



# Accelerated Academy

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## PHARMACY TECH School Catalog

Vol. 2

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**Accelerated Academy**

1-844-727-3755

[www.acceleratedacademy.us/pharmacy-tech](http://www.acceleratedacademy.us/pharmacy-tech)

**Administrative Office:**

137 Aspen Square  
Denham Springs, LA 70726

**Office Hours:**

Monday - Thursday 8:00am-  
4:00pm (CT)  
Friday 8:00am-12:00pm

**Course Location:**

Online

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## School Administration Officials

<b>Majority Owner:</b>	Dr. Jarrad Bencaz, D.D.S. BS in Microbiology, LSU Baton Rouge, 2001 Doctor of Dental Surgery, LSU School of Dentistry, 2005
<b>Owner:</b>	Mishaux Ramirez, RDH LSU School of Dentistry
<b>Owner/President:</b>	David Roux, BA in Kinesiology, Louisiana College, 2009

<b>Director of Pharmacy Tech:</b>	Kathryn Fajardo
<b>Pharmacy Tech Instructor:</b>	Abbey Aucoin - Certified Pharmacy Technician

## Institutional Philosophy and Commitment Statement

### **Philosophy:**

To give our students an opportunity to discover their life's career path, and to create passionate and qualified future employees by developing each student's knowledge, workplace performance skills, and by exploring their talents. We aim to assist each student in discovering his/her place in their career field by preparing the student to use his/her expertise to obtain a job as a pharmacy tech.

### **Commitment:**

Affordable. Achievable. Convenient. Here at Accelerated Academy, we believe people are valuable. Building relationships is expected. Maintaining credibility is our obligation. Serving others is our pleasure. Creating opportunity is our niche'. Crafting professionals is our passion.

## Recruiting Policy

Accelerated Academy | Pharmacy Tech is committed to a policy of nondiscrimination. Accelerated Academy | Pharmacy Tech does not discriminate in its educational program against qualified individuals on the basis of race, creed, color, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, veteran or military status, or disability: physical, mental, emotional or learning disability (including use of a service animal by the person with a disability), handicap or any other factor provided for by the state and federal laws and regulations.

A student with a disability requesting reasonable accommodation must notify the school as soon as possible in the enrollment process, so that Accelerated Academy has adequate time to provide the reasonable accommodation.

## Entrance/Admission Requirements

Students will apply online at [www.acceleratedacademy.us/pharmacy-tech](http://www.acceleratedacademy.us/pharmacy-tech). Students will work with an Admissions Representative to ensure they meet the minimum entrance requirements. A student must possess a good command of the English language as the course is taught in English. The following requirements are necessary to enroll in the pharmacy tech course offered by Accelerated Academy:

### **Age Requirement:**

A student must be 18 years of age or older in order to enroll in Accelerated Academy, or turn 18 within 12 weeks of enrolling. To be eligible to take the PTCB exam candidates must be at least 18 years old and have a high school diploma or GED.

### **Educational Requirement:**

A person must have successfully completed high school or have completed a high school equivalency course and provide the following at the time of enrollment:

- Copy of High School Diploma with date of completion or graduation date.
- North Carolina students must submit a complete transcript which shows an actual graduation date.

## **Criminal History:**

Criminal History can hinder a student's future as a Pharmacy Technician. In many states, students have to submit a Pharmacy Technician Registration Application which includes a criminal background check.

## **Pharmacy Tech Program Information**

This fully asynchronous online Pharmacy Tech program is designed to prepare students with the knowledge, skills, and professional standards required to excel in retail, hospital, and mail-order pharmacy settings. Through interactive online lectures and multimedia resources, students will develop competencies in prescription processing, medication preparation, inventory management, and patient communication, while mastering the laws and ethical guidelines that govern pharmacy practice. The curriculum emphasizes accuracy, safety, and professionalism, ensuring graduates are well-equipped to support pharmacists in delivering high-quality patient care. Upon completion, students will be prepared to sit for the national pharmacy technician certification exam and enter the workforce with confidence in a variety of pharmacy environments.

## **Learning Management System (LMS): Canvas**

Accelerated Academy delivers all online coursework through Canvas, a leading Learning Management System (LMS) used by institutions worldwide. Canvas provides a user-friendly, secure, and accessible platform for students to engage with their course content, complete assignments, and track their academic progress.

Within Canvas, students can:

- Access course modules, materials, and instructional content;
- Submit assignments and complete assessments;
- Receive grades and feedback on their work; and
- Monitor their overall progress throughout the program.

Students will receive access to the Canvas Learning Management System (LMS) for a period of 12 weeks, beginning immediately upon completion of the enrollment process. Enrollment is considered complete once all required documentation has been submitted and verified by Accelerated Academy. Students are encouraged to begin their coursework as soon as access is granted to stay on track for timely completion.

Canvas is accessible via desktop and mobile devices, allowing students to engage with their coursework anytime, from anywhere with an internet connection. Technical support resources are available to assist students with navigation or system access issues.

