

**Pharmacy Technician**

**CHOOSE ONE:**

Florida State College at Jacksonville  
North Campus or Deerwood Center  
North Campus **Night Program**  
4501 Capper Road  
Jacksonville, FL 32218

**Or**

Deerwood Center **Day Program**  
9911 Old Baymeadows Road  
Jacksonville, FL 32256

**Personal Information:**

**Please Print**

Student Name: \_\_\_\_\_

Last Four of Social Security #: \_\_\_\_\_

EMPL # (number on back of student ID) \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

FSCJ Email \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Sex: MALE ( ) FEMALE ( ) RACE: BLACK ( )  
AMERICAN INDIAN ( )  
ALASKAN NATIVE ( )  
WHITE (NOT HISPANIC ORIGIN) ( )  
ASIAN OR PACIFIC ISLANDER ( )  
HISPANIC ( )

**Certification:**

I, \_\_\_\_\_ certify that all information given in this application is true and accurate to the best of my knowledge. I understand that if I have falsified any information, I am subject to immediate dismissal from the School of Social, Behavioral and Health Sciences program for which I am selected. I understand that all correspondence regarding the program will be sent to my **FSCJ email account**. All applicants will be notified of their status 2 to 3 weeks after deadline date.

Signature: \_\_\_\_\_

Date \_\_\_\_\_

*Participation in any health science program requires a medical history and physical examination, including a record of immunizations. For programs that have clinical training components, students must complete a background check and drug screening. Students selected for admission into a program will be provided with the necessary health and screening forms. Students who are unable to complete the clinical requirements after acceptance into selective access programs are not eligible for refunds of tuition and fees.*

#### Pharmacy Technician

Thank you for your interest in the Pharmacy Technician program at Florida State College at Jacksonville. Please read the instructions carefully and complete the application in its entirety. The application deadline for admission into programs for the fall of each year is **June 15**.

**Before submitting this application, the following must be completed:**

**Include the following with the Health Program Application:**

- BLS Provider CPR card (American Heart Assoc.)
- Test Scores (TABE) **OR** TABE Waiver
- A copy of High School Diploma or GED® Certificate and any college transcripts **(Submitted to studentrecords@fscj.edu)**

Submit Health Program Application by one of the following methods:

- 1) Email all documents to Dr. Karen Kelley [kkelley@fscj.edu](mailto:kkelley@fscj.edu) (Preferred Method)
- 2) Mail to 9911 Old Baymeadows Road Jacksonville, FL 32256
- 3) Hand Deliver to Dr. Karen Kelley at 9911 Old Baymeadows Road Jacksonville, FL 32256 #B2232

#### **CORE PERFORMANCE STANDARDS**

Pharmacy Technician students shall be in reasonably good health and any disability should allow the student to administer safe Pharmacy Technician care.

The following is a list of essential functions that a student must be capable of performing while a student in the Pharmacy Technician program at Florida State College at Jacksonville.

**Specialized Motor Skills and Mobility:** Gross and fine motor abilities sufficient to provide safe and adequate performance of clinical procedures.

- Demonstrate physical abilities sufficient to move from room to room
- Manipulate equipment by pushing/pulling weight up to 300 lbs. and lifting a minimum of 40 lbs
- Lift, move and position patients
- Ability to Multitask
- Walk long distances (up to approximately 3 miles per day)
- Stand for prolonged periods of time
- Sit for prolonged periods of time
- Calibrate, use and manipulate instrumentation; grasp, hold, grip, turn with hands

- Ability to maneuver in small spaces
- Possess manual dexterity to safely grasp and manipulate small objects

**Sensory:** Sufficient use of the senses of vision, hearing, touch and smell to observe, assess and evaluate close to and at a distance in the classroom and clinical setting

- Differentiate color difference and shades of gray
- Hear auditory signals from monitors, cameras and beepers
- Hear emergency signals, auscultatory sounds and patient verbalizing needs
- Hear and differentiate sounds
- Perform visual assessment and observe patients' responses
- Observe client responses at a distance and close at hand
- Distinguish colors
- Hear cries for help and respond in a timely manner
- Feel vibrations (feel pulses)
- Detect temperature (skin, solution)
- Feel differences in surface characteristics (skin turgor, rashes)
- Feel differences in sizes, shapes (palpate vein, identify body landmarks)
- Detect environmental temperature (check for drafts)

**SMELL:** Sufficient use of senses.

- Detect odors from client (foul smelling drainage, alcohol breath, etc.)
- Detect smoke
- Detect gases or noxious smells

**Critical Thinking:** Critical thinking ability sufficient for clinical judgment, ability to acquire, assimilate, integrate, apply and evaluate information and problem solve.

