

**Suggestion: Use your school letterhead**

**TO:** Chief Pharmacist  
(Name of pharmacy)

**FROM:** (Teacher name and title)

**SUBJECT:** Pharmacy Technician Training Program

**DATE:**

High school seniors from           (School Name)           are preparing to take and pass the Pharmacy Technician Certification Board (PTCB) examination on   (Date of Exam)   through study of a pharmacy technician training program. These pharmacy technician students have been enrolled in the program under my supervision since (Date Program Began). Our mission is to prepare students to be registered pharmacy technicians with a national credential, expose students to careers in pharmacy, and improve math and science test scores through this rigorous curriculum.

The following major curriculum units are preparing the students for the national examination: Orientation; Federal Law; Medical Review; Aseptic Techniques; Calculations; and Pharmacy Operations. Included in these six major units of instruction are forty-two sub-units and four levels of testing. This curriculum and the testing program mirror the requirements of the PTCB examination.

In order for the students to receive a more comprehensive learning experience and a better preparation for the PTCB exam, hands-on experiences in a pharmacy are necessary. We are requesting that your pharmacy allow pharmacy technician students to experience work-based learning activities in your pharmacy per agreement with (Name of School).

(Optional) We have (Number) pharmacy students who are registered pharmacy technicians or have applied for registered pharmacy technician status. As you know, registered pharmacy technicians can perform work assignments under the supervision of a pharmacist as permitted by South Carolina Board of Pharmacy Practice Act.

I will call for an appointment to discuss this request in the near future.  
In the mean time, if you have questions, you can reach me by phone (\_\_\_\_\_) or e-mail (\_\_\_\_\_).

Thank you for your consideration in promoting pharmacy careers to our students.