eLicense Guide: Pharmacy Technician Trainee Application

Updated 4/29/2025

Pharmacy Technician Trainee Application Required Information and Documentation:

- Documentation of Age – birth certificate or government issued identification card that contains full date of birth.
- Documentation of Education – high school diploma or transcript or GED certificate that contains graduation/completion date.
- Criminal conviction or disciplinary action documentation *(if applicable).*
- Payment via credit card (Visa, MasterCard, or Discover) for the $28.50 application fee.

Accessing Application:

1. Using Google Chrome or Mozilla Firefox as your web browser, access the portal using the eLicense Ohio system at eLicense.ohio.gov.

2. Create an eLicense Ohio user account as a new user. Personal information, an email address, and password will be required.

   **For assistance in creating your eLicense Ohio account, please contact the eLicense Customer Service Center at 855-405-5514, Monday – Friday, 8:00am to 5:00pm ET.*

Completing the Application:

1. **PERSONAL INFORMATION:** Enter all personal information - primary contact, email address, and phone number - and search and apply both a mailing and a public address and military service information and select 'Save and Continue'.

2. **BACKGROUND:** This selection will allow you to add information about other professional licenses you hold in Ohio or other states in the License Verification section. Additionally, this is where you will report your employment as a License Affiliation.

3. **APPLICATION QUESTIONS:** This section will have questions related to your education, background check submission, and legal/disciplinary action history. Answer all questions truthfully and select 'Save and Continue'.

4. **ATTACHMENTS:** You will be required to upload documentation of age and education and attest to completing your background check requirements. If applicable, you will upload military/veteran documentation and/or legal/disciplinary action documentation. Upload the required documentation, then select 'Save and Continue'.

5. **REVIEW & SUBMIT:** The system will verify you have completed all required questions and attachments. Select the 'Consent to Electronic Signature' check box and input the applicant's first and last name in the box provided. Select 'Submit' to proceed to payment.

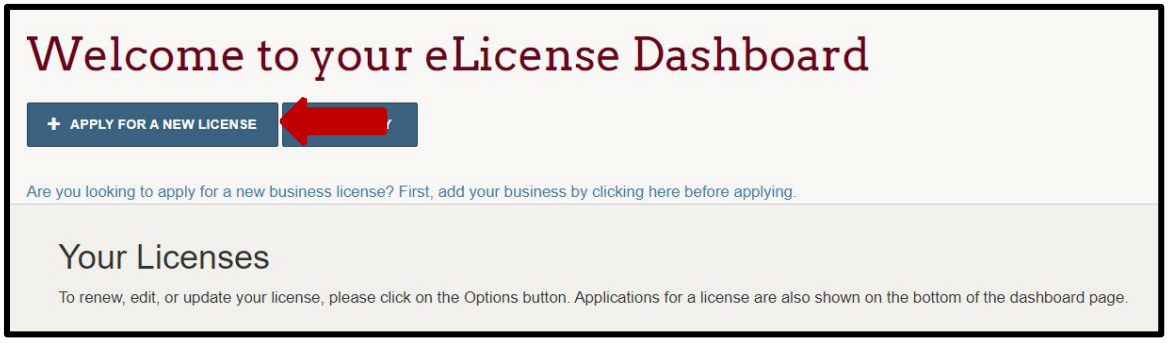
6. **CART:** Click the 'Select All' check box, then 'Continue' to checkout, then 'Continue' again to proceed to the payment screen.

7. **PAYMENT SCREEN:** Fill in all applicable information in the payment information and billing information sections of the payment screen and select 'Continue', then select 'Submit' on the next screen. *Important – The billing information must match identically to the information on file with the financial institution.*

If you need help or have questions pertaining to your license application, please e-mail technician@pharmacy.ohio.gov. For quickest response time, please include your name, telephone number, and application number which can be found on your eLicense Ohio dashboard and begins with "APP-000".

PHARMACY TECHNICIAN TRAINEE APPLICATION:

From your dashboard, select **+Apply for a New License** to begin the application.

