**Enrollment Packet for Pharmacy Technology Program at LSC-NH**

This enrollment packet contains 7 parts of important information for potential applicants.

**Part 1: Policy and process for student recruitment**

* 1. Applicants who are interested in the pharmacy technology program should contact our academic counselor, Ms. Kenya Hicks, for program and enrollment information at 281-765-7957 (Phone) or [juanita.garcia@lonestar.edu](mailto:kenya.r.hicks@lonestar.edu).
  2. For questions about the program, contact Dr. Nancy Lim, the program director, at 281-618-5727 or [nancy.l.lim@lonestar.edu](mailto:nancy.l.lim@lonestar.edu) (preferred).
  3. All applicants must meet the program requirements before being accepted into the program. In addition, all applicants are required to read every part of the enrollment packet. Then, sign, and date on the acknowledgment form located at the end of the packet before the appendices.
  4. Enrollment for each applicant must be done in person with the program director.
  5. During enrollment, applicants are required to complete both math and English proficiency.
  6. When the applicants are ready to be enrolled, they must set up an appointment with the program director and bring the required documents with them on the day of enrollment. Applicants will not be enrolled into the program if they fail to bring all required documents.

**Part 2: Applicant qualification**

2.1 The applicants must be at least 18 years of age.

2.2 Applicants must graduate from a high school, or have a GED equivalence. Applicants must bring an official high school transcript or college transcript from another institutions. Applicant must see an academic counselor to create a Lone Star student profile and be assigned an LSC student ID. Those who have a GED equivalent are required to bring the GED certificate as a proof.

2.3 Applicants must have a cumulative GPA of 2.00 or above.

2.4 Applicants must have no history of felony and illicit drug use.

**Part 3: Program admission criteria**

3.1 Applicant must be at least 18 years old.

3.2 Applicant must be a high school graduate or have a GED equivalence.

3.3 Applicant must have a cumulative GPA of 2.00 or above.

3.4 Applicant must complete a CPR training and submit the proof.

3.5 Applicant must register with Texas State Board of Pharmacy (TSBP), see Part 4 for details.

3.6 Applicant must meet all immunization requirements, see Part 4 for more details.

3.7 Applicant must pass the 10-panel drug screening, see Part 4 for more details.

**Part 4: Background check, illicit drug use, and immunization status**

4.1 Students who wish to be enrolled into the program must register themselves with the Texas State Board of Pharmacy (TSBP) at [www.tsbp.state.tx.us](http://www.tsbp.state.tx.us) as a pharmacy technician trainee by choosing the initial application, creating a user name and password to log in, and completing the online application. Once they submit the application, they must pay the online fee and print out the receipt as a proof of this registration. TSBP will use the applicant’s information to conduct a criminal background check. Applicant must be clear on the background check in order to be enrolled into the program.

4.2 The use of illicit drugs of any kinds and at any time will prevent applicants to be accepted into the program. The program reserves its right to conduct a random drug screening test on the applicants at any given time while the applicants are in the program.

4.3 All applicants must comply with the program immunization requirements. Each applicant must submit 3 shots of Hepatitis B, 1 shot of Tdap, 2 shots of mumps, measles, and rubella (MMR), and 2 shots of chicken pox or Varicella Zoster (VZV) at the point of enrollment. A blood titer for these vaccines is accepted as long as it shows that the applicant has the required immunity. All applicants must have 1 flu shot per year during the flu season (late August of the current year to the end of March of the following year). A TB skin test and the 10-panel drug screening will be required at least 2 months before the internship. All applicants must comply with the above requirements.

**Part 5: ADA policy for reasonable accommodation**

The College makes reasonable accommodations as required by law. However, it is the student responsibility to request accommodation by identifying themselves as individuals requesting accommodation based on a qualifying disability. Students can request accommodation for the following 3 situations as follows:

5.1 Accommodation for placement tests-Students must provide at least 3 working days’ notice to the Disability Services Office (DSO) at the college hosting the placement test.

5.2 Accommodation for on-campus meetings- Students must provide at least 3 working days’ notice to the Disability Services Office (DSO) at the college hosting the on-campus meeting.

