



Important Tips for Pharmacy Technician Applicants

Updated 1/25/2018

The Board is currently processing applications for pharmacy technicians. During this process, staff have noticed some common errors that may result in a delay of the overall registration process.

To assist those who are applying or are planning to apply for a pharmacy technician registration, the Board has developed the following document with some helpful application tips.

REMINDER: 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 individuals apply for registration by March 1, 2018. Submission of applications and application materials by March 1, 2018 will ensure that existing technicians can be registered by the required deadline of April 6, 2018.

IMPORTANT: The high volume of applications is resulting in longer processing times (~2-3 weeks).

Tip #1 – Selecting the Correct Registration Type

There are three separate registrations available to each applicant. One common error is that applicants are selecting the wrong registration type. The following provides a quick overview of the three registration types available:

1) Certified Pharmacy Technician: This registration requires an applicant to currently hold a national certification from either [PTCB](#) or [ExCPT](#). Certified Pharmacy Technicians can perform additional responsibilities compared to registered technicians and technician trainees, including: sterile compounding (note: technician trainees may conduct sterile compounding); stocking automated drug dispensing units, floor stock and crash carts; accepting new verbal prescription orders for non-controlled drugs; sending or receiving copies of non-controlled prescriptions; and contacting a prescriber or prescriber's agent to obtain clarification for a prescription order.



2) Registered Pharmacy Technician: This registration does not require an applicant to currently hold a national certification from either [PTCB](#) or [ExCPT](#).

3) Pharmacy Technician Trainee: This registration is for individuals who have not completed a pharmacy technician training course but are currently being trained or are seeking employment as a pharmacy technician. This registration is only valid for one year.

IMPORTANT: Technicians currently practicing in Ohio (known as qualified technicians) will most likely register as certified or registered technicians during the initial application process.

Applicants should carefully review the Pharmacy Technician Registration - Frequently Asked Questions document (www.pharmacy.ohio.gov/techFAQ) to determine what registration type is appropriate.

NOTE: Submitting an incorrect registration application will require the submission of a new application and fee. Refunds may not be granted for submitting an incorrect application type.

Tip #2 – Required Documentation for Submission

After submission of an application, each applicant will have to submit documentation based upon the application type and answers to the application questions.

Links to access the required documentation are featured in each application instruction guide:

- Certified Pharmacy Technician Application Instructions: www.pharmacy.ohio.gov/CertPTapply [Starting on PAGE 22]
- Registered Pharmacy Technician Application Instructions: www.pharmacy.ohio.gov/RegPTapply [Starting on PAGE 22]
- Pharmacy Technician Trainees Application Instructions: www.pharmacy.ohio.gov/TraineeApply [Starting on PAGE 17]

Tip #3 – Read all Application Instructions Completely

The application instructions (see links in Tip #2) provide a step-by-step overview of the registration process. These instructions are intended to ensure all applicants can complete their applications in a timely manner.

Applicants should double check all information for accuracy. This is particularly important for an applicant's email address, as this is the primary method of communication used by the Board.

Tip #4 – Incomplete Forms Will Not Be Accepted

When uploading a required form, the applicant should include all pages of the form as a single file. Uploads of incomplete forms will be denied and will result in the delay of the registration process.

Tip #5 – Criminal Records Check Results Must Include Both BCI and FBI Results

Ohio law requires a criminal background check with the Ohio Bureau of Criminal Identification and Investigation (BCI) and Federal Bureau of Investigation (FBI).

If your employer-based background check was completed in the last 24 months from the date you submit your application, you can upload a copy of your background check results with applicable paperwork (i.e. rap sheet) that your employer has on file.

If submitting a copy of your background check results, please include results and documentation from both BCI and FBI as one file.

Instructions for submitting this documentation are available in the application instructions.

Tip #6 – Submit Complete Legal/Disciplinary Documentation

If you are required to submit legal/disciplinary documentation, make sure to include all supporting documentation including charging documents, court documentation and the final outcome of your disciplinary action or legal case. Failure to include official documentation that provides information on your initial charge/disciplinary action and final outcome will result in a denial of your document submission.