



An Inside Look Into a Successful IET Program: Aztec's Pharmacy Tech

Presented by:

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Aztec Software, Senior National Academic Specialist

ABOUT AZTEC

Built By Educators for Adult Learners & Educators

For more than 40 years, Aztec has been the leader in the application of technology to education, serving learners in all markets. We have the largest, most comprehensive library of content and resources, including interactive digital software, ePUBs, and print for educational programs.

With an industry-leading understanding of the way in which learners learn best, cutting-edge technology, and dedication to holistically serving learners, Aztec is the partner of choice for some of the nation's leading organizations in the public and private markets.

Aztec is committed to providing organizations with the infrastructure of resources, technology, and thought partnerships to drive learner success and achieve their dreams.

AZTEC FAMILY OF COMPANIES

Generational Change Starts Here

We Offer the Largest and Most Comprehensive Portfolio
of Adult Education and Workforce Development Resources In the Market



Computer-Based Preparation for
Every Learner



Extensive Print-Based
Library of Resources



Workforce & Personal Development



Interactive
Career and Technical Training



Personal Finance Platform to Better
Manage Your Money



Personalized Financial
Wellness Programs



Financial Education
Solutions



Center for Work Ethic
Development

OVERVIEW

Today's Webinar

- National Trends & Healthcare CTE Programs
- Labor Market Index (LMI)
- IET Programs
 - Program Requirements
 - Program Support
 - Model Program:
University of Arkansas at Monticello



Healthcare CTE Programs and National Trends

National Trends – Healthcare

Expanding the Career Pathway



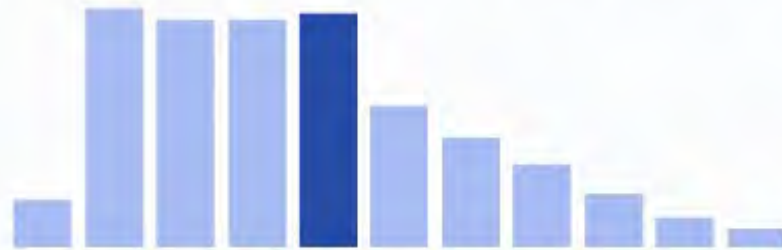
Entry-Level Jobs In Healthcare Administration

- Patient services representative
- Medical records clerk
- Intake coordinator
- Coding specialist

Pharmacy Technician

National Trends

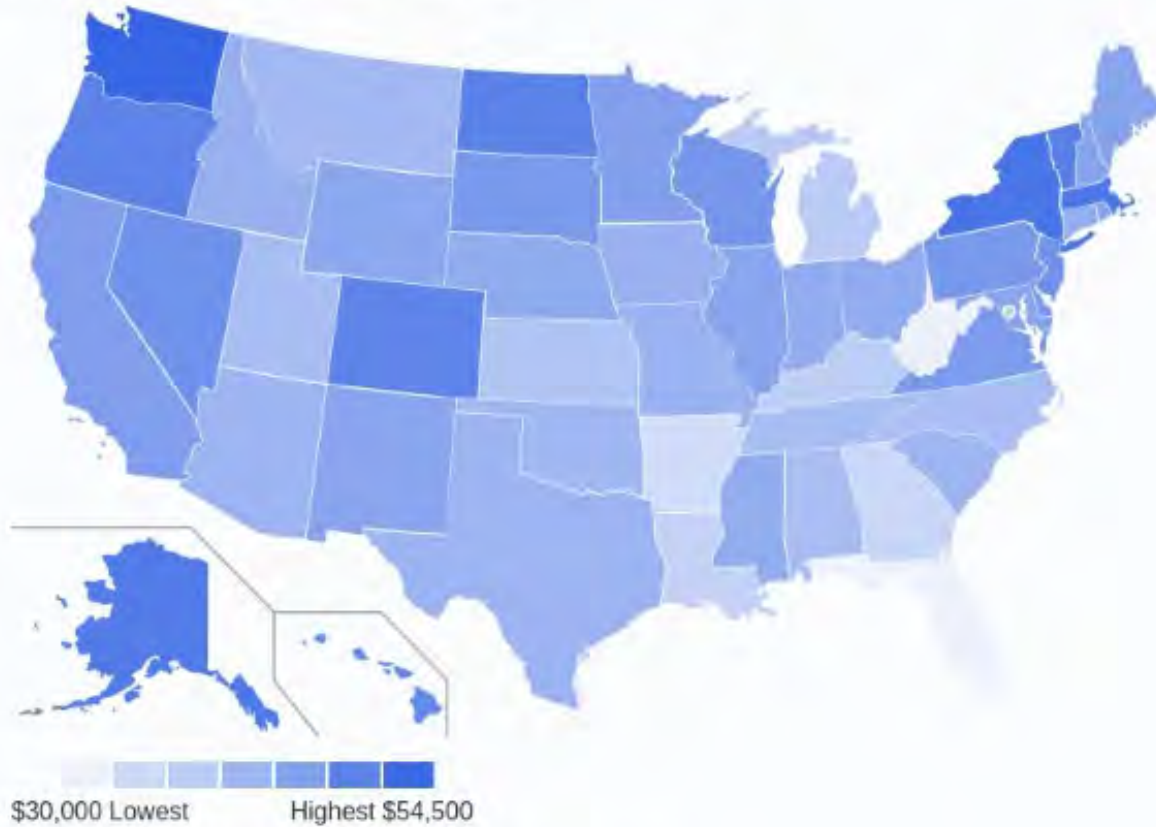
Pharmacy Technician Salary in the United States



National Average

\$40,074 /year

\$19 /hour



	Annual Salary	Monthly Pay	Weekly Pay	Hourly Wage
Top Earners	\$48,000	\$4,000	\$923	\$23
75th Percentile	\$42,500	\$3,541	\$817	\$20
Average	\$40,074	\$3,339	\$770	\$19
25th Percentile	\$35,000	\$2,916	\$673	\$17

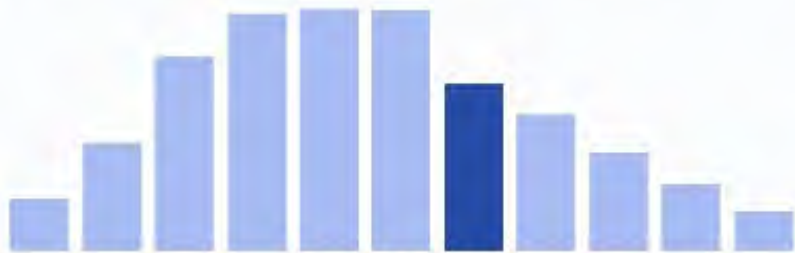
ZipRecruiter salary estimates, histograms, trends and comparisons are derived from both employer job postings and third party data sources.



Certified Clinical Medical Assistant

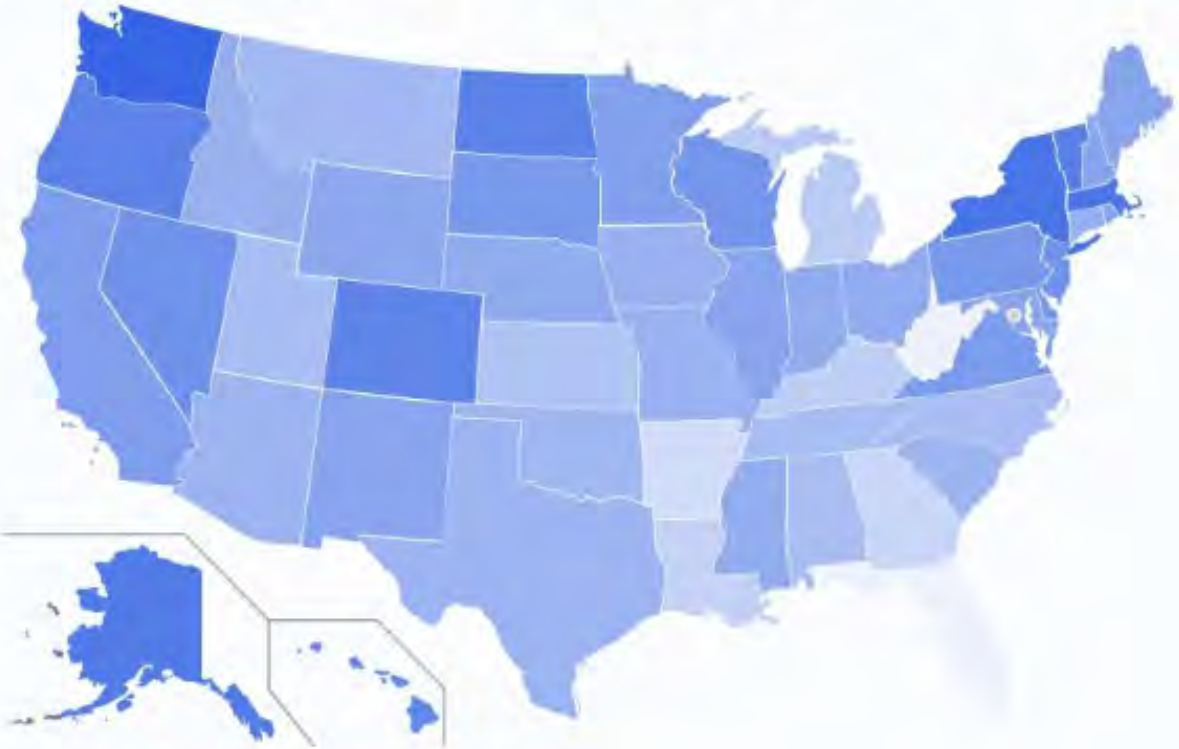
National Trends

Certified Clinical Medical Assistant Salary in the United States



National Average

\$43,221 /year
\$21 /hour



\$24,000 Lowest Highest \$56,500

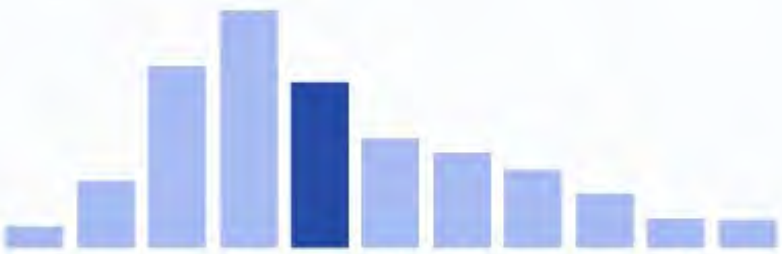
	Annual Salary	Monthly Pay	Weekly Pay	Hourly Wage
Top Earners	\$51,000	\$4,250	\$980	\$24
75th Percentile	\$44,000	\$3,666	\$846	\$21
Average	\$43,221	\$3,601	\$831	\$21
25th Percentile	\$34,000	\$2,833	\$653	\$16

