



## **FAQ - Pharmacy Technician Registration Overview**

**Updated 12/19/2017**

**REGISTRATION UPDATE:** Registration of technicians involves the processing of application materials by Board of Pharmacy staff. Due to the high volume of expected applicants, it is strongly recommended that current technicians apply for registration by **March 1, 2018**. Submission of applications and application materials by **March 1<sup>st</sup>** will ensure that existing technicians can be registered by the required deadline of **April 6, 2018**.

The State of Ohio Board of Pharmacy has begun accepting pharmacy technician registration applications. Per Ohio law, all pharmacy technicians practicing in Ohio must be registered with the Board by April 6, 2018.

There are three types of technician registrations available:

1. Certified Pharmacy Technician [Application Instructions: [www.pharmacy.ohio.gov/CertPTApply](http://www.pharmacy.ohio.gov/CertPTApply)]
2. Registered Pharmacy Technician [Application Instructions: [www.pharmacy.ohio.gov/RegPTApply](http://www.pharmacy.ohio.gov/RegPTApply)]
3. Pharmacy Technician Trainees [Application Instructions: [www.pharmacy.ohio.gov/TraineeApply](http://www.pharmacy.ohio.gov/TraineeApply)]

**IMPORTANT: REGISTRATION IS A LEGAL TERM SIMILAR 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 Q1 AND Q5 OF THIS FAQ DOCUMENT.**

For questions regarding technician registration, please review this FAQ. This document will be updated regularly.

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.**

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## FREQUENTLY ASKED QUESTIONS

**Q1)** I am currently working in Ohio as a pharmacy technician, what type of registration do I need?

**A1)** All pharmacy technicians currently practicing in Ohio are referred to as “qualified technicians.” After April 6, 2018, qualified technicians should be registered as either a Registered Pharmacy Technician or Certified Pharmacy Technician.

Use the following table to determine which registration type fits best.

	Registered Pharmacy Technician	Certified Pharmacy Technician
<b>Minimum Age Requirement</b>	Must be at least 18.	Must be at least 18.
<b>Requires National Certification</b>	No.	Yes. Requires either: <ul style="list-style-type: none"> <li>▪ The <a href="#">ExCPT Certification</a> provided by the National Healthcareer Association; or</li> <li>▪ The <a href="#">Pharmacy Technician Certification Board (PTCB)</a> certification.</li> </ul>
<b>Education Requirements</b>	High school diploma, GED or foreign school diploma equivalent to a U.S. high school diploma.  <b>OR</b> Have been employed continuously since before April 8, 2009, as a pharmacy technician without a high school diploma, GED or foreign school diploma equivalent to a U.S. high school diploma.	High school diploma, GED or foreign school diploma equivalent to a U.S. high school diploma.
<b>Training Requirements*</b>	Completion of an employer-based pharmacy technician training program that is of appropriate breadth and depth to clearly address the competencies for a technician to safely and effectively work in their current setting and includes instruction in all of the following: <ul style="list-style-type: none"> <li>▪ Packaging and labeling drugs;</li> <li>▪ Pharmacy terminology;</li> <li>▪ Basic drug information;</li> </ul>	Completion of an employer-based pharmacy technician training program that is of appropriate breadth and depth to clearly address the competencies for a technician to safely and effectively work in their current setting and includes instruction in all of the following: <ul style="list-style-type: none"> <li>▪ Packaging and labeling drugs;</li> <li>▪ Pharmacy terminology;</li> <li>▪ Basic drug information;</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Basic calculations;</li> <li>▪ Quality control procedures;</li> <li>▪ State and federal statutes, rules, and regulations regarding pharmacy technician duties, pharmacist duties, pharmacy intern duties, prescription or drug order processing procedures, drug record-keeping requirements, patient confidentiality, security requirements, and storage requirements.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Basic calculations;</li> <li>▪ Quality control procedures;</li> <li>▪ State and federal statutes, rules, and regulations regarding pharmacy technician duties, pharmacist duties, pharmacy intern duties, prescription or drug order processing procedures, drug record-keeping requirements, patient confidentiality, security requirements, and storage requirements.</li> </ul>
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\* The Responsible Person of the pharmacy at which you are currently employed will attest that you meet this requirement in the [Technician Attestation Form](#) that will be submitted as part of your application.

**For more information, please review the application instructions for the appropriate technician registration type. Links to the instructions are available on page 1 of this document or can be accessed from this webpage: [www.pharmacy.ohio.gov/technician](http://www.pharmacy.ohio.gov/technician).**

**Q2)** I am a currently a qualified pharmacy technician, how do I know I meet the training requirements listed in the previous table?