5.3 Accommodation for classroom at LSC for the first time-Students must provide notice and documentation of their disability to the DSO at the college in which they are enrolled. Students are strongly urged to begin the process as soon as registration opens and at least 4 weeks before classes begin. The College has a 2-step procedure to reasonably accommodate students with qualifying disabilities. The first step is to certify student’s qualifying disability and the second step is to determine the student’s reasonable accommodation.

For more details, please refer to Section VI.D.11 of the Policy Manual on students with disability rights.

**Part 6: Requirements and conditions for graduation**

To graduate from the pharmacy technology program at Lone Star College Systems, the student must meet the following requirements:

6.1 Complete all 11 classes in didactic, laboratory, and experiential training in the curriculum and receive a grade of “C” or better on each of them.

6.2 Complete a total of 320 hours of both types of experiential training in Clinical I and II.

6.3 Must pass both the lecture and lab portions of the classes (PHRA 1413, 1345, and 1449) that have the lab practices.

6.4 File a graduation application by the deadline date for that semester.

6.5 Meet all the financial obligations to the Lone Star College Systems.

6.6 Transfer students from another institution must make sure that they receive the full credits for the work done at the prior institution before graduation.

The Lone Star College-North Harris holds its yearly graduation once a year in the month of May. Students who wish to participate in the graduation ceremony can do so by attending the graduation information session and obtain their regalia.

**Part 7: Important Information about the program**

**7.1 Qualifications to enroll**

Each applicant must meet the following requirements: (1) be at least 18 years old; (2) be a high school graduate or have a GED equivalence; (3) have a cumulative GPA of at least 2.00 or above; (4) meet the math and English proficiency requirements; (5) complete a CPR training for the basic life support offered by the American Red Cross or the American Heart Association; (6) must register as a pharmacy technician trainee with Texas State Board of Pharmacy (TSBP) website at [www.tsbp.state.tx.us](http://www.tsbp.state.tx.us) and be able to provide a proof of registration; (7) test negative on the 10-panel drug screening; and (7) meet all of the immunization requirements. Some of these requirements can be submitted after the enrollment, please contact the program director for clarification.

**7.2 The purpose of the training program**

The pharmacy technology training program at Lone Star College-North Harris has 4 goals: (1) provide student with pharmacy knowledge in assisting the pharmacist in various activities of the pharmacy department including assisting patients and customers, maintaining records, filling and dispensing routine orders for stock supplies of patient care area, maintaining inventory of drug supplies, prepare sterile compound products, dispensing medications, accepting prescriptions and refill requests, assisting the pharmacist in preparing and filing prescriptions; (2) provide student with experiences working in both the community and hospital pharmacies; (3) prepare student for the Pharmacy Technician Certification Examination (PTCE) offered by PTCB (Pharmacy Technician Certification Board) and ExCPT offered by NHA (National Healthcareer Association); and (4) provide student with an option to pursue an Associate of Applied Science (AAS) degree in Pharmacy Management.

* 1. **Requirements for state registration or licensure as a pharmacy technician**

All applicants must register as a pharmacy technician trainee with TSBP (see Part 4). The state law requires that the person must have a pharmacy technician trainee certificate (red-white certificate) in order to do an internship at the pharmacy. Without this certificate, no person is allowed to be in the pharmacy in the State of Texas. This technician trainee certificate will be expired in 2 years from the issued date and it is non-renewal. A history of felony and illicit drug use and non-compliance immunization status will prevent applicants to work in the pharmacy.

* 1. **Requirements for obtaining and maintaining national pharmacy technician certification**

Once a person passes one of the 2 national certification examinations (PTCE or ExCPT), students are required to register online with TSBP again as a certified pharmacy technician (CPhT). TSBP will conduct a criminal background check on the person. If clear, the person will receive a green-white certificate with the same registration number as the previous red-white certificate. This green-white certificate allows the person to be employed as a CPhT at any pharmacy. The person must renew this certificate every 2 years by paying the fee and complete at least 20 hours of continuing education (CE). Of the 20 hours CE, 1 hour must be in pharmacy law and 1 hour must be in patient medication safety.

* 1. **Programmatic and institutional accreditation status**

The pharmacy technology training program at Lone Star College-North Harris has been accredited by the American Society of Health System Pharmacists (ASHP) since 2001 and is currently accredited under Pharmacy Technician Accreditation Commission (PTAC). The training program has also been recognized as the PTCB certified training program since 2018.