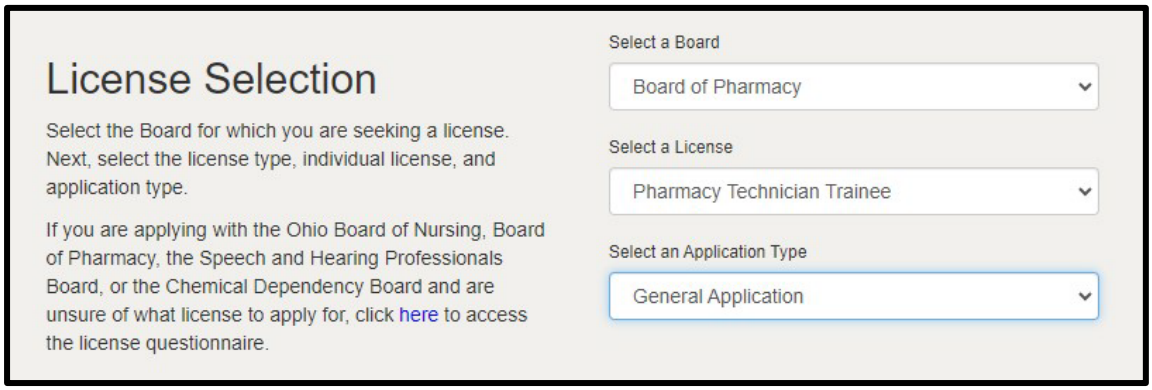


In the License Selection section, select the appropriate options –

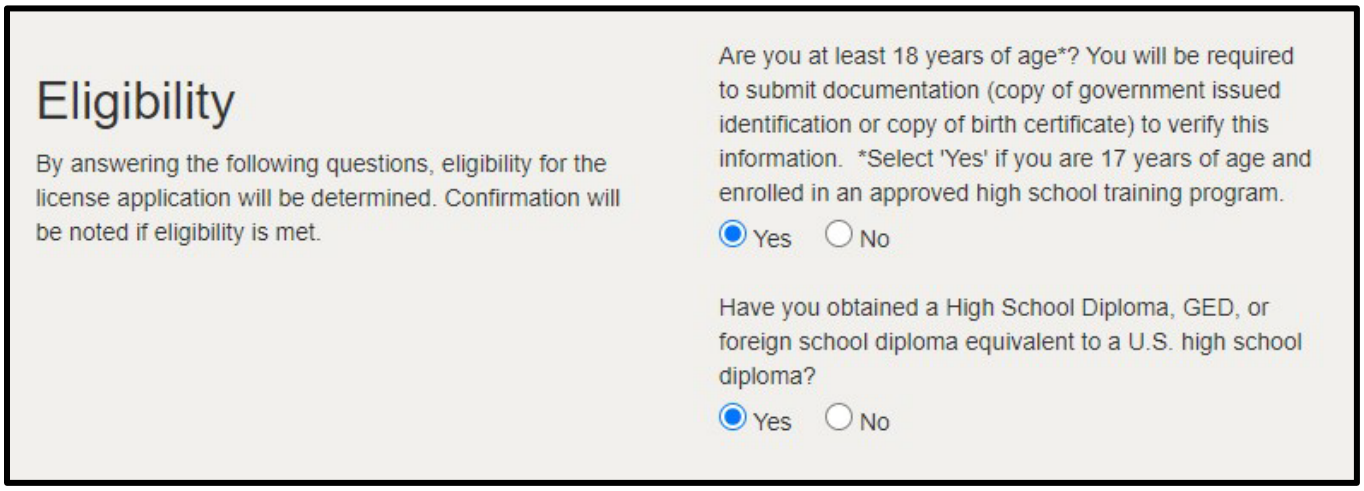
Board: Board of Pharmacy

License Type: Pharmacy Technician Trainee

Application Type: General Application.



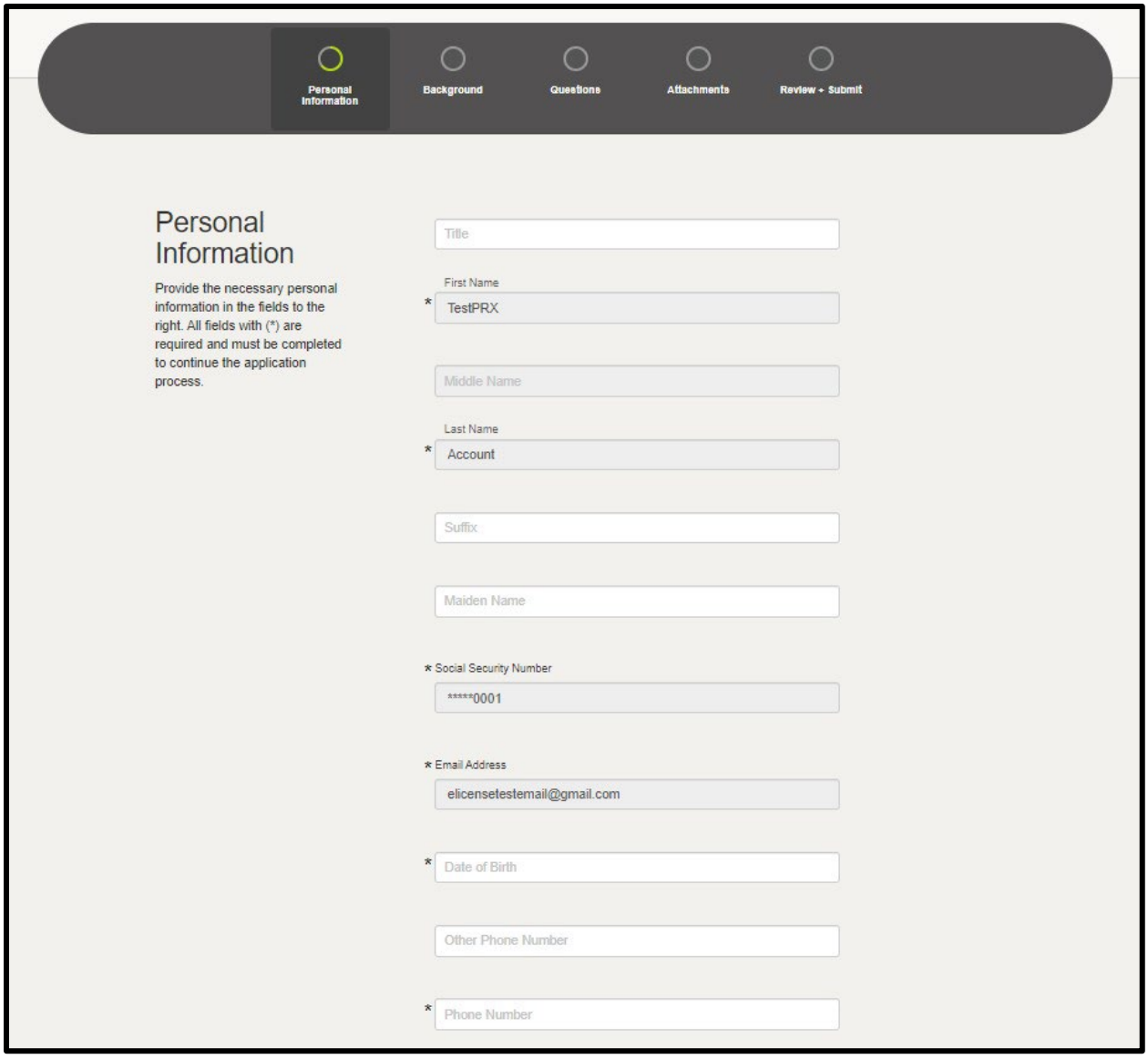
In the Eligibility section, review carefully and select **"Yes"** to the eligibility criteria. *If you see different questions, then you have selected the wrong license type. If you cannot accurately answer yes to any of these questions, then you are not eligible to apply for a trainee registration.*

