# Superintendent’s Memo #117-19

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**COMMONWEALTH of VIRGINIA  
Department of Education**

DATE: May 17, 2019

TO: Division Superintendents

FROM: James F. Lane, Ed.D., Superintendent of Public Instruction

## SUBJECT: Announcing the Pharmacy Technician Instructor Preparation Course

The Virginia Department of Education (VDOE), in collaboration with Virginia Commonwealth University (VCU), is pleased to offer the Pharmacy Technician Instructor Preparation training course for registered nurses, June 24-28, 2019, at [VCU School of Pharmacy](http://www.maps.vcu.edu/mcv/blackwellsmithbldg/).

The course will provide training and instruction in the methods of teaching, labs, testing and evaluation, and other subject matter to meet requirements of the Accreditation Council for Pharmacy Education and national testing.

Online [registration](https://vcu.cloud-cme.com/default.aspx?P=5&EID=14464) is required and must be completed by June 9, 2019. There is no registration fee. The VDOE will provide the trainer and instructional resource materials, Pharmacy Technician Certification Board (PTCB) registration, application fee, and Pharmacy Technician Certification Examination (PTCE) fee. Participants are responsible for all meals, travel-related expenses, and lodging, if needed. This is an allowable expenditure of federal Perkins funds as long as it is included in the approved local career and technical education plan.

If you have any questions, please contact Michele R. Green-Wright, Specialist for Health and Medical Sciences and Related Clusters, Office of Career, Technical, and Adult Education, at [cte@doe.virginia.gov](mailto:cte@doe.virginia.gov) or by telephone at (804) 225-3119.

JFL/GRW/daw