- Understand and interpret written and verbal orders
- Respond promptly to emergency situations
- Concentrate and focus attention for long periods of time
- Identify cause and effect relationships in clinical situations
- Make accurate decisions independently

**Interpersonal:** Interpersonal ability sufficient to communicate and interact with individuals, families and groups from a variety of backgrounds including: social, emotional, cultural, economic and intellectual.

- Establish rapport with patients, clients, colleagues and other health care personnel
- Demonstrate patience, empathy and concern for others
- Display a calm manner in fearful or hostile situations

**Emotional Stability:**

- Establish therapeutic boundaries
- Provide client with emotional support
- Adapt to changing environment/stress

- Deal with the unexpected (patient going into crisis)
- Focus attention on task
- Monitor own emotions
- Perform multiple responsibilities concurrently
- Handle strong emotions (grief, anger)
- Use good judgment when providing patient care
- Maintain self-control

**Communication Skills in English:** Communication abilities sufficient for interaction with others in verbal and written form.

- Communicate needs in a prompt, clear and concise manner; accurately document findings both written and oral; communicate information accurately and effectively to physician or nurse
- Evaluate written and verbal orders, patient care plans and treatment requests
- Interact with others (health care workers)
- Speak on the telephone
- Influence people
- Direct activities of others
- Teach (client/family about health care)
- Maintain appropriate communication with faculty and staff/agency (status of patients)
- Explain procedures
- Give oral reports (report on client's condition to others)

**Reading and Writing in English:** Communication abilities sufficient for safe interpretation.

- Read and understand written documents (policies, protocols)
- Write notes in documents and clinical records

**Behavior:** Sufficiency of motivation, responsibility, and flexibility to function in new, ever changing and stressful environments and adapt appropriately to diverse client needs.

- Maintain patient confidentiality
- Show accountability for actions
- Adapt to assignment of patient, clinical site or laboratory such that meets objectives while providing safe, adequate patient care
- Individuals who choose the Pharmacy Technician profession require the capabilities outlined regarding core performance standards

By signing this page, I understand that I have read and am attesting that I am capable of performing the duties as set forth by the Core Performance Standards.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## APPLICATION AND ADMISSION PROCESS:

Students are accepted into this program every year beginning in the fall (August) term. Applications are accepted through June 15 (all applications must be submitted by 5:00pm on June 15. If mailed, must be postmarked no later than June 15 when received). **Hours** of the North Campus **Night** program are Monday-Friday, 5:30pm-10:30p and most Saturday's, 8- 12p. The **length** of the program is 10 months. Deerwood Center **Day hours** are Monday-Thursday 8:00-2:30 and Friday 8:00-12:00.

**Application is a two-step process. You must first complete a workforce and job training application to Florida State College at Jacksonville (FSCJ). This can be done at any FSCJ campus or online at fscj.edu, and there will be a one-time \$25 fee. Apply *specifically* to the Pharmacy Technician program. This limited access program is open to applicants regardless of race, religious affiliation, or gender. Applicants must meet the Florida State College at Jacksonville admissions eligibility requirements (See college website for information) in order to be considered for admission. Then submit this paper application to kkelley@fscj.edu.**

***All applicants should contact an Advisor for questions on admissions requirements. Application deadline is the close of business, June 15<sup>th</sup>*** for admission to the program for the following fall term unless it falls on a weekend, then it will be the close of business on the Monday immediately following (unless otherwise stated). Applicants will be required to have a drug screen and background check performed prior to entrance into the program. Once accepted into the program, a background check, drug screen, physical, and immunizations are required.

