FAQ - Pharmacy Technician Registration Overview

Updated 8/4/2026

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.**

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. **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.

4. The completion of a Doctor of Pharmacy (PharmD) program if the applicant's graduation date is within five (5) years of an application for registration.

5. Held an active pharmacist or pharmacy intern license or registration in good standing in another state or jurisdiction for at least one year within five (5) years of an application for registration.

Please refer to this guidance document for more information: www.pharmacy.ohio.gov/TechTraining

Q3) If I previously worked as a technician in another state, do I still have to show proof of a completed training program?

A3) Technicians who hold a pharmacy technician license or registration in another state AND have actively worked as a pharmacy technician in another state for at least one year within the previous five years can apply to Ohio using reciprocity.

In lieu of submitting proof of a completed training program, eligible applicants are required to upload the Board's technician reciprocity attestation form and proof of their out-of-state license/registration. For more information on pharmacy technician reciprocity, visit: www.pharmacy.ohio.gov/TechRecGuide.

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 from 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 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 can perform?

A5) Yes. The following table 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, including refill authorizations, 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	Yes	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. Stocking automated drug dispensing units, floor stock and crash carts at a location licensed as a terminal distributor of dangerous drugs.	Yes[#]	Yes	Yes
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.	No	Yes	Yes
14. Sending or receiving copies of non-controlled prescriptions (i.e. prescription transfers).*	No	No	Yes
15. 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
16. Performing diagnostic laboratory testing pursuant to rule 4729:3-3-05 of the Administrative Code.	No	No	Yes
17. Administering Immunizations**	No	Yes	Yes

* Subject to additional restrictions. See rule 4729:3-3-04 for more information.

** See the following Board guidance documents:

- Immunizations by Registered or Certified Pharmacy Technicians

+ 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.

Authorized via Board resolution.

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

A6) The following are the minimum requirements for registration:

Minimum Age Requirement: Must be at least 17 years old.

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

NOTE: Effective May 14, 2021, technician trainees participating in a Board-approved high school training program may become registered as a technician trainee. For more information on this change, visit: www.pharmacy.ohio.gov/HStrainee.

Q7) Am I required to obtain a background check as part of applying to become a technician trainee, registered pharmacy technician or certified pharmacy technician?

A7) Yes. More information on this requirement can be accessed here: 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. A complete list of support personnel functions is available here: www.pharmacy.ohio.gov/support.

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

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

A9)

For registered pharmacy technicians: Registration is valid until March 31st of each even numbered year. The cost of the registration is $65.00.

For certified pharmacy technicians: Registration is valid until September 30th of each even numbered year. The cost of the registration is $65.00.

For pharmacy technician trainees: Registration is valid for 18 months. The cost of the registration is $40.00.

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

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. Am I required to submit additional information related to my education?

A12) The Board adopted a resolution requiring **only Registered and Certified Pharmacy Technician applicants** who completed their primary/high school education outside of the United States to demonstrate English proficiency via one of the approved methods listed at www.pharmacy.ohio.gov/English.

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

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 Q5 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 Q2 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. Rule 4729:3-3-04 of the Administrative Code permits 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 rule 4729:3-2-07 of the Administrative Code prohibits a licensed pharmacy intern from also holding an active registration as a pharmacy technician.

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 an 18-month 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 an 18-month registration. Pharmacy technician trainees who need additional time to complete training will need to apply for an 18-month reinstatement.

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.