## **Program of Study – Course Outline**

12-Week 120 Clock Hour Asynchronous Online Program

<b>Program of Study: Accelerated Academy   Pharmacy Tech 120 Clock Hours</b>					
<b>Title</b>	<b>Course Name</b>	<b>Lecture Content Hours</b>	<b>Assignment Hours</b>	<b>Total Hours</b>	<b>Progress % of Program</b>
PT100	Course Review for PTCB Exam Preparation	40	0	40	33

PT101	Introduction to Pharmacy Tech	1	0	1	35
PT102	Pharmacy Law and Ethics	6	2	8	41
PT103	Dosage Forms and Routes of Administration	5	3	8	48
PT104	Medical Terminology and Abbreviations	3	1	4	51
PT105	Prescription Interpretation and Quiz 1	3	2	5	55
PT106	Community (Ambulatory) Pharmacy	5	1	6	60
PT107	Institutional (Hospital) Pharmacy and Midterm	5	3	8	67
PT108	Pharmacy Calculations and Quiz 2	8	3	11	76
PT109	Pharmacology <i>Cardiovascular System</i> <i>Nervous System</i> <i>Musculoskeletal System</i> <i>Gastrointestinal (Digestive) System</i> <i>Endocrine System</i> <i>Respiratory System</i> <i>The Dermatological (Integumentary) System</i> <i>Reproductive System</i> <i>Renal System</i> <i>Immune System</i>	19	6	25	97
	Final Exam	4	0	4	100
Total		99	21	120	
Total Hours		99	21	120	

## Course Objectives

A brief description of each module.

Module	Module Name	Description
0	PTCB Preparation	Guided review of material taught throughout the semester. This module remains open allowing the student to review content throughout the course.
1	Introduction to Pharmacy	General introduction to the different types of pharmacy settings, positions and roles that make up a pharmacy team, the main role of a pharmacy technician, prescription and medication overview. Students will be introduced to the process of a pharmacy workflow.
2	Pharmacy Laws and Ethics	Identification of the different types of laws associated with pharmacy and the different organizations that make pharmacy laws. Three classes of recalled drugs as well as the process for handling controlled substances.
3	Dosage Forms and Routes of Administration	Identify various dosage form abbreviations and give examples of each. Identify various dosage formulations and give examples of each. Explain the difference between pharmacokinetics and pharmacodynamics. Explain absorption, distribution, metabolism, elimination, and bioavailability of drugs in

		the body.
4	Medical Terminology and Abbreviations	List the segments that make up medical terms and provide examples of each and recognize and interpret common abbreviations and metric household conversions.
Quiz #1		
5	Prescription Interpretation	Explain the pharmacy technician's role in prescription processing and interpreting prescriptions.
6	Community (Ambulatory) Pharmacy	Explain the pharmacy technician's role in prescription processing as well as the pharmacy technician's role for refilling and transferring prescriptions. Understand the information needed to have a prescription filled and the advantages of e-prescribing.
Midterm Exam		
7	Institutional (Hospital) Pharmacy	Describe the different types of pharmacies in hospitals. Discuss different hospital pharmacy standards and procedures. Explain the benefits of a good relationship between the pharmacy and the nursing staff. Define the most common tasks performed by hospital pharmacy technicians. Understand the ways orders are processed by the pharmacy in the hospital.
8	Pharmacy Calculations	Understand how to convert Arabic numbers to Roman numerals as well as traditional time into international/military time. Understand the metric system and the apothecary system and how it is used in the pharmacy. Perform calculations in units and milliequivalents and apply calculations involved in dilution and allegations.
Quiz #2		
9	Pharmacology	Describe the major components of the major body systems and understand how it all works together. Understand common diseases and conditions as it relates to the cardiovascular system. Write the generic brand names, classification, and use for common drugs.
Final Exam		

## Grading System

Homework	Quiz #1	Midterm Exam	Quiz #2	Final Exam	Total scored/ Total possible	Pts. pts.	Final Grade
45	52.50	100	52.50	200	450		1-100%

<b>Homework</b>	45 points. Homework is included in each module within the course. Homework assignments are designed directly from the lecture material.
<b>Quiz #1</b>	52.50 points. Covering content within the following topics: Introduction to Pharmacy, Recommended Reading, Pharmacy Laws and Ethics, Dosage Forms and Routes of Administration, Medical Terminology and Abbreviations.
<b>Midterm Exam</b>	100 points. Covering content within the following topics: Introduction to Pharmacy, Pharmacy Laws and Ethics, Dosage Forms and Routes of

	Administration, Medical Terminology and Abbreviations, Prescription Interpretation and Community (Ambulatory) Pharmacy.
<b>Quiz #2</b>	52.50 points. Covering content presented in Pharmacy Calculations.
<b>Final Exam</b>	200 points. Covering content within the following topics: Introduction to Pharmacy, Pharmacy Laws and Ethics, Dosage Forms and Routes of Administration, Medical Terminology and Abbreviations, Prescription Interpretation, Community (Ambulatory) Pharmacy, Institutional (Hospital) Pharmacy, Pharmacy Calculations and Pharmacology.
<b>GRADE (1-100%)</b>	The final grade, on a scale of 1 to 100%, is based on the performances in the following areas: homework, quizzes and exams.
<b>GRADUATION CREDENTIAL</b>	Upon satisfactory completion of the program, the student will be awarded a Pharmacy Tech Certificate of Completion.

**\*Minimum Passing Score: 90% Students must score 90% or greater to advance.**

## Attendance

Accelerated Academy's online Pharmacy Tech program is delivered asynchronously, meaning students can access and complete coursework on their own schedule without live sessions or set class times. Because of this flexible format, traditional attendance tracking does not apply.