**A2)** These are the current requirements for qualified technicians and will be the training requirements for Registered and Certified Technicians until April 6, 2019. This allows for currently employed qualified technicians to “grandfather” into a pharmacy technician registration in Ohio. The Responsible Person of the pharmacy at which you are currently employed will attest that you meet the training and education requirements in the [Technician Attestation Form](#) that will be submitted as part of your application. Talk to your employer to determine who is the Responsible Person for your pharmacy.

If you are unable to meet these requirements by the registration deadline (April 6, 2018), then you are advised to register as a pharmacy technician trainee.

**SPECIAL NOTE:** Effective April 6, 2019, there will be new training requirements for employer-based programs. Additional information for employers will be provided in the coming months.

**Q3)** I am currently enrolled in a non-employer based training program conducted by a technical school or college. Am I able to use this training to obtain a pharmacy technician registration?

**A3)** Yes. However, you will still need the Responsible Person at your employer (or experiential training site) to attest that you meet the requirements listed in A1 of this FAQ. Please contact your school’s training coordinator for more information.

If you are still working towards completing your experiential training at your practice site on or after April 6, 2018, it is recommended that you register as a pharmacy technician trainee.

**IMPORTANT:** Effective April 6, 2019, all non-employer based training programs will have to be accredited by the American Society of Health-System Pharmacists/Accreditation Council for Pharmacy Education in order for a graduate of that training program to obtain registration as a registered or certified pharmacy technician.

**Q4)** 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.

**A4)** 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.**

**Q5)** Are there differences in activities each technician registration type is allowed to perform?

**A5)** Yes. The table below provides the scope of practice for each technician registration type.

	Trainee	Registered	Certified
1. Accepting new written, faxed or electronic prescription orders from a prescriber or a prescriber's agent.	Yes	Yes	Yes
2. Accepting new verbal prescription orders for non-controlled drugs from a prescriber or a prescriber's agent.*	No	No	Yes
3. Entering information into and retrieving information from a database or patient profile.	Yes	Yes	Yes
4. Preparing and affixing labels.	Yes	Yes	Yes
5. Stocking dangerous drugs and retrieving those drugs from inventory.	Yes	Yes	Yes
6. Counting and pouring dangerous drugs into containers.	Yes	Yes	Yes
7. Placing dangerous drugs into containers prior to dispensing by a pharmacist.	Yes	Yes	Yes
8. Performing non-sterile drug compounding.+	Yes	Yes	Yes

9. Performing sterile drug compounding.®	Yes	No	Yes
10. Packaging and selling a dangerous drug to a patient or patient representative.	Yes	Yes	Yes
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.	Yes	Yes	Yes
12. Within an institutional facility (hospital, nursing home, etc.), stocking automated drug dispensing units, floor stock and crash carts.	No	No	Yes
13. Accepting verbal refill authorizations for dangerous drugs that are not controlled substances from a prescriber or the prescriber's agent, so long as there is no change from the original prescription.	No	No	Yes
14. Requesting refill authorizations for dangerous drugs from a prescriber or prescriber's agent, so long as there is no change from the original prescription.	No	Yes	Yes
15. Sending or receiving copies of non-controlled prescriptions (i.e. prescription transfers).*	No	No	Yes
16. Contacting a prescriber or prescriber's agent to obtain clarification for a prescription order if the clarification does not require the exercise of professional judgment.	No	No	Yes

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

+ Requires additional site-specific training. Review 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.

**Q6)** What are the requirements for registration as a pharmacy technician trainee?

**A6)** The following are the requirements for registration as a pharmacy technician trainee:

**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.

**OR**

Have been employed continuously since before April 8, 2009, as a pharmacy technician without a high school diploma, GED or foreign school diploma equivalent to a U.S. high school diploma.

**Q7)** My employer required me to get a criminal background check prior to employment, am I required to get a new background check to register with the Board?

**A7)** The answer to this question depends on when the background check was conducted.

Ohio law requires a criminal background check with the Ohio Bureau of Criminal Identification and Investigation (BCI) and Federal Bureau of Investigation (FBI). There are two ways to submit your background check results to the Board of Pharmacy:

**If your employer-based background check was completed in the last 24 months from the date you submit your application:** Submit a copy of your background check results with applicable paperwork (i.e. rap sheet) that your employer has on file. *Instructions for submitting this documentation are available in the application instructions.*

**If your employer-based background check was completed more than 24 months from the date you submit your application:** Submit fingerprints to BCI and FBI via a WebCheck provider located in Ohio. Instructions for submitting fingerprints and locations of WebCheck providers can be found here: [www.pharmacy.ohio.gov/backgroundTECH](http://www.pharmacy.ohio.gov/backgroundTECH).

