BlueRidge
COMMUNITY AND
TECHNICAL COLLEGE

Pharmacy Technician Program – Blue Ridge CTC
Tuition - $1,199; Total Hours – 60; Room: HQ 3105
13650 Apple Harvest Drive, Martinsburg, WV 25403
Lab in the Classroom on the Main Campus ALL STUDENTS

All Sections meet (when not highlighted) remotely through ZOOM mtg.

Fall 2023

Monday	October 2	6:00 pm - 9:00 pm
Wednesday	October 4	6:00 pm - 9:00 pm
Monday	October 9	6:00 pm - 9:00 pm
Wednesday	October 11	6:00 pm - 9:00 pm
Monday	October 16	6:00 pm - 9:00 pm
Wednesday	October 18	6:00 pm - 9:00 pm
Monday	October 23	6:00 pm - 9:00 pm
Wednesday	October 25	6:00 pm - 9:00 pm
Monday	October 30	6:00 pm - 9:00 pm
Wednesday	November 1	6:00 pm - 9:00 pm
Monday	November 6	6:00 pm - 9:00 pm
Wednesday	November 8	6:00 pm - 9:00 pm
Monday	November 13	6:00 pm - 9:00 pm
Wednesday	November 15	6:00 pm - 9:00 pm
Monday	November 20	6:00 pm - 9:00 pm
Wednesday	November 22	6:00 pm - 9:00 pm
Monday	November 27	6:00 pm - 9:00 pm
Wednesday	November 29	6:00 pm - 9:00 pm
Monday	December 4	6:00 pm - 9:00 pm
Wednesday	December 6	6:00 pm - 9:00 pm

STUDENT REGISTRATION FORM
Medical Certification Fast Track

FALL 2023

Please send Registration Form to: Blue Ridge CTC, Attn: Ann Paull, 13650 Apple Harvest Drive, Martinsburg, WV, 25403. Or e-mail to healthed@blueridgectc.edu
(TEL: 304-260-4380 x FAX: 304-260-4386)
(TEL: 304-260-4380 x 2302 FAX: 304-260-4386)

Check (✓) the course you will be attending.

No refunds after the classes begin. [The cost for the programs includes all books, materials and instruction.]
T22 & T23 are located within the BRCTC Technology Center at 5550 Winchester Avenue, Martinsburg, WV 25405.

✓	PROGRAM	COURSE No.	Dates of Program	SCHEDULE	ROOM	Credits	COST
	EKG Technician **Payment Due September 20, 2023**	CRN #30744	10/4/2023 –12/11/2023	M/W 6 pm – 9 pm	T 23	5	$ 999
	Dental Assisting **Payment Due September 20, 2023**	CRN #30747	10/4/2023 –12/11/2023	M/W 6 pm – 9 pm	T 22	5	$1,199
	Medical Coding/Billing **Payment Due August 7, 2023**	CRN #31164	8/21/2023 – 12/13/2023	Elearn – Self Paced	TBD	5	$1,899

This classroom is located within the BRCTC Main Campus at 13650 Apple Harvest Drive, Martinsburg, WV 25403.							
	Pharmacy Technician **Payment Due September 20, 2023**	CRN #30746	10/2/2023 – 12/6/2023	M/W 6 pm – 9pm	HQ 3105	5	$ 1,199

Student Information: Please type or print neatly. Illegible and incomplete registration forms may be returned.

Last Name _____ **First Name** _____ **Middle Initial**_____

Please list all previous names under which you were enrolled at BRCTC_____

Social Security Number _____**Student ID # C00**_____

Blue Ridge CTC is an eligible educational Institution, and must get your correct identifying number (Social Security Number or Individual Tax Identification Number) to file certain information returns with the IRS. Your signature signifies your understanding and consent that the College will provide your information to the IRS.

Mailing Address Street: _____

City: _____ **State:** _____ **Zip Code:** _____ **WV County**: _____

Are you a West Virginia resident: ☐ No ☐ Yes ⇨ If yes, how long? (give residency beginning date) _____

Daytime Phone: (____)_____E-Mail Address:_____

Birthdate:_____ **Gender:** ☐ Male ☐ Female **Ethnicity (Check all that apply):** ☐ American Indian ☐ Alaskan Native ☐ Black or African American ☐ Hispanic ☐ Asian ☐Native Hawaiian ☐Pacific Islander ☐ White

Are you a U.S. citizen? ☐ Yes ☐ No ⇨ If not, what is your Visa status?_____

High School Grad/GED Date_____ **School Name**_____ **City and State** _____

Payment – Please check all that applies.

