



## FAQ - Pharmacy Technician Registration Overview

Updated 6/4/2019

### REGISTRATION REQUIREMENTS

All individuals performing the duties of a pharmacy technician (including a trainee) must have an **Active** registration prior to performing such duties. **An application in Pending, Submitted, or In Review status does not allow the individual to perform the duties of a pharmacy technician.**

**Due to the high volume of applicants, applications are normally reviewed within 10 to 15 business days after the date of submission.**

Applicants will receive a Certificate of Issuance notice and an Active status when their registration is in Active Status.

### HOW TO APPLY FOR REGISTRATION

To access information on an existing registration or to apply for a new registration, visit: <https://elicense.ohio.gov>.

There are three types of technician registrations available:

1. Certified Pharmacy Technician
2. Registered Pharmacy Technician
3. Pharmacy Technician Trainees

**IMPORTANT: REGISTRATION IS A LEGAL TERM SIMILAR TO LICENSURE. WHILE ALL TECHNICIANS AND TRAINEES MUST REGISTER WITH THE BOARD THEY MUST DETERMINE WHICH REGISTRATION CATEGORY (CERTIFIED TECHNICIAN, REGISTERED TECHNICIAN OR TECHNICIAN TRAINEE) FITS BEST. TO DETERMINE WHICH TYPE OF REGISTRATION YOU WILL NEED, PLEASE REVIEW Q4 OF THIS FAQ DOCUMENT.**

For questions regarding technician registration, please review this FAQ. 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](mailto:technician@pharmacy.ohio.gov). **Due to the high volume of applicants, responses may take up to ten business days.**

### FREQUENTLY ASKED QUESTIONS

**Q1)** In what practice settings is a technician registration required?



**A1)** An individual is required to be registered as a pharmacy technician if they are engaged in the activities of a pharmacy technician and practice in a pharmacy (including a clinic pharmacy) located in Ohio.

**NOTE:** This does not include clinics (ex. oncology clinics) where a prescriber is the responsible person on the license.

**Q2) What are the training requirements for technician training programs?**

**A2)** Effective April 6, 2019, the following requirements apply:

*For Employer Based Training Programs*

An employer based training program that meets the requirements set forth in [rule 4729:3-3-02 of the Ohio Administrative Code](#).

*For Non-Employer Based Training Programs*

Non-employer based training programs will have to meet one of the following requirements for a graduate of that training program to become a registered or certified pharmacy technician in Ohio:

1. Be accredited by the American Society of Health-System Pharmacists/Accreditation Council for Pharmacy Education. **NOTE:** The Board recently authorized ASHP/ACPE training programs that are in candidate status. More information about this requirement can be accessed [here](#).
2. A program of training for pharmaceutical technicians conducted by a branch of the Armed Forces of the United States, the Indian Health Service of the United States Department of Health and Human Services or the United States Department of Veterans Affairs.
3. A pharmacy technician training program approved by the State Board of Pharmacy that is offered by an Ohio public high school as part of a career-technical education program approved by the Ohio Department of Education pursuant to section 3317.161 of the Revised Code. Approved programs are posted [here](#) on the [technician licensing webpage](#). Applications to be an approved program can be accessed here: [www.pharmacy.ohio.gov/TechHS](http://www.pharmacy.ohio.gov/TechHS).

Please refer to this guidance document for more information:

[www.pharmacy.ohio.gov/TechTraining](http://www.pharmacy.ohio.gov/TechTraining)

**Q3)** I am currently serving as a pharmacy technician in the Armed Forces, Indian Health Service or the Veterans Administration. Will the training I receive by my employer meet the Board's training requirements.

**A3)** Yes. If you are employed by any of these federal agencies and wish to register as a certified or registered pharmacy technician, please send an email to [technician@pharmacy.ohio.gov](mailto:technician@pharmacy.ohio.gov) for additional guidance. **If you work in a federal facility (VA, military base, etc.) you are not required to obtain a registration unless you also plan to practice as a pharmacy technician at a non-federal facility in Ohio.**

