

Effective 3/1/2009

## REGULATION

### Pertaining to attendance and rules of operation and conduct:

Students are expected to attend each and every session of the seminar. If a student misses 20% or more of the seminar, the student will be removed from the seminar. Students are also expected to be on time for each class, be prepared by reading assigned material and doing homework. Additionally, the conduct policy states that students will not be disruptive, disrespectful, cheat on homework or exams, bring weapons into class, be under the influence of drugs and/or alcohol, or display any other conduct non-conducive to learning. If a student is removed for violation of the attendance or conduct policy, they must re-apply as a new student for re-admittance, and future admission is at the discretion of the Director of Admissions. Extenuating, documentable circumstances will be reviewed on a case by case basis by the Director of Admissions.

Express Training Services, LLC complies with Federal statutes on non-discrimination on basis of religion, race, national origin, marital status, color, sex, age, sexual orientation, political affiliation, citizenship, belief or disability.

### Hours of operation and office hours:

Express Training Services, LLC has a web site on which students can obtain information or enroll. Students can also call 512-336-1223. Express Training staff will be available by telephone every single day of the year from 7 am-7 pm CST. There is no "office" in Texas, so all inquiries must be made via email or telephone.

## CLASS SCHEDULE:

Austin, TX

Session 1-July 13, 21, 27, August 4, 10, 18, 2009, 5 pm-10 pm

Session 2-September 15, 21, 29, October 5, 13, 19, 2009, 5 pm-10 pm

Express Training Services, LLC  
12636 Research Blvd., Ste 102  
Austin, TX 78759

## CONTACT INFORMATION

### Administrative staff

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For inquiries or complaints, please contact:  
**TEXAS WORKFORCE COMMISSION**  
Career Schools and Colleges  
101 East 15<sup>th</sup> Street, Room 104-T  
Austin, Texas 78778-0001  
Phone: 512-936-3100



**EXPRESS**  
TRAINING SERVICES, LLC  
*"Getting your career on the right track"*



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Gainesville, FL 32607

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## PHARMACY TECHNICIAN EXAM PREPARATION SEMINAR

*There are various methods one can become certified as a pharmacy technician. In Texas, you must register with the Board of Pharmacy to receive your certification. In order to begin that application process, you must first have PTCB certification. This seminar will prepare you for the PTCB certification exam. We'll even register you for the exam and pay your exam fee. Most other states accept either the PTCB certification or require no certification at all to work as a pharmacy technician.*



Student will understand laws affecting pharmacy, recognize and process drug orders in both retail and hospital settings, learn special rules required for controlled medications, learn administrative duties of a pharmacy technician, and obtain a basic understanding of pharmacology and pharmacological classes for ultimate purpose of taking and passing PTCB national pharmacy technician exam.

The Seminar is 30 clock hours in length. Student must have either a high school diploma or GED, and have committed no felonies.

Students are required to register with the Texas Board of Pharmacy as a "pharmacy technician trainee", and must register as a pharmacy technician (cost \$54) within two years. Successful completion of the PTCB exam is required for registration as a pharmacy technician.

**There are five basic areas covered in the seminar, which consist of a total of 30 hours.**

- Basic Pharmaceutical Skills-2.75 hours
- Legal Aspects-3.75 hours
- Pharmaceutical Math-6.5 hours
- Pharmacy Administration-5.25 hours
- Review of Practice Exams/Homework-11.75 hours

"Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas."

"The information contained in this brochure is true and correct to the best of my knowledge."

Anthony A. Kalishman

### Seminar Fees:

|     |                                  |              |
|-----|----------------------------------|--------------|
| (1) | Registration                     | \$100        |
| (2) | Tuition                          | \$471        |
| (3) | Books and supplies               | \$200        |
| (4) | <u>Other (National exam fee)</u> | <u>\$129</u> |
| (5) | TOTAL                            | \$900        |

How fees are paid (on-site, in advance, other arrangements):

\$100 registration fee paid over phone, on-line or via mailed money order in advance of class.

\$800 balance paid first day of class



***These seminars have just started being conducted in Texas, and to date there is no data on pass rates for Texas students. Express Training has conducted these seminars in Florida, and have had an 85% pass rate to date.***

**Refund computations will be based on the period of enrollment computed on basis of course time (clock hours).**

The effective date of termination for refund purposes will be the earliest of the following:

- the last date of attendance; or
- the date of receipt of written notice from the student.

If tuition and fees are collected in advance of entrance, and the student does not enter school, not more than \$100 shall be retained by the school.

If the student fails to enter the seminar, withdraws, or is discontinued at any time before completion of the seminar, the student will be refunded the pro rata portion of tuition, fees, and other charges that the number of class hours remaining in the seminar after the effective date of termination bears to the total number of class hours in the seminar.

A full refund of all tuition and fees is due in each of the following cases:

- an enrollee is not accepted by the school;
- if the seminar of instruction is discontinued by the school and thus prevents the student from completing the seminar; or
- if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.

### REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:

- satisfactorily completed at least 90 percent of the required coursework for the program; and
- demonstrated sufficient mastery of the program material to receive credit for completing the program.

**Refunds will be totally consummated within 60 days after the effective date of termination.**