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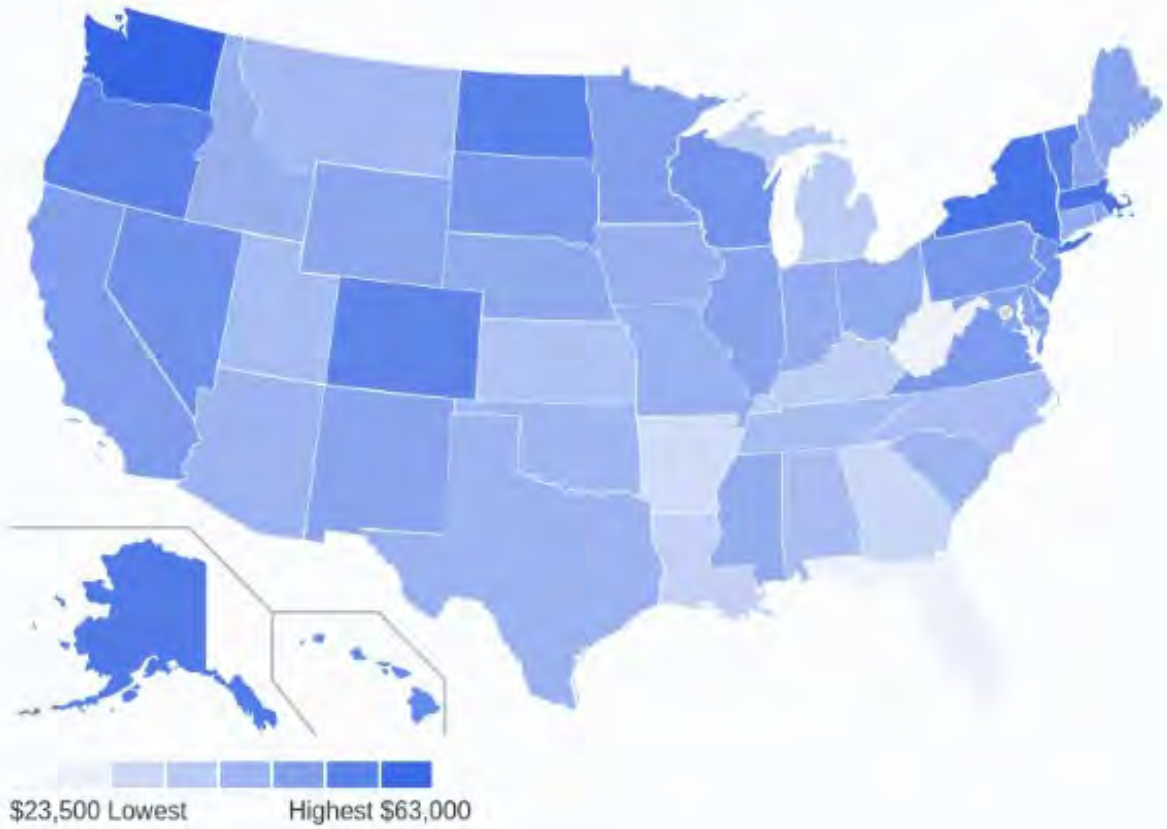
Clinical Medical Administrative Assist.

National Trends

Entry Level Medical Administrative Assistant Salary in the United States



National Average
\$41,474 /year
 \$20 /hour



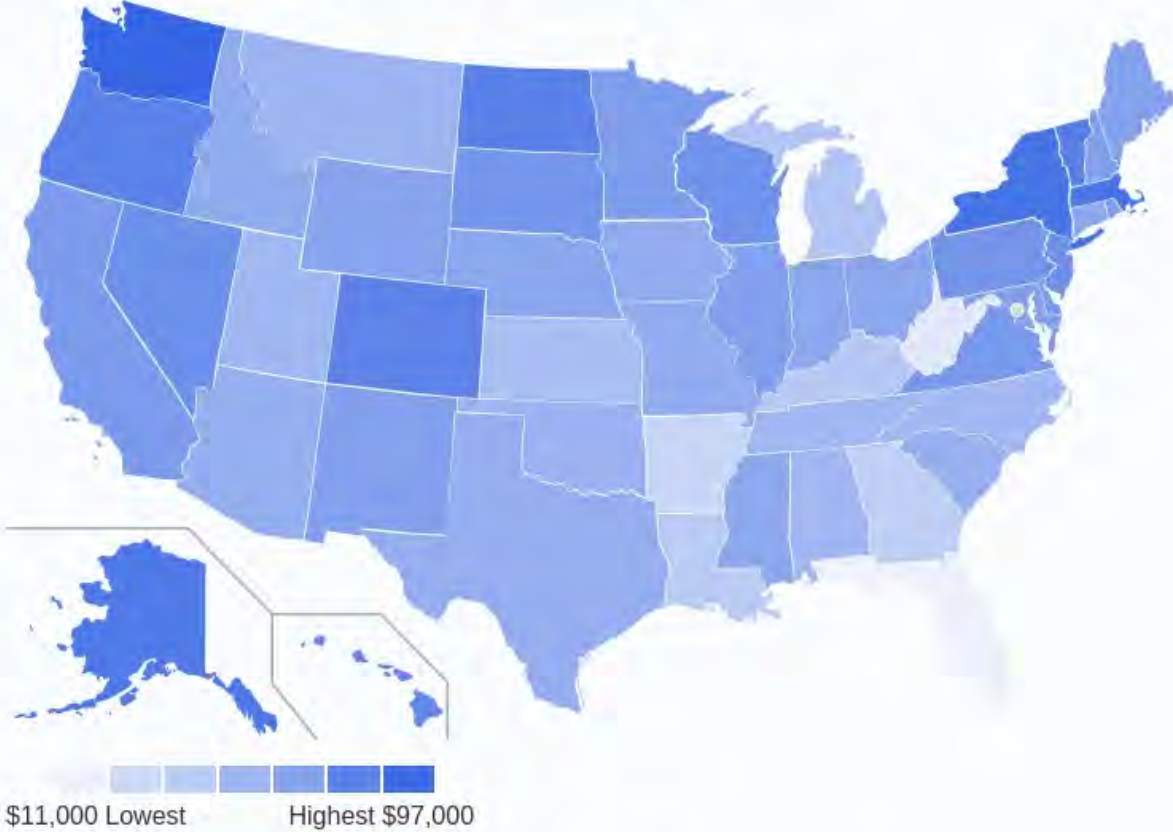
	Annual Salary	Monthly Pay	Weekly Pay	Hourly Wage
Top Earners	\$55,500	\$4,625	\$1,067	\$26
75th Percentile	\$46,500	\$3,875	\$894	\$22
Average	\$41,474	\$3,456	\$797	\$20
25th Percentile	\$34,000	\$2,833	\$653	\$16

ZipRecruiter salary estimates, histograms, trends and comparisons are derived from both employer job postings and third party data sources.

Medical Coding (and Billing)

National Trends

Entry Level Medical Coding Salary in the United States



	Annual Salary	Monthly Pay	Weekly Pay	Hourly Wage
Top Earners	\$87,500	\$7,291	\$1,682	\$42
75th Percentile	\$71,500	\$5,958	\$1,375	\$34
Average	\$62,377	\$5,198	\$1,199	\$30
25th Percentile	\$51,500	\$4,291	\$990	\$25

ZipRecruiter salary estimates, histograms, trends and comparisons are derived from both employer job postings and third party data sources.



Pharmacy Technician

Citywide / Regional Trends

Pharmacy Technician Salary in Fresno, CA



What are Top 5 Best Paying Related Pharmacy Technician Jobs in Fresno

We found at least 5 jobs related to the Pharmacy Technician job category that pay more per year than a typical Pharmacy Technician salary in Fresno, CA. Top examples of these roles include: Hospital Pharmacy Manager, Assistant Director Of Pharmacy, and Clinical Pharmacy Technician.

Importantly, all of these jobs are paid between \$5,100 (12.8%) and \$99,777 (250.8%) more than the average Pharmacy Technician salary of \$39,790. **If you're qualified, getting hired for one of these related Pharmacy Technician jobs may help you make more money than that of the average Nurse position.**

	Annual Salary	Monthly Pay	Weekly Pay	Hourly Wage
Top Earners	\$47,659	\$3,971	\$916	\$22
75th Percentile	\$42,200	\$3,516	\$811	\$20
Average	\$39,790	\$3,315	\$765	\$19
25th Percentile	\$34,800	\$2,900	\$669	\$17

Job Title	Annual Salary	Monthly Pay	Weekly Pay	Hourly Wage
Hospital Pharmacy Manager	\$139,567	\$11,630	\$2,683	\$67.10
Assistant Director Of Pharmacy	\$71,460	\$5,955	\$1,374	\$34.36
Clinical Pharmacy Technician	\$69,088	\$5,757	\$1,328	\$33.22
Pharmacy Technician Manager	\$46,160	\$3,846	\$887	\$22.19
Compounding Pharmacy Technician	\$44,890	\$3,740	\$863	\$21.58

ZipRecruiter salary estimates, histograms, trends and comparisons are derived from both employee job postings and third party data sources.



Pharmacy Technician

State Trends

City	Annual Salary	Monthly Pay	Weekly Pay	Hourly Wage	
Corcoran	\$63,880	\$5,323	\$1,228	\$30.71	State Prison
Soledad	\$59,947	\$4,995	\$1,152	\$28.82	State Prison
Scotts Valley	\$51,859	\$4,321	\$997	\$24.93	Near Silicon Valley
Wasco	\$51,443	\$4,286	\$989	\$24.73	State Prison
Felton	\$50,945	\$4,245	\$979	\$24.49	Near Silicon Valley

IET Quality Indicators

LINCS <https://lincs.ed.gov/sites/default/files/2023-07/IET-Quality-Indicators-508.pdf>

The IET Quality Indicators constitute a tool for supporting program development and continuous improvement in IET programs.

• They are organized into five categories:

1. IET Program Design
2. Collaboration and Industry Engagement
3. Curriculum and Instruction
4. Student Experience and Progress
5. Program Management/Staffing/Organization Support



IET Program Design refers to the intentional design and development of a program that meets the needs of local labor markets; provides a pathway to quality jobs; and aligns with federal and state policies.

1. Meets local labor market needs, as evidenced by labor market information (LMI), research, and employer validation; and creates a pathway to quality jobs.

Why LMI Matters

(Labor Market Information)

LMI & Career Pathways

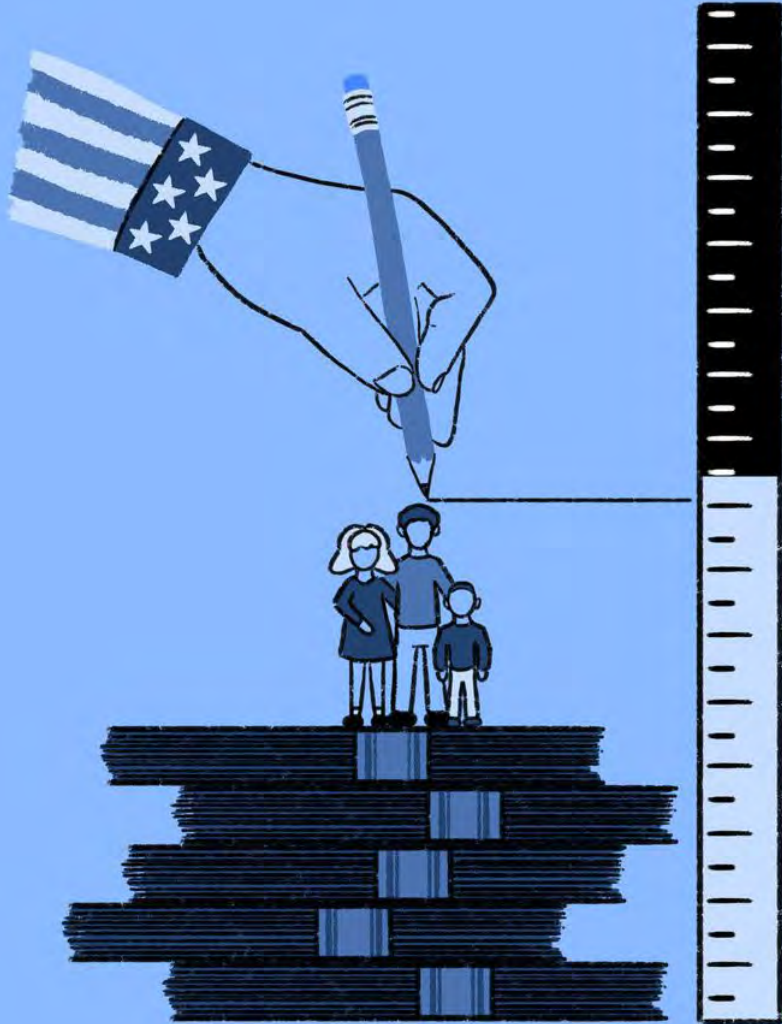
Family Sustainable Wages

LMI Data Analysis
Needs to be an
Integral Component
of Developing CTE
Pathways into
“Good Jobs”



LMI & Career Pathways

Family Sustainable Wages



Federal Poverty Level (FPL)

[ˈfe-d(ə)rəl ˈpä-vər-tē ˈle-vəl]

An economic measure used to decide whether an individual or family qualifies for federal benefits and programs.

