



## Registered Pharmacy Technician Renewal and Continuing Education Requirements

Registered pharmacy technician renewal will open at the end of January 2024. Registered technicians will receive an email in January indicating the renewal period is open.

As part of the renewal process, a registered pharmacy technician will be required to complete a total of **ten contact hours** (1.0 CEUs) of continuing pharmacy education between April 1, 2022 and March 31, 2024.

All registered pharmacy technicians must obtain a **free CPE monitor account** from the National Association of Boards of Pharmacy. This account will be used to report and monitor the successful completion of ACPE-approved continuing pharmacy education.

Please see the frequently asked questions below.

### UPGRADE TO CERTIFIED PHARMACY TECHNICIAN

Current registered pharmacy technicians who have obtained a national certification (CPhT with PTCB or ExCPT with NHA) are eligible to upgrade their registration at no cost from January 1, 2024 to March 31, 2024.

#### Requirements:

- Valid certified pharmacy technician certification (PTCB/ExCPT).
- BCI and FBI Background check results within 2 years prior to application.

#### Steps for Submission:

1. Log in to [eLicense Ohio](#).
2. Find the [Registered Pharmacy Technician](#) license tile, select 'Options', then 'License Upgrade'.
3. Complete the request application and upload documents.
4. Follow prompts until you receive confirmation the request was submitted with a request number (e.g. SR-####).

The Board's licensing department will process all upgrade requests within 3 to 5 business days. If additional information or requirements are needed, the Board will email you directly.

**All new certified pharmacy technician registrations will be issued with an expiration date of September 30, 2024. Therefore, all impacted technicians are required to renew and pay the application fee in August-September of the same year (2024).**

### What type of continuing education is required?

All registered pharmacy technicians are required to complete a total of **ten contact hours** (1.0 CEUs) of continuing pharmacy education between April 1, 2022 and March 31, 2024. Any format (live, home study) is acceptable.

Continuing pharmacy education should be in pharmacy technician-specific subject matter and shall include the following:

- **Two contact hours** (0.2 CEUs) of continuing pharmacy education in the subject of pharmacy jurisprudence (law). The topic designator will end in "03"; and
- **Two contact hours** (0.2 CEUs) of continuing pharmacy education in the subject of patient or medication safety. The topic designator will end in "05".

Additionally, a registered pharmacy technician may satisfy up to one-third of the technician's continuing education requirements by providing health care services as a volunteer in accordance with [4745.04](#) of the Revised Code.

For rules on pharmacy technician continuing education requirements, visit:

<http://codes.ohio.gov/oac/4729%3A3-5>.

**REMINDER:** The Board developed a technician CE guidance document that can be accessed [here](#).

### **Where can I obtain continuing pharmacy education?**

Continuing pharmacy education may only be obtained from the following providers:

- A pharmacy jurisprudence (law) program.
- An Accreditation Council for Pharmacy Education (ACPE) accredited continuing education provider.
- An approved in-state provider of volunteer healthcare services in accordance with 4745.04 of the Revised Code.

More information on qualifying pharmacy jurisprudence education programs, patient or medication safety courses, and other continuing education information can be found [here](#).

### **Does the Board offer any continuing education opportunities?**

The Board currently offers a free online CPE jurisprudence quiz which covers information contained in the Board's quarterly newsletters, including any links to guidance documents or rules which were embedded in the newsletters.

The 2023 quiz is available until January 31, 2024. The quiz can be accessed here:

- [2023 CPE Quiz – One Credit Hour of Jurisprudence](#)

This quiz may also be accessed by visiting the Board's Continuing Education page:

<https://www.pharmacy.ohio.gov/Licensing/CE.aspx>

### **How do I obtain a CPE monitor account?**

All registered pharmacy technicians must obtain a free CPE Monitor account from the National Association of Boards of Pharmacy. This account will be used to report and monitor the successful completion of ACPE-approved continuing pharmacy education.

**Registered pharmacy technicians are encouraged to obtain a CPE Monitor account as soon as possible for any continuing education to be reported.**

To create your free account, visit: <https://nabp.pharmacy/programs/cpe-monitor/>

### **What documentation is needed to report continuing education?**

Continuing pharmacy education earned from an ACPE-approved provider will be reported directly to CPE Monitor.

[Rule 4729:3-5-02](#) requires registered pharmacy technicians to keep all certificates and other documented evidence of participation which have been issued by a non-ACPE accredited provider (i.e., in-state providers or pharmacy jurisprudence or volunteer healthcare services) for which the pharmacy technician has claimed continuing education units towards renewal of the technician's registration for a period of one year following the year in which evidence was required for renewal.

**NOTE:** The Board will be conducting audits of registered technicians to determine if continuing education requirements have been met. **Certificates and other documented evidence of participation only need to be submitted to the Board when requested.**

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