☐	Payment at Cashier's Office by cash, check, credit card or money order payable to BRCTC no later than August 12, 2022.
☐	On-line credit card payment. www.BlueRidgeCTC.edu->Current Students->Online Payment->WVSTO Epay. (You will need to enter your Student ID# and enter the name of your program in the MEMO)
☐	**I am not a degree-seeking student. I require financial aid and understand I must complete my 2023-2024 FAFSA, selecting BRCTC for results & resolve all verification requirements no later than September 6, 2023. I understand the Higher Education Adult Part-time Student Grant (HEAPS), a grant funded by the state of WV only for qualified residents, may not have sufficient funds to grant the award even though I am deemed eligible. Please read p.2 for Financial Aid information.**

By signing the Registration Form, I understand that I am responsible for the total cost of the program regardless of financial

aid funding: **Student Signature**_____ **Date**_____

Financial Aid Information for Fast Track Medical Certification Programs

STEP 1: **File the FAFSA for the 2023-2024 school year. www.studentaid.gov** Be sure to select Blue Ridge CTC to receive your FAFSA results. The school code number is 039573. **Results should be received no later than September 6, 2023.**

STEP 2: **Respond appropriately to correspondence from the Blue Ridge CTC Financial Aid Office.** It may take several weeks for your FAFSA results to appear in the Blue Ridge CTC system even though you may have received a confirmation e-mail from FAFSA that your application was completed and sent successfully.

    A. **If you are not also a regular BRCTC student** you may receive a letter from the Financial Aid Office telling you that "You need to be admitted in an eligible degree or certificate program" and to "Contact the Admissions Office". *You do not* contact the Admissions Office but can confirm your registration was received and you are registered for your Fast Track Medical Certification course by e-mailing HealthEd@blueridgectc.edu

    B. **Many of our students' FAFSA results are selected for verification.** You may receive a letter from the Financial Aid Office telling you that your results are selected for verification and forms are enclosed for you to complete.

    C. **Complete the Verification Forms** and provide all the documentation requested to the Financial Aid Office. Sometimes parents' information is also required. For additional information and assistance regarding your circumstances contact our Financial Aid Office at (304)260-4380 x 4001 or finaid@blueridgectc.edu.

    D. Verification may take up to four weeks AFTER all required documentation is received by the Financial Aid Office. That's why it is important to file your FAFSA early and complete any requested verification quickly and completely. **All Verification Requirements should be resolved no later than September 6, 2023.**

    E. **Students who are in DEFAULT on a Higher Education Loan are not eligible for the HEAPS Grant.**

STEP 3: **Only after your FAFSA results have been received and all verification requirements have been satisfied will you be eligible for application for the Higher Education Adult Part-time Student Grant also known as HEAPS.**

    A. You must have been a **WV resident** for at least one year prior to the time of your FAFSA submission date.
    B. You must be a US citizen or have qualifying VISA status.
    C. You cannot receive the **WV Grant** during the same semester when receiving the **HEAPS Grant**.
    D. Your HEAPS Grant application will be submitted directly through the Program Coordinator to the state. **Students may not submit their own applications.**
    E. A **Student Contract** must be signed before an application for the HEAPS Grant will be submitted. Contact the Program Coordinator for the HEAPS Student Contract.

STEP 4: **Eligibility for the HEAPS Grant will be determined by the WV Higher Education Policy Commission** based on your FAFSA results.
    A. The maximum course award will be for the cost of the program (which includes instruction, books and materials.)
    B. The maximum fiscal year award for program(s) does not exceed $2000. (Fiscal year July 1, 2022 – June 30, 2023)
    C. **Eligibility for the grant does not guarantee an award of funding**. That is determined by the state budget's remaining funds for the HEAPS grant.
    D. Notification of eligibility and awards is handled through the Program Coordinator's Office prior to the start of the program when possible.
    E. An additional *Agreement of Payment* may be required if the grant is not awarded prior to the start of the program.
    F. Students are responsible for the total cost of the program regardless of financial aid funding.
    G. **Students who are in DEFAULT on a Higher Education Loan are not eligible for the HEAPS Grant.**