LMI & Career Pathways

Family Sustainable Wages

VARIATION IN LIVING WAGE BY FAMILY SIZE

FAMILY SIZE	Number of Working Adults	Number of Children	EXAMPLE COUNTIES	
			Monroe County, TN	Marin County, CA
1	1 Working Adult	0	\$13.56	\$30.81
2		1	\$26.11	\$60.22
3		2	\$32.26	\$74.18
4		3	\$42.21	\$98.91
2	2 Working Adults	0	\$11.18	\$22.29
3		1	\$14.68	\$31.99
4		2	\$18.75	\$40.16
5		3	\$21.56	\$50.03

Note: All hourly wages are per adult.

Source: MIT Living Wage Calculator 2022 (<https://livingwage.mit.edu/>).

LMI & Career Pathways

Family Sustainable Wages

Federal Poverty Level (FPL)

Family size	2023 income numbers	2024 income numbers
For individuals	\$14,580	\$15,060
For a family of 2	\$19,720	\$20,440
For a family of 3	\$24,860	\$25,820
For a family of 4	\$30,000	\$31,200
For a family of 5	\$35,140	\$36,580
For a family of 6	\$40,280	\$41,960
For a family of 7	\$45,420	\$47,340
For a family of 8	\$50,560	\$52,720

Examples:

- As of February 2024, the average hourly pay for a Crew Member at McDonalds in Chicago is \$12.87 an hour.
- At 2,080 hours per year (40 hours each week), they will make \$26,770.00 (no days off).
- Median Income in Chicago in 2022 was \$71,673.
- Per Capita (average) income in Chicago in 2022 was \$45,840.

IET Programs: Federal Legislation

WIOA: IET

Integrated Education And Training

IET is a service approach that provides adult education and literacy activities **concurrently and contextually with workforce preparation** activities and workforce training for a specific occupation or occupational cluster for the purpose of educational and career advancement (§463.35).

An IET program must include the following three components:

1. **adult education and literacy activities**
2. **workforce preparation activities**
3. **and workforce training (§463.36)**

In addition, as part of a career pathway (§463.37), the design of an IET program should **support the local and state workforce development board plans** as required under WIOA.

WIOA: IET

Workforce Preparation Activities

Workforce Preparation Activities as cited in §463.34 are a required component of an IET program and may include the following:

1. Activities, programs, or services that are designed to **help an individual acquire a combination of basic academic skills, critical thinking, digital literacy, and self-management skills**
2. Employability skills that address competencies in **using resources and information, working with others, understanding systems, and obtaining skills necessary to successfully transition to and complete postsecondary education, training, and employment**
3. Other employability skills that **increase an individual's preparation for the workforce**

WIOA: IET

Workforce Training

Workforce Training must include at least one of the following as described in WIOA law section 134 (c) (3) (D):

1. Occupational skills training, including training for nontraditional employment
2. On-the-job training
3. Incumbent worker training
4. Programs that combine workplace training with related instruction, which may include cooperative education programs
5. Training programs operated by the private sector
6. **Skill upgrading and retraining**
7. Entrepreneurial training
8. Transitional jobs
9. **Job readiness training**

Integrated Education And Training

"The Three-Legged Stool"



Integrated Education And Training

"The Three-Legged Stool"



Setting up an IET Pharmacy Technician Program

Ashley Hammond

University of Arkansas at Monticello, Pharm Tech Faculty

ASHLEY HAMMOND

Adult Education - Instructor

Position: Distance Learning Coordinator and Recruitment Specialist

Focus Areas: Students ages 16 and up

**Region: Southeast Arkansas, covering 8 counties and
managing 11 education centers**

- **Mission: Committed to expanding educational opportunities and providing integrated training programs to provide better employment for our community.**



Setting Up Our Pharm Tech Program

Why did we start our program?

COABE

COALITION ON ADULT BASIC EDUCATION



Aztec



Pharmacy Technician
Training

What we wanted:

- An IET Program that was completely distant, but also rigorous
- A program where a single parent could easily find a family-sustaining job
- All Arkansas paraprofessional programs must lead to certification
- Aztec's Pharmacy Technician program prepares students for an entry-level job that can lead to career progression

Setting Up Our Pharm Tech Program

Our Goals

Increase Enrollment



- Double from previous year
- Reach different clientele

Successful IET



- Yearly completers with stackable credentials
- Working Clients within 4th quarter after exit

Setting Up Our Pharm Tech Program

From contact form to completion: Distance Learning IET Program



- We offered students the choice to assess remotely in their home or work environment.
- We offered open times to schedule on evenings and weekends.
- Intake application is a digital link students can complete any time of the day/night with the ability to upload their secure documents.
- Digital intake form was a lifesaver!
- We also implemented interest forms & scheduling.

Setting Up Our Pharm Tech Program

Aztec Curriculum

Aztec  Pharmacy Technician

PHARMACY TECHNICIAN TRAINING
Interactive Pharmacy Tech Training Tool



- “Learn at your own pace”
- 300 hours of curriculum
- Device-ready
- Management system
- Strong client confidence
- Strong scope / sequence
- Engaging to build student retention
- Proven to build MSG gains
- Prepares students for the PTCE
- Completers have quick job placement

Setting Up Our Pharm Tech Program

Prerequisites

HSD/GED

Can work on during the IET
Must complete before the end of the IET Program

WAGE 1

Aztec: Financial Literacy, Essential Computer Skills, & Ready for work - Canvas Components - Workplace Ready skills - Career Coach

WAGE 2

Basic Anatomy - Customer Service - ABE component - Medical Math - HIPPA Certificate/CPR - learning Accredible - TABE Tutor: building up math/reading skills

Setting Up Our Pharm Tech Program

Class Time: 100% Distance Learning

Average Time

100 hours to
complete the
program

Percentage / Week

10-15%

Final Exam

2 hours
(timed)

Our Pharm Tech Program

Numbers

1st IET

Just 5 students

2023-Curren

- * 60 Pharm Tech completers
- * Enrollment ↑125%
- * 72% E & E Distance learning
- * 110 IET Credentials total

Additional Program Achievements

- * 430 WAGE certificates
- 68% Retention rate
- 110 IET Credentials

IET: Workforce Training

Aztec  CTE Healthcare

Integrated Education And Training

"The Three-Legged Stool"

WORKFORCE TRAINING

- *Certified Billing & Coding Specialist (CBCS)*
- *Certified Clinical Medical Assistant (CCMA)*
- *Certified Medical Administrative Assistant (CMAA)*
- *Pharmacy Technician*
- *Pharmacy Technician Excel*

ADULT ED / LITERACY

- *ESL Transitions*
- *Fundamentals*
- *Foundations*
- *Bridge*
- *ABE en Español*
- *Pre-GED en Español*
- *Pre-GED*
- *GED / HiSet*
- *GED en Español*
- *A Tutor for CASAS / TABE*
- *GED Flash*
- *GED for IET*
- *GED Play*

WORKFORCE PREPARATION

- *Bring Your A Game / Anywhere*
- *Career Pathways*
- *Digital Literacy*
- *Alfabetización Digital*
- *Ready for Work*
- *PreRelease*
- *Life Skills*
- *Life Skills en Español*
- *Life Skills Reentry*
- *Life Skills Reentry en Español*

Integrated Education And Training

"The Three-Legged Stool"



Pharmacy Technician

Full Course



Aztec

The National Leader In Career & Technical Education For Pharmacy Technicians

- Presents students with a curriculum that was **co-developed by community colleges and pharmacists** that represents the **essential functions of a pharmacy technician**
- Provides students with the technical preparation needed to **pass the national exams for certification** and the **workforce skills** needed to be prepared for employment

Developing Prescription Literacy Skills

Community Pharmacy Prescription

Note: This screen has multiple parts. A Continue button will appear after the audio has finished playing.

A typical prescription brought to a community pharmacy looks like the one shown here:

A community pharmacy is also referred to as a retail pharmacy. It is open to public access and can be an independently owned pharmacy or part of a chain pharmacy, such as CVS, Walgreens, or Rite Aid.

Developing Prescription Literacy Skills

DEA Number Checksum Method

Note: This screen has multiple parts. A Continue button will appear after the audio has finished playing.

Using the DEA number checksum method is one way pharmacists and pharmacy technicians can determine if the DEA number on a prescription is valid and has not been falsified. However, there may be some situations in which the DEA number passes the checksum method, but the DEA number is invalid. In any situation when a pharmacy technician is suspicious of the validity of the DEA number, the pharmacist should be notified immediately.

The second and primary way to determine the validity of a prescriber's DEA number is through a connection to the DEA's database.

Continue

Developing Prescription Literacy Skills

Hospital Medication Order – Patient Information

A hospital or inpatient setting typically requires overnight stays or hospitalization. An inpatient medication order has elements that are specific to the setting in addition to general patient information and other elements.

Patient Information Needed for an Inpatient Order:

- Patient's height
- Patient's weight
- Patient's room number or bed location

General Patient Information:

- Patient's name
- Patient's hospital ID number
- Patient's date of birth
- Known allergy information

MONROEA, GIAN 22000374 320 OAK DRIVE DE A PERUCA MS1	08/27/2023 RUBEN 211
HEIGHT WEIGHT ALLERGIES	5'8" 145# /NKA
09/10/2022 11 am	Dilantin 300 mg po daily, prn Valium 2 mg po bid prn V.O. P. Nguyen, MD D. Gibson, RN

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Pharmacy Technician Excel

Short Course



Aztec

Companion Course To Aztec's Complete Pharmacy Technician Training

- Designed to be a final review tool for students who have completed, or will soon complete, a full Pharmacy Technician training course, and are ready to take the national certification exam
- Focuses on building mastery level skills in the four content areas of the exam with specific focus on mathematical calculations.
- Interactive with skill building activities to help with the review process.

Metric System Conversions [Exit]

Slide 4/26 Progress: 15%

Metric System

Note: This screen has multiple parts. A Continue button will appear after the audio has finished playing.