## ADMISSION CRITERIA

**The following are minimum requirements for admission to the Pharmacy Technician Program:**

1. Acceptance to Florida State College at Jacksonville as a Workforce student with all required admission documents received by the Registrar.
2. Be at least 17 years of age
3. Have earned a high school or GED diploma
4. Completion of and submission of Test of Adult Basic Education (TABE)-Students may apply with any TABE score, however, if accepted into the program, must meet or exceed the Florida Department of Education's Minimum TABE scores in Reading (10.0), Math (11.0), and Language (10.0) to be eligible to graduate from the Pharmacy Technician program. There is no charge for taking the TABE.
5. You must submit **one** of the following to Student Records for review at **studentrecords@fscj.edu**:
  - An *official (unopened) High School transcript (No diplomas) or*
  - *Copy of GED scores (does not need to be official) or*
  - College transcript (a minimum of 12 college credits must have been completed if using college GPA). **Note: Florida State College at Jacksonville transcripts can be unofficial. Transcripts from outside colleges must be official (unopened).**

- Applicants are responsible for securing extra transcripts for financial aid purposes, etc. We are not responsible for forwarding transcripts to financial aid or records offices. Official transcripts must remain on file, and therefore cannot be returned to the applicant once received.

### **SUBMISSION OF APPLICATION**

Complete Pharmacy Technician applications must contain the following items. Incomplete applications will not be processed.

1. Completed Pharmacy Technician Application Form
2. Signed Core Performance Standards
3. Signed Record of Conviction of a Crime
4. Copy of CPR card, American Heart Association only BLS Provider
5. Verification of health-related work experience, if applicable

**NOTE: The Pharmacy Technician program is unable to provide applicants with copies of any documentation in their files. Please make and retain copies for your future use prior to submitting to the program.** Completed **PROGRAM** applications should be sent to:

**Pharmacy Technician Program  
FSCJ Deerwood Center  
9911 Old Baymeadows Road  
Jacksonville, FL 32256  
ATTN: Karen Kelley #B2232  
kkelley@fscj.edu**

Candidates will be notified by FSCJ email of their status within two to three weeks after the deadline date. Information concerning a student's status will not be given over the telephone. NOTE: It is the applicant's responsibility to monitor the FSCJ email account for notification of missing paperwork and of the status of a seat in the program. Not monitoring may cause the candidate to lose his/her seat.

## **Florida State College at Jacksonville**

### **General Information**

Florida State College at Jacksonville is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the baccalaureate and associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call (404) 679-4500 for questions about the accreditation of Florida State College at Jacksonville. The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

### **Equal Access/Equal Opportunity**

Florida State College at Jacksonville, hereby reaffirms the principle of equal opportunity for all persons regardless of race, disability, color, ethnicity, national origin, religion, gender, age, sex, sexual orientation/expression, marital status, veteran status, pregnancy or genetic information. Equal

opportunity principle applies with regard to employment, delivery of educational programs and services, and all other appropriate areas in which the College is involved.

The College is committed to ensuring that all persons are not subject to discrimination. Any student, employee or applicant who believes they have experienced discrimination or harassment, including workplace or classroom harassment, discrimination in hiring or admission practices, or other acts of discrimination or harassment, can file a complaint through the College's Equity Office or through the Title IX Office.

Anyone who believes they have been subject to discrimination or harassment can contact the College's Equity Office (contact information below), or complete and submit the equity intake form.

#### Equity Office

##### **Lisa Moore**

Executive Director, Employee Relations and  
College Equity Officer  
501 W. State Street  
Jacksonville, Florida 32202  
(904) 632-3221 (confidential)  
(904) 632-3326

##### **Stacey Legler**

Employee Relations and Equity Coordinator  
501 West State Street  
Jacksonville, Florida 32202  
(904) 632-3221 (confidential)  
(904) 632-3290

#### Title IX Office

##### **Jennifer Kolb**

Associate Director Title IX Coordination  
601 W. State Street  
Jacksonville, FL 32202 (904)  
632-3221 (confidential)  
titleix@fscj.edu

## GENERAL PROFESSIONAL INFORMATION

**Industry Information:** The trained Pharmacy Technician has the basic skills to work in a hospital pharmacy, retail pharmacies, satellite pharmacies within clinics, and acute care centers, and many others. According to the Bureau of Labor Statistics, employment for pharmacy technicians is expected to grow by 20% from 2012 to 2022, much faster than the average for all occupations.