* 1. **Prospects for employment**

Employment prospects for pharmacy technicians are good since there has been a steady increase in demand for pharmacy services in the community. Pharmacists are busier than ever; therefore, a high demand exists for pharmacy technicians to fill the gap for all technical functions in the pharmacy. With many new drugs launching into the market every year, this creates a high demand for pharmacists to provide patient counseling and the need for pharmacy technicians to relieve pharmacists for their clinical duties. At present, the demand for the pharmacy technician career has increased.

* 1. **Realistic salary expectations or referral to local, state, or national statistics for salary expectations**

According to the May 2018 pharmacy technician occupational employment and wages, the national mean hourly wage was $16.35 per hour and the national mean annual wage was $34,020 per year. The median hourly wage at 50th percentile was $15.72 per hour with a range of $10.93 per hour in the 10th percentile to $23.08 per hour in the 90th percentile. The median annual wage at 50th percentile was $32,700 per year with a range of $22,740 per year at the 10th percentile to $48,010 per year at the 90th percentile.

The seven industry categories that hired pharmacy technicians are: (1) health and personal care stores; (2) drugs and druggists’ sundries merchant; (3) other general merchandise stores; (4) electronic shopping and mail-order houses; (5) department stores; (6) grocery stores; and (7) general medical and surgical hospitals. The industries with the highest level of employment and the highest concentration of employment for pharmacy technicians were health and personal care stores (20.65%). On the other hand, the industries with the lowest level of employment for pharmacy technicians were general merchandise stores (1.05%), and the industries with the lowest concentration of employment for pharmacy technicians were general medical and surgical hospitals (1.18%). The industries with the highest mean wage per hour ($18.71) and the highest mean wage per year ($38,920) were general medical and surgical hospitals, and the industries with the lowest mean wage per hour ($15.12) and the lowest wage per year ($31,460) were food and beverage stores.

The top five paying industries for pharmacy technicians are: (1) federal executive branch (OES designation), (2) outpatient care centers, (3) local government, excluding schools and hospitals (OES designation), (4) medical and diagnostic laboratories, and (5) colleges, universities, and professional schools. The number one top paying industries for pharmacy technicians are federal executive branches (OES designation) with the mean hourly wage of $21.59 per hour and an annual mean wage of $44,900 per year. Colleges, universities, and professional schools had the lowest number of pharmacy technician employment (0.04%) and the lowest hourly mean wage of $19.76 per hour or $41,100 per year among the five top paying industries for pharmacy technicians.

The top five states with the highest employment for pharmacy technicians in descending order were: (1) California, (2) Texas, (3) Florida, (4) Illinois, and (5) New York. However, based on the employment per thousand jobs statistics, Illinois, Florida, and Texas were the top three states respectively. The highest mean hourly wage ($20.48) and mean annual wage ($42,610) were in California, while the lowest mean hourly wage ($15.43) and mean annual wage ($32,090) were in Florida.

The top five metropolitan areas in the United States with the highest employment level for pharmacy technicians. They were: (1) New York-Newark-Jersey City, NY/NJ; (2) Chicago-Naperville-Elgin, IL/IN/WI; (3) Los Angeles-Long Beach-Anaheim, CA; (4) Los Angeles; (5) Dallas-Fort Worth-Arlington, TX; and (6) Houston-The Woodlands-Sugarland, TX. The New York-Newark-Jersey City area had the highest number of employment for pharmacy technicians (20,190), while the Houston-The Woodlands-Sugarland area had the lowest number of employment for pharmacy technicians (9,140). For wages, Los Angeles-Long Beach-Anaheim had the highest pay with the mean hourly wage of $19.80 and mean annual wage of $41,180, while Dallas-Fort Worth-Arlington had the lowest pay with the mean hourly wage of $16.05 and mean annual wage of $33,390.