Abbreviations for Metric Weight

- kilogram = kg
- gram = g
- milligram = mg
- microgram = mcg

Metric System Conversions [Exit]

Slide 5/26 Progress: 25%

Metric System

Note: This screen has multiple parts. A Continue button will appear after the audio has finished playing.

Abbreviation for Metric Liquid Volume

- kiloliter = kL
- liter = L
- milliliter = mL
- cubic centimeter = cc
- microliter = mcL

The bottle on the right holds 1 liter (1,000 cubic centimeters) of liquid, and the bottle on the left holds 2 liters (2,000 cubic centimeters) of liquid.

Measurement	Abbreviation
microgram	
milligram	
liter	
gram	
kilogram	
meter	
centimeter	
subcentimeter	
microliter	
kilometer	

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Certified Clinical Medical Assistant

CCMA

Aztec's Certified Clinical Medical Assistant (CCMA) program prepares health care professionals for work with clinical procedures and patient care.

- Prepares healthcare professionals for work with **clinical procedures and patient care**.
- Prepares students to assist doctors, nurses, and other medical professionals with **basic health care tasks**, such as monitoring vital signs.
- Prepares students to take the **National Healthcare Association certification exam**.



CERTIFIED CLINICAL MEDICAL ASSISTANT (CCMA)

UNIT 1: Orientation

UNIT 2: Foundational Knowledge & Basic Science

UNIT 3: Anatomy and Physiology

UNIT 4: Clinical Patient Care

UNIT 5: Patient Care Coordination & Education

UNIT 6: Administrative Assisting

UNIT 7: Communication & Customer Service

UNIT 8: Medical Law & Ethics

Certified Medical Administrative Assistant

CMAA

Aztec's Certified Medical Administrative Assistant (CMAA) series prepares health care professionals to provide supportive services in a medical environment.

- Prepares health care professionals to **provide supportive services** in a medical environment.
- Prepares students to **oversee organizational tasks**, such as **scheduling, managing records, and checking in patients**.
- Prepares students to take the **National Healthcare Association certification exam**.



CERTIFIED MEDICAL ADMINISTRATIVE ASSISTANT (CMAA)

UNIT 1: Orientation

UNIT 2: Foundational Knowledge

UNIT 3: Communication & Professionalism

UNIT 4: Medical Law, Ethics, & Compliance

UNIT 5: Scheduling

UNIT 6: Patient Encounters

UNIT 7: Billing & Administrative Procedures

Certified Billing and Coding Specialist

CBCS

Fully aligned to the NHA test plan, this course provides all the preparation needed to pass the national assessments and become a Certified Billing and Coding Specialist (CBCS).

- Prepares healthcare workers with the skills needed to perform the duties of a **medical coder & biller**.
- Topics include **coding medical diagnoses, procedures, or symptoms & submitting claims** to Medicare, Medicaid, and insurance companies to receive reimbursements.
- Prepares students to take the **National Healthcare Association certification exam**.



CERTIFIED BILLING & CODING SPECIALIST (CBCS)

UNIT 1: Orientation

UNIT 2: The Revenue Cycle & Regulatory Compliance

UNIT 3: Insurance Eligibility & Other Payer Requirements

UNIT 4: Coding & Coding Guidelines

UNIT 5: Billing & Reimbursement

Aztec's CTE Programs

Full Courses



LEARN AT YOUR OWN PACE

Self-paced, this multimedia training method allows learners to study for the national pharmacy technician certification exam at whatever speed works best for their learning style.



WEB BASED TESTING

Aztec's unique web-based testing system utilizes a progressive instructional model where student's move sequentially through the required program of study.

Aztec's CTE Programs

Full Courses



POWERFUL LEARNING MANAGEMENT SYSTEM

Instructors and administrators have the power of Aztec's Learning Management System, reporting functionality, and student monitoring features.



LESSON PLANS

Comprehensive lesson plans provide instructors with information about the online content in a format that allows for custom lesson development and course delivery.



DEVICE READY

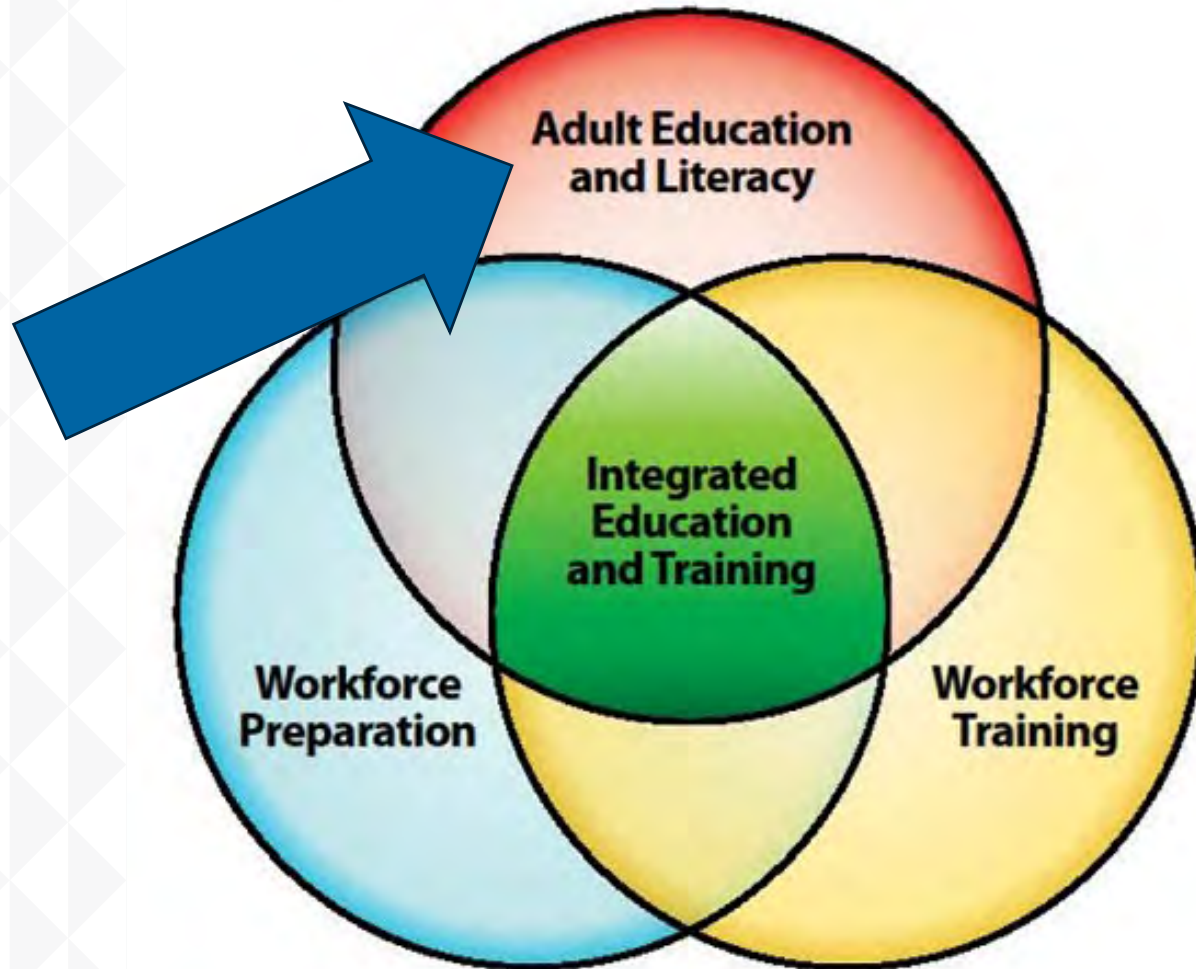
Whether students are using a desktop computer, a laptop, a tablet, or a smart phone, Aztec's industry-leading learning system will work with any device.

IET: Adult Ed / Literacy



Integrated Education And Training

"The Three-Legged Stool"



WHAT ABOUT ADULT ED/LITERACY SKILLS?

PCTE Sample Question Readability

Which condition is a potential side effect of taking dopamine antagonist, which results in unwanted, involuntary rhythmic movement? Which classification states that a product with a strange color or taste will be recalled according to FDA requirements? Which technique used in compounding describes the mixing of two ingredients of unequal quantities? Which of the following is not a potential cause of medication error? Which of the following methods should be used in recapping a needle if necessary? A pharmacy technician needs to be aware that which of the following medication needs a patient package insert (PPI)? Which of the following is a type of inventory required by the Drug Enforcement Agency of all controlled substances every 2 years? Which of the following part of Medicare is a health plan offered by private insurance companies? The National Council for Prescription Drug Program created standards for electronic exchange of health information, which includes the following except? What is the generic name for the drug Cytomel?

Flesch Reading Ease Score: 41.3
(difficult to read, best understood by college graduates)

Gunning Fog: 14.9

Flesch-Kincaid Grade Level: 11.5

The Coleman-Liau Index: 14

The SMOG Index: 11.6

Automated Readability Index: 11.8

Integrated Education And Training

"The Three-Legged Stool"

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- *Life Skills Reentry en Español*

AZTEC'S ACADEMIC CONTINUUM OF LEARNING

Fully Aligned to the CCR Standards



ALIGNMENT OF AZTEC SOFTWARE'S ACADEMIC DIGITAL & PRINT PROGRAMS

Grade Level	CCSS & CCRS Level (A-E)	NRS ABE Level	Other NRS Designation	NRS Educational Functioning Level (EFL)	CASAS GOALS	TABE 11/12	ONLINE	PRINT
K-1	A	ABE 1	ABE I	Beginning ABE Literacy	A	L	<i>Fundamentals Series</i> <i>A Tutor for CASAS</i> <i>A Tutor for TABE</i> <i>*ABE en Español</i>	<i>*Fundamentals Skills Series</i> <i>A Tutor for CASAS</i> <i>A Tutor for TABE</i> <i>*ABE en Español</i>
2-3	B	ABE 2	ABE II	Beginning Basic Education	B	E		
4-5	C	ABE 3	ABE III	Low Intermediate Basic Education	B	M	<i>Foundations Series</i> <i>A Tutor for CASAS</i> <i>A Tutor for TABE</i> <i>*ABE en Español</i>	<i>*Fundamentals Skills Series</i> <i>A Tutor for CASAS</i> <i>A Tutor for TABE</i>
6-8	D	ABE 4	ABE IV	High Intermediate Basic Education	C	D	<i>The Bridge Series</i> <i>A Tutor for CASAS</i> <i>A Tutor for TABE</i> <i>PreGED Series</i> <i>*PreGED en Español</i>	<i>*Fundamentals Skills Series</i> <i>*Steck Vaughn Pre-GED</i> <i>*Steck Vaughn Pre-GED Complete</i> <i>A Tutor for CASAS</i> <i>A Tutor for TABE</i>
9-10	E	ABE 5	ASE I	Low Adult Secondary Education	D	A	<i>*GED Prep Series</i> <i>GED Flash</i> <i>GED Play</i> <i>HiSET Prep Series</i> <i>A Tutor for CASAS</i> <i>A Tutor for TABE</i>	<i>*Steck Vaughn GED Series</i> <i>*Steck Vaughn GED Complete</i> <i>Kaplan HiSET</i> <i>A Tutor for CASAS</i> <i>A Tutor for TABE</i>
11-12	E	ABE 6	ASE II	High Adult Secondary Education	E	A		

