Rx Tech Prep and a meeting may be asked of the student to share face to

face why he or she feels they should be granted re-admittance. The committee will notify the student within five working days of the decision made.

### **Transferring Programs within Rx Tech Prep (Classroom to Online, or Online to Classroom)**

In an uncontrollable event that would cause the need for a student to transfer from the classroom to the online program, he or she may be able to with permission granted from Rx Tech Prep administration, so long as the student is an ideal candidate for the online program. The fee for transferring from either program is \$150.00, and the transfer must accompany a new enrollment agreement, and must be completed within the same term within the same calendar year.

**Certificate of Completion:** A student will receive a Certificate of Completion after completing the course of study. Instructors are available outside of classroom hours, and are able to help in person, via phone or e-mail; however, it is the responsibility of the student to voice the need for additional help if needed. All material is graded and then covered the following class period, and instructors will make available the current standing grade upon request of the student. All financial obligations should be settled prior to the taking of the final exam. Completion of the pharmacy technician course does not guarantee passing of the national certification exam nor does it guarantee employment as a pharmacy technician. Please be aware that a student will not receive the certificate of completion if he or she has an outstanding balance for tuition.

Upon completion of the course, each student is asked to evaluate the course curriculum as well as the instructor, so that we can continually meet the needs of students and maintain high quality training and education.

Employment advisory services are provided by communicating to students the potential employers. Often times pharmacies contact Rx Tech Prep to inform of open positions, and hiring as many do not post this publically. Students are notified as to who is hiring, who to contact, how, and when. Resume building help is offered upon request. Rx Tech Prep is committed to offering students help to achieve success, and in some cases students may want additional help after the program has ended. Tutoring is available after a student has completed the program, upon the following contingencies: 1. The student must not have an outstanding tuition balance 2. The student has completed the program no more than 30 days previously 3. The student shows proof of registering for a national certification exam. In any case, a student must have prior permission from both the school and the instructor for tutoring after the enrolled course's completion date.

**Obtaining Transcripts:** To obtain transcripts, student's account must have a remaining balance of zero, and student must submit a written request by mail to Rx Tech Prep with a fee of \$5. Then the transcript will be mailed to the student within 7-10 business days. The individual should include name, (or maiden name if now married), dates of attendance, and fee.

**Complaints:** Students with unresolved complaints and/or concerns regarding their education or any matter pertaining to Rx Tech Prep should follow the procedure below: Complaints can be submitted by emailing the school at the following email address: [admissions@rxtechprep.net](mailto:admissions@rxtechprep.net), or mailing in or dropping off a written complaint to the main office located at 7210 East State St. Rockford, IL 61107. Address the concerns to the appropriate school official in the following order:

1. Instructor
2. Program Director (Vice President if Program Director and Instructor are the same person)

School Officials are required to respond in a timely manner. The student may take the next step of action if they have not received a satisfactory response or if the school official failed to respond within a timely manner.

Complaints, which cannot be resolved by direct negotiation with the school in accordance with its written grievance policy, may take the following action: COMPLAINTS AGAINST THIS SCHOOL MAY BE REGISTERED WITH THE BOARD OF HIGHER EDUCATION.

Complaints should be filed online at the following link: <http://complaints.ibhe.org/>

The Illinois Board of Higher Education is located at 1 North Old State Capitol Plaza, Suite 333, Springfield, Illinois 62701 or at <http://complaints.ibhe.org/default.aspx> or you may call the **Institutional Complaint Hotline at (217) 557-7359.**

Previous 12 month School Statistics from ____7/1/16_-__6/30/17____ PROGRAM OUTCOMES	Number	Percent
1. Number of students enrolled in programs as of July 1 <sup>st</sup> of reporting year	18	
2. Number of additional students during the year due to new starts	56	
3. Number of additional students during the year due to re-enrollments	0	
4. Number of transferred students into the course of instruction from other courses of instruction at the school	3	
5. Total number of students admitted during the reporting period (all of above).	77	
6. Total number of students who transferred out of the course of instruction to another course of Instruction within the school from the total enrollment	3	
7. Total number of students who completed or graduated from a course of instruction	56	76%
8. Number of students who withdrew from the school	3	
9. Number of students who are still enrolled	0	
10. Number of graduated students who were placed in their field of study	17	
11. Number of graduated students who were placed in a related field	unknown	
12. Number of graduated students who were placed out of field	unknown	
13. Number of graduated students who were not available for placement due to personal reasons	unknown	
14. Number of graduated students who were not employed	unknown	
15. The number of students who took a State Licensing examination or professional certification examination (if any) during the reporting period, as well as the number who passed	Known 12 sat/9 passed	75%
16. The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence	unknown	
17. Average starting salary for all school graduates during the reporting period-such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.	\$24,960/yr	