#### **Program Information:**

- The Pharmacy Technician program is a ten (10) month limited access program.
- The hours for the **Night** program are Monday-Friday, 5:30-10:30 pm and most Saturday's 8- 12.
- **Day Hours: Monday – Thursday 8:00 – 2:30 and Friday 8:00 to 12:00.**
- The program emphasis is on the health care industry and focuses on planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.
- The content of the program includes but is not limited to metric system, medical terminology, medicinal drugs, pharmaceutical compounding, USP 795 standards, sterile techniques, USP 797 standards, maintenance of inventory, IV preparation, receiving and handling of hazardous drug materials, preparing purchase orders, receiving and checking supplies purchased, printing labels,

typing prescription labels, delivering medications, pricing prescription drug orders and supplies, prepackaging unit dose packages, patient record systems, control records, data processing automation in pharmacy, computer application, employability skills, leadership and human relations skills, health and safety, including CPR.

- “Priority will be given to qualified applicants (Florida Residents) living in the program service district, which includes Duval and Nassau counties.”
- This program is designed to prepare students for employment as competent, confident entry level Pharmacy Technicians in a non-discriminatory and supportive learning environment.

**Rotations:** Clinical externships are scheduled in various healthcare settings and are a required part of your program of study to assist you in obtaining hands-on experience in your chosen discipline while learning in your student role.

**Jobs:** Pharmacy Technician is a growing profession with an array of career opportunities in various pharmacy practice settings such as general medical and surgical hospitals, electronic shopping and mailorder houses, offices of physicians, outpatient care centers, home health care services, other hospitals, psychiatric and substance abuse hospitals, commercial goods merchant wholesalers and offices of other health practitioners. For current salary information please refer to the United States Department of Labor – Bureau of Labor Statistics, <http://www.bls.gov/>.

Upon completion of coursework, Florida State College at Jacksonville does not guarantee employment or salary in a given field of study. Any jobs mentioned are given as examples of potential employment

## Pharmacy Technician Program Course Requirements

### Vocational Preparatory Instruction (VPI):

Students who have satisfactory test scores are not required to take the following courses:

- VPI 0100-Basic Reading Skills
- VPI 0200-Basic Mathematic Skills
- VPI 0300-Basic Language Skills

### Curriculum

#### **Professional Courses:**

*A minimum grade of “C” or better is required in all Professional Core courses.*

Course ID	Course Description	Contact Hours	Workforce Credits
HSC 0003	Basic Healthcare Worker	90	3
PTN 0084	Pharmacy Technician I	360	12
PTN 0085	Pharmacy Technician II	300	10
PTN 0086	Pharmacy Technician III	300	10
	<b>Total Hours</b>	<b>1,050</b>	<b>35</b>



## Course Sequence

All Pharmacy Technician courses must be taken in sequence. Each course must be passed to move to the next course. Students must achieve a "C" average in all the Pharmacy Technician courses prior to graduation from the program. No Pharmacy Technician course may be taken more than twice including or excluding the original enrollment. Any withdrawals or re-enrollments must be approved by the Program Manager.

## ADDITIONAL PROGRAM REQUIREMENTS

**These additional admission requirements are to be completed after provisional acceptance into the program:**

1. Health physical
2. Documentation of required Titers (blood draw confirming immunity)
3. Ten-panel Drug screening
4. Florida Department of Law Enforcement (FDLE) background check
5. Basic Cardiac Life Support (BLS for Healthcare Providers) through an approved **American Heart Association** only.

The Program Manager will provide information regarding the completion of these additional admission requirements with the letter of acceptance to each student prior to beginning of class.

## PROCESS FOR SELECTION OF QUALIFIED APPLICANTS

Admission to the professional phase of the Pharmacy Technician program is on a selective basis. Students who have met the criteria outlined in the Application Process and who submit completed applications by the deadline with all required application material will be awarded points based on GPA, previous degree, TABE scores, health related work experience, and CPR card. The 24 highest-ranked students will be offered a seat in the Pharmacy Technician program, and will be notified by mail within six to eight weeks of the application deadline and student must accept by a date certain. In the event of forfeiture, the next highest-ranked student may be notified of acceptance.

## RANKING AND SELECTION PROCESS

All applicants meeting the admission criteria will be ranked in descending order utilizing a point system described on the sample point system form found in this information/application packet. Students will be selected from this ranked list until all available seats are filled.

Students selected for a seat will have a specified time to notify the program that they are accepting the seat. Failure to notify the Program Office as indicated will result in forfeiture of the seat. The next eligible applicant on the ranked list will be offered the seat.

This process is repeated for each new group of applicants. The program does not maintain or carry-over a waiting list once all available seats are filled.