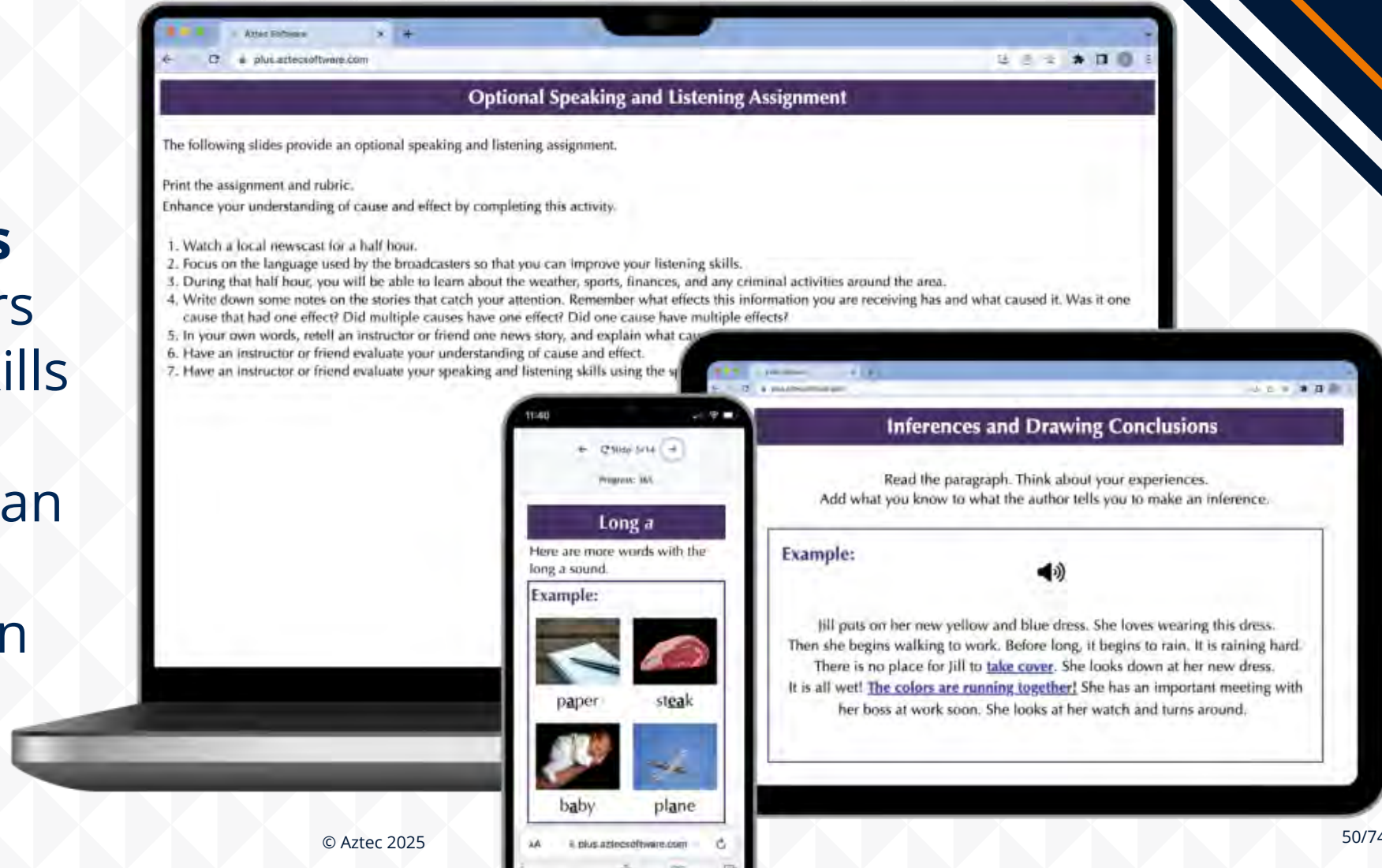
* Available in Spanish

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ESL TRANSITIONS

Academic Instruction for Students Transitioning from ESL to ABE/ASE

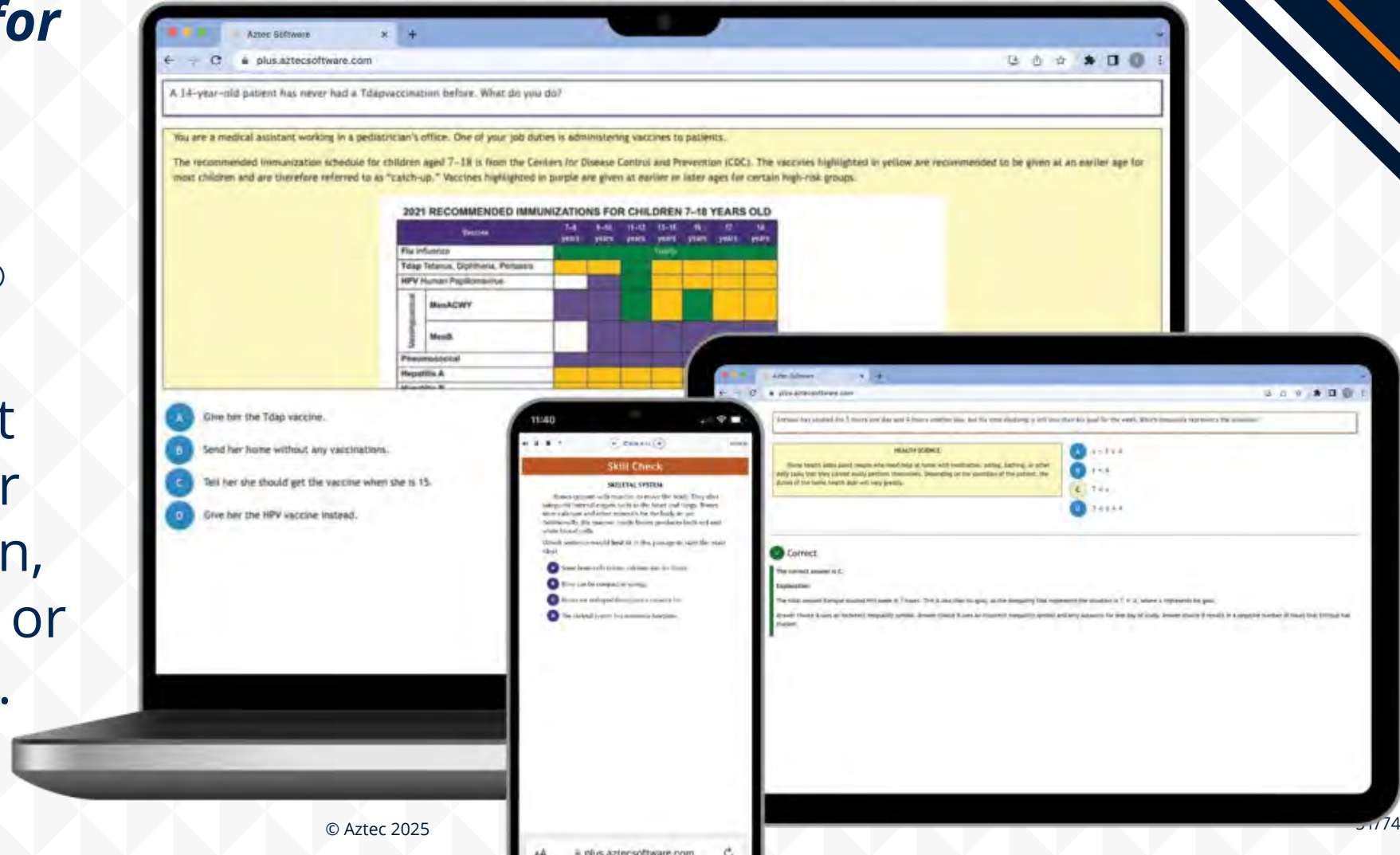
Covering Reading, Language, and Mathematics, **Aztec's ESL Transitions Series** provides adult learners with the scaffolded skills needed to make the transition from being an English Language Learner to a student in ABE academics.



Steck-Vaughn GED® for IET

A Comprehensive Approach to Education & Career Development

Aztec's digital GED® for IET program provides students with a scaffolded curriculum that mirrors the GED® Test experience with targeted activities that instructors can use for whole-class instruction, small group activities, or self-paced instruction.

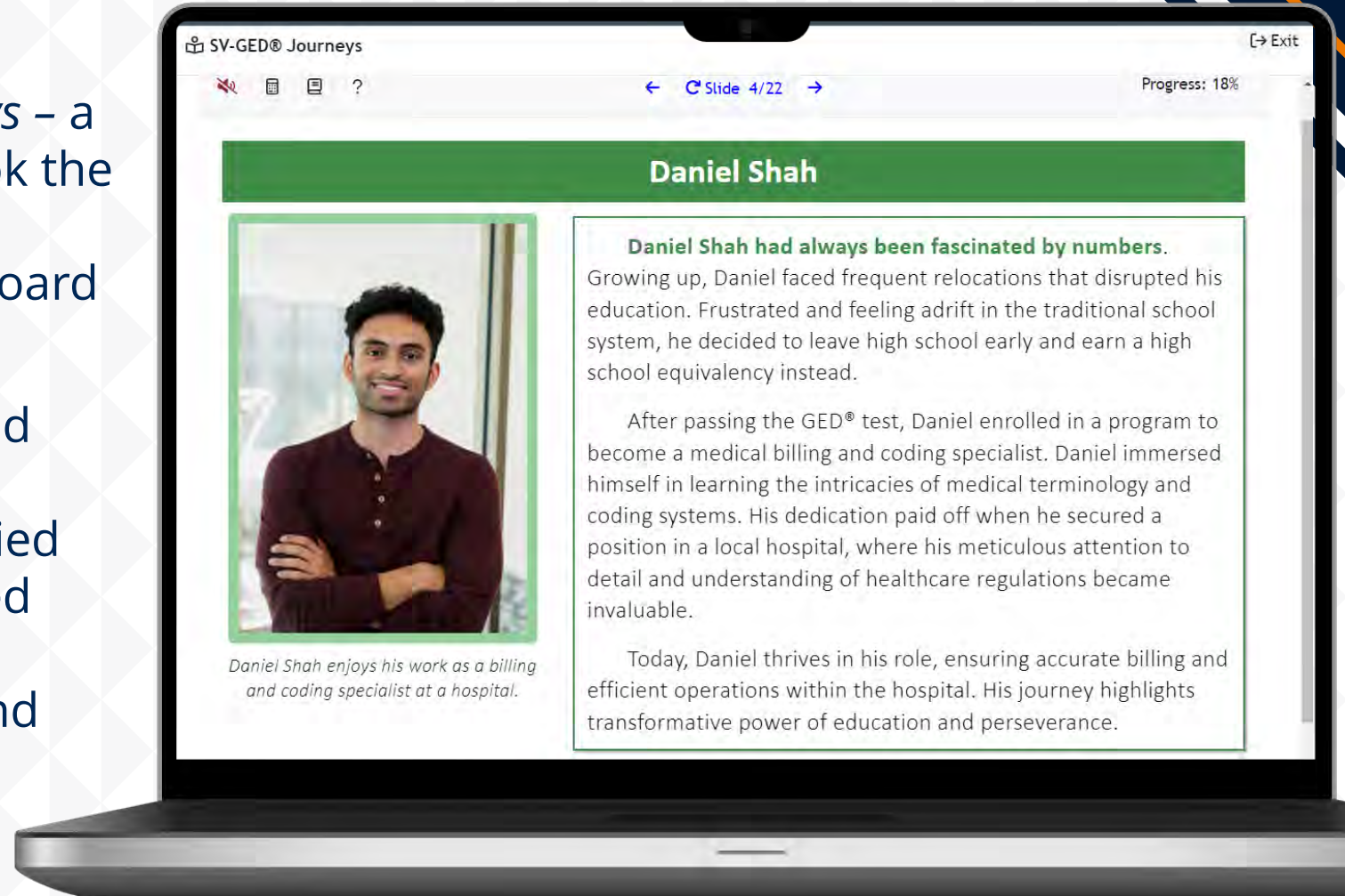


Steck-Vaughn GED® for IET

A Comprehensive Approach to Education & Career Development

Feature:

- The program includes *GED® Journeys* – a series of profiles of people who took the GED® test to earn a high school equivalency credential as a springboard to success.
- The highlighted individuals now hold positions in professional roles that include pharmacy technician, certified billing and coding specialist, certified clinical medical assistant, certified medical administrative assistant, and other occupations.

