Pharmacist Assisted Technician Self-Instructional Modules

PATSIM APPLICATION PACKET

Non-Credit

Mail to:
NDSCS Apprenticeship-ND
800 6th St N
Wahpeton, ND 58076
Or
Scan and Email to:
ndscs.apprenticeship@ndscs.edu

PH: 701-671-2206
ADMISSION REQUIREMENTS NON-CREDIT PATSIM PROGRAM

1. High School graduate or G.E.D.
2. Be 18 years old before completion of the program.
3. Complete the PATSIM ENROLLMENT FORMS
   a. Submit transcripts to Workforce Affairs Office (these may be unofficial) if you have courses on
      your transcript that may be acceptable for the program.
4. Submit documentation assuring Reading, Writing and Math Competency to the Workforce Affairs Office

<table>
<thead>
<tr>
<th>Reading and Writing Validation</th>
<th>Submit ONE of the following</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT or Accuplacer Scores</td>
<td>Transcript (unofficial copy</td>
</tr>
<tr>
<td></td>
<td>acceptable) of Dual Credit or</td>
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<tr>
<td></td>
<td>College Courses in College</td>
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<td>Comp.</td>
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<td></td>
<td>Form A Employer Verification</td>
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<table>
<thead>
<tr>
<th>Math Validation</th>
<th>Submit ONE of the following</th>
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</thead>
<tbody>
<tr>
<td>ACT or Accuplacer Scores</td>
<td>Transcript (unofficial copy</td>
</tr>
<tr>
<td></td>
<td>acceptable) of Dual Credit or</td>
</tr>
<tr>
<td></td>
<td>College Math Courses</td>
</tr>
<tr>
<td></td>
<td>Successful completion of Math</td>
</tr>
<tr>
<td></td>
<td>Readiness exam (taken with</td>
</tr>
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<td></td>
<td>Proctor)</td>
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</tbody>
</table>

Minimum ACT or equivalent Scores

<table>
<thead>
<tr>
<th>Reading</th>
<th>18 ACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing</td>
<td>17 ACT</td>
</tr>
<tr>
<td>Math</td>
<td>19 ACT</td>
</tr>
</tbody>
</table>

Students not meeting the minimum scores will have to increase their reading, writing or math ability prior to being accepted into the program. You may work on module #1 while you are completing this requirement, but may NOT move on. One method would be to take on line remedial courses offered at a number of ND institutions. Alternatively, obtain tutoring. Once those are complete, the transcript may be submitted to the Workforce Affairs Office.
*CHECKLIST*

All of the following MUST be submitted to the Workforce Affairs Office for enrollment into the PATSIM Program.

Mail to:
NDSCS, Apprenticeship-ND, 800 6th St N, Wahpeton, ND 58076
PH: 701-671-2206

Scan and email: ndscs.apprenticeship@ndscs.edu

- PATSIM Application Form
- Transcripts, English, Writing and Math Verifications
- PATSIM Agreement Form
- Student Responsibility Agreement
- FERPA Form
- Proctor Form
- Registration & Book Order Form
- Photo ID Copy

**Register with the North Dakota State Board of Pharmacy as a Technician-in-Training ASAP after enrollment into PATSIM.** [https://www.nodakpharmacy.com/]
Application to Non-Credit PATSIM Program

Pharmacist Assisted Technician Self Instructional Modules

Student Technician Information:

Name___________________________________________________________

Address _______________________________________________________________________________________

City ______________________ State __________ Zip __________

Email __________________________________________________________

Telephone # ___________________ DOB___________

Name & Date of High School Graduation____________________________________

Pharmacist and Pharmacy Information:

Sponsoring Pharmacist Name: ___________________________________________

Pharmacy Name _______________________________________________________

Pharmacy Address _____________________________________________________

City ___________________________ State __________ Zip __________

Phone ___________________________ Fax _______________________

Email ____________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

______________________________ _________________________________
Student Signature Pharmacist Signature

$35 Processing Fee must be returned with the required forms to complete the Registration process.
"PATSIM" SPONSORING PHARMACIST AND
STUDENT TECHNICIAN AGREEMENT

This Agreement is among the North Dakota State College of Science (NDSCS), _________________________ (Pharmacist) and __________________________________ (Student Technician). The purpose of the Agreement is to provide a Pharmacist-Assisted Technician Self-Instructional Module ("PATSIM") to satisfy North Dakota Pharmacy Technician registration requirements.