### CRITERIA FOR ADMISSION

Applicants are ranked for admission on a point scale of 10-5 with 10 being the highest and 5 being the lowest. Overall rank is determined by averaging the TABE and the rank from either the GPA or GED score. It is suggested that applicants submit the criteria which, when averaged, will give them the highest rank. Applicants must submit proof of selected criteria with their application. Credit will be given for related work experience in the health field as follows: 0.25 points per full year up to four (4) years (point value added to overall rank). This related work experience must be documented by former employers on employer stationary with signature. Work experience needs to be within the last 5 years. Beginning and ending employment dates must be included along with a brief description of responsibilities. *It is the applicants' responsibility to submit acceptable proof of criteria with their application during the appropriate application period. Applications cannot be ranked without the required qualifying criteria.*

**Ranking Chart**

Test of Adult Basic Education	GPA/Rank		GED scores=Rank
12.7-12.9 =10.0	4.0=10.0	2.9=7.25	72.6- + = 10.0
12.3-12.6 =9.5	3.9=9.75	2.8=7.0	70.1- 72.5 =9.5
11.9-12.2 =9.0	3.8=9.5	2.7=6.75	67.6- 70.0 =9.0
11.5-11.8 =8.5	3.7=9.25	2.6=6.5	65.1- 67.5 =8.5
11.1-11.4 =8.0	3.6=9.0	2.5=6.25	62.6- 65.0 =8.0
10.7-11.0 =7.5	3.5=8.75	2.4=6.0	60.1- 62.5 =7.5
10.3-10.6 =7.0	3.4=8.5	2.3=5.75	57.6- 60.0= 7.0
9.9-10.2 =6.5	3.3=8.25	2.2=5.5	55.1- 57.5= 6.5
9.5-9.8 =6.0	3.2=8.0	2.1=5.25	52.6- 55.0= 6.0
9.1-9.4 =5.5	3.1=7.75	2.0=5.0	50.1- 52.5= 5.5
9.0 =5.0	3.0=7.5		Pass- 50.0= 5.0
TABE exempt score=12.9	Note: GPA's are not rounded up i.e. 3.46=3.4, No GPA on transcript is automatic 2.0		GED calculations only use first 3 digits of total score, i.e. 2660=266/5=53.2 (not rounded)

Reading\_\_\_(Total) Math\_\_\_ Lang\_\_\_ = \_\_\_/3= \_\_\_=Rank\_\_\_ and GPA\_\_\_=Rank\_\_\_ or GED  
Total\_\_\_/5=Rank

TABE Rank\_\_\_+GPA or GED Rank\_\_\_ = \_\_\_/2= Overall Rank\_\_\_ + Work Experience\_\_\_ = Overall Rank\_\_\_

Applicants with qualifying documented Work experience receive .25 for each full year up to 4 yrs added to overall rank.

**ESTIMATED EXPENSE:** These figures are approximate and subject to change

**TUITION**

Term 1

<u>Course No.</u>	<u>Description</u>	<u>Cost</u>
HSC0003	Basic Healthcare Worker (90 Clock Hours)	
	Tuition (in-state residence)	\$260.10
	Tuition (out of state residence)	\$1,037.70
PTN0084	Pharmacy Technician I (360 Clock Hours)	
	Tuition (in-state residence)	\$1,040.40
	Tuition (out of state residence)	\$4,150.80
PTN0085	Pharmacy Technician II (300 Clock Hours)	
	Tuition (in-state residence)	\$867.00
	Tuition (out of state residence)	\$3,459.00
PTN0086	Pharmacy Technician III (300 Clock Hours)	
	Tuition (in-state residence)	\$867.00
	Tuition (out of state residence)	\$3,459.00
	TOTAL IN STATE TUITION (1,050 Clock Hours)	\$3,034.50
	TOTAL OUT OF STATE TUITION (1,050 Clock Hours)	\$12,106.50