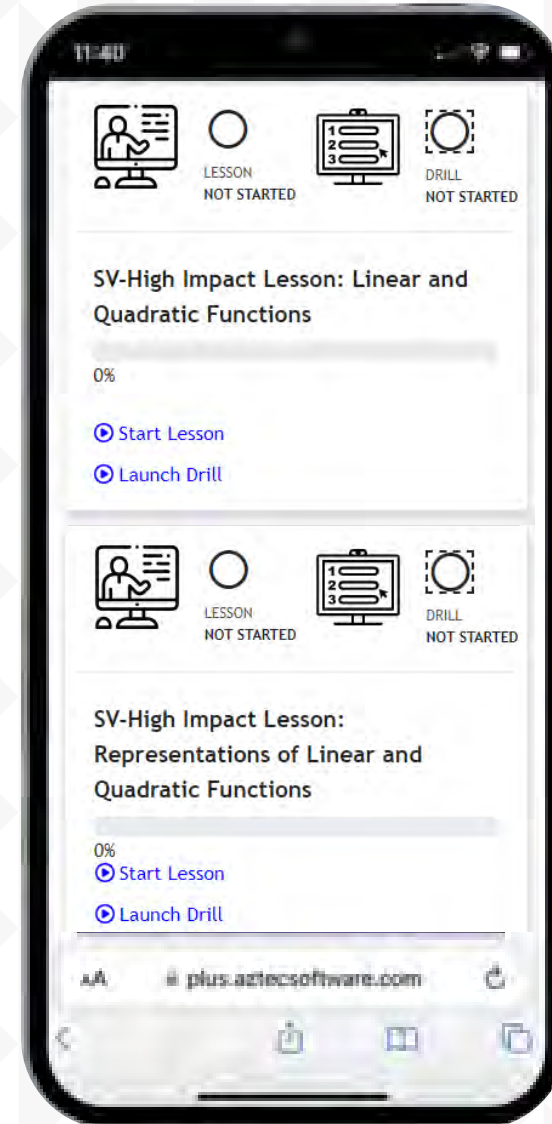


Steck-Vaughn GED® for IET

A Comprehensive Approach to Education & Career Development

Feature:

- Each Unit includes *High Impact Lesson* Lessons and Drills that correspond with the GED® High Impact Indicators.
- The GED® High Impact Indicators represent “particular foundational skills that are the basis for the development of other skills covered in the GED® Assessment Targets and have a broad usefulness that can be applied in multiple contexts”.



Steck-Vaughn GED® for IET

A Comprehensive Approach to Education & Career Development

Feature:

- Each subject area class has a healthcare-specific vocabulary list for instructors to use when working with their IET students.
- With a total of 16 lists, each term is listed with the corresponding *GED® for IET* lesson and the lesson from Aztec's medical certification program.
- Instructors can choose to upload these documents to their Aztec platform's Library for students to access, or they can share them with their students in other ways.

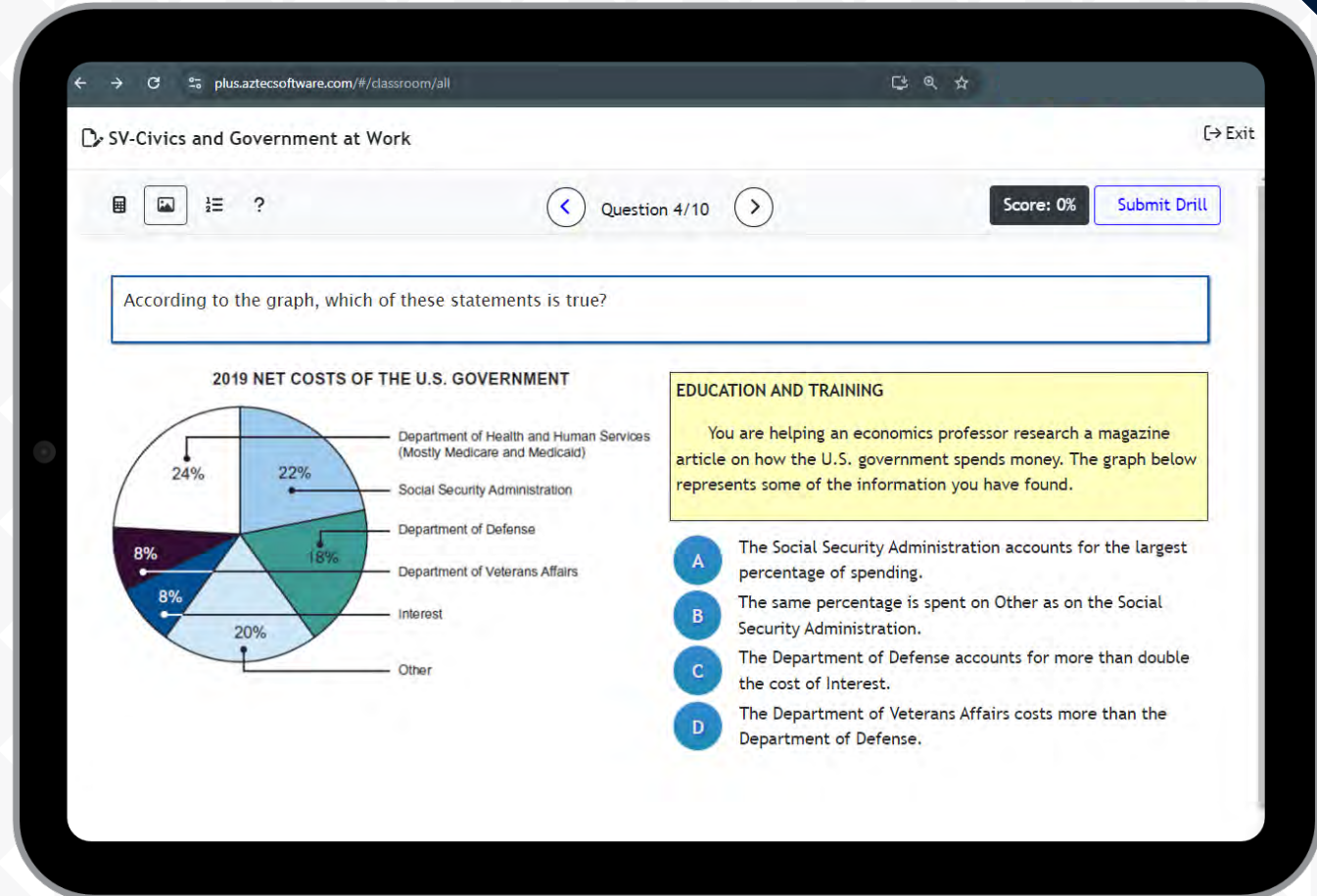
Steck-Vaughn GED® for IET: Mathematical Reasoning	Aztec Pharmacy Technician Training Series	Terms and Definitions
Number Sense and Operations–High Impact Lesson: Factors and Multiples	Pharmacy and Medical Abbreviations	DM: abbreviation for diabetes melitus.
Number Sense and Operations–High Impact Lesson: Factors and Multiples	Pharmacy and Medical Abbreviations	IDDM: abbreviation for insulin-dependent diabetes mellitus.
Number Sense and Operations–High Impact Lesson: Factors and Multiples	Pharmacy and Medical Abbreviations	NIDDM: abbreviation for non-insulin-dependent diabetes mellitus.
Number Sense and Operations–High Impact Lesson: Factors and Multiples	The Endocrine System: Part 1	Diabetes mellitus: generally referred to as diabetes; occurs when a patient has blood glucose levels that are continually too high. The body produces insulin in response to the ingestion of food. Insulin acts to move the glucose into cells for energy. In diabetes, insulin is either not produced, not produced enough, or the body is resistant to it. The glucose remains in the blood and over time can cause damage to organs.
Number Sense and Operations–High Impact Lesson: Factors and Multiples	The Endocrine System: Part 1	Type I diabetes: a condition in which the pancreas does not produce insulin.
Number Sense and Operations–High Impact Lesson: Factors and Multiples	The Endocrine System: Part 1	Type II diabetes: a condition in which the pancreas does not produce enough insulin or the body is resistant to the insulin produced. This is the most common type of diabetes.
Number Sense and Operations–High Impact Lesson: Factors and Multiples	The Endocrine System: Part 1	Gestational diabetes: a type of diabetes developed by some women during pregnancy. It goes away when the baby is born, but they can be at risk of diabetes later in life.
Number Sense and Operations–High Impact Lesson: Factors and Multiples	The Endocrine System: Part 1	Oral hypoglycemics: a classification of medications that are used to treat type II diabetes.
Number Sense and Operations–High Impact Lesson: Factors and Multiples	The Endocrine System: Part 1	Insulin: the standard treatment for type I diabetes, but it can be used, if necessary, in type II diabetes. Patients that require insulin are referred to as having insulin-dependent diabetes mellitus (IDDM).
Number Sense and Operations–High Impact Lesson: Factors and Multiples	Over-the-Counter Products	Blood glucose meters: a small device patients can use at home to track their blood glucose levels.
Number Sense and Operations–Integers	Prescription Processing and Third-Party Reimbursement	Private insurance plans: health insurance plans that individuals or their employer sponsors pay for. There are two main types of private insurance plans: health maintenance organizations (HMOs) and preferred provider organizations (PPOs).

Steck-Vaughn GED® for IET

A Comprehensive Approach to Education & Career Development

Feature:

- Each Unit concludes with *Healthcare-Focused "At-Work" Questions.*
- These final questions sets provide students with opportunities to practice the skills from the Unit Lessons within the context of pharmacy technician, certified billing and coding specialist, certified clinical medical assistant, or certified medical administrative assistant scenarios.



plus.aztecsoftware.com/#/classroom/all

SV-Civics and Government at Work [Exit]

Question 4/10 Score: 0% Submit Drill

According to the graph, which of these statements is true?

2019 NET COSTS OF THE U.S. GOVERNMENT

Category	Percentage
Department of Health and Human Services (Mostly Medicare and Medicaid)	24%
Social Security Administration	22%
Department of Defense	18%
Department of Veterans Affairs	8%
Interest	8%
Other	20%

EDUCATION AND TRAINING

You are helping an economics professor research a magazine article on how the U.S. government spends money. The graph below represents some of the information you have found.