**Q8)** Are there some functions performed in a pharmacy or other licensed location that do not require registration with the Board?

**A8)** 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.

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

**Q8.5)** Has the Board approved support personnel to conduct any additional activities pursuant to Rule [4729:3-1-01](#).

**A8.5)** 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. However, for those seeking initial registration starting on November 2, 2017, your registration will be valid until March 31, 2020. 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. However, for those seeking initial registration starting on November 2, 2017, it will be valid until September 30, 2020. The cost of the registration is \$50.00.

**For pharmacy technician trainees:** Registration is valid for one-year. However, for those seeking initial registration starting on November 2, 2017, it will be valid until April 6, 2019. The cost of the registration is \$25.00

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

**A10)** Rules on continuing education requirements are in development. More information will be provided in the coming months.

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

**A11)** Below you will find a table with all the finalized rules relating to pharmacy technicians. Click on the hyperlinks in the table to access a copy of the rules.

Rule Number	Rule Title
<a href="#">4729:3-1-01</a>	Definitions - pharmacy technicians.
<a href="#">4729:3-2-01</a>	Registration procedures.
<a href="#">4729:3-2-02</a>	Criminal records checks.
<a href="#">4729:3-2-03</a>	Renewal procedures.
<a href="#">4729:3-2-04</a>	Change of name, contact information and place of employment.
<a href="#">4729:3-2-05</a>	Successful completion of the test of English as a foreign language internet-based test.
<a href="#">4729:3-3-01</a>	Pharmacy technician trainees.
<a href="#">4729:3-3-03</a>	Registered pharmacy technicians.
<a href="#">4729:3-3-04</a>	Certified pharmacy technicians.
<a href="#">4729:3-4-01</a>	Disciplinary actions.
<a href="#">4729:3-4-02</a>	Duty to report.
<a href="#">4729:3-5-01</a>	Continuing education - definitions.

**PLEASE NOTE:** Rules 4729:3-5-02 and 4729:3-3-02 are under development and are not yet final.

**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, Internet-based test. Instead, applicants must submit a copy of a diploma or transcript.

***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)** I am currently practicing as a pharmacy technician (i.e. qualified technician) and have a foreign school diploma equivalent to a U.S. high school diploma. Is there another way I can demonstrate English language proficiency instead of successful completion of the Test of English as a Foreign Language, Internet-based test (TOEFL iBT)?

**A13)** Yes. On 11/16/2017, the Board adopted a new policy regarding English language proficiency for individuals currently practicing as pharmacy technicians (i.e. qualified technicians). These individuals may submit the "[English Proficiency Attestation Document](#)" signed by the Responsible Person at the pharmacy where the technician currently practices rather than completing the TOEFL iBT. More information on submitting this documentation can be found in the updated application instructions available on the Board's pharmacy technician webpage: [www.pharmacy.ohio.gov/tech](http://www.pharmacy.ohio.gov/tech).

**Q14)** 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 Q5 of this document. Should I apply for registration with the Board?

**A14)** No. Most likely, you do not work at a location that can attest to your training and education requirements to practice as a pharmacy technician. Only those who are engaging or planning to engage in the activities listed in Q5 of this document should apply for registration with the Board of Pharmacy.

**Q15)** 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?

**A15)** Yes. The Board adopted the following resolution:

***Approved 12/11/2017***

*A certified pharmacy technician may stock an automated drug dispensing unit and floor stock at a location licensed as a terminal distributor of dangerous drugs if a pharmacist is not physically present at the licensed location only under the following circumstances:*

*(1) A pharmacist is readily available to answer questions of the certified pharmacy technician;*

*(2) A pharmacist is responsible for conducting routine verifications of the activities of the certified pharmacy technician to prevent the diversion of dangerous drugs; and*

*(3) A pharmacist is fully responsible for all activities conducted by the certified pharmacy technician at the licensed location.*

*NOTE: The text of this resolution will be amended into rule 4729:3-3-04 of the Ohio Administrative Code in the Spring (date TBD).*

**Q16)** Should an actively licensed pharmacy intern also register as a pharmacy technician?

**A16)** No. 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.

**Q17)** I received my registration from the Board to be a certified or registered pharmacy technician. Am I permitted to engage in the activities outlined in rule [4729:3-3-03](#) or [4729:3-3-04](#)?

**Q17)** Yes. These rules went into effect on 12/4/2017.