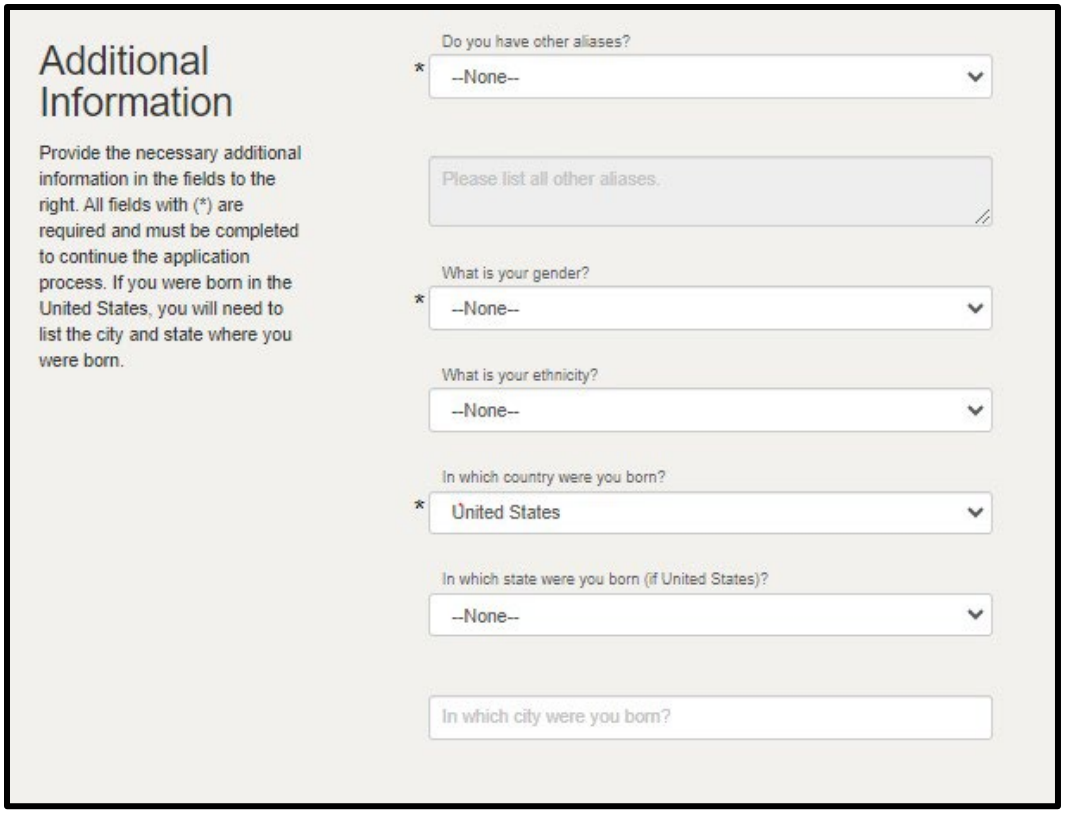


Review the Application Instructions carefully and select **Save and Continue**.

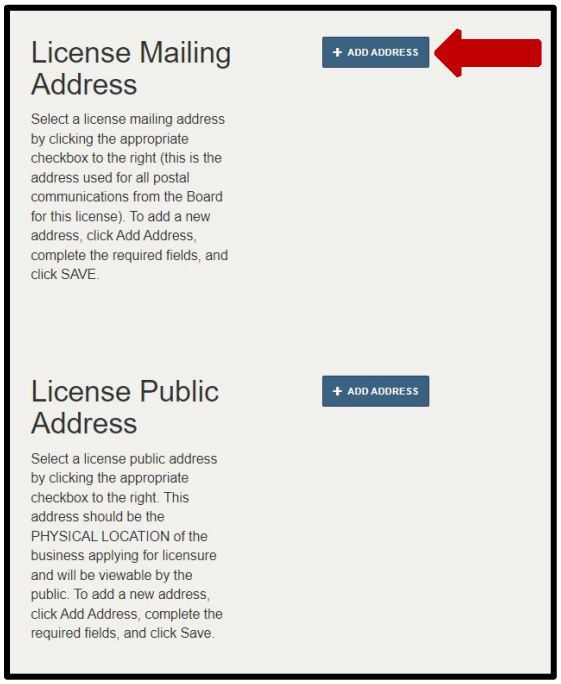
PERSONAL & ADDITIONAL INFORMATION:

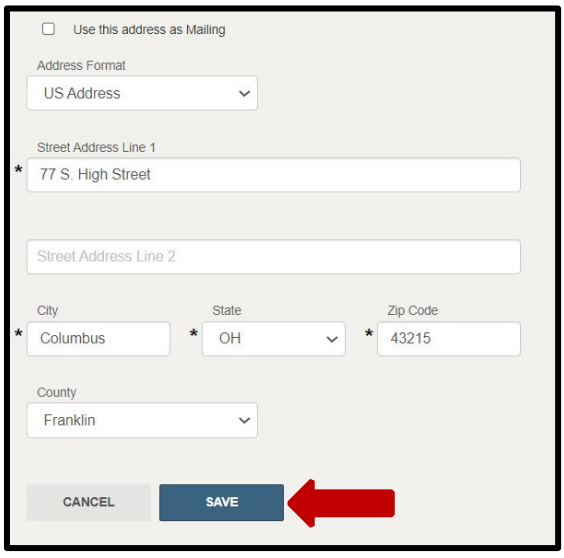
Review and ensure all personal and additional information are correct.



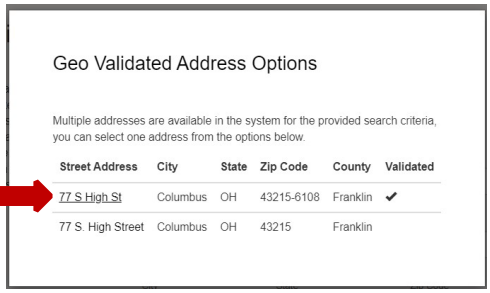


In the address section, select **+Add Address** in the License Mailing Address section. Input the address information and select **Save**.



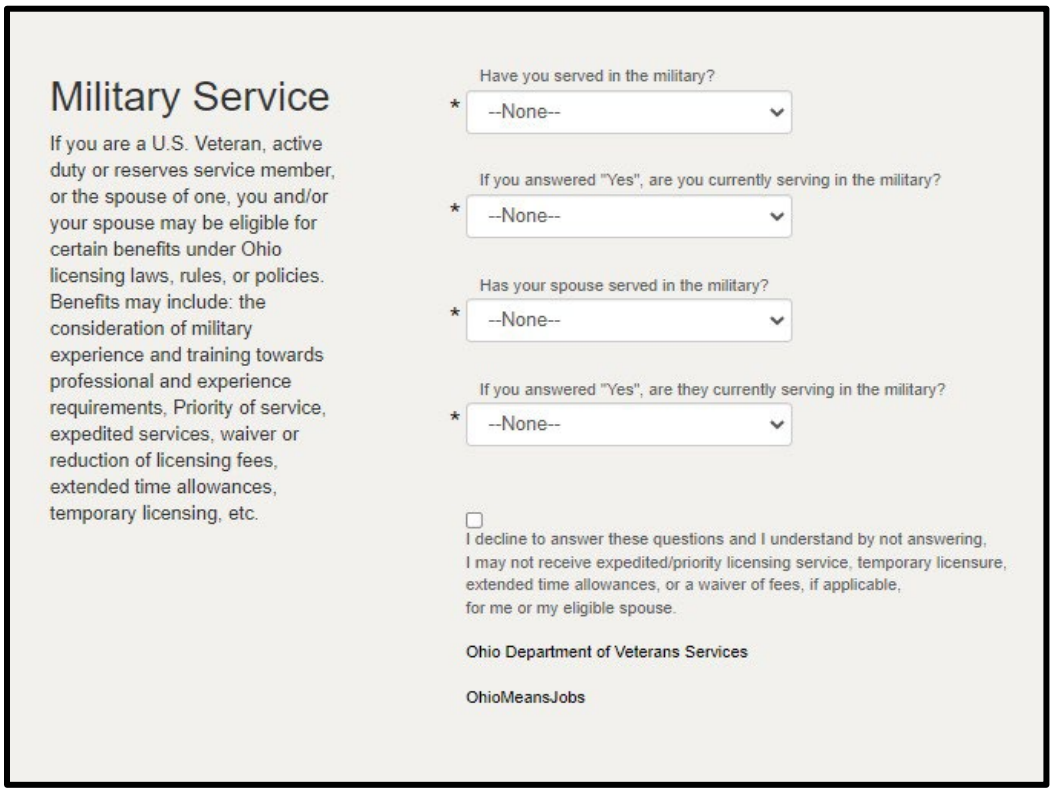


If multiple results return, please select the address that is validated as noted with a ✓.



Repeat the steps under the License Public Address section or if the address is the same as the mailing address. Select the check box next to the address, then **Save as Public**.