- A The Social Security Administration accounts for the largest percentage of spending.
- B The same percentage is spent on Other as on the Social Security Administration.
- C The Department of Defense accounts for more than double the cost of Interest.
- D The Department of Veterans Affairs costs more than the Department of Defense.

LEARNING SYSTEM METHODOLOGY

A Strategic Approach to Learning



1. PRE-TEST

Assess the learner's current knowledge and provides diagnostic on their needs by developing an individualized learning plan.

2. INSTRUCTION

Content focused on college entrance and preparation success.

3. SKILLS PRACTICE

Pool of questions within the lesson providing student opportunity to actively engage.

4. POST-TEST

Confirm gains of student or direct them to return to lessons.

IET: Workforce Preparation



Integrated Education And Training

"The Three-Legged Stool"



7 FUNDAMENTAL VALUES AND SKILLS

BRING YOUR **A** GAME ANYWHERE
(DIGITAL)

BRING YOUR **A** GAME
(PRINT)

ATTITUDE

Staying positive in every situation. Take control of the way you react.

ATTENDANCE

Showing you're reliable in every phase of your life. Be on time, every time.

APPEARANCE

Being professional both in the way you look, and the way you act. Choose to be a pro.

AMBITION

Taking initiative and adding value. Do more than the minimum.

ACCCEPTANCE

Having respect and following direction. Be coachable and play well with others.

APPRECIATION

Demonstrating your gratitude towards others. Provide selfless service.

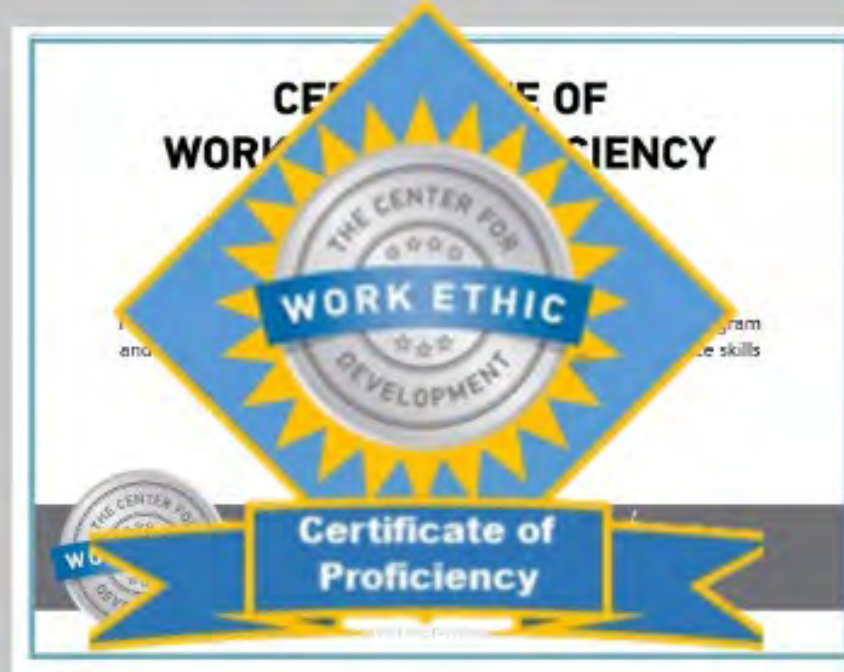
ACCOUNTABILITY

Living honestly and having integrity with every decision you make. Refuse to rationalize bad decisions.

CERTIFICATE IN WORK ETHIC PROFICIENCY

Upon completion of all 10 eLearning modules, you will be eligible to take the exam to earn your Certificate in Work Ethic Proficiency.

- Demonstrates your mastery of the seven workplace skills of Work Ethic to employers
- Available as a digital badge to go on any online resume
- Showcases your commitment to Bringing Your 'A' Game every day!

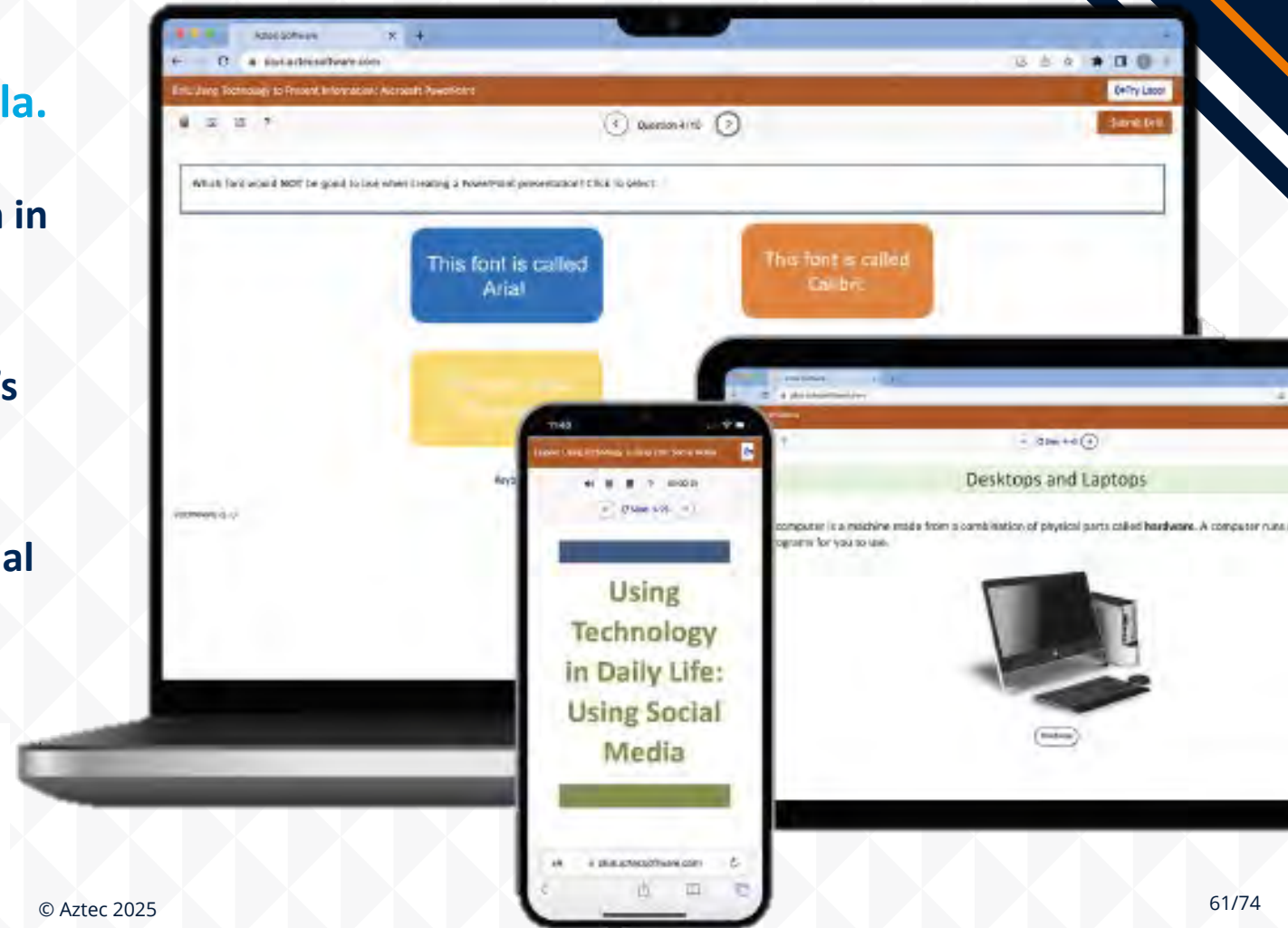


AZTEC'S *DIGITAL LITERACY*

In English and Spanish

The Digital Literacy Series focuses on providing students a strong foundation in digital literacy as an integral part of all adult education curricula.

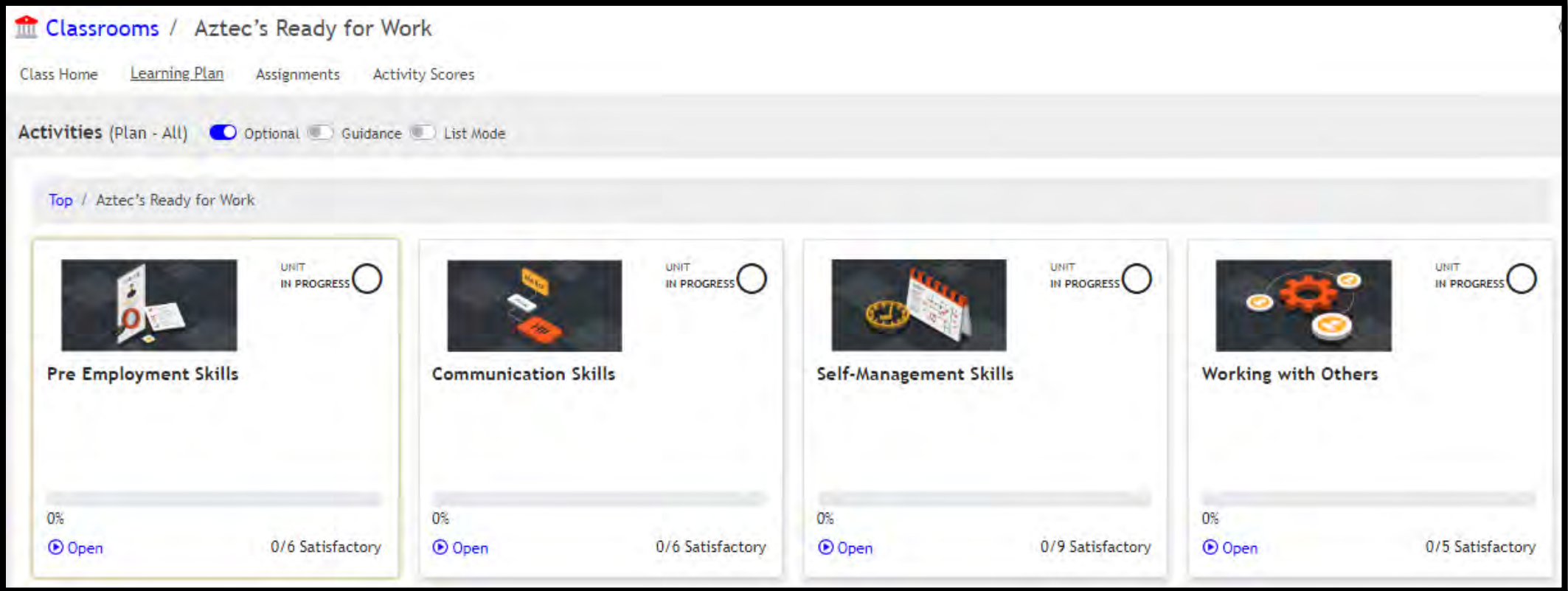
- Focuses on providing students a **strong foundation in digital literacy** as an integral part of all adult education curricula.
- Aligned with **Northstar Digital Literacy** and **OCTAE's Skills That Matter**.
- Develops the critical digital skills needed to **utilize technology in their daily life**, as well as the **essential computer and software skills** required for higher education and employment.



READY FOR WORK SERIES (DIGITAL)

Supporting Skills for Life Beyond the Classroom

The *Ready for Work Series* is specifically designed to foster workforce readiness skills by giving students the tools to build a successful foundation to launch themselves into today's workforce with confidence.



