

## Pharmacy Technician Apprenticeship Program Overview

Certified Pharmacy Technicians are important members of the patient care team at Dartmouth Health (DH). We are committed to supporting your career aspirations in this vital role. Apply [here](#) for the next cohort of the Dartmouth-Hitchcock Workforce Readiness Institute (WRI) Pharmacy Technician Apprenticeship Program. We offer the program three times a year in January, March, and September. We'd love to hear from you! Email us at [wri@hitchcock.org](mailto:wri@hitchcock.org).

The WRI Pharmacy Technician Apprenticeship Program starts with 10 weeks of intensive paid training, structured in a hybrid format. Course material is taught using a combination of virtual classroom instruction and hands-on training. Successful students dedicate a significant amount of time to independent study between classes, and on evenings and weekends, throughout the 10 weeks.

- Virtual classes are held Mondays, Wednesdays, and Fridays, 8:00 am – 9:30 am and 3:00 pm – 4:30 pm.
- Onsite practicums occur on Tuesdays and Thursdays, 8:00 am – 4:30 pm, in the trainee's pharmacy.

During the 10-week training program, trainees complete the following courses: Medical Terminology, Communications, Pharmacology, Pharmacy Technician Practices, Pharmacy Calculations, Pharmacy Lab, Pharmacy Practicum, and Pharmacy Technician Certification Board (PTCB) Exam Prep. The topics covered include: processing and handling medications and medication orders; procurement; billing; reimbursement; patient and medication safety; communication and professional development.

Upon successful completion of the 10-week training program, trainees take the Pharmacy Technician Certification Board (PTCB) exam. Upon passing the PTCB exam, apprentices are awarded the Certified Pharmacy Technician (CPHT) credential. The majority of our trainees pass the PTCB exam on their first try.

Individuals selected for the Pharmacy Technician Apprenticeship Program are hired by Dartmouth Health as Pharmacy Technician Trainees. During the 10-week training program, trainees receive a training wage of \$680 per week. Upon successful completion of the 10-week training program, trainees are enrolled in a 2,000-hour registered apprenticeship with the US Department of Labor (DOL) and immediately begin working full-time as Pharmacy Technician Apprentices.

Pharmacy Technician Apprentices earn \$21.00 per hour at the start of their 2,000-hour apprenticeship. Apprentices who consistently demonstrate competency in established criteria receive an increase to \$21.50 per hour at the midpoint of their apprenticeship (after approximately 1,000 hours). Apprentices who continue to demonstrate competency receive a second increase to \$22.00 per hour at the conclusion of their apprenticeship (after 2,000 hours).

\*\*\*Pharmacy Technician Apprentices commit to two years of employment at DH in the role of Certified Pharmacy Technician (CPHT), with their first year starting at the conclusion of the 10-week training program.\*\*\*

## Pharmacy Technician Apprenticeship

### 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 in the classroom with the expectation that the apprentice will develop proficiency over the term of their apprenticeship.

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

There is no direct cost to the trainee associated with participating in the program. Trainees are provided with the necessary materials to complete the 10-week training program, including textbooks and a laptop computer.

#### **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 10-week training program. Upon completion of the one-year apprenticeship, you will receive a Certificate of Apprenticeship Completion from the US Department of Labor.

#### **Do I earn college credit?**

Yes. Trainees who successfully complete the 10-week training program earn 19 college credits for 7 courses within the 10-week training program. Apprentices also earn college credit for additional courses taken during the term of their apprenticeship. These courses and the related college credits are provided at no cost to the trainee/apprentice. College credits are awarded by Colby-Sawyer College on the Associates of Health Sciences Degree Pathway.

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

Yes. Trainees earn a training wage of \$680 per week during the 10-week training program. Trainees are also eligible for DH’s employee benefits package. Benefits are effective on the first day of training.

#### **Is there anything I need to do before being hired by DH?**

Yes, all selected trainees must complete DH’s pre-employment screenings. These include a criminal background check, education verification, two reference checks, a drug screen, an immunization review, and an Occupational Medicine health screening.

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

Please visit [www.dhwri.org](http://www.dhwri.org) to review all of the training programs offered by the **D-H Workforce Readiness Institute**. To receive e-mail notifications when new programs open, submit your contact information through the website.

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