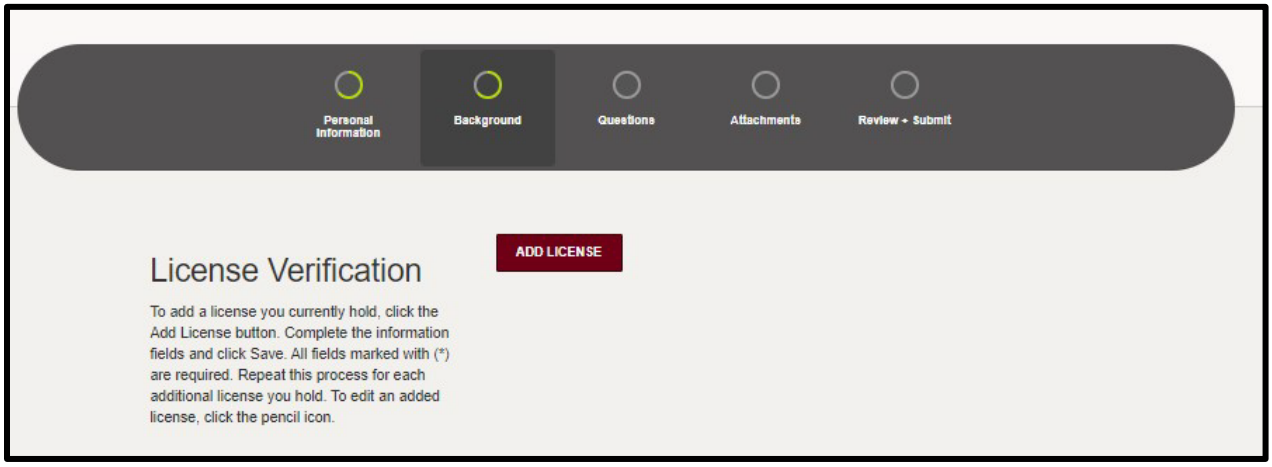
Complete the Military Service section.



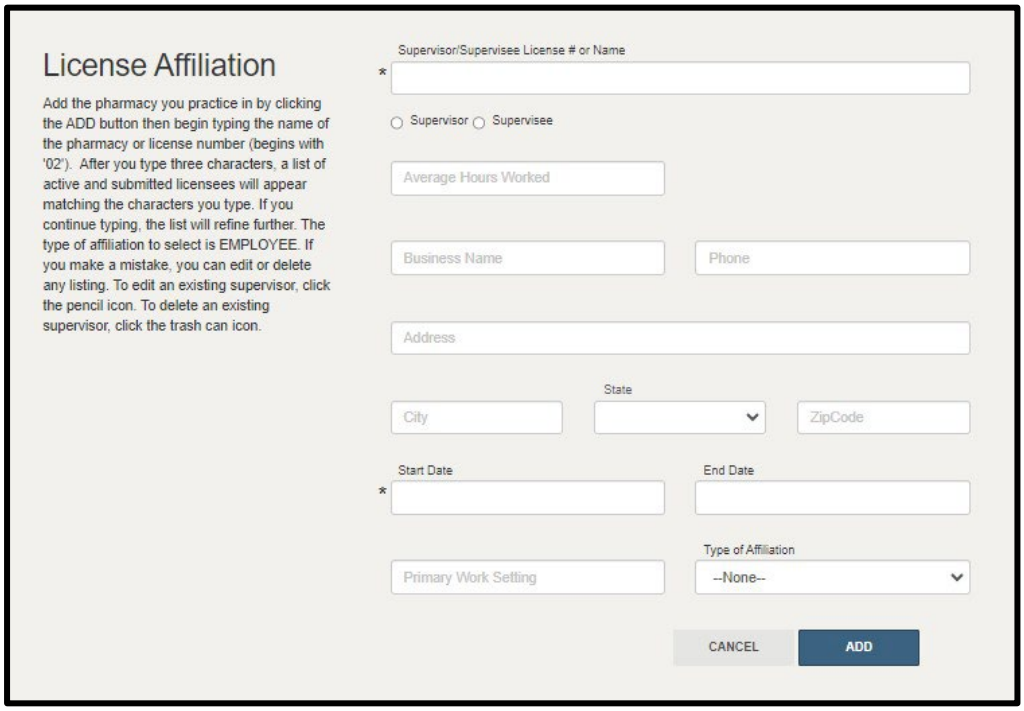
Once all information is populated, select **'Save and Continue'**.

BACKGROUND

Add any other licenses in Ohio or other states you hold under the License Verification section.