1. The Student Technician shall arrange for on-the-job training with a participating Pharmacist. The Student Technician is not an employee of NDSCS and is not entitled to wages or to other compensation from NDSCS. NDSCS has no authority to control or direct the work of Student Technician and NDSCS assumes no liability for any claims or causes of action arising out of Student Technician’s work.

2. The Student Technician agrees to complete all of the program modules of the PATSIM program in the required progression during a term with a minimum of one module being satisfactorily completed every three months. A module may be repeated only once during the program. Satisfactory completion of a module is defined as completing all assignments within the module. No refunds or transfer of fees will be issued for dropping or not completing the program. The Student Technician agrees to complete the program of modules following all conditions set forth by the State Board of Pharmacy and NDSCS as outlined here and any that may be added at the discretion of the State Board of Pharmacy and NDSCS. The Pharmacist agrees to provide necessary and appropriate supervision and monitoring. Pharmacist agrees to assume responsibility for grading all mechanical manipulations, including, but not limited to weighing materials using a torsion balance, and nonsterile materials.

3. The Student Technician and the Pharmacist agree not to copy or share the contents of the modules.

4. NDSCS is responsible for the curriculum of the module courses. The additional course material for the academic credit options the student technician is to obtain on their own from any Accredited College or University. Pharmacists shall make available to the Student Technician standard reference books and other materials commonly kept by pharmacists.

5. Upon satisfactory completion of the program NDSCS shall issue a certificate of completion to Student Technician for the non-credit PATSIM.

6. This Agreement may be terminated with written notice to the other parties by either the Pharmacist or Student Technician or NDSCS. Student Technician is responsible for arranging placement with other pharmacist for continuation of the program if the Student Technician terminates their employment before completing the program.

7. Pharmacist represents that he/she is properly licensed and agrees to maintain during the term of the Agreement all licenses, permits and certificated required by law.

8. The Sponsoring Pharmacist and the Student Technician are familiar with the ASHP Accreditation Standard enclosed in the student handbook.

9. The Student Technician will allow the program to share grades and progression with the State Board of Pharmacy and their experiential site coordinator.

Date: ___________________________________  ____________________________
                     Student Technician

Date: ___________________________________  ____________________________
                     Pharmacist

Date: ___________________________________  ____________________________
                     North Dakota State College of Science
Student Responsibility Agreement

I agree to the following requirements, policies and handbooks while I am a student in the Pharmacy Technician Program.

- NDSCS Pharmacy Technician Student Handbook
- NDSCS Course outlines
- NDSCS Pharmacy Technician Essential Functions
- HIPAA Regulations
- Program Policy on Drug/Alcohol violations

I have read and reviewed the above items and understand my responsibilities.

NDSCS and the program reserve the right to change policies or revise curricula as necessary due to unanticipated circumstances. All policy and curriculum revisions will be made known to the student.

I have read, understand and agree to comply with all requirements, policies and handbooks as stated above.

Student (PRINT name) ____________________________________________

Signature of Student ____________________________________________

Date_______________
FERPA Release Form PATSIM Students  
(Family Educational Rights and Privacy Act)

I, __________________________________________________________________________

(PLEASE PRINT FULL NAME)

The undersigned hereby authorize North Dakota State College of Science (including faculty, administrative offices) to release the following educational records upon request. I understand the information, which can be released concerning me, upon request, can include but is not limited to attendance, attitude, dependability, coursework and grades.

Information on academic records including grades and other pertinent information will be released (upon request) to

- [X] Licensing Agencies and Boards (ND State Board of Pharmacy)
- [X] Certification Agencies (PTCB/NHA)
- [X] Sponsoring Pharmacist

Names of individual(s) I wish to release information to:

1. __________________________________________________________________________

   Name          Relationship

2. __________________________________________________________________________

   Name          Relationship

I understand although I am not required to release my records to these individuals, I am giving my consent to release information. I understand further that: 1. I have the right not to consent to the release of my educational records; 2. I have the right to receive a copy of any written reference upon request; 3 and that this consent shall remain in effect until revoked by me, in writing and delivered to the Workforce Affairs Office at ApprenticeshipND NDSCS, but that any revocation shall not affect disclosures previously made by said employee prior to the employee’s receipt of any such revocation.

