Certified Pharmacy Technician Renewal and Continuing Education Requirements

Certified pharmacy technician renewal opens on **Monday, August 1, 2022**. 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 is **not** required to complete the ten contact hours of continuing education that is required for registered pharmacy technicians. The continuing education reported to the certification body (PTCB or NHA for ExCPT) fulfills a certified technician's continuing education obligation.

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 before renewing their registration.

Renewal Frequently Asked Questions

Where do I complete the renewal application?
Online via eLicense Ohio. Use the Forgot Password and Forgot Login Email links if you need to retrieve your login information. If you still need assistance, contact the Customer Support Center at 855-405-5514, Monday through Friday from 8 am to 5 pm.

***Users are strongly recommended to use a desktop or laptop computer and Google Chrome web browser to complete the renewal application. Mobile devices such as smartphones and tablets may cause difficulty to the user.

I am logged in to eLicense Ohio, now what do I do?
Find your Certified Pharmacy Technician license tile, select Options, and then select Renew.

How much does it cost to renew my registration and how do I pay?
A total of $53.50. The renewal fee is $50.00 and there is a $3.50 eLicense system transaction fee. Payment must be submitted online using a Visa, MasterCard, or Discover debit/credit/prepaid card.

What is my deadline to renew?
The last day to renew is Friday, September 30, 2022. Failure to renew by this day will cause your registration to lapse. Renewal applications submitted after September 30th will be assessed a late fee of $50.00.

How long will it take me to complete the renewal application?
Approximately 5 to 10 minutes. Users can save the application and finish it later if needed.

Do I need to submit proof of my continuing education (CE) credits?
No, we only need you to submit a copy of your valid PTCB or ExCPT certificate.

Do I need to complete new BCI and FBI criminal records/background checks to renew?
No. Background checks are only required for new and reinstatement applications.

Do I need to upload any documentation of my training?
No. This information was already submitted and reviewed by the Board to issue your certified pharmacy technician registration. Any additional training you have completed can be kept by your pharmacy and for your personal records.

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eLicense Ohio

All registered technicians will be required to renew electronically via eLicense Ohio.

Individuals who already have an account but forgot their password may reset the password by selecting "Forgot your password?". A password reset link will be emailed to you. The link expires after 24 hours, so reset your password as soon as possible!

Individuals who already have an account but have not logged on in the last 12 months may be required to reset their password. Follow the on-screen instructions to reset your password.

It is highly recommended to use a desktop/laptop computer and Google Chrome to access eLicense Ohio and when submitting the renewal application. Using a smartphone or tablet to complete the renewal application will likely lead to difficulties in completing the application properly.

For step-by-step guidance on how to register for an account on the eLicense site, visit: www.pharmacy.ohio.gov/elicenseinstruct.

For assistance registering for an account or resetting a password in eLicense Ohio, please contact the eLicense Customer Service Center, which can be reached by calling 855-405-5514, Monday through Friday from 8 am to 5 pm.

The eLicense Customer Service Centers serves all Ohio Boards and Commissions licensees and applicants. Callers may experience hold times or delays during overlapping renewal cycles across the state's Boards and Commissions.