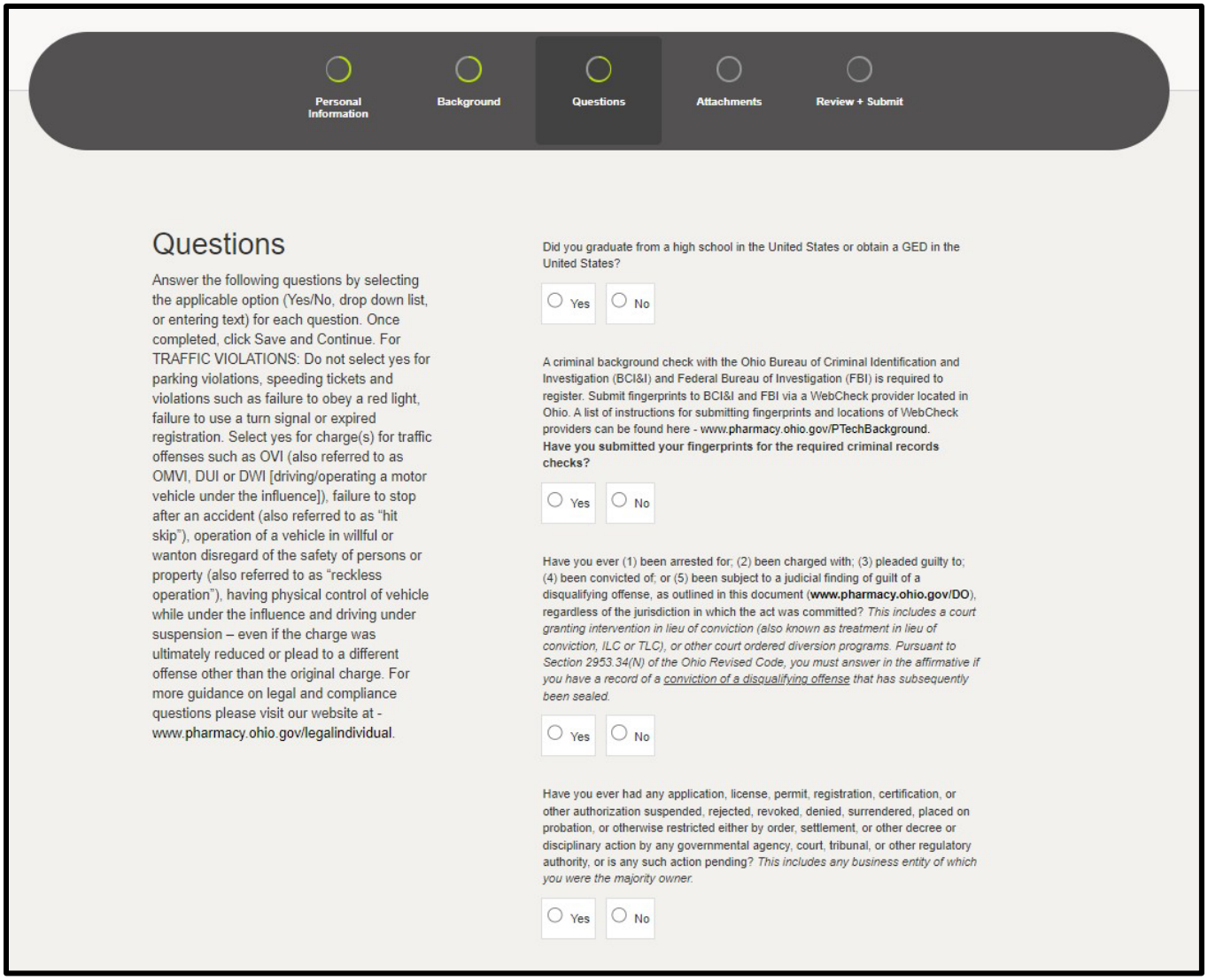


Add your employment under the License Affiliation section. Select the “Add Affiliation” button and then input the required information. The best way to search is by your pharmacy’s terminal distributor license number which begins with ‘02’. To find your pharmacy’s license number use the License Lookup Feature here - https://elicense.ohio.gov/OH_VerifyLicense. **IMPORTANT – Do not enter a pharmacist or technician as your supervisor. Your supervisor is the pharmacy where you are employed.**



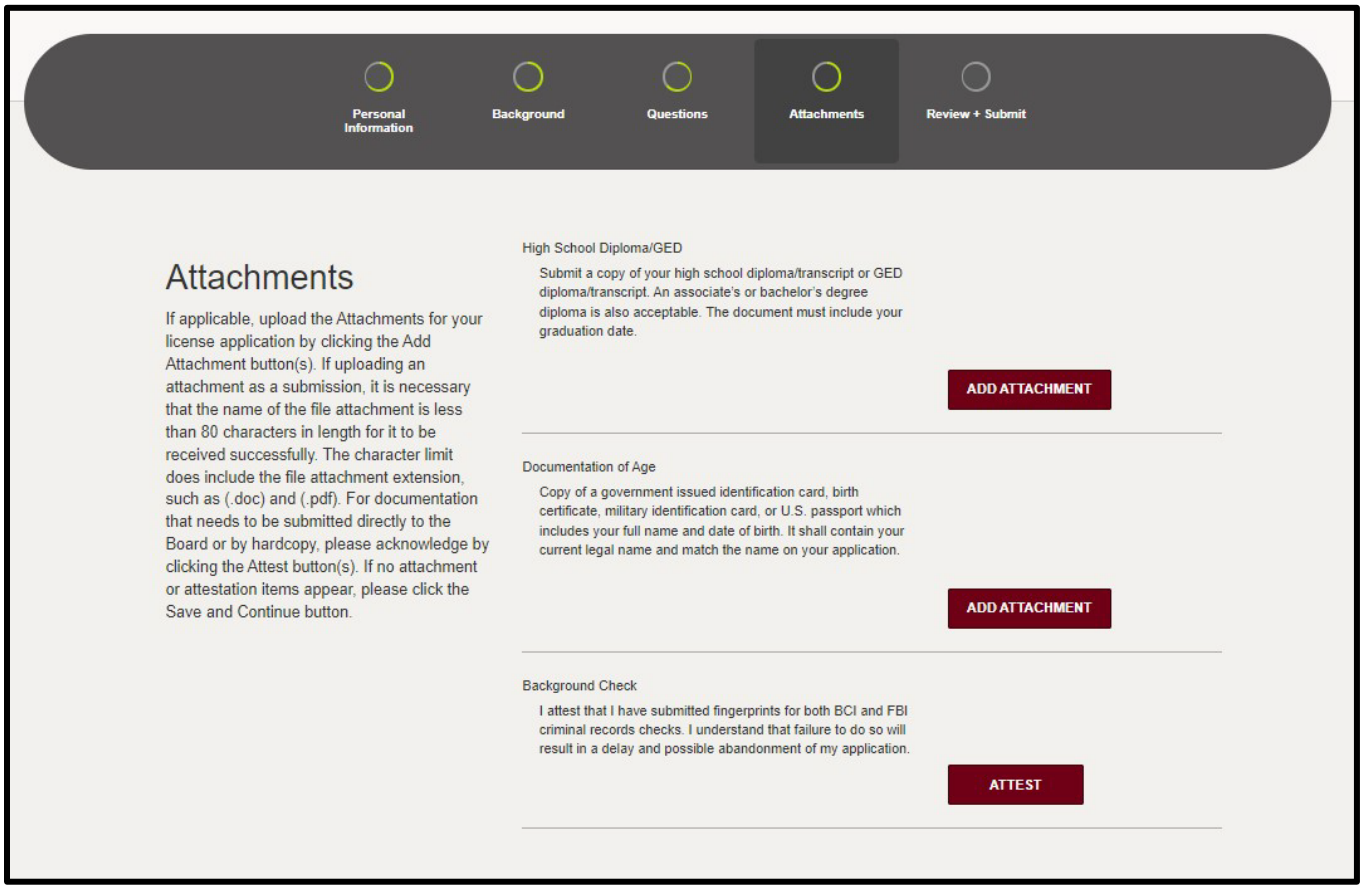
QUESTIONS:

Answer all application questions and select '**Save and Continue**'.



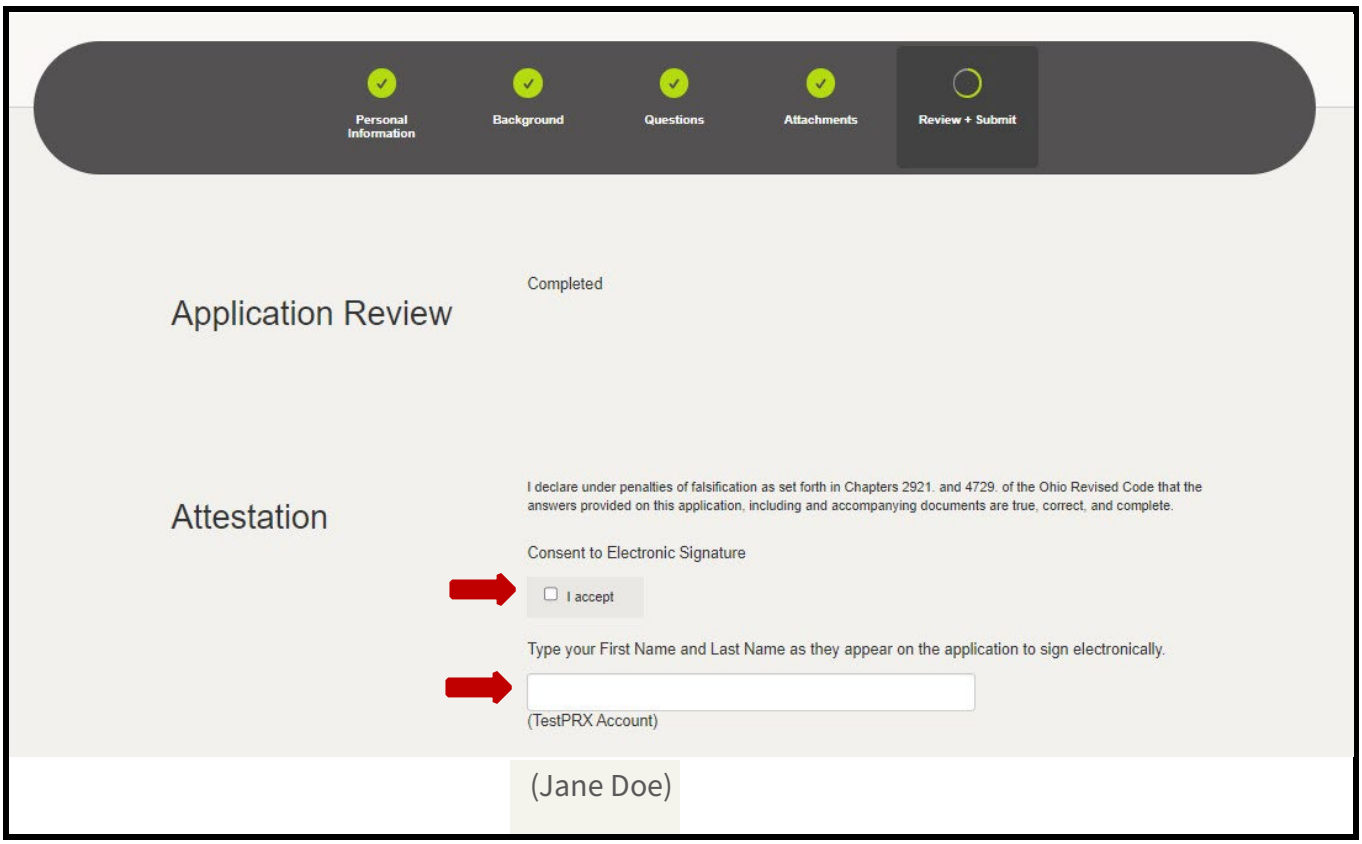
ATTACHMENTS:

Upload your documentation of age, education, and/or legal and disciplinary action documentation (if applicable). To upload, select the **Add Attachment** button and select the file saved on your device. Attest to completing your background check requirements by selecting the 'Attest' button.