* 1. **Total program cost**

The program cost for in district and out of district charges are shown below:

**Pre-requisite semester (Certificate)**

Class Credit In District Out of District

Charge ($) Charge ($)

EDUC 1300-Learning Framework 1st year 3 207 522

PHRA 1102-Pharmacy Law 1 88 193

PHRA 1305-Drug Classification 3 264 579

PHRA 1309-Pharmaceutical Mathematics I 3 264 579

PHRA 1413-Community Pharmacy Practice 4 362 782

Total Credits 14

Registration Fee 13 13

Infrastructure Fee 21 21

Total Charges (Pre-requisite semester) 1,219 2,689

**First Semester (Certificate)**

PHRA 1304-Pharmacotherapy & Disease Process 3 264 579

PHRA 1347-Pharmaceutical Mathematics II 3 264 579

PHRA 1345-IV Admixture & Sterile Compounding 3 264 579

PHRA 1449-Institutional Pharmacy Practice 4 362 782

Total Credits 13

Registration Fee 13 13

Infrastructure Fee 21 21

IV Certification Fee 125 125

Total Charges (First Semester-Certificate) 1,313 2,678

**Second Semester (Certificate)**

PHRA 1361-Clinical I 3 264 579

PHRA 2361-Clinical II 3 264 579

PHRA 1143-Pharmacy Technician Review 1 88 193

Total Credits 7

Registration Fee 13 13

Infrastructure Fee 21 21

Liability Insurance Fee 12 12

Total Charges (Second Semester-Certificate) 662 1,397

Total Charges for the Certificate Program 34 3,194 6.764

\*There is an additional fee of $16 per credit hours if a class is taken online.

All pre-requisite courses (PHRA 1102, 1305, 1309, and 1413) and EDUC 1300 are open to any students.

PHRA 1345 is open to any certified pharmacy technicians during the summer.

* 1. **The program dismissal policy**

The program dismissal policy is divided into academic and non-academic related dismissal. It is applied to any students from the first day that students enter the certificate and/or the AAS degree programs in pharmacy management until the last day students graduate from both programs. This program code of conduct is applied to every class in both the certificate and AAS degree programs curricula. Any students who violate this program code of conduct in any way will receive an “F” grade, or disciplinary action, or be expelled from the program depending on the severity of their negative actions.

**Academic Related Dismissal**

**Class attendance**

The program has a class attendance policy of 70%. Any students who fall below this policy will be removed from the program. Students who are always late to class will be treated as absence at the faculty member’s discretion. Students who don’t show up for classes and fail to inform the instructor will be treated as an absence at the faculty member’s discretion. Students are allowed to miss classes on an emergency basis as long as they inform the instructor as soon as possible.

**Academic Dishonesty**

Any students who lie or deceive an instructor or a third party about their academic work including both the didactic and clinical experience will receive an “F” grade and be expelled from the program. Students are prohibited in bribing, cheating, deceiving, fabricating, impersonating, plagiarizing, and engaging in any of the professional misconduct.

**Academic Performance**

Students who receive a grade below the “C” grade will not be able to continue in the program. It is the discretionary of the faculty member whether or not to allow students to have the second attempt to remedy the first negative outcome. Students who are late for classes and/or miss several classes are not allowed for the second chance policy.

**Academic Progress and Continuation**

The program offers 4 open enrollment classes including PHRA 1102, 1305, 1309, and 1413 during the first semester. Students who fail any of these 4 classes are allowed to complete the remaining open enrollment classes and remedy themselves on any of the failing open enrollment classes. However, once a student is enrolled into PHRA 1361-Clinical I, the student must pass PHRA 1361 which is a pre-requisite before progressing into the remaining classes of the program. The program will offer the ACPE IV certification to any persons who are a certified pharmacy technician during the summer course only.

**Make-up Test Policy**

Although the program has a policy of no make-up test, the faculty member has the sole authority to grant a make-up test based on each individual student’s situation and the merit of each case.

**Non-Academic Related Dismissal**

**Alcohol and Drug Policy**

The use of any alcoholic drinks that cause students to be under the influence of alcohol while the students are on campus and during the clinical internship is a ground for dismissal. The use of any illegal drugs while students are in the program, on campus, and during clinical internship is also a ground for dismissal. The program director reserves the right to make the final determination of each case based on the fact and merit.

**Criminal Background Check**

At certain point in the program, students who do not have the pharmacy technician trainee certificate issued by the Texas State Board of Pharmacy will not be able to continue in the program and do his or her internship at any pharmacy. In such case, students will be delayed or dismissed from the program. It is the student’s responsibility to submit the technician trainee certificate to the program director by the deadline date. The program director reserves the right to make the final determination of each case based on the fact and merit.