Instead, student participation is measured by academic engagement and timely completion of coursework. Each program is divided into a series of required modules. Students must complete all assignments and requirements in each module before advancing to the next.

To remain in good standing and successfully complete the program, students must:

- Engage consistently with course materials and assignments;
- Complete all required modules and associated assignments; and
- Finish all coursework by the end of the 12-week program period.

If a student does not complete the program within the 12-week timeframe, they may request a 4-week course extension for a \$99 fee. This extension must be requested before the end of the 12-week access window. Students who do not complete the program and do not request an extension will receive an Incomplete on their academic record.

Students experiencing challenges that may impact their ability to complete on time are encouraged to contact their instructor or program coordinator as early as possible to discuss available support options.

## Student Makeup

Because Accelerated Academy's online Pharmacy Tech program is delivered asynchronously and requires students to complete each module in sequence before progressing, traditional make-up work policies do not apply.

Students are required to complete all assignments and assessments within each module as part of the normal course progression. Incomplete or missed assignments cannot be bypassed or skipped, as completion of each module is required to unlock the next.

All required coursework must be completed by the end of the 12-week program period. Students who do not finish all modules and assignments by this deadline will not complete the program.

## Student Progress

Student progress in Accelerated Academy's online program is tracked based on completion of assignments and advancement through the required course modules. Because the program is self-paced and delivered asynchronously, it is the student's responsibility to remain actively engaged and on track to complete all coursework within the designated timeframe.

Accelerated Academy monitors student activity and progress regularly. If a student shows no measurable progress—defined as no completed assignments or module advancement—for a period of four consecutive weeks, the instructor will initiate contact to check in and offer support.

Continued lack of engagement may impact the student's ability to complete the program within the 12-week timeframe. Students who anticipate interruptions in their progress should communicate with their instructor or program coordinator as early as possible to discuss available options.

## Requirements for Certificates

### Policy:

Students must successfully complete the following requirements to receive a Certificate of Completion in Pharmacy Tech:

- Complete all modules and assignments with a minimum score of 90%. Students will have unlimited attempts on every scored assignment to achieve the 90% score.
- Complete all modules and assignments prior to the end of the 12-week access window, students who do not complete all modules and assignments prior to the end of the 12-week access window will not complete the program and receive an incomplete status.
- Certificates will be sent virtually to the student (or be available to be accessed in the students account) within 7 days after the successful completion of the course.
- Those students who have any outstanding financial obligations to Accelerated Academy, will have their certificates held until their financial obligations are satisfied.

## Completion Awards

- Certificate of Completion in Pharmacy Tech
- Qualification to take the **Pharmacy Technician Certification Exam®**
- **Certificate Policy:** Certificates are processed with the information provided by the student at the time of enrollment. The student must enroll with their legal name as it appears on their driver's license or other legal documents, no nicknames. Should a student have a name change during the semester, they must update their student account prior to the last day of class (marriage, divorce, typo at time of enrollment, etc.).

## Post-Program Follow-Up

As part of our program's commitment to your long-term success, we will periodically reach out after you complete your training. We may contact you to learn more about your career path, including whether you have obtained employment in the field, pursued further education, or achieved other professional milestones. This information helps us improve our programs, meet state reporting requirements, and



celebrate your accomplishments. Your participation in these follow-ups is greatly appreciated and plays an important role in supporting future students.

## Cost of Program/Tuition

The total cost of tuition for the Pharmacy Tech program is: \$1200 paid in full or \$1500 for a custom payment plan. Upon enrollment, Accelerated Academy will charge a nonrefundable enrollment/registration fee of \$100.00 which is included in the minimum \$200.00 deposit. The total cost of the program covers tuition for the course, the \$100.00 registration fee, and \$225.00 Digital Materials and Learning Management System (LMS) Fee. The learning management system fee includes access to Canvas. Canvas gives students access to all lecture slides, educational resources, assignments, and study resources. The Digital Materials and LMS fee is non refundable after accessing the course as they are paid to third party vendors. Any student who chooses to be on a payment plan, will be charged the \$300 non refundable payment plan fee.

### Program Fees (included in tuition total):

- **Provided Resources:** Class lecture content, homework assignments, additional and learning content posted on Canvas.
- Enrollment Fee: \$100
- Digital Materials and LMS Fee: \$225
- Payment Plan Fee: \$300 (only for those students that enroll with a payment plan)

### Additional Costs (NOT included in tuition total) Recommended Textbook and Resources:

- **Recommended Resource:** Mosby's Pharmacy Technician. Guerra, Elsevier Inc, Karen Davis, A. Available from: Pagebursttls, (6th Edition). Elsevier Health Sciences (US), [2022]. ISBN: 978-0-323-73407-3
- **Recommended Resource:** Mosby's Pharmacy Technician Exam Review. Mizner, James. Available from: Pagebursttls, (4th Edition). Elsevier Health Sciences (US), [2020]. ISBN: 978-0-323-49724-4

## Payment Options

### Paid in Full

Total tuition payment due at time of registration.

### Custom Payment Plan

Accelerated Academy can design custom payment plans specific to each student's financial needs. There is a \$300 non-refundable fee for any student who creates a custom payment plan. This payment option is designed to be interest-free and have the cost of the program paid in full by the last day of class. Payment plans can be scheduled weekly or bi-weekly to ensure your payment plan meets your financial needs.