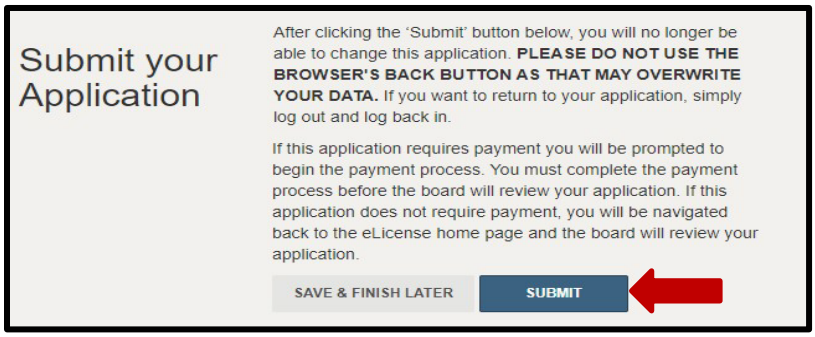


REVIEW & SUBMIT:

The system will check to ensure you have completed the application requirements. Once complete, review the attestation language. Select the check box and electronically sign by inputting your name in the text field.



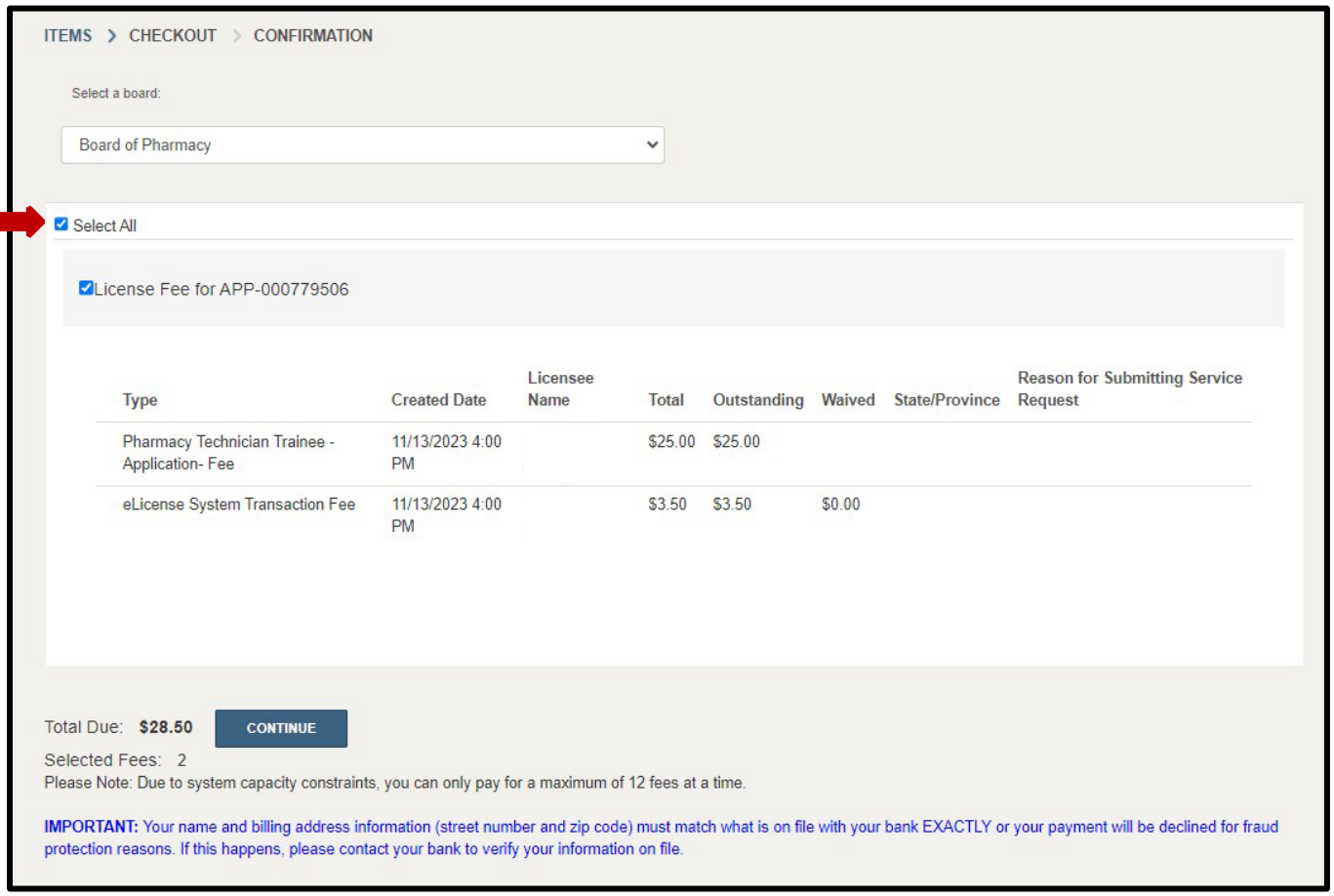
To submit the application, select **Submit.** .



CART & PAYMENT:

You will be automatically directed the Cart to review and pay the license application fees. Select the check box for the application and then select **Continue.** Follow the prompts to complete payment.

Acceptable payment methods include Visa, MasterCard, and Discover. The Board does not accept electronic check or American Express. The billing information must match exactly with the information on file with your financial institution.



If you need help logging in to your eLicense account, registering, or any other technical issues with eLicense Ohio, please call the eLicense Customer Service Center at 855-405-5514, Monday – Friday, 8:00am to 5:00pm ET.