The screenshot shows a digital interface for 'Aztec's Ready for Work' within a 'Classrooms' environment. At the top, there are navigation links for 'Class Home', 'Learning Plan', 'Assignments', and 'Activity Scores'. Below this, there are filter options for 'Activities (Plan - All)', 'Optional', 'Guidance', and 'List Mode'. The main content area displays four skill units, each with a representative image, a title, a progress indicator, and a '0% Open' button. The units are: 'Pre Employment Skills' (0/6 Satisfactory), 'Communication Skills' (0/6 Satisfactory), 'Self-Management Skills' (0/9 Satisfactory), and 'Working with Others' (0/5 Satisfactory). Each unit also has a 'UNIT IN PROGRESS' indicator.



AZTEC'S LIFE SKILLS EDUCATION

In Print and Digital, Spanish and English

The Employability Skills Series provides a solid foundation of academics in addition to the explicit 21st century skills essential to compete in today's workforce.



- **1:1 or Group Counseling** — Case managers use the modules to **guide individual and group sessions** and as a way of reinforcing key topics.
- **Customizable Online Lessons** — Instructors can select single topic modules from a range to **225 titles** to create individualized lesson plans.
- **Self-directed Education** — Program managers can **assign the modules** for clients to study and practice key skills, while **tracking time-on-task** for reporting purposes.
- **Counseling Sessions** — Case managers use the modules to guide clients through **key elements of the reentry process**.

Integrated Education And Training

IET Solutions with Aztec Programs

Aztec's
Healthcare
Training

+

Aztec's
Workforce
Training

+

Aztec's
ABE/HSE
Curriculum

=

EMPLOYMENT IN A
HIGH GROWTH
SECTOR WITH
CAREER PATHWAY
OPPORTUNITIES



IET Success & Future Plans

Ashley Hammond

University of Arkansas at Monticello, Pharm Tech Faculty

From contact form to completion: Distance Learning IET Program

IET Success Factor



- Created a digital intake form that could be completed day or night.
- Intake assessment could be done remotely.
- Evening and weekend intake meetings were available.
- We also implemented interest forms & scheduling.
- Instructors and other program educators regularly checked-in with students each week.
- 700 students last year; currently have 600+ registered for this year – goal is 1,000.

Marketing Campaigns:

IET Success Factor



- Canva - Educational Account (Free)
- Social Media Presence (FB, Instagram, etc)
- Ads - Clear purpose (“Need a new Career?”)
- Be Consistent - Use analytics - Organic
- Add contact form links to track data
- Use hashtags (#IET #PharmacyTech) – “Come in and enroll!”
- Spent no additional money for the campaigns
- Students reposted and it exploded



UAM Adult Education-Hamburg

April 17 · 🌐



Meet Carly Shiver - "I really enjoyed going through UAM Adult Education to complete the Pharmacy Tech Program. I was able to learn so much! I plan to apply for Pharmacy School in October and graduate with my biology degree in December!" - Congratulations Carly! For more information on Pharmacy Tech or our other IET Programs:

<https://form.jotform.com/232855035725155>



FREE

Certified Clinical Medical Assistant Course



Online Course - Job Ready in 6 Weeks !

THIS PROGRAM IS ADA ACCESSIBLE, EEOC COMPLIANT, AND DISABILITY ACCOMMODATIONS ARE AVAILABLE. PAID FOR WITH ADULT EDUCATION FUNDS.

Our Student Success Stories

IET Success Factor





Our Student Success Stories

IET Success Factor



Demetria Green-Gibbs

Licensed Pharmacy Technician
Aztec Software

Future IET Program Plans

Aztec Healthcare Pathways

**CERTIFIED BILLING & CODING
SPECIALIST (CBCS)**



Healthcare Pathways
Certified Billing & Coding Specialist

**CERTIFIED MEDICAL
ADMINISTRATIVE ASSISTANT
(CMAA)**



Healthcare Pathways
Certified Medical Administrative Assistant

**CERTIFIED CLINICAL MEDICAL
ASSISTANT (CCMA)**



Healthcare Pathways
Certified Clinical Medical Assistant

www.aztecsoftware.com

- 30 completers!
- Many Pharm Tech completers choosing to add CCMA

Future IET Program Plans

Aztec Healthcare Pathways

- Academic support – math, language, and reading
- Add home kits for hands-on practice
- Find local partners for students to shadow as CCMA's and Pharm Techs
- Arkansas pays for certificate or national exam – not required to work in the pharmacies
 - In other states, finding grants or donations to help pay for certifications removes another barrier for students



A Comprehensive Approach to Education & Career Development

Integrated Education and Training (IET) programs provide adult education and literacy activities concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or occupational cluster for the purpose of educational and career advancement.

AN IET PROGRAM MUST INCLUDE THE FOLLOWING THREE COMPONENTS

WORKFORCE TRAINING

Digital - English

- Aztec Pharmacy Technician Training
- Aztec Pharmacy Technician Excel
- Certified Billing & Coding Specialist (CBCS)
- Certified Clinical Medical Assistant (CCMA)
- Certified Medical Administrative Assistant (CMAA)

WORKFORCE PREPARATION ACTIVITIES

Digital - English

- Bring Your 'A' Game Anywhere
- Digital Literacy
- Life Skills Education
- Ready for Work
- Living Independently
- Keys 4 Work

Print - English

- Bring Your 'A' Game Youth
- Bring Your 'A' Game Adult
- Career Pathways
- Life Skills Education
- Keys 4 Work

Digital - Spanish

- Digital Literacy en Español
- Life Skills Education en Español

Print - Spanish

- Life Skills Education en Español

ADULT EDUCATION & LITERACY ACTIVITIES

Digital - English

- Fundamentals
- Foundations
- Bridge
- Kaplan GED
- HiSET
- ESL Transitions

Print - English

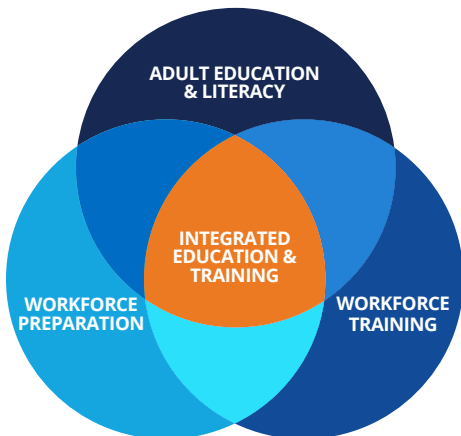
- Steck-Vaughn Fundamental Skills
- Steck-Vaughn Pre GED
- Steck-Vaughn GED
- Kaplan HiSET

Digital - Spanish

- ABE en Español
- Pre GED en Español
- GED en Español

Print - Spanish

- Fundamental Skills Spanish
- Pre GED en Español
- GED en Español



HEALTHCARE PATHWAYS



Instruction Tailored to the Learner



National Leader in Career & Technical Education

Co-Developed with Community Colleges & Pharmacists



PHARMACY TECHNICIAN



Aztec's *Pharmacy Technician* program is recognized by the Pharmacy Technician Certification Board (PTCB) and is the national

leader in Career and Technical Education for pharmacy technicians. The program offers a comprehensive curriculum, co-developed with community colleges and pharmacists. With 300 hours of content, it equips students to excel in national certification exams and the workforce. This self-paced, multimedia training covers actual pharmacy duties, fostering competence from customer service to aseptic techniques. Aztec's web-based instruction and assessment system employs a step-by-step approach, with scaffolded content and reporting features. The program is designed for accessibility and is optimized for multiple modalities, including tablets and smartphones. This industry-leading offering ensures students are fully prepared for both certification exams and real-world pharmacy roles.

- **UNIT 1:** Orientation
- **UNIT 2:** Federal Law
- **UNIT 3:** Medical Review, Part 1
- **UNIT 3:** Medical Review, Part 2
- **UNIT 3:** Medical Review, Part 3
- **UNIT 4:** Calculations in the Pharmacy
- **UNIT 5:** Pharmacy Operations
- **UNIT 6:** Communications
- **UNIT 7:** Language of Pharmacy
- **UNIT 8:** Top 200 Medications
- **UNIT 9:** Medications & Pharmacy Terminology Mastery

PHARMACY TECHNICIAN EXCEL



Aztec's *Pharmacy Technician Excel* is a comprehensive review companion designed for students preparing to take the national Pharmacy

Technician certification exam. This interactive course, meant for those who have completed or are about to finish their full Pharmacy Technician training, focuses on mastery-level skills in key exam areas, with a strong emphasis on mathematical calculations. Unlike static review books, this program offers interactive skill-building activities to enhance the review process. It addresses subject areas where students commonly need extra support, going beyond core training. Additionally, Pharmacy Technician Excel includes study tips from pharmacy technician training program professors to aid students in their exam preparation. This PTCE and ExCPT review course ensures candidates excel in the national exam, providing vital preparation for success.

- **UNIT 1:** Certification & Federal Law Review
- **UNIT 2:** Medical & Classifications Review
- **UNIT 3:** Mathematics for Pharmacy Technicians Review
- **UNIT 4:** Pharmacy Operations Review
- **UNIT 5:** Top 200 Medications Review

FOR MORE INFORMATION CONTACT:

HEALTHCARE PATHWAYS

Preparing Students for the National Healthcare Association Certification Exam



CERTIFIED CLINICAL MEDICAL ASSISTANT (CCMA)

Aztec's certified clinical medical assistant (CCMA) program prepares healthcare professionals to provide supportive services in a medical environment. CCMA's help doctors, nurses and other medical professionals with basic health care tasks, such as monitoring vital signs or taking blood samples. This series prepares students to take the National Healthcare Association certification exam.

- **UNIT 1:** Orientation
- **UNIT 2:** Foundational Knowledge & Basic Science
- **UNIT 3:** Anatomy and Physiology
- **UNIT 4:** Clinical Patient Care
- **UNIT 5:** Patient Care Coordination & Education
- **UNIT 6:** Administrative Assisting
- **UNIT 7:** Communication & Customer Service
- **UNIT 8:** Medical Law & Ethics



CERTIFIED MEDICAL ADMINISTRATIVE ASSISTANT (CMAA)

Aztec's clinical medical administrative assistant (CMAA) series prepares healthcare professionals for work with clinical procedures and patient care. Certified medical administrative assistants oversee organizational tasks, such as scheduling, managing records, and checking in patients. This series prepares students to take the National Healthcare Association certification exam.

- **UNIT 1:** Orientation
- **UNIT 2:** Foundational Knowledge
- **UNIT 3:** Communication & Professionalism
- **UNIT 4:** Medical Law, Ethics, & Compliance
- **UNIT 5:** Scheduling
- **UNIT 6:** Patient Encounters
- **UNIT 7:** Billing & Administrative Procedures



CERTIFIED BILLING & CODING SPECIALIST (CBCS)

Aztec's certified billing and coding specialist (CBCS) program prepares healthcare workers with the skills needed to perform the duties of a medical coder and biller. This includes the coding of various medical diagnoses, procedures, or symptoms which are then submitted to Medicare, Medicaid, and insurance companies in order to receive reimbursements. This series prepares students to take the National Healthcare Association certification exam.

- **UNIT 1:** Orientation
- **UNIT 2:** The Revenue Cycle & Regulatory Compliance
- **UNIT 3:** Insurance Eligibility & Other Payer Requirements
- **UNIT 4:** Coding & Coding Guidelines
- **UNIT 5:** Billing & Reimbursement



Contact Us

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