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## **Certified Pharmacy Technician Renewal Information**

### **Deadline July 1, 2021**

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You are receiving this notice because your registration as an Ohio certified pharmacy technician has not been renewed. The renewal deadline is quickly approaching. Failure to renew by the July 1, 2021 deadline will cause your registration to expire and you will not be authorized to work as a certified pharmacy technician in the state of Ohio. Any registration renewed after the expiration date of July 1, 2021 will be assessed a late fee.

**IMPORTANT:** Certified technicians that can do so are strongly advised to renew as soon as possible to avoid any possible processing delays.

A helpful step-by-step guide with information on how to renew can be found here:  
[www.pharmacy.ohio.gov/certifiedrenewalguide](http://www.pharmacy.ohio.gov/certifiedrenewalguide)

More information about the renewal requirements and process are included below.

Click [here](#) to renew your license now.

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### **eLicense Guidance**

The State of Ohio Board of Pharmacy transitioned to the State's [new licensing system](#) on April 23, 2018. As part of the transition, individuals will be required to register for an account to renew and manage their Ohio pharmacy technician registration.

Individuals who already have an account but forgot their password may reset it by selecting the "Forgot your password?" link on the [eLicense login page](#). A password reset link will be emailed to you. The link expires after 24 hours, so be sure to reset your password as soon as possible.

Individuals who already have an account but have accessed the system in the last 12 months, may also be required to reset their password. Follow the on-screen instructions to reset your password.

**It is highly recommended to use Google Chrome to access eLicense Ohio and when submitting a renewal application.**

For step-by-step guidance on how to register for an account on the eLicense site, visit: [www.pharmacy.ohio.gov/elicenseinstruct](http://www.pharmacy.ohio.gov/elicenseinstruct).

For assistance registering for an account or resetting a password in eLicense Ohio, please contact the eLicense Customer Service Center, which can be reached by calling 855-405-5514.

*The eLicense Customer Service Centers serves all Ohio Boards and Commissions licensees and applicants. Callers may experience hold times or delays during overlapping renewal cycles across the state's Boards and Commissions.*

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### **Fees**

The biennial licensing fee to renew a certified pharmacy technician registration is \$50.00 plus a \$3.50 eLicense system transaction fee. Any registrant who does not renew by the deadline of **July 1, 2021** will be assessed an additional \$50.00 late fee.

**All payments must be made with Visa, MasterCard, or Discover via eLicense Ohio.**

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Certified pharmacy technicians are required to maintain updated employment information with the Board pursuant to [OAC 4729:3-2-04](#).

To view the employment information on file with the Board, a registrant can select **Manage Affiliations** from their license tile in eLicense.

Instructions and a step-by-step guide on how to update the information can be found [here](#).

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### **Legal and Disciplinary Question Guidance**

All certified pharmacy technicians will be required to answer legal and disciplinary action questions on the renewal application. The Board has developed a guidance document to assist registrants in answering these questions, which can be accessed [here](#).

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### **Certification and Continuing Education Requirements**

As part of the renewal process and as a condition of maintaining a valid Ohio registration, a certified pharmacy technician is required to maintain a pharmacy technician certification (ExCPT or PTCB).

A certified technician must meet the continuing education requirements for their pharmacy technician certification (ExCPT or PTCB). Any certified technician who holds a valid certification is **not** required to complete the ten contact hours that is required for a registered pharmacy technician. A certified pharmacy technician does not need to report any continuing education directly to the Board of Pharmacy.

**Failure to maintain an ExCPT or PTCB certification may result in disciplinary action by the Board. Therefore, all Ohio certified technicians should make sure they have valid certifications prior to renewing their registration.**

If a certified pharmacy technician no longer wants to maintain their ExCPT or PTCB certification, the applicant will be required to re-apply as a registered pharmacy technician.

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