**OTHER EXPENSES** (Fees and other expenses are subject to change without notice.)

<u>Background check</u>	<u>\$125.00</u>
<u>College application fee</u>	<u>\$25.00</u>
<u>Drug Screening</u>	<u>\$35.00</u>
<u>Name Tag</u>	<u>\$7.00</u>
<u>Picture ID</u>	<u>\$15.00</u>
<u>Physical exam, labs, vaccines (est. cost)</u>	<u>\$200.00</u>
<u>Textbooks (est. costs)</u>	<u>\$600.00</u>
<u>Uniforms and shoes (est. costs)</u>	<u>\$125.00</u>
<u>Watch (with second hand)</u>	<u>\$30.00</u>
<u>Miscellaneous</u>	<u>\$120.00</u>
<b>TOTAL ESTIMATED COSTS</b>	<b>\$1,282.00</b>
<b>TOTAL IN STATE TUITION &amp; ESTIMATED COSTS</b>	<b>4,316.50</b>
<b>TOTAL OUT OF STATE TUITION &amp; ESTIMATED COSTS</b>	<b>\$13,388.50</b>

## FINANCIAL AID

Florida State College at Jacksonville offers many types of financial assistance to students who would otherwise be unable to further their education without such support. Depending on the type of aid, eligibility is based on one or more of the following criteria: financial need of the individual (in the case of dependent students, family need is used), educational costs, academic achievement and availability of funds. Inquiries regarding financial aid should be directed to the [enrollment services/financial aid office](#) on the student's home campus. A student's home campus is his/her point of contact for academic advising, financial aid advising and disbursement of funds.

**Florida State College's Federal School Code is 001484.**

**Remember, it is your responsibility to...**

- apply early for financial aid assistance; ***do not wait for acceptance into the program before beginning this process***;
- complete a [FAFSA](#) (Free Application for Federal Student Aid) each year; (FAFSAs for the upcoming fall term are available in September of the previous year);
- Submit all required forms and documentation to Florida State College; and use financial aid for educationally related expenses only.

**The entire process takes a minimum of 6 weeks to complete.**

### Assessment and Certification Center Information about TABE

#### What is the TABE assessment?

TABE stands for Tests of Adult Basic Education. The TABE assessment is an academic assessment that measures a person's grade level in reading, mathematics, and language. A **TABE FAQ** is provided by the State of Florida for students and educator.

#### Who has to take the TABE assessment?

All persons entering Florida State College at Jacksonville's adult education or **workforce certificate programs** are required to take the TABE. **Waiver opportunities** are available for students entering the workforce credit certificate programs.

#### When do I take the TABE assessment?

It depends upon the program you are entering. Persons desiring to enter Florida State College at Jacksonville's adult education program should contact the nearest campus adult education program to make arrangements for the TABE assessment. Persons entering **workforce credit certificate programs** may schedule an appointment to take the TABE for the first time by contacting the nearest **assessment and certification center**.

## Is there a fee for the TABE?

There is no fee for the TABE assessment for those persons entering a Florida State College at Jacksonville adult education or workforce credit certificate program.

## I need to take the TABE assessment for another school or agency. Is there a fee?

Yes. There is a \$68 fee for the assessment. Please call the campus **assessment and certification center** nearest you for additional information. Nonstudents are required to follow the same state retesting guidelines as Florida State College at Jacksonville students.

## How are the TABE assessment scores used?

TABE scores of adult education students are used to place them into an academic course that closely matches their current academic level. Upon completion of their coursework, many adult education students are then required to successfully complete a post-test. **Best practice guidelines** are available for pre-testing and post-testing in adult education programs based on recommendations from CTB McGraw Hill (the TABE vendor) and the State of Florida.

Workforce credit certificate program students must meet the minimum academic TABE scores for their program prior to program completion.

## Who sets the TABE scores for the adult education and workforce certificate programs?

The State of Florida with guidance from the federal government sets the **TABE requirements** for each adult education program and course. The State of Florida sets the **TABE requirement** of each workforce credit certificate program.

## Can I retake the TABE assessment?

You may retake after (a) six months or (b) upon completion of a Florida State College at Jacksonville vocational preparatory instruction (VPI) review class.

## How do I prepare for the TABE assessment?

There are several opportunities to assist you in preparing for the TABE test:

1. Go to the **“Practice TABE Test”** as an excellent way to prepare for the real test. Answers with explanations are provided at the end of the test. You may access this information at the FSCJ website.
2. If you want more thorough practice materials, McGraw Hill has published an excellent test preparation book, **“TABE: Test of Adult Basic Education; The First Step to Lifelong Success (Level A).”** The book is on reserve in campus libraries and is for sale in the campus bookstore or at private bookstores.
3. Review the pre and post materials on the **Florida Department of Education website**.
4. Take advantage of the free practice materials at **“Test Prep Review”** on the FSCJ website.
5. A brief list of skills measured by the TABE is available on the **TABE preparation webpage**.

## When will I get my TABE assessment results?

Adult education student scores are distributed at new student orientation or sent to the referring instructor. All other persons are given their score reports.

**How do I get another copy of my scores?**

There is a \$5.00 fee for students and \$10.00 fee for nonstudents to obtain a duplicate copy of TABE scores. Contact any **assessment and certification center** to make arrangements for a duplicate copy of your scores.

**How long are my TABE scores good for?**

Your TABE scores are good for two years at Florida State College at Jacksonville.

**Make an appointment to take the TABE test** by going to [www.fscj.edu](http://www.fscj.edu), click on the “Admissions and Aid”, then “Assessment and Certification”. Next click on the “Make a Testing Appointment” blue button. The TABE test is available at all FSCJ campuses.

**TABE WAIVER TO EXEMPT EXAM**

If you are a student with a degree or have completed ENC1101 and/or MAT1033 with a grade of “C” or better, or have graduated from a Florida high school since 2007, you may be eligible for an exemption for the TABE Test. Please follow these steps:

**To receive TABE Waiver form, take your official transcript, if other than Florida State College at Jacksonville, to the Admissions Office at any FSCJ Campus.**

**After receipt of Waiver form, take form to the Assessment Center at any campus to have exemption entered into the system (you must have a current FSCJ application on file). You will receive an Exemption printout.**

**Please attach TABE Exemption from Assessment Center to your application to apply to the program.**

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## RECORD OF CONVICTION OF A CRIME

Clinical agencies which Florida State College at Jacksonville utilizes for PT program clinical education have the right to not accept a student for clinical externships based on the student's background check and the clinical facilities policies and procedures for clinical education.

Effective July 1, 2009, pursuant to Section 456.0635, Florida Statutes, health care review boards shall refuse to renew a license, certificate or registration, issue a license, certificate or registration and shall refuse to admit a candidate for examination if the applicant has been convicted or plead guilty or nolo contendere, regardless of adjudication, to a felony violation of: chapters 409, 817, or 893, Florida Statutes; or 21 U.S.C. ss. 801-970 or 42 U.S.C. ss. 1395-1396, unless the sentence and any probation or pleas ended more than 15 years prior to the application, terminated for cause from Florida Medicaid Program (unless the applicant has been in good standing for the most recent 5 years) or terminated for cause by any other State Medicaid Program or the Medicare Program (unless the termination was at least 20 years prior to the date of the application and the applicant has been in good standing with the program for the most recent 5 years). The Florida nursing or allied health licensure or certification application requires disclosure of any criminal history and the disposition of all cases prior to board review. Being convicted of, or having entered a plea of guilty or nolo contendere to, any of the listed felonies in Florida Statute 456.0635 or termination for cause from the statutorily-described Medicaid programs will preclude an applicant from obtaining a nursing or allied health license or certification in the state of Florida. Entry and acceptance into the nursing or allied health program does not guarantee licensure or certification in the State of Florida.

I have read the foregoing statements and I understand that any false statements or information purposefully omitted will be sufficient cause for dismissal from the nursing/nursing related program, if accepted. I also understand that if I am unable to be placed in a clinical agency I will be notified by the Program Manager and will be unable to continue in the program. I also understand that I may not receive a refund if I am unable to be placed due to my background or drug screen results.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Florida State College at Jacksonville is a member of the Florida State College System. Florida State College at Jacksonville is not affiliated with any other public or private university or College in Florida or elsewhere. Florida State College at Jacksonville is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the baccalaureate degree and the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call (404) 679-4500 for questions about the accreditation of Florida State College at Jacksonville.

\*In compliance with Florida Statute 119.071(5), Florida State College at Jacksonville issues this notification regarding the purpose of the collection and use of Social Security numbers. Florida State College will collect your Social Security Number (SSN) for record identification, state and federal reporting. Providing your SSN on this application means that you consent to the use of your number in the manner described. If you choose not to provide your SSN, you will be provided an alternate identification number. All Social Security Numbers are protected by Federal regulations and are not to be released to unauthorized parties. Read more about the collection and use of social security numbers (<http://www.fscj.edu/ssn>).