### Tuition charges/receipts:

All payments will be automatically charged to the card given at registration. A confirmation receipt will be sent to the student's email per transaction.

### Canvas Access Policy

If your scheduled payment does not go through, Canvas access will be suspended until you contact the finance department and make arrangements to pay.

**Optional Course Extension:** Students who have not completed all modules and assignments prior to the end of the 12-week access period may extend access to the online course by an additional 30 days for a one-time fee of \$99. This option becomes available within 30 days of the original course end date and may be purchased up to 90 days after the 90-day access window ends. Extensions may be purchased multiple times, allowing students continued access to review material, complete assignments, or retain progress. Payment must be made in full at the time of extension and is non-refundable.

There are no scholarship opportunities available for students.

## Remote Learning Code of Conduct

Accelerated Academy's programs are delivered in a remote, asynchronous format. In this setting, the core values of trust, honesty, integrity, respect, and responsibility are essential. Upholding these values creates a positive and professional learning environment grounded in academic integrity.

### Academic Integrity:

Violations of academic integrity fall into two main categories:

- **Plagiarism** – Using another person's words or ideas without proper citation, including copying and pasting from the internet or submitting any work that is not your own.
- **Cheating** – Attempting to gain an unfair advantage by providing or receiving unauthorized assistance, such as sharing or receiving exam answers, assignments, or coursework.

Violations of academic integrity may result in a failing grade for the assignment or course. Repeated or severe violations may result in additional disciplinary action, up to and including dismissal from the program.

### Professional Conduct Standards:

Students are expected to:

- Communicate honestly, respectfully, and professionally with instructors and fellow students.
- Demonstrate competence, respect, and commitment to personal growth in their field of study.
- Uphold the authority and expertise of Accelerated Academy faculty and staff.

### Student Responsibilities:

- Cell phones must be put away during all quizzes and exams.
- Foul, offensive, or inappropriate language—including slang—is strictly prohibited.
- Accelerated Academy has a zero-tolerance policy for cheating. Any student caught cheating will receive a zero on the affected exam or assignment.
- Students must not be under the influence of drugs or alcohol while communicating with instructors or administrative staff.

## Student Records

Student transcripts will be maintained by the school permanently or until the school closes. Student records of grades and attendance will be kept a minimum of 8 years. Upon graduation, each student will be given access to his or her transcript. These records should be maintained indefinitely by the student. Students may request copies by writing to the school. Student records are available for review by the student at any time.

## **Student Services**

Our enrollment department discusses basic subjects such as the program expectations, initial costs, pharmacy technician job information, statistical information in the area, regulations for the state, and helps determine if the student feels comfortable that this is a good fit for them as a career.

Our financial department helps students with payment options for the tuition, basic financial information, and advice such as how to plan to make payments and how to budget tuition with other financial obligations.

Our Pharmacy Tech Department helps enrolled students with academic advising by having availability during office hours to discuss student involvement and preparedness, monitoring homework and exam grading, and reaching out to students to help encourage them along the way. Students can email [pharmacytech@acceleratedacademy.us](mailto:pharmacytech@acceleratedacademy.us) or text/call 225-280-9811

There are no counseling services available to students.

## **Prior Credits and Transfer of Credits Earned**

Accelerated Academy does not accept prior academic credit from other postsecondary institutions and does not award credit for previous work or life experience. Additionally, Accelerated Academy makes no representation or guarantee that credits earned through its programs will transfer to another institution.

## **Termination Policy**

The school's termination policy is based on professionalism. We expect all of our students to conduct themselves in a manner respectful to other students and faculty members. Should a student's enrollment be terminated, the school's refund policy will be followed, except that the student will not be allowed to repeat the course unless granted approval by an Accelerated Academy administrator to retake the online course. If a student has 4 consecutive weekly or 2 consecutive bi-weekly declined payments and is not communicating with Accelerated Academy's financial department, the student may be withdrawn from the course.

## **Withdrawal Procedure**

During the student's 90-day access window, if they wish to withdraw from the course, the student must first contact and inform the Financial Department at 1.844.727.3755 (option 2) where a pre-exit interview will be done either verbally or in writing to give insight as to the reason for the withdrawal and to review the refund policy. If no accommodations can be made to help the student remain enrolled and the student still wishes to withdraw, the student will then be dropped from the course after completing an Exit Interview Form, which acknowledges the student understood the discussion regarding the withdrawal procedure and confirms the desire to withdraw. The refund policy will be enforced using that date of withdrawal (see refund policy section) based on the student's percentage of the online course attempted. No withdrawals will be accepted after the 90-day access window has expired.

## State-Specific Policies

Based on the student's address at the time of enrollment, the applicable state-specific appendix pages included in this catalog are effective for the **School Licensure Statement**, **Grievance Policy**, and **Refund Policy**. These pages outline the policies required by each respective state regulatory agency. Students should refer to the appendix that corresponds with their state of enrollment for complete details.

# Alabama Appendix

## School Licensure Statement

Accelerated Academy LLC is approved as a PTCB-Recognized Education/Training Program. Being recognized by PTCB allows our students to meet the education/training requirement to apply for their PTCB CPhT credential. Accelerated Academy, LLC, is licensed by the Alabama Private School Licensure Division, license# 16-1592-24.