**Drug Screening**

All students are required to have the 10-panel drug screening result submitted to the program director by the deadline. Drug screening must be done at least for 10 drugs. Failure to do so could be a ground for dismissal. Students who have a positive result on the 10-panel drug screening will be dismissed from the program. The program director reserves the right to make the final determination of each case based on the fact and merit.

**Immunization Status**

Students who do not comply with all of the immunization requirements and submit the immunizations beyond the deadline will not be allowed to do his or her internship at the clinical sites. In such case, students will be delayed or dismissed from the program. It is the student’s responsibility to submit the immunizations to the program director by the deadline date. The program director reserves the right to make the final determination of each case based on the fact and merit.

**CPR**

Students who do not comply with the CPR requirement and submit the CPR card or certificate beyond the deadline will not be allowed to do his or her internship at the clinical sites. In such case students will be delayed or dismissed from the program. The program director reserves the right to make the final determination of each case based on the fact and merit.

**Professional Conduct**

Students are expected to remain professional throughout the program. Any disruptive and inappropriate behaviors toward the program director, faculty member, and staff are unacceptable and could be the ground for dismissal depending on the severity of the situation. The use of a cell phone that is not related in class will not be tolerated and this is a ground for dismissal. The program director reserves the right to make the final determination of each case based on the fact and merit.

**Class registration**

A student whose name is not on the class roster on the first day of class will not be allowed to be in class. It is the student’s responsibility to meet the payment obligation by the deadline date after class registration is done. Students who have a hold put on their accounts must resolve this situation immediately.

**Dropping Policy**

Students who wish to drop any classes must be responsible to do so by the deadline date to receive the full refunds. The program director does not drop any students unless they violate the program policy.

**Internship**

During internship, students are held up to the highest standards since they represent the program.

-Students must be clear by the Texas State Board of Pharmacy (TSBP), complete the CPR training, turn in all the required immunizations, and complete all the required and completed paperwork before they can do internship. These requirements must be met several months in advance.

-Students must follow the instructor’s advice to contact the internship sites, begin and end the internship within the specified period.

-Students must adhere to 100% attendance, notify the program director about the absence, report any problems immediately, complete the internship packet and turn in by the deadline date.

-Students who have no show at their internship sites for the first time are required to submit an internship work schedule and adhere to it. Students who do not show up the second time will receive a warning message and those who do not show up the third time will not return to the internship site and receive the “F” grade. With 3 strikes, the students will not be able to do any more internships through the program.

-Students will dress properly and follow the dress code strictly and refrain from any use of personal cell phone in sending emails, texting, and others that are considered inappropriate.

- Students who live outside the LSC district must recognize that the internship sites may not be available in their areas. The program director will make an effort to accommodate the students but keep in mind that most of our internship sites are located in our districts and they must have an affiliation agreement with our program.

-Students will comply with all rules, regulations, policy and procedures of the internship sites.

-Finally, students must adhere to all the rules as addressed in the Student Internship Code of Conduct which can be found in PHRA 1361 and 2361 internship packets.

**Consequences of Criminal Conviction and Notice of Potential Ineligibility for License**

If you are applying for admission to a College program or enrolling in a College program that may prepare you for an initial occupational license2 issued by a Licensing authority3 and/or if you later decide to change to a program that prepares you for an occupational license, please be advised of the following:

1. An individual who has been convicted of an offense may be ineligible for issuance of an occupational license upon completion of the educational program.
2. Licensing authorities that issue an occupational license to an individual who completes the educational program issue guidelines stating the reasons a particular crime is considered to relate to a particular occupational license and any other criterion that affects the decisions of the licensing authority.
3. A state licensing authority that issues guidelines files those guidelines with the secretary of state for publication in the Texas Register.
4. Local or county licensing authorities that issue an occupational license to an individual who completes the educational program issue guidelines related to criminal history and post the guidelines at the courthouse of the county in which the licensing authority is located or publish them in a newspaper having countrywide circulation in that county.
5. Applicants should contact their respective local or county licensing authority for more details.
6. An individual may request a criminal history evaluation letter regarding the personal eligibility for a license issued by a licensing authority as required by Texas Occupation Code § 53.102.

All applicants to and enrollees are encouraged to review all applicable eligibility requirements related to the respective occupational license. Questions related to eligibility requirements should be directed to the applicable licensing authority.

