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## Registered Pharmacy Technician Renewal Reminder

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Registered pharmacy technician renewal is now open. You are receiving this email notification because you will need to renew.

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.

For renewal and continuing education questions, please review the information below.

### Renewal Guides:

- [eLicense Guide – Registered Pharmacy Technician Renewal Application](#)
- [Pharmacy Technician Continuing Education](#)

**IMPORTANT – This guidance is only for Registered pharmacy technicians. Certified pharmacy technicians will renew in the Summer of 2024 as their registrations are valid until September 30, 2024.**

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### **\*NEW – 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. The upgrade fee will **only be waived if the registered technician follows the steps below.**

### **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).**

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### **Where do I complete the renewal application?**

Online via [eLicense Ohio](#). Use the Forgot Password and Forgot Login Email links if you need to retrieve your login information. If you still need assistance, contact the Customer Support Center at 855-405-5514, Monday through Friday from 8 am to 5 pm.

**\*\*\*Users are strongly recommended to use a desktop or laptop computer and Google Chrome web browser to complete the renewal application.** Mobile devices such as smartphones and tablets may cause difficulty to the user.

### **I am logged in to [eLicense Ohio](#). Now what do I do?**

Find your Registered Pharmacy Technician license tile, select Options, and then select Renew. Step-by-step instructions can be found here: [www.pharmacy.ohio.gov/RegTechRenew](http://www.pharmacy.ohio.gov/RegTechRenew)

### **How much does it cost to renew my registration and how do I pay?**

A total of \$53.50. The renewal fee is \$50.00 and there is a \$3.50 eLicense system transaction fee. Payment must be submitted online using a Visa, MasterCard, or Discover debit/credit/prepaid card.

### **What is my deadline to renew?**

**The last day to renew is Thursday, March 31, 2024.** Failure to renew by this day will cause your registration to lapse. Renewal applications submitted after March 31st will be assessed a late fee of \$50.00.

### **How long will it take me to complete the renewal application?**

Approximately 5 to 10 minutes. Users can save the application and finish it later if needed.

### **I already completed the 10 hours of continuing education (CE) credits for the last renewal. Do I need to complete them again?**

Yes. All credits must be earned between April 1, 2022 and March 31, 2024. Any credits earned for the last renewal are not eligible for this renewal period.

### **Do I need to submit proof of my continuing education (CE) credits?**

No, we only need you to attest that you have completed the requirements. You will be contacted in the event you are audited by the Board.

### **Do I need to complete new BCI and FBI criminal records/background checks to renew?**

No. Background checks are only required for new, license upgrade, and reinstatement applications.

### **Do I need to upload any documentation of my training?**

No. This information was already submitted and reviewed by the Board to issue your registered pharmacy technician registration. Any additional training you have completed can be kept by your pharmacy and for your personal records.

### **I obtained a national technician certification (PTCB or ExCPT). How do I register as a Certified Pharmacy Technician?**

You must submit a license upgrade request via [eLicense Ohio](#). Once logged in, select 'Options', then 'License Upgrade'. The application will not require payment if submitted between January 1, 2024 and March 31, 2024. You will be required to upload a copy of your certification. If your BCI and FBI background checks on file with the Board are older than 2 years, you will need to submit new fingerprint impressions before the Board can issue the certified pharmacy technician registration.

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## **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](#).

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## 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](#).

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## 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. Access the quiz here:

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

These quizzes may also be accessed by visiting the Board's Continuing Education page: <https://www.pharmacy.ohio.gov/Licensing/CE.aspx>

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## 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/>

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## 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 of 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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## eLicense Ohio

All registered technicians will be required to renew electronically via [eLicense Ohio](#).

Individuals who already have an account but forgot their password may reset the password by selecting "Forgot your password?". A password reset link will be emailed to you. The link expires after 24 hours, so reset your password as soon as possible!

Individuals who already have an account but have not logged on in the last 12 months may be required to reset their password. Follow the on-screen instructions to reset your password.

**It is highly recommended to use a desktop/laptop computer and Google Chrome to access eLicense Ohio and when submitting the renewal application.** Using a smartphone or tablet to complete the renewal application will likely lead to difficulties in completing the application properly.

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, Monday through Friday from 8 am to 5 pm.

*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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**Please note that if you choose to unsubscribe from receiving emails, this unsubscribes you from all emails that are sent by the State of Ohio Board of Pharmacy, including renewal reminders. If you believe you have unsubