



## **Important Tips for Pharmacy Technician Applicants**

**Updated 4-21-2018**

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.

### **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](http://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 – 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 #3 – 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.**

**Tip #4 – 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.