



Expedited Onboarding of Pharmacy Technician Trainees

Updated 11/30/2023

IMPORTANT: This guidance is set to expire on January 1, 2024.

Effective January 1, 2024, this resolution will be rescinded. The resolution, authorized during the COVID-19 pandemic, allowed the Board's Licensing Department to grant trainee applicants conditional approval to begin working as a pharmacy technician trainee while they completed the application requirements (e.g., BCI and FBI criminal records check).

After January 1, 2024, the Board will no longer issue conditional approval status.

Therefore, pharmacy technician trainees must have all application requirements submitted with their application to the Board to receive their Active registration.

Any technician trainee who has already received conditional approval will retain that approval until the date specified in email communication from the Board or unless otherwise rescinded by the Board. For more information on pharmacy technician trainee registration, visit: www.pharmacy.ohio.gov/traineeereg

To assist licensees in complying with the rescission of this resolution the Board developed the following FAQs:

Frequently Asked Questions

Q1: How do I know if I or a Pharmacy Technician Trainee has conditional approval?

Use the [license lookup feature in eLicense Ohio](#). Search by the trainee's name or application number and review the status and sub-status listed.

- **Active** status without any sub-status permits the trainee to work under the full scope of trainee duties until the expiration date indicated on the registration.
- **In Review – Conditional Approval** status permits the trainee to work until the deadline provided by the Board. See FAQ2 for more information.

- **In Review – Additional Information** status does not permit the trainee to work until application requirements are remedied. See the [Pharmacy Technician Trainee Registration Guide](#) for more information.
- **In Review** status without any sub-status does not permit the trainee to work until the Board has completed the review of the application.

Q2: How do I know when my/a trainee’s conditional approval is set to expire?

The Trainee should check their email to review the email titled “Board of Pharmacy Notice of Conditional Approval.” The trainee may need to check their spam/junk folder for this email.

If the trainee cannot locate the previous email, they or the employer can email the Board’s licensing department at technician@pharmacy.ohio.gov with the technician’s name and application number and specify you are looking for the trainee’s conditional approval expiration date.

Q3: The trainee has submitted all the required information, but their application is still “In Review.” How do we know what is needed?

There are several reasons that could explain why the trainee’s application is still under review. **First, ask the trainee to review their email and identify what communication was last received.** We may have requested the technician supply some additional documents to complete their application. If you still have questions, please email the licensing department at technician@pharmacy.ohio.gov including the applicant’s name and application number to ask for an update. Please be courteous to only send one email and await a reply within 1-2 business days.

Q4: Can a Pharmacy Technician Trainee applicant without conditional approval perform duties like those trainees with conditional approval?

No. Doing so may subject the technician, responsible person, and terminal distributor to administrative action. A pharmacy technician trainee applicant who does not have an Active registration or conditional approval may only perform support personnel duties in the pharmacy and begin their didactic training requirements. A helpful guide of support personnel duties can be reviewed at www.pharmacy.ohio.gov/support.

Guidance Set to Expire on January 1, 2024:

To address any possible workforce shortages during the COVID-19 outbreak, the Ohio Board of Pharmacy has adopted the following guidance for the expedited onboarding of pharmacy technician trainees.

This guidance is being issued in accordance with a Board resolution adopted on March 2, 2020.

Upon the submission and processing of a trainee license, including payment of the registration fee and any other requirements specified by the Executive Director or the Director's designee, the applicant will be granted a status of "In-Review - Conditional Approval."

This status will permit the technician trainee to practice as a trainee in accordance with rule [4729:3-3-01](#) of the Administrative Code for the duration of this resolution, unless otherwise notified in a Notice for Opportunity for Hearing or until the licensing status has been made "Active."

The applicant shall have 120 days from the submission of the application to complete the background check requirements set forth in 4729.92 of the Revised Code. Failure to complete this requirement within 120 days from 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.

UPDATED 3/26/2020: If applicable, the applicant shall also have 120 days from the submission of the application to complete the Test of English as a Foreign Language, Internet-Based Test (TOEFL iBT). Failure to complete this requirement within 120 days from 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.

The Board reserves the right, upon review of the required criminal records checks or other information discovered during the review of a license application, to immediately rescind the trainee's conditional approval to work in a pharmacy.

This guidance is in effect until January 1, 2023.

To assist licensees in implementing this guidance, the Board has developed the following frequently asked questions. This document will be updated as needed. If you need additional

information, the most expedient way to have your questions answered is to e-mail the Board at technician@pharmacy.ohio.gov.

Q1) What information/documentation is required to be submitted with a technician trainee application?

Applicants must complete the eLicense Ohio application – available here (www.elicense.ohio.gov) and submit payment (\$25.00 plus a \$3.50 eLicense system transaction fee). The following information will be required on the application:

- Answers to legal and disciplinary questions
- Signed attestation
- Documentation of Age (i.e. government issued photo identification with the applicant’s date of birth)
- Documentation of High School Diploma/GED (documentation must include the applicant’s graduation date)

Q2) Once my application is submitted, how long will it take to receive conditional approval?

Applicants who have submitted the required information and fees listed in Q1 of this document should receive notification of conditional approval no later than two business days. This timeframe is subject to change if the Board experiences increased demand or staff shortages.

If conditional approval is granted, applicants will receive an email that can be supplied to their employer authorizing them to begin work as a technician trainee. Conditional approval may also be confirmed by an employer or trainee using Ohio’s [eLicense](#) system.

Name	Board	License/Endorsement #	Type	Status	Sub Status	Sub Category	Board Action?	City	State	County	Zip Code
Account , PRXTest	Board of Pharmacy	APP-000300904	Pharmacy Technician Trainee	In Review	Conditional Approval		No	Columbus	OH	Franklin	43215-6108

REMINDER: The Board reserves the right, upon review of the required criminal records checks or other information discovered during the review of the license application, to immediately rescind the trainee’s conditional approval to work in a pharmacy.

Q3) What are the training requirements for technician trainees?

If trainees are being onboarded to address critical shortages, it is the expectation of the Board that they are provided the necessary training for a technician trainee to safely and effectively work in a specific practice setting.

REMINDER: Trainees must complete their requirements within one year (and have the option for a 6-month extension). Therefore, formal training programs (i.e. didactic training) can be stayed during the COVID-19 crisis so that trainees can focus on providing patient care.

Q4) If I am being onboarded to address critical shortages, and my application is ultimately abandoned after the 120-day period because of failure to submit a background check, will I be subject to an administrative hearing or other penalty?

No. If your application is deemed abandoned, the individual will not be subject to an administrative hearing or other penalty.