**Footnotes**

1. Tex. Occ. Code Ann. § 53.152
2. “Occupational license” means a license, certificate, registration, permit, or other form of authorization required by law or rule that must be obtained by an individual to engage in a particular business or occupation. Tex. Occ. Code Ann. § 58.001.
3. “Licensing authority” means a state agency or political subdivision that issues an occupational license. Tex. Occ. Code Ann. § 58.001.

**Student Internship Code of Conduct**

* After receiving the internship site information, I will contact my preceptor to setup a schedule for my internship with no delay. I must so my internship at least 3 days a week and at least 6 hours each day.
* If I do not meet the requirements set by the internship site, I will not be able to complete my internship at that location.
* I will begin my internship no later than the date set by the program director. If I cannot begin my internship at the set date, I must inform the program director of the reason.
* I will remain drug and alcohol-free, and avoid the use of controlled substances at all times.
* I will familiarize myself with, and adhere to, relevant organizational arrangements, procedures, and functions.
* I understand what constitutes a permissible absence and will notify my program director and my preceptor at the pharmacy immediately. In the case that I know in advance, I must inform them of my absence and receive an approval ahead of the time.
* I will arrive to my internship site on-time and will submit all assignments by the designated deadline.
* I will show up to do my internship according to the set schedules agreed between the pharmacy manager/director and myself. Tardiness and excessive absences will result in being terminated from the internship site and the program respectively.
* I will report any changes in the work schedule, supervision, or problems at the site to the program director immediately.
* I will dress properly and follow the dress code strictly. I must wear the appropriate uniform, LSC and/or institution name tag, and a program patch to identify myself and my campus at all times.
* If you feel victimized by a work-related incident, I will contact and report the incident to the program director immediately.
* I will follow through on commitments.
* I will not conduct my personal business during work hours including emails, cell phones, internet, and texting.
* I will keep a positive attitude while doing my internship.
* I will keep an open mind; avoid jumping to a conclusion; and try to make an informed judgment.
* I will be observant – see how people organize their ideas and respond to situations wisely.
* I will communicate – keep people informed in a useful and succinct way by listening and asking questions.
* I will be fair, considerate, honest, trustworthy, and cooperative when dealing with co-workers.
* I will assert myself and my ideas in an appropriate and tactful manner.
* I will seek feedback from my preceptor, accept suggestions for corrective changes in behavior and attempt to improve performance
* I will accept constructive criticisms and continuously strive to improve my performance.
* I will seek to enhance my professional effectiveness by improving skills and acquiring new knowledge.
* I will submit my completed internship packet to the program director by the deadline date. Failure to do so may cause the program director to deduct points out of my grade.
* If I am unable to complete my internship or need an extension, I must inform the program director as soon as possible with a minimum of a one week notice before the due date.
* If I lie about my internship, or am being expelled from the internship site by the preceptor for whatever reasons, I understand that I will NOT receive the second chance to be placed for the internship again at another facility. In addition, I will also receive an “F” or a failing grade for my internship.
  1. **Graduate performance on national certification examination (Past 3-year data)**

Year # Student # Student # Student % Pass

Enrolled Taking Exam Not Yet Taking Exam

2018 29 24 5 92

2017 22 16 6 88

2016 15 10 5 100

**Student Acknowledgment**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, acknowledge the receipt of the Pharmacy Technology Program at Lone Star College-North Harris enrollment packet which contains the following documents:

1. Policy and process for student recruitment
2. Applicant qualification
3. Program admission criteria
4. Background check, illicit drug use, and immunization status
5. ADA policy for reasonable accommodation
6. Requirements and conditions for graduation
7. Important information about the program which includes (1) qualifications to enroll; (2) the purpose of the training program; (3) requirements for state registration or licensure as a pharmacy technician; (4) requirements for obtaining and maintaining national pharmacy technician certification; (5) programmatic and institutional accreditation status; (6) prospects for employment; (7) realistic salary expectations or referral to local, state, or national statistics for salary expectations; (8) total program cost; (9) program dismissal policy, consequences of criminal conviction and notice of potential ineligibility for license, and student internship code of conduct; and (10) graduate performance on national exams.

I have read all of the above documents as a requirement before being enrolled into the program and I will comply with all of the program policy and procedure from the first day that I am enrolled into the program until the last day that I graduate from this program.

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Student Name (Print)

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Signature Date signed