## Student Grievances

If a student has a complaint, they are to contact the Academy's main office at 844-727-3755 and speak directly to a school representative. They must also file a written and signed complaint either by email ([pharmacytech@AcceleratedAcademy.us](mailto:pharmacytech@AcceleratedAcademy.us)) or letter (PO Box 1120, Denham Springs, LA 70727) to the school administration in order to resolve any issues. The Academy will then do everything in its power to successfully resolve the student's concerns. It is important that the student files the complaint within 30 days of the course end date. Accelerated Academy desires to resolve any issues concerning their students with clear recollection and integrity. All complaints will be reviewed within 72 hours, and the student will be contacted within the following 48 hours.

The Private School Licensure Division has the authority to investigate student complaints against licensed private postsecondary institutions. Students are required to complete their institution's grievance/complaint procedure prior to submitting a complaint to the Division. If Accelerated Academy is unsuccessful in resolving the matter, then a student may submit a complaint to the Division. The Private School Licensure complaint procedures are designed to address issues of non-compliance with Alabama Private School License rules and regulations. The procedures are not intended to be used in disputes or matters pertaining to a student's admission to or graduation from an institution or academic issues including grades, academic sanctions, transferability of credits, and/or disciplinary/conduct matters unless the student can provide documentation that the institution did not follow its published policies and procedures. The Private School Licensure Division will not accept a complaint which is anonymous or in which the student has retained legal counsel or began legal action. Students must submit a complaint to the Private School Licensure Division within one year of exhausting the grievance policy with the institution unless there are mitigating circumstances which prevent the student from doing so. The complaint form can be found on this website: [www.psl.asc.edu/external/complaints.aspx](http://www.psl.asc.edu/external/complaints.aspx)

## Refunds and Cancellations

### **CANCELLATION OF PROGRAM BY ACCELERATED ACADEMY**

In the event the program is canceled for any unexpected reason by Accelerated Academy, students will receive a full refund of all money paid. Students will be notified by phone, email and text.

### **THREE BUSINESS DAY CANCELLATION**

If the student decides to withdraw within three business days (excluding weekends and holidays) after signing an enrollment agreement and making an initial payment, all monies paid will be refunded. If the student withdraws more than 3 days after signing the enrollment agreement and does not access the course, all monies paid minus the \$100 registration fee will be refunded.

### **REFUNDS**

Refunds will be calculated based on the percentage of the program the student has accessed. Access is defined by the amount of curriculum content made available to the student through the Canvas Learning Management System (LMS), regardless of the student's pace or progress. If eligible, refunds will be processed to the original method of payment within 30 days of approval.

All refund requests must be submitted in writing to Accelerated Academy and must include the student's full name, course name, date of purchase, and reason for the request.

### **REFUND CALCULATION**

- If the student withdraws or is terminated within the first 35% of the course, 60% of tuition collected (minus nonrefundable fees) will be refunded.
- If the student withdraws or is terminated after 35% of the course, no refund will be given.
- If the student completes the course and receives a certificate of completion, no refund will be given.

# Arizona Appendix

## School Licensure Statement

Accelerated Academy LLC is approved as a PTCB-Recognized Education/Training Program. Being recognized by PTCB allows our students to meet the education/training requirement to apply for their PTCB CPhT credential. Accelerated Academy, 2385 N Ferguson Ave #111 Tucson, AZ 85712, 844-272-3755 Accelerated Academy, 2201 S. Ave A, Ste 101, Yuma, AZ 85364, 844-272-3755

## Student Grievances

If a student has a complaint, they are to contact the Academy's main office at 844-727-3755 and speak directly to a school representative. They must also file a written and signed complaint either by email ([pharmacytech@AcceleratedAcademy.us](mailto:pharmacytech@AcceleratedAcademy.us)) or letter (PO Box 1120, Denham Springs, LA 70727) to the school administration in order to resolve any issues. The Academy will then do everything in its power to successfully resolve the student's concerns. It is important that the student files the complaint within 30 days of the course end date. Accelerated Academy desires to resolve any issues concerning their students with clear recollection and integrity. All complaints will be reviewed within 72 hours, and the student will be contacted within the following 48 hours.

If the student complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details. The State Board address is: 1740 W. Adams Street, #3008 Phoenix, AZ 85007. Phone: 602/542-5709; Website: <http://ppse.az.gov>.

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Refunds will be calculated based on the percentage of the program the student has accessed. Access is defined by the amount of curriculum content made available to the student through the Canvas Learning Management System (LMS), regardless of the student's pace or progress. If eligible, refunds will be processed to the original method of payment within 30 days of approval.

### **REFUND CALCULATION**

- 10% of course attempted – 90% refund (minus fees)
- More than 10% and less than or equal to 20% – 80% refund (minus fees)
- More than 20% and less than or equal to 30% – 70% refund (minus fees)
- More than 30% and less than or equal to 40% – 60% refund (minus fees)
- More than 40% and less than or equal to 50% – 50% refund (minus fees)
- More than 50% – No refund required

# Idaho Appendix

## School Licensure Statement

Accelerated Academy LLC is approved as a PTCB-Recognized Education/Training Program. Being recognized by PTCB allows our students to meet the education/training requirement to apply for their PTCB CPhT credential. Accelerated Academy, LLC, is registered with the Idaho State Board of Education in accordance with Section 33-2403, Idaho Code

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If students are unable to resolve all matters with Accelerated Academy, the student may escalate their concerns to the State Board of Education using the formal complaint form available for download at <https://boardofed.idaho.gov/higher-education-private/proprietary-schools-non-degree-granting/student-complaint-procedures/> and submit to the office of the State Board of Education at:

Attn: private Postsecondary & Proprietary Schools  
P.O. Box 83720  
650 W. State Street, Suite 307  
Boise, Id 83720-0037

## Refunds and Cancellations

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### **THREE BUSINESS DAY CANCELLATION**

If the student decides to withdraw within three business days (excluding weekends and holidays) after signing an enrollment agreement and making an initial payment, all monies paid will be refunded. If the student withdraws more than 3 days after signing the enrollment agreement and does not access the course, all monies paid minus the \$100 registration fee will be refunded.

### **REFUNDS**

Refunds will be calculated based on the percentage of the program the student has accessed. Access is defined by the amount of curriculum content made available to the student through the Canvas Learning Management System (LMS), regardless of the student's pace or progress. If eligible, refunds will be processed to the original method of payment within 30 days of approval.

All refund requests must be submitted in writing to Accelerated Academy and must include the student's full name, course name, date of purchase, and reason for the request.

### **REFUND CALCULATION**

- If the student withdraws or is terminated within the first 35% of the course, 60% of tuition collected (minus nonrefundable fees) will be refunded.
- If the student withdraws or is terminated after 35% of the course, no refund will be given.
- If the student completes the course and receives a certificate of completion, no refund will be given.



# Michigan Appendix

## School Licensure Statement

Accelerated Academy LLC is approved as a PTCB-Recognized Education/Training Program. Being recognized by PTCB allows our students to meet the education/training requirement to apply for their PTCB CPhT credential. Accelerated Academy, LLC is licensed by the State of Michigan Department of Licensing and Regulatory Affairs, Corporations, Securities, and Commercial Licensing Bureau PO Box 30018 Lansing MI 48909.

## Student Grievances

If a student has a complaint, they are to contact the Academy's main office at 844-727-3755 and speak directly to a school representative. They must also file a written and signed complaint either by email ([pharmacytech@AcceleratedAcademy.us](mailto:pharmacytech@AcceleratedAcademy.us)) or letter (PO Box 1120, Denham Springs, LA 70727) to the school administration in order to resolve any issues. The Academy will then do everything in its power to successfully resolve the student's concerns.

It is important that the student files the complaint within 30 days of the course end date. Accelerated Academy desires to resolve any issues concerning their students with clear recollection and integrity. All complaints will be reviewed within 72 hours, and the student will be contacted within the following 48 hours.

If Accelerated Academy is unsuccessful in resolving the matter, the student's complaint should then be directed to the Michigan Department of Licensing and Regulatory Affairs, Corporations, Securities, and Commercial Licensing Bureau PO Box 30018 Lansing MI 48909. Complaints should only be pursued after the student has unsuccessfully attempted to resolve the matter with the school after having first filed a written and signed complaint with the school's officials.

## Refunds and Cancellations

### **CANCELLATION OF PROGRAM BY ACCELERATED ACADEMY**

In the event the program is canceled for any unexpected reason by Accelerated Academy, students will receive a full refund of all money paid. Students will be notified by phone, email and text.

### **THREE BUSINESS DAY CANCELLATION**

If the student decides to withdraw within three business days (excluding weekends and holidays) after signing an enrollment agreement and making an initial payment, all monies paid will be refunded. If the student withdraws more than 3 days after signing the enrollment agreement and does not access the course, all monies paid minus the \$100 registration fee will be refunded.

### **REFUNDS**

Refunds will be calculated based on the percentage of the program the student has accessed. Access is defined by the amount of curriculum content made available to the student through the Canvas Learning Management System (LMS), regardless of the student's pace or progress. If eligible, refunds will be processed to the original method of payment within 30 days of approval.

All refund requests must be submitted in writing to Accelerated Academy and must include the student's full name, course name, date of purchase, and reason for the request.

### **REFUND CALCULATION**

- If the student withdraws or is terminated within the first 35% of the course, 60% of tuition collected (minus nonrefundable fees) will be refunded.
- If the student withdraws or is terminated after 35% of the course, no refund will be given.
- If the student completes the course and receives a certificate of completion, no refund will be given.

# Mississippi Appendix

## School Licensure Statement

Accelerated Academy LLC is approved as a PTCB-Recognized Education/Training Program. Being recognized by PTCB allows our students to meet the education/training requirement to apply for their PTCB CPhT credential. Licensed by the Mississippi Commission on Proprietary School and College Registration, Certificate No. 681. Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education.

## Student Grievances

If a student has a complaint, they are to contact the Academy's main office at 844-727-3755 and speak directly to a school representative. They must also file a written and signed complaint either by email ([pharmacytech@AcceleratedAcademy.us](mailto:pharmacytech@AcceleratedAcademy.us)) or letter (PO Box 1120, Denham Springs, LA 70727) to the school administration in order to resolve any issues. The Academy will then do everything in its power to successfully resolve the student's concerns.

It is important that the student files the complaint within 30 days of the course end date. Accelerated Academy desires to resolve any issues concerning their students with clear recollection and integrity. All complaints will be reviewed within 72 hours, and the student will be contacted within the following 48 hours.

**Mississippi:** If Accelerated Academy is unsuccessful in resolving the matter, the student's complaint should then be directed to the Mississippi Commission on Proprietary School and College Registration, 3825 Ridgewood Road Jackson, MS 39211, phone 601-432-6185; <http://www.mccb.edu/program/psdefault.aspx>. Complaints should only be pursued after the student has unsuccessfully attempted to resolve the matter with the school after having first filed a written and signed complaint with the school's officials.

## Refunds and Cancellations

### REFUNDS FOR CLASSES CANCELLED BY THE INSTITUTION

In the event the program is canceled for any unexpected reason by Accelerated Academy, students will receive a full refund of all money paid. Students will be notified by phone, email and text. The refund shall be made within thirty (30) days of the planned start date.

### REFUNDS FOR STUDENTS WHO WITHDRAW ON OR BEFORE FIRST DAY OF CLASS

If tuition-processing fees are collected in advance of the starting date of classes and the student does not begin classes or withdraws on the first day of classes, no more than One Hundred Dollars (\$100.00) of the tuition and processing fees may be retained by the institution. The refund shall be made within thirty (30) days of the class starting date.

### REFUNDS FOR STUDENTS WHO ENROLLED PRIOR TO INSTITUTION VISIT

Students who have not visited the institution (virtual tour) prior to enrollment will have the opportunity to withdraw without penalties within three (3) days following a documented attendance at a regularly scheduled orientation or a documented tour of the facilities and inspection of the equipment.

### REFUNDS FOR STUDENTS WHO WITHDRAW AFTER INSTRUCTION BEGINS

Refunds will be calculated based on the percentage of the program the student has accessed. Access is defined by the amount of curriculum content made available to the student through the Canvas Learning Management System (LMS), regardless of the student's pace or progress. If eligible, refunds will be processed to the original method of payment within 30 days of approval.

All withdrawal requests must be submitted in writing to Accelerated Academy and must include the student's full name, course name, date of purchase, and reason for the request.

### **REFUND CALCULATION**

The refund policy for students attending proprietary institutions who incur financial obligations for a period of twelve (12) months or less shall be as follows:

1. If a student withdraws or is terminated after accessing up to 10% of the program, the institution shall refund 90% of the tuition, less the registration fee (\$100), and LMS fee (\$225).
2. If a student withdraws or is terminated after accessing more than 10% but not more than 25% of the program, the institution shall refund 50% of the tuition, less the above listed fees.
3. If a student withdraws or is terminated after accessing more than 25% but not more than 50% of the program, the institution shall refund 25% of the tuition, less the above listed fees.
4. If a student withdraws or is terminated after accessing more than 50% of the program, no refund will be issued.

## **Licensing Requirements for Pharmacy Technician in Mississippi**

Anyone desiring to work as a Pharmacy Technician in the state of Mississippi is required to obtain a Mississippi Board of Pharmacy Pharmacy Technician Registration. To apply, candidates must meet the following criterion:

- at least 18 years of age
- have a High School Diploma or equivalent
- submit the Pharmacy Technician Registration Application

Mississippi Board of Pharmacy: <https://www.mbp.ms.gov/licensing/pharmacy-technicians>

# Missouri Appendix

## School Licensure Statement

Accelerated Academy LLC is approved as a PTCB-Recognized Education/Training Program. Being recognized by PTCB allows our students to meet the education/training requirement to apply for their PTCB CPhT credential. Accelerated Academy is approved to operate by the Missouri Department of Higher Education and Workforce Development, PO Box 1469 Jefferson City, MO 65101.

### Student Grievances

If a student has a complaint, they are to contact the Academy's main office at 844-727-3755 and speak directly to a school representative. They must also file a written and signed complaint either by email ([pharmacytech@AcceleratedAcademy.us](mailto:pharmacytech@AcceleratedAcademy.us)) or letter (PO Box 1120, Denham Springs, LA 70727) to the school administration in order to resolve any issues. The Academy will then do everything in its power to successfully resolve the student's concerns.

It is important that the student files the complaint within 30 days of the course end date. Accelerated Academy desires to resolve any issues concerning their students with clear recollection and integrity. All complaints will be reviewed within 72 hours, and the student will be contacted within the following 48 hours.

If Accelerated Academy is unsuccessful in resolving the matter, the student's complaint should then be directed to the Missouri Dept of Higher Ed & Workforce Development, ATTN: Coordinating Board for Higher Education, 301 W High St, PO Box 1469 Jefferson City, MO 65101-1469. Phone 573-751-2361, fax 573-751-6635, email: [info@dhewd.mo.gov](mailto:info@dhewd.mo.gov). Complaints should only be pursued after the student has unsuccessfully attempted to resolve the matter with the school after having first filed a written and signed complaint with the school's officials.

### Refunds and Cancellations

#### **CANCELLATION OF PROGRAM BY ACCELERATED ACADEMY**

In the event the program is canceled for any unexpected reason by Accelerated Academy, students will receive a full refund of all money paid. Students will be notified by phone, email and text.

#### **THREE BUSINESS DAY CANCELLATION**

If the student decides to withdraw within three business days (excluding weekends and holidays) after signing an enrollment agreement and making an initial payment, all monies paid will be refunded. If the student withdraws more than 3 days after signing the enrollment agreement and does not access the course, all monies paid minus the \$100 registration fee will be refunded.

