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## Pharmacy Personnel Licensure and Registration Requirements Reminder

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Ohio Revised Code and Ohio Administrative Code require personnel engaged in the practice of pharmacy or performing the duties of a pharmacy technician to obtain a license or registration with the State of Ohio Board of Pharmacy.

All Ohio pharmacies are strongly encouraged to verify the licensure and registration status of all applicable pharmacy personnel – pharmacists, pharmacy interns, and pharmacy technicians. To verify an individual's license or registration, utilize the self-service, eLicense Ohio license look-up available at [www.eLicense.ohio.gov/oh\\_verifylicense](http://www.eLicense.ohio.gov/oh_verifylicense).

**PLEASE NOTE: Duties performed without an active pharmacist, pharmacy intern, pharmacy technician registration, or for a technician trainee "In Review - Conditional Approval" status consistent with the recent [Board resolution](#) may lead to administrative discipline for the individual, the supervisor, and/or the location at which the duties are performed.**

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### Automatic Extension of Technician Trainee Registrations

Pursuant to [HB 197](#), technician trainees who are set to have their registration expire any time between 10/7/2020 through 11/30/2020 will automatically receive an extension of the trainee's registration to December 1, 2020. Pharmacy technician trainee expiration dates are being updated by Board staff and will be made over the next few days. Trainees will receive a notice via email of their updated expiration date.

For more information on this update, visit: [www.pharmacy.ohio.gov/EXT2020](http://www.pharmacy.ohio.gov/EXT2020)

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### Registered Technician Renewal

In response to the COVID-19 outbreak, the Ohio General Assembly passed HB 197 which requires all licenses/registrations to be extended until December 1, 2020. **Registered pharmacy technicians who have not yet renewed have until December 1, 2020 to renew as well as complete continuing education requirements.** Any registration renewed after the expiration date of December 1, 2020 will be assessed a late fee.

The Board recently sent [this guidance](#) to all Registered Pharmacy Technicians who had not yet renewed. A helpful step-by-step guide with information on how to renew can be accessed by visiting: [www.pharmacy.ohio.gov/techrenewalguide](http://www.pharmacy.ohio.gov/techrenewalguide).

### Continuing Education Requirements

As part of the renewal process, a registered pharmacy technician will be required to complete a total of **ten contact hours** (1.0 CEUs) of continuing pharmacy education between April 1, 2018 to December 1, 2020. Any format (live, home study) is acceptable.

Continuing pharmacy education should be in pharmacy technician-specific subject matter and shall include the following:

- **Two contact hours** (0.2 CEUs) of continuing pharmacy education in the subject of pharmacy jurisprudence (law). The topic designator will end in "03"; and
- **Two contact hours** (0.2 CEUs) of continuing pharmacy education in the subject of patient or medication safety. The topic designator will end in "05".

As a reminder, the Board has two online quizzes for registered technicians to receive Board-

approved pharmacy jurisprudence (law) continuing education:

- [2020 CPE Quiz](#) (0.1 CEU of jurisprudence)
- [Outpatient Pharmacy Inspection Guide Review Quiz](#) (0.1 CEU of jurisprudence)

Additionally, a registered pharmacy technician may satisfy up to one-third of the technician's continuing education requirements by providing health care services as a volunteer in accordance with [4745.04](#) of the Revised Code.

All registered pharmacy technicians must obtain a **free CPE monitor account** from the National Association of Boards of Pharmacy. This account will be used to report and monitor the successful completion of ACPE approved continuing pharmacy education.

The Board has also created a guidance document that can be found [here](#).

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## Certified Pharmacy Technician Renewal

Certified pharmacy technician registration renewal will begin on **August 1, 2020**. The Board recently sent [this guidance](#) to all certified pharmacy technicians eligible for renewal to explain instructions for registration renewal as well as information on Ohio's certification (PTCB/ExCPT) requirements.

In response to the COVID-19 outbreak, the Ohio General Assembly passed HB 197 which requires all licenses/registrations to be extended until December 1, 2020. **As a result of the passage of this legislation, certified pharmacy technicians have until December 1, 2020 to renew.** Any registration renewed after the expiration date of December 1, 2020 will be assessed a late fee.

### Certification and Continuing Education Requirements

As part of the renewal process and as a condition of maintaining a valid Ohio registration, a certified pharmacy technician is required to maintain a pharmacy technician certification (ExCPT or PTCB).

A certified technician must meet the continuing education requirements for their pharmacy technician certification (ExCPT or PTCB). Any certified technician who holds a valid certification is **not** required to complete the ten contact hours that is required for a registered pharmacy technician. A certified pharmacy technician does not need to report any continuing education directly to the Board of Pharmacy.

**Failure to maintain an ExCPT or PTCB certification may result in disciplinary action by the Board. Therefore, all Ohio certified technicians should make sure they have valid certifications prior to renewing their registration.**

Online verification of pharmacy technician certifications can be completed via the following links:

- ExCPT - [https://certportal.nhanow.com/certification\\_verification/](https://certportal.nhanow.com/certification_verification/)
- PTCB - <https://portal.ptcb.org/Certification/Verification/Search/form.aspx>

If a certified pharmacy technician no longer wants to maintain their ExCPT or PTCB certification, the applicant will be required to re-apply as a registered pharmacy technician.

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## Pharmacy Technician Trainees with Conditional Approval

On March 16, 2020, the Board adopted a resolution authorizing the expedited onboarding of pharmacy technician trainees. A copy of the resolution can be found [here](#).

Trainees granted a status of "In Review – Conditional Approval" have 120 days from the submission of the application to complete the background check requirements set forth in 4729.92 of the Revised Code and, if applicable, completion of the Test of English as a Foreign Language, Internet-Based Test (TOEFL-iBT). Failure to complete these requirements within 120 days from the submission of the application will result in the trainee's application being deemed abandoned as defined in rule 4729:3-1-01 of the Administrative Code and will immediately preclude the individual from practicing as a pharmacy technician trainee.

Trainees will receive an email notification from the Board when their Conditional Approval status is granted and/or abandoned. Registration statuses are updated in real-time in eLicense Ohio and can be viewed via the self-service, eLicense Ohio license look-up available at [www.eLicense.ohio.gov/oh\\_verifylicense](http://www.eLicense.ohio.gov/oh_verifylicense).

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## Pharmacy Personnel Licensed in Other States

To address any possible workforce shortages during the COVID-19 outbreak, the Board adopted the following guidance authorizing pharmacists, pharmacy interns, and pharmacy technicians licensed in other states to work in Ohio pharmacies under certain conditions. The full guidance can be viewed [here](#).

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