**Pharmacy Technician Apprenticeship Program**

Certified Pharmacy Technicians (CPhT) are important members of Dartmouth-Hitchcock (D-H)’s patient care team.

**Program Overview:**

In addition to classroom/online training, students will have significant homework and studying outside of class time. The course material is taught using a combination of classroom instruction, online learning, skills labs and shadowing.

Students will complete courses in the Processing and Handling of Medications and Medication Orders, Procurement, Billing, Reimbursement, Medical Terminology, Patient & Medication Safety and Essential Communication for the Healthcare Professional. Upon successful completion of the training program, students will sit for the Pharmacy Technician Certification Board (PTCB) exam.

Selected individuals will be hired by Dartmouth-Hitchcock and receive a training wage while completing the classroom training. Upon completion of the program trainees will start work as a Pharmacy Technician and be enrolled in a 2000 hour Registered Apprenticeship with the U.S. Department of Labor.

The starting wage for graduates of the Pharmacy Technician training program is $17.00 per hour, with increases based on competency development and performance at both the midpoint of the apprenticeship year (approx. 1,000 hours) and again at the conclusion of the apprenticeship (2,000 hours) up to $18.00 per hour.

**Frequently Asked Questions**

**What is a registered apprenticeship?**

Apprenticeship provides a unique, flexible training system that combines job related technical instruction with structured on-the-job learning experiences. Apprentices have the opportunity to “earn while they learn” as they become more proficient on the job. Monthly behavioral and technical competencies are reviewed and learning plans are developed with pharmacy supervisors. Technical and behavioral competencies are introduced during the classroom with the expectation that the apprentice will develop proficiency over their apprenticeship.

**How much does it cost to participate?**

There is no direct cost to the student associated with participating in the program. Students are provided with the necessary materials to complete the education program, including textbooks, and classroom computers. Participants commit to two years of employment within the role of a CPhT within D-HH, the first year starting at the conclusion of training and start of apprenticeship.

**Will I receive a certificate if I graduate?**

Yes. You will receive a certificate of completion from the Dartmouth-Hitchcock Workforce Readiness Institute for the educational component. Upon completion of the one-year apprenticeship, you will receive a Certificate of Apprenticeship Completion from the US Department of Labor. At of the educational component you will sit for Pharmacy Technician Certification Board (PTCB) exam and upon passing will earn their Certified Pharmacy Technician (CPhT) credential.

**Do I earn college credit?**

Graduates of the program are eligible to earn college credits for the program and apprenticeship. This is at no cost to the student. College credits are awarded through Colby Sawyer College and additional information will be provided to selected trainees during enrollment.

**Will I be paid during the training program?**

Yes. Trainees will be hired and earn a training wage of approximately $400 per week during the program. Trainees will become eligible for benefits after their first 30 days of employment.

**Is there anything I need to do before being hired by D-H?**

Yes, all selected students will go through pre-employment screenings, which include a Criminal Background Check, Education Verification, Reference Checks, Drug Screen, Immunization review and a health screening. If you have something that may come back on a criminal record, we ask you to disclose to the WRI Program Leader as non-disclosure could be a barrier moving forward.

**What if I am unable to enroll in the program at this time?**

Please visit [www.dhwri.org](http://www.dhwri.org) to learn about other training opportunities through the **D-H Workforce Readiness Institute.** If you would like to receive e-mail notifications when new programs are being offered please submit contact information through the website.

**Other questions? Email us at** [**wri@hitchcock.org**](mailto:wri@hitchcock.org)

**For interview tips visit:**

<http://careers.dartmouth-hitchcock.org/your_application/preparing_for_your_interview.html>