#### **REFUNDS**

Refunds will be calculated based on the percentage of the program the student has accessed. Access is defined by the amount of curriculum content made available to the student through the Canvas Learning Management System (LMS), regardless of the student's pace or progress. If eligible, refunds will be processed to the original method of payment within 30 days of approval.

All refund requests must be submitted in writing to Accelerated Academy and must include the student's full name, course name, date of purchase, and reason for the request.

#### **REFUND CALCULATION**

- If the student withdraws or is terminated within the first 35% of the course, 60% of tuition collected (minus nonrefundable fees) will be refunded.
- If the student withdraws or is terminated after 35% of the course, no refund will be given.
- If the student completes the course and receives a certificate of completion, no refund will be given.

# North Carolina Appendix

## School Licensure Statement

Accelerated Academy LLC is approved as a PTCB-Recognized Education/Training Program. Being recognized by PTCB allows our students to meet the education/training requirement to apply for their PTCB CPhT credential. Accelerated Academy, LLC, is licensed by the North Carolina State Board of Community Colleges, 5001 Mail Service Center Raleigh, NC 27699 (919) 807-7061. The North Carolina State Board of Community Colleges is not an accrediting agency.

## Student Grievances

If a student has a complaint, they are to contact the Academy's main office at 844-727-3755 and speak directly to a school representative. They must also file a written and signed complaint either by email ([pharmacytech@AcceleratedAcademy.us](mailto:pharmacytech@AcceleratedAcademy.us)) or letter (PO Box 1120, Denham Springs, LA 70727) to the school administration in order to resolve any issues. The Academy will then do everything in its power to successfully resolve the student's concerns.

It is important that the student files the complaint within 30 days of the course end date. Accelerated Academy desires to resolve any issues concerning their students with clear recollection and integrity. All complaints will be reviewed within 72 hours, and the student will be contacted within the following 48 hours.

## Refunds and Cancellations

### **CANCELLATION OF PROGRAM BY ACCELERATED ACADEMY**

In the event the program is canceled for any unexpected reason by Accelerated Academy, students will receive a full refund of all money paid. Students will be notified by phone, email and text.

### **THREE BUSINESS DAY CANCELLATION**

If the student decides to withdraw within three business days (excluding weekends and holidays) after signing an enrollment agreement and making an initial payment, or does not access the online course before requesting to withdraw, all monies paid will be refunded.

### **REFUNDS**

Refunds will be calculated based on the percentage of the program the student has accessed. Access is defined by the amount of curriculum content made available to the student through the Canvas Learning Management System (LMS), regardless of the student's pace or progress. If eligible, refunds will be processed to the original method of payment within 30 days of approval.

All refund requests must be submitted in writing to Accelerated Academy and must include the student's full name, course name, date of purchase, and reason for the request.

### **REFUND CALCULATION**

- If the student withdraws or is terminated within the first 25% of the course, 75% of tuition collected (minus nonrefundable fees) will be refunded.
- If the student withdraws or is terminated after 25% of the course or within 35%, 60% of tuition collected (minus nonrefundable fees) will be refunded.
- If the student withdraws or is terminated after 35% of the course, no refund will be given.

# All Other States Not Listed

## School Licensure Statement

Accelerated Academy LLC is approved as a PTCB-Recognized Education/Training Program. Being recognized by PTCB allows our students to meet the education/training requirement to apply for their PTCB CPhT credential.

## Student Grievances

If a student has a complaint, they are to contact the Academy's main office at 844-727-3755 and speak directly to a school representative. They must also file a written and signed complaint either by email ([pharmacytech@AcceleratedAcademy.us](mailto:pharmacytech@AcceleratedAcademy.us)) or letter (PO Box 1120, Denham Springs, LA 70727) to the school administration in order to resolve any issues. The Academy will then do everything in its power to successfully resolve the student's concerns.

It is important that the student files the complaint within 30 days of the course end date. Accelerated Academy desires to resolve any issues concerning their students with clear recollection and integrity. All complaints will be reviewed within 72 hours, and the student will be contacted within the following 48 hours.

## Refunds and Cancellations

### **CANCELLATION OF PROGRAM BY ACCELERATED ACADEMY**

In the event the program is canceled for any unexpected reason by Accelerated Academy, students will receive a full refund of all money paid. Students will be notified by phone, email and text.

### **REFUNDS**

Students may receive a full refund within 3 days of enrollment into the program, if less than 10% of the program is completed and no certificate has been issued; no refunds are given after that or for discounted purchases.

**Students enrolled in the Pharmacy Tech Online Certificate Course are eligible for a refund under the following conditions:**

- A written request must be submitted to Accelerated Academy within 3 calendar days of the purchase date.
- The student must have completed no more than 10% of the course content.
- No certificate of completion has been issued at the time of the refund request.

**Refunds will not be granted under the following circumstances:**

- The refund request is submitted after 3 calendar days from the date of enrollment; or
- The student has accessed or completed more than 10% of the course content; or
- A certificate of completion has been issued; or
- The course was purchased at a discounted or promotional rate (unless explicitly stated otherwise).

All refund requests must be submitted in writing to Accelerated Academy and must include the student's full name, course name, date of purchase, and reason for the request.