



## Approved Pharmacy Technician Training Programs - FAQ

**Updated 3/13/2019**

Pharmacy technician training programs must meet either of the following requirements:

**OPTION #1 - For Registered or Certified Technician Applicants:** Any approved training program as outlined in [rule 4729:3-3-02 of the Ohio Administrative Code](#). Effective April 6, 2019, all pharmacy technician training programs must meet the requirements set forth in this rule.

**OPTION #2 (Only valid until April 6, 2019) - For Registered or Certified Technician Applicants:** [Submit an attestation](#) from a pharmacy's responsible person that the applicant has completed a pharmacy technician training program that is of appropriate breadth and depth to clearly address the competencies for a technician to safely and effectively work in that particular setting and includes instruction in all of the following:

- a. Packaging and labeling drugs;
- b. Pharmacy terminology;
- c. Basic drug information;
- d. Basic calculations;
- e. Quality control procedures;
- f. State and federal statutes, rules, and regulations regarding pharmacy technician duties, pharmacist duties, pharmacy intern duties, prescription or drug order processing procedures, drug record-keeping requirements, patient confidentiality, security requirements, and storage requirements.

**IMPORTANT:** Technicians engaged in drug compounding must complete site-specific training in accordance with USP 797 and 795. Site specific training requirements are listed in rules [4729:3-3-02](#), [4729:3-3-03](#), and [4729:3-3-04](#) of the Ohio Administrative Code.

To assist in the implementation of the training standards, the Board has developed the following frequently asked questions document.

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If you need additional information, e-mail the Board at [technician@pharmacy.ohio.gov](mailto:technician@pharmacy.ohio.gov).

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**Q1) What are the approved training programs in [rule 4729:3-3-02 of the Ohio Administrative Code](#) (i.e. **OPTION #1**)?**

**A1)** The following are considered approved training programs:

1. A pharmacy technician training program that holds a current accreditation\* from the [American Society of Health-System Pharmacists](#).
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. An employer-based training program that meets the requirements of the rule.
4. A pharmacy technician training program 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. Each career-technical education program shall require approval by the Board. For more information on the approval process, visit: [www.pharmacy.ohio.gov/TechHS](http://www.pharmacy.ohio.gov/TechHS)

\*The Board of Pharmacy approved the following resolution regarding pharmacy technician training programs:

**Resolution: Candidate Status – American Society of Health-System Pharmacists/Accreditation Council for Pharmacy Education**

**Approved 3/4/2019**

*The State of Ohio Board of Pharmacy hereby recognizes and approves all pharmacy technician training programs that have candidate or accreditation status with American Society of Health-System Pharmacists/Accreditation Council for Pharmacy Education as meeting the requirements of paragraph (A)(1) of rule 4729:3-3-02 of the Administrative Code and division (C) of section 4729.94 of the Revised Code.*

*All programs in candidate status must be notified of accreditation status no later than eighteen months from the time the program receives its initial notification of candidate status.*

*All programs in candidate status must notify all current and potential participants that the program is in candidate status.*

*Failure to comply with the requirements of this resolution will result in the rescission of the program's status as an approved pharmacy technician training program.*

**Q2) I am a pharmacy technician training program at a vocational school that is not part of a public high school career-technical education program (i.e. career college, community college, etc.). How do I become an approved training program?**

**A2)** Until April 6, 2019, the program may continue to utilize OPTION #2. However, after April 6, 2019, the program would have to hold a current accreditation or candidate status from the [American Society of Health-System Pharmacists](#) by April 6, 2019. See Q1 of this document for more information regarding programs in candidate status.

**Q3) I am a pharmacy technician training program at a vocational school that is not part of a public high school (career college, community college, etc.). How do I submit an attestation from a pharmacy's responsible person to meet the requirements of OPTION #2?**

**A3)** It is the Board's understanding that all vocational training programs have an experiential component as part of the training process. Therefore, such programs will have to rely on the responsible persons at the experiential training sites to provide a student who have successfully completed the program with the required [attestation](#) to meet the requirements of OPTION #2.

