Where to Reach Us

Any questions specific to course procedures should be addressed to:

UW Educational Outreach
Academic Program Centralized Services
4311 – 11th Ave. NE, Room 102
Seattle, WA 98105

Telephone: 206–543–2350
(toll free) 1–800–543–2320
Fax: 206–543–0887

UW Educational Outreach’s business hours are 8:00 AM to 5:00 PM, Monday through Friday. Phone calls received after hours will be directed to a voice mailbox and returned as soon as possible.

Calls concerning other issues relating to the External Doctor of Pharmacy Program should be directed to (206) 685–UWEO.

Completion Time/Extensions

You will have six months from the date of enrollment to complete this External Doctor of Pharmacy Program module, including the weekend workshop. If you need additional time, you may apply to the program director for an extension. A $50 fee will be assessed for an extension.

Refunds

You may request a refund for course tuition fees, less a $15 handling fee, within the first 15 days of registration. Costs for course materials are non-refundable. After 15 days, you can request a refund of course tuition fees by written petition to the program coordinator.

Examination

After you have completed the assigned readings for all sections, you will be required to complete a comprehensive, proctored examination to assess your knowledge and decision making skills. The pharmacotherapy module exam will consist of challenging case studies, short answer questions, and multiple choice questions using an open book format. The material covered will reflect the learning objectives outlined at the start of each section. See the exam procedures and directions for arranging for a proctor.

Examinations and Proctors

The examination for this pharmacotherapy module must be taken under the supervision of an approved proctor. Students in the Seattle area can take the exam at the UW Extension offices located just off the main UW campus at 4311 – 11th Ave NE. For information on making an appointment, call UW Educational Outreach at 206–543–2350 or toll-free 1–800–543–2320.

To take the exam in other locations, you must arrange for a proctor to be available to administer the exam. A Proctor Verification Form is included in this course guide. The completed nomination form should be mailed or faxed to UW Educational Outreach at least two weeks in advance of the date you wish to take the exam. You must arrange actual exam times with the proctor directly.
A proctor is defined as a person acting in the official capacity in one of the following positions:

- Dean, department chairperson, or registrar of a college or university
- Professional staff member of an adult or continuing education office, counseling center, or testing center at a college or university
- Public or private school superintendent, principal, or counselor
- Certified librarian (city, county, etc.)
- Civil Service examiner
- Judge of a court of law
- United States Armed Forces Educational Service Officer
- Human resource officer at your organization or institution
- Staff member of UW Educational Outreach
- A pharmacist registered as a preceptor with the Washington State Board of Pharmacy who is not a student in this program
- University of Washington clinical or affiliate faculty

Note: Relatives, supervisors or employees may not serve as proctors no matter what their positions. Remember, the examination must be administered in an institutional setting—not in a home.

After you have selected and contacted a testing site or other location under the supervision of a UWEO-approved proctor, you must contact the UW Educational Outreach Program Support office to arrange for the scheduling and mailing of the exam. UW Educational Outreach will send the exam directly to your proctor. The proctor will return the completed exam directly to UW Educational Outreach in postage-paid envelopes, which will provided. You will be responsible for postage costs when proctors must return exams by foreign or express mail.
Note: If you are planning to use a proctor, please identify one early. Give him/her the information letter and mail the proctor verification form as soon as possible.

General Information

The integrity of Distance Learning’s examination process is fundamental to our program. Therefore, we carefully review the credentials of prospective proctors to ensure that integrity. When an individual is accepted as a proctor, he or she represents Distance Learning and is responsible for the integrity of the examination process.

Proctor responsibilities include:

• Security of the sealed examination until it is opened in the student’s presence at the beginning of the examination session;

• Identification of the student by photo identification and verification of the student’s signature on the Certificate of Supervision that accompanies the examination;

• Provision of a quiet, well-lighted area as free from noise and distraction as possible and within supervisory distance of the proctor;

• Verification of time limits and use of instructional materials (if any) allowed during the examination process;

• Return of all papers, including scratch sheets, examination questions, evaluation, and the completed Certificate of Supervision to Distance Learning (photocopying or taking notes from an examination paper is not permitted); and

• Termination of the examination, confiscation of exam materials, and immediate notification of Distance Learning by telephone at (206) 543–2350 or (800) 543–2320 if there is improper conduct on the part of the student or any evidence that the examination process has been violated.

Please provide the information requested on the Proctor Verification Form and return it to UW Educational Outreach, Academic Program Centralized Services, 4311 – 11th Ave. NE, Room 102, Seattle, WA 98105, or fax the form to (206) 543–0887. Your timely return of the form will be appreciated. Thank you for your cooperation.
Proctor Verification Form

Student Name

______________________________________________________

Course Title/Number

I have read and understand the responsibilities of an examination proctor as described in the Information Letter, and I agree to observe all the requirements of the examination process.

______________________________________________________  ______________________________________________________
Proctor Name (please print)                                      Proctor Signature

______________________________________________________  ______________________________________________________
Title                                          Institution/Company/Agency

______________________________________________________  ______________________________________________________
Business Telephone                                      Business Address

Please enclose a copy of your business or organization letterhead. If you are a registered pharmacist attach a photocopy of your pharmacy license showing your preceptor certification. You may also submit the information requested above on your letterhead.

The completed form should be returned to:

UW Educational Outreach
Academic Program Centralized Services
4311 – 11th Ave. NE, Room 102
Seattle, WA 98105
or
FAX (206) 543–0887

If you have any questions regarding this form, please contact the Examination Clerk at (206) 543–2350 or (800) 543–2320.