**PROGRAM INFORMATION & REQUIREMENTS**

**LETTER OF AGREEMENT**

To ensure student success in the Pharmacy Technician program, the following information is provided to students to inform you of program and employer expectations. It is also to inform you of pre-course requirements.

**INFORMATION SESSIONS**

These FREE Information Sessions are for those who would like to learn more about GRCC’s Healthcare programs or who have questions about the programs prior to enrollment. These information sessions are scheduled monthly at the Leslie E. Tassell M-TEC building, located at 622 Godfrey SW, Grand Rapids, MI 49503. Registration is not required, but is recommended. Go to [www.grcclearn.com](http://www.grcclearn.com) and click on “Healthcare” to register or call (616) 234-3400.

**ORIENTATION**

After enrolling in the course, please register for an Orientation session. Students will be performing initial course preparation including access to College Technology. Register for an Orientation session at [www.grcclearn.com](http://www.grcclearn.com) and click on “Healthcare.” You may still register for the program after the Orientation session; however, you will need to call 616-234-3400 to schedule a time to meet with a staff member to complete the orientation process.

**PAYMENT**

We accept the following forms of payment: Visa, MasterCard, Discover, American Express, and personal check. Financial Aid is not accepted. Choose to either pay the entire fee at registration, or make three installment payments. The installment payments are due: 1) at the time of registration, 2) five weeks after the start of class, and 3) ten weeks after the start of class. An Internship will not be assigned and a Certificate of Completion will not be issued without payment in full. Invoices for the second and third payments are not mailed, so please mark this on your calendar.

**ATTENDANCE AND GRADES**

Students are allowed only four excused absences in the course and will be expected to make up any quizzes, tests, or exams before or during the next class period. Some classes have mandatory attendance requirements and you will be informed of those classes. Students with more than four absences will not receive a passing grade. Students are required to earn an average grade of 80% or higher on quizzes, tests, and exams in order to pass the course and qualify for an internship.

**INTERNSHIP**

Unpaid internships will be assigned once the Job Skills Module has been completed. No internship will be assigned without full payment of the course. The program requires students to complete a twenty hour internship. The student’s signature on the last page of this agreement authorizes GRCC to share the student’s name and pertinent information with the internship site.

*NOTE:* If you are excused from this course due to low grades, a violation of the attendance policy, or a violation of GRCC’s Code of Conduct or other policies, you will not receive a refund for any remaining portion of the course.
**PRE-COURSE REQUIREMENTS**

After you register for the program, the following items must be completed prior to the first day of class.

☐ **WorkKeys® NCRC (National Career Readiness Certificate)** This assessment must be completed **two weeks before the start date of the class.** Students must enroll and pay for the test at [www.grccworkkeys.com](http://www.grccworkkeys.com) The National Career Readiness Certificate bundle is $60. Once payment has been made for the NCRC bundle, please call 616-234-3400 to schedule a testing time.

*NOTE:* Benchmark scores for Pharmacy Technician are levels of 5 for Applied Math, Locating Information and Reading for Information. Work Keys® NCRC scores below the benchmark levels do not mean that students are not allowed in the Pharmacy Technician program, but lower scores may negatively affect a positive outcome to the class and subsequent employment. To improve scores, students may take the Practice with Keytrain course. To enroll, sign up at [www.grccworkkeys.com](http://www.grccworkkeys.com) The cost is $25.00.

☐ **Criminal Background Check** – It is a requirement of area employers and the GRCC Pharmacy Technician program that students be fingerprinted, which includes a criminal history clearance by the State Police. Please fill out the “Fingerprint Processing Form” and return it to:

GRCC Workforce Training Department  
Tassell M-TEC  
622 Godfrey Ave SW  
Grand Rapids, MI 49503

One week after submitting the completed Fingerprint Processing Form, please call Mercedes in Campus Police at 234-3677 to set up a fingerprint appointment. The form must be submitted and appointment completed two weeks before the start date of the class.

*NOTE:* Students who do not pass the criminal background check will not be able to be placed at an internship site. Internship hours are required for successful completion of this class. Students may drop the class within seven days of receiving notification that they did not pass the criminal background check for a refund, less the $65 background check fee and the cost of materials that may have been used.

☐ **Raider Card** (GRCC Student ID) – Students must obtain a Raider Card identifying them as a GRCC student. To obtain your Raider Card, bring a valid picture ID to:

GRCC Student Life Department  
OR  
Leslie Tassell MTEC  
Student Community Center, Room 25  
622 Godfrey SW  
122 Lyon St. NE  
Grand Rapids, MI 49504  
Grand Rapids, MI 49504

Go to [grcc.edu/raidercard](http://grcc.edu/raidercard) for more Raider Card information.
☐ Code of Conduct – GRCC has a Student Code of Conduct policy. See grcc.edu/codeofconduct.

☐ Student Grievance – GRCC has a Student Grievance Policy. You can review it at www.grcc.edu/grievance.

☐ Disability Support Services – GRCC has a Disability Support Services department. If you need disability support services for this class, please go to grcc.edu/disability.

Signing this document indicates that you have reviewed and agree to abide by GRCC’s Code of Contact, Student Grievance Process and instructions for Disability Support Services, if applicable. Bring this signature sheet to the first day of class.

Program Information and Requirements Signature Page:

My signature here indicates that I have reviewed this agreement and understand the information provided.

_________________________________________  __________________________
Student name: (printed)  

_________________________________________  __________________________
Student Signature  Date