**Q4)** Are there differences in activities each technician registration type can perform?

**A4)** Yes. The following table provides the scope of practice for each technician registration type.

	<b>Trainee</b>	<b>Registered</b>	<b>Certified</b>
<b>1. Accepting new written, faxed or electronic prescription orders from a prescriber or a prescriber's agent.</b>	Yes	Yes	Yes
<b>2. Accepting new verbal prescription orders, including refill authorizations, for non-controlled drugs from a prescriber or a prescriber's agent.*</b>	No	No	Yes
<b>3. Entering information into and retrieving information from a database or patient profile.</b>	Yes	Yes	Yes
<b>4. Preparing and affixing labels.</b>	Yes	Yes	Yes
<b>5. Stocking dangerous drugs and retrieving those drugs from inventory.</b>	Yes	Yes	Yes
<b>6. Counting and pouring dangerous drugs into containers.</b>	Yes	Yes	Yes
<b>7. Placing dangerous drugs into containers prior to dispensing by a pharmacist.</b>	Yes	Yes	Yes
<b>8. Performing non-sterile drug compounding.+</b>	Yes	Yes	Yes
<b>9. Performing sterile drug compounding.@</b>	Yes	No	Yes
<b>10. Packaging and selling a dangerous drug to a patient or patient representative.</b>	Yes	Yes	Yes
<b>11. Sending or receiving electronic prescriptions between pharmacies accessing the same prescription records in a centralized database or pharmacy computers linked in any other manner.</b>	Yes	Yes	Yes
<b>12. Stocking automated drug dispensing units, floor stock and crash carts at a location licensed as a terminal distributor of dangerous drugs.</b>	No	No	Yes
<b>13. Requesting refill authorizations for dangerous drugs from a prescriber or prescriber's agent, so long as there is no change from the original prescription.</b>	No	Yes	Yes
<b>14. Sending or receiving copies of non-controlled prescriptions (i.e. prescription transfers).*</b>	No	No	Yes
<b>15. Contacting a prescriber or prescriber's agent to obtain clarification for a prescription order if the</b>	No	No	Yes

**clarification does not require the exercise of professional judgment.**

**16. Performing diagnostic laboratory testing pursuant to rule 4729-5-25 of the Administrative Code.**

No

No

Yes

\* Subject to additional restrictions. See rule [4729:3-3-04](#) for more information.

+ Requires additional site-specific training. See rules [4729:3-3-04](#), [4729:3-3-03](#) and [4729:3-3-01](#) for more information.

@ Requires additional site-specific training. Review rules [4729:3-3-04](#) and [4729:3-3-01](#) for more information.

**Q5)** What are the minimum requirements for registration as a pharmacy technician trainee?

**A5)** The following are the minimum requirements for registration:

**Minimum Age Requirement:** Must be at least 18.

**Education Requirements:** High school diploma, GED or foreign school diploma equivalent to a U.S. high school diploma.

**Q6)** Am I required to obtain a background check as part of submitting an application to become a technician trainee, registered pharmacy technician or certified pharmacy technician?

**A6)** Yes. More information on this requirement can be accessed here: [www.pharmacy.ohio.gov/backgroundTECH](http://www.pharmacy.ohio.gov/backgroundTECH).

**Q7)** Are there some functions performed in a pharmacy or other licensed location that do not require registration with the Board?

**A7)** Yes. Rule [4729:3-1-01](#) permits support personnel to carry out certain functions without the requirement to register as a pharmacy technician. Support personnel include the following:

1. An individual employed or performing contracted services at a location licensed as a terminal distributor of dangerous drugs (including a pharmacy), trained to perform clerical duties associated with the practice of pharmacy, including pricing, cashiering, drug purchasing, delivering, scheduling deliveries, answering non-professional telephone inquiries, transportation of dispensed medications within a hospital, documenting and processing third-party billing information for reimbursement or any other activity as determined by the board.
2. An individual contracted by a terminal distributor of dangerous drugs to perform drug inventories.
3. Support personnel may have access to or retrieve information from patient records, including a database or patient profile to perform clerical duties associated with the practice of pharmacy. Support personnel shall not enter prescription information into a patient profile.

4. Support personnel may also perform the following:
  - a. Transporting dangerous drugs from a loading dock, warehouse or other area that receives shipments from a licensed wholesaler; and
  - b. Stocking and retrieving from inventory non-controlled dangerous drugs that are not dispensed by the pharmacy.
5. A charitable pharmacy may designate employees and volunteers as support personnel for the purposes of sorting donations of non-controlled substance dangerous drugs.
  - o Drug sorting must be conducted under the personal supervision of a licensed pharmacist.
  - o Support personnel are not permitted to label, package, repackage or dispense dangerous drugs.
  - o The charitable pharmacy must have written policies and procedures for drug sorting by support personnel. Such policies and procedures must require documentation of all activities related to drug sorting, including participation logs, support personal information (name, address, contact phone, etc.), and a daily activity log to be signed by the licensed pharmacist or pharmacists providing supervision. All documents and records must be readily retrievable and shall be maintained on-site for a period of three years.

**IMPORTANT:** Support personnel may not serve as a pharmacist's OARRS delegate.

**Q8)** Has the Board approved support personnel to conduct any additional activities pursuant to Rule [4729:3-1-01](#).

**A8)** Yes. The Board has authorized support personnel to conduct the following additional activities that have not been specifically addressed in rule 4729:3-1-01:

- Stocking of automated drug dispensing units and floor stock with intravenous fluids that are non-controlled dangerous drugs and are not dispensed by an institutional pharmacy.
- Overwrapping/placing in plastic dangerous drugs that have been compounded or dispensed (i.e. appropriately labeled) by a terminal distributor of dangerous drugs.
- Entering demographic and insurance information into a patient's profile.