_________________________________________  __________________________
Signature of Student                        Date
Proctor Form

Completed by Student
A. Student Contact Information:

__________________________________________________________________________
Name                        Area Code- Daytime Phone Number

__________________________________________________________________________
Your Email Address (college email preferred)         Area Code- Nighttime Phone Number

B. Course Information I am requesting approval for:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Instructor</th>
<th>Semester</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>PATSIM</td>
<td>Melissa Krava</td>
<td>NA</td>
<td></td>
</tr>
</tbody>
</table>

C. The Proctor I am requesting approval for:

____ NDSCS Testing Center in Wahpeton
____ Learning Centers
____ NDSCS Testing Center in Fargo
____ Librarians in high schools or public
____ Human Resources/Office Personnel
____ Testing Centers of other colleges/universities
____ Teachers/Professors/Educational Administrators

D. Complete the Proctor name and organization. (e.g. NDSCS Testing Center, Sylvan Learning Center)

__________________________________________________________________________
Proctor Name                        Position

__________________________________________________________________________
Organization Name

E. I, the student named above, agree to the following:
1. To locate a proctor or testing center and set up an appointment for my course exam(s), according to the published dates.
2. To provide the prospective proctor with the Proctor Application Form-Section II.
3. To pay for all expenses for proctoring services; if any.
4. To return Proctor Application Form to my instructor by the dates required.

F. The information in Section I is correct to the best of my knowledge.

__________________________________________________________________________
Student Signature                  Date
### A. Proctor Contact Information:

<table>
<thead>
<tr>
<th>Proctor Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization</td>
<td>City</td>
</tr>
<tr>
<td>Street Address</td>
<td>State Zip Code</td>
</tr>
<tr>
<td>E-Mail Address (Required)</td>
<td>Fax Number</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Daytime phone number</th>
<th>Phone number</th>
</tr>
</thead>
</table>

### B. Proctor Qualification and Statements *(please read and initial each line)*

- I certify that I will verify student’s name and picture on a college or government (e.g. driver’s license) issued picture ID.
- I certify that I am a disinterested third party who has no interest in the outcome of this exam.
- I certify that I am at least 21 years of age.
- I certify that I will personally observe the student throughout the entire exam.
- I certify that the student will not receive any assistance during the exam.
- I certify that I will follow instructor’s guidelines as pertaining to allowable items during the exam.
- I agree to preserve and protect the NDSCS exam from being copied, printed or compromised in any way.
- I agree to notify the instructor if I know or suspect that an NDSCS exam has been compromised in any way.
- I acknowledge that I have read and understand the duties of an NDSCS proctor.
- I certify that I will not delegate my proctor responsibilities to anyone else.
- I agree that my contact information may be made available to the NDSCS student and instructor.

### Proctor Certification Statements. Please read and sign

1. I certify that to the best of my abilities I will uphold the NDSCS Academic Conduct Standards. (available at [http://www.ndscs.nodak.edu/acastuddivision/pdf/guidetostudentrights.pdf](http://www.ndscs.nodak.edu/acastuddivision/pdf/guidetostudentrights.pdf))
2. I have Internet access to allow for online testing. The Information in Section II of the Proctor Application Form is correct to the best of my knowledge.
3. I agree to allow student to download test secure software (such as ExamGuard®) if required

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**Proctor Signature**

**Date**

### C. Mail to

Apprenticeship ND  NDSCS 800 6 St N, Wahpeton ND 58076

or

Scan and email: ndscs.apprenticeship@ndscs.edu
FORM A
Verification of Reading and Writing Ability

I ________________________________ preceptor for ______________________
(Print name of Preceptor)                             Print Student Name

Hereby verify that the student named, has demonstrated during the hiring process, that they have
the necessary reading and writing skills to successfully complete the Pharmacist Assisted Self-
Instructional Modules.

______________________________
Signature of Preceptor