**Q4) How do I know which high school career-technical education programs have been approved by the Board?**

**A4)** All high school career-technical education programs approved by the Board will be posted to the pharmacy technician registration page: [www.pharmacy.ohio.gov/tech](http://www.pharmacy.ohio.gov/tech).

**Q5) I am working to update my employer-based training program. Can I use outside resources to fulfill the didactic training requirements?**

**A5)** Yes. Paragraph (B)(2)(b) of rule [4729:3-3-02](#) allows didactic training to consist of the following:

*Didactic training may include self-directed learning experiences, including but not limited to home study, computer programs, internet or web-based courses, or any other coursework approved by the program director.*

**NOTE:** Didactic training is a part of the training program that does not require a separate simulated or experiential setting. It must progress from more basic to more complex information, concepts, and skills.

**Q6) For an employer based program, can I meet the didactic testing requirements using a series of modules (i.e. assessments following each didactic topic) that add up to a total of ninety questions?**

**A6)** Yes. However, the program must be able to demonstrate that the student received at least seventy-five percent as a passing score if all the module test questions were combined into a single examination.

**Q7) Do my program participants need to be registered as technician trainees?**

**A7)** If program participants are engaged in any activity outlined in rule [4729:3-3-01](#) of the Administrative Code, then they must be registered as pharmacy technician trainees.

**Q8) If I hire someone who is an Ohio registered technician trainee but possesses a current ExCPT or PTCB certification, are they required to undergo the employer-based didactic training required in rule [4729:3-3-02](#)?**

**A8)** No. An technician trainee holding a current ExCPT or PTCB certification is exempt from the employer-based didactic training requirements in rule 4729:3-3-02 [see paragraph (B)(2)(d)]. This also exempts the individual from having to complete the required didactic testing component of employer-based training in paragraph (B)(2)(c) of rule 4729:3-3-02. Be advised the individual is still required to undergo applicable sterile and non-sterile compounding training and to complete three hundred hours of practical experience in a pharmacy under the direct supervision of a licensed pharmacist [see paragraphs (B)(2)(e), (C) and (D)].

**Q9) What type of documentation is required to be provided to those who have successfully completed an approved training program as outlined in [rule 4729:3-3-02 of the Ohio Administrative Code](#) (i.e. **OPTION #1**)?**

The required documentation necessary to demonstrate successful completion of an approved training program is as follows:

**1) For a pharmacy technician training program that holds a current accreditation (or candidate status) from the American Society of Health-System Pharmacists:** The program must provide the following as required by ASHP standards:

6.2.a. Programs shall recognize those pharmacy technicians who have completed successfully the pharmacy technician training program by awarding an appropriate certificate or diploma.

6.2.b. The certificate must be signed by the highest-ranking officer of the institution and the program director.

6.2.c. Programs must not issue a certificate to an individual who has failed to complete the prescribed program or to meet the intent of this accreditation standard.

6.2.d. The certificate must contain the name of the organization, program name and location, student name, completion date, and confirmation that the program is ASHP/ACPE-accredited or in an ASHP/ACPE candidate status.

**2) For 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:** A signed letter from the training program director or current pharmacist supervisor that the technician successfully completed the training program and is competent to practice as a pharmacy technician in the state of Ohio.

**3) For an employer-based training program:** A signed attestation (or certificate) by the program director and the terminal distributor's responsible person where the technician is employed that the technician trainee has successfully completed the training program pursuant to rule 4729:3-3-02 of the Administrative Code and is competent to practice as a pharmacy technician in the state of Ohio. The attestation must include the name of the technician trainee, the name of the employer, address of primary training location (i.e. the pharmacy of the responsible person signing the document), and the completion date.

**4) For a pharmacy technician training program offered by an Ohio public high school as part of a career-technical education program approved by the Board:** The program must provide the following as required by the Board's standards:

5.2.a. Programs shall recognize those pharmacy technicians who have completed successfully the pharmacy technician training program by awarding an appropriate certificate.

5.2.b. The certificate must be signed by the program director.

5.2.c. Programs must not issue a certificate to an individual who has failed to complete the prescribed program.

5.2.d. The certificate must contain the name of the organization, program name and location, student name, completion date, and confirmation that the program is approved by the State of Ohio Board of Pharmacy.