**Q9)** How long is my registration valid and how much does it cost?

**A9)**

**For registered pharmacy technicians:** Registration is valid until March 31<sup>st</sup> of each even numbered year. The cost of the registration is \$50.00.

**For certified pharmacy technicians:** Registration is valid until September 30<sup>th</sup> of each even numbered year. The cost of the registration is \$50.00.

**For pharmacy technician trainees:** Registration is valid for one-year. The cost of the registration is \$25.00.

**Q10)** Will I be required to complete continuing education to maintain my registration?

**A10)** Only registered pharmacy technicians will be required to obtain continuing education to maintain registration. For more information, visit: [www.pharmacy.ohio.gov/techCE](http://www.pharmacy.ohio.gov/techCE)

**Q11)** Where can I find a complete list of the Board's rules for pharmacy technicians?

**A11)** All rules governing pharmacy technicians can be found in division [4729:3 of the Ohio Administrative Code](#).

**Q12)** I have a foreign school diploma equivalent to a U.S. high school diploma but have completed an associate's degree or higher from an accredited college, junior college, community college or university in the United States. Am I required to submit successful completion of the Test of English as a Foreign Language, Internet-based test?

**A12)** No. The Board recently adopted a resolution addressing this issue (see below). If you have completed an associate's degree or higher from an accredited college, junior college, community college or university in the United States, then you are not required to submit successful completion Test of English as a Foreign Language (TOEFL), Internet-based test.

Applicants must submit a copy of a diploma or transcript with their application. Instructions for submitting additional documentation can be accessed [here](#).

**Approved 11/13/2017**

*Pharmacy technician applicants with a foreign school diploma equivalent to a U.S. high school diploma who have completed an associate's degree or higher from an accredited college, junior college, community college or university in the United States are not required to submit successful completion of Test of English as a Foreign Language, Internet-based test. In lieu of TOEFL scores, the applicant shall submit a copy of a diploma or transcript.*

**Q13)** My employer requires me to maintain a national pharmacy technician certification (i.e. PTCB/ExCPT) for my job. However, I do not engage in any of the activities listed in Q4 of this document. Should I apply for registration with the Board?

**A13)** Unless you are able to complete one of the training programs outlined in Q1 of this document, the Board will be unable to process your registration request.

**Q14)** Can a certified pharmacy technician stock an automated drug dispensing unit or floor stock at a location licensed as a terminal distributor of dangerous drugs if a pharmacist is unable to provide direct supervision?

**A14)** Yes. Recent amendments to rule [4729:3-3-04](#) of the Administrative Code (effective 3/1/2019) permit this to occur under certain conditions. See paragraph (C)(11) of the [rule](#).

**Q15)** Should an actively licensed pharmacy intern also register as a pharmacy technician?

**A15)** It has come to the Board's attention that Ohio licensed pharmacy interns are attempting to register as pharmacy technicians. Please be advised that actively licensed Ohio pharmacy interns should not be registering as pharmacy technicians.

Interns working in an institutional facility (such as a hospital) may be required per the facility's accreditation policies. In this instance, registration is deemed appropriate.

**Q16)** I am a trainee that has completed all training requirements required by the Board. How do I apply to become a registered or certified pharmacy technician?

**A16)** Individuals registered as trainees receive a one (1) year registration. The trainee must complete an approved training program and submit an application for registration as either a registered pharmacy technician or certified pharmacy technician. The trainee does not need to wait for the registration to expire to submit an application. To apply for a new registration, visit: <https://elicense.ohio.gov>.

**Q17)** I am a pharmacy technician trainee and am unable to complete the required training prior to the expiration date of my registration. Can I renew my registration?

**A17)** Individuals registered as trainees receive a one (1) year registration. Pursuant to [rule 4729:3-2-01](#) of the Administrative Code, a pharmacy technician trainee registration cannot be renewed but an extension may be granted by the Board. On May 6, 2019, the Board approved a six (6) month extension of a trainee's registration for the following conditions:

- Medical leave/absence.
- Initial employment or change in employment four (4) months prior to the expiration of a trainee's registration.
- Failure to pass an employer-based training program examination.
- Failure to obtain a pharmacy technician certification from an organization that has been recognized by the board.
- Active enrollment in an ASHP accredited pharmacy technician training program.
- Enrollment in a school of pharmacy anticipated within six (6) months of expiration of a trainee's registration.

**To request an extension of a trainee registration, the technician must complete and submit the Trainee Extension Request Form available [here](#).** Completed forms should be submitted at least 14 days in advance of the Trainee's expiration date to ensure review can be completed.

If a trainee fails to register as a registered or certified technician or does not request an extension of a trainee registration, the registration will expire and the technician will not be authorized to practice pharmacy in the state of Ohio.