



## Quick Reference Guide - Pharmacy Technician Trainee Registration Requirements

**Updated 11/30/2023**

New applicants for a Pharmacy Technician Trainee registration must follow these steps to ensure their application can be reviewed and issued as quickly as possible.

### 1. **Submit fingerprints for Ohio BCI and FBI background checks at a WebCheck provider.**

Review and have the [Criminal Records Check Information guidance document](#) readily available while at the WebCheck location. The guidance provides information on where you can submit fingerprint impressions and what information the WebCheck provider must submit.

Please be advised that the Board must receive your background check before we can issue an Active registration. Therefore, it is strongly recommended that fingerprints be submitted prior to submission of an application to the Board (Step #2).

### 2. **Submit the Pharmacy Technician Trainee application via [eLicense Ohio](#).**

You will be required to create a user account with your personal information and email address. IMPORTANT – the email address entered on the user’s account is how the Board will contact you; therefore, make sure it is an email address you check regularly.

Once registered, create and submit the new license application. If you need additional assistance, review a helpful step-by-step guide [here](#).

Helpful tips for ease in submitting the application:

- Use a desktop computer or laptop, not a smartphone or tablet

- Use Google Chrome or Mozilla Firefox as your web browser
- Have the following items ready:
  - Proof of Age (birth certificate or government-issued identification card/passport)
  - Proof of Education (high school diploma/transcript or GED certificate)
  - Visa, MasterCard, or Discover for payment of \$28.50.

### **3. Review all emails from the Board of Pharmacy.**

The Board's Licensing Department will contact you via email if your application is missing any information or if your registration was issued. If your registration requires additional information, follow the guidance in the email.

Once your registration is issued, provide the Certificate of Issuance notice email to your employer.

#### **Helpful Tips:**

- Review the status of your application on your eLicense Ohio Dashboard. Status definitions are as follows:

- **Pending** – you created an application but still need to complete the question & answer and submissions.
- **Generate Fee** – you have completed the application but need to pay the application fees via the red cart icon.
- **Submitted** – the application has been received by the Board. Submitted applications are normally reviewed within one to three business days.
- **In Review** – the application was reviewed by the Licensing Department and requires additional information or review.
  - \*\*More information can be reviewed by selecting the Options menu and “Review Checklist” via the license tile.
- **Active** – your trainee registration has been issued and you may begin working as a pharmacy technician trainee in a licensed pharmacy.

- Create a useful reminder to help you remember your trainee registration expiration date. You must complete all training requirements and re-register as a registered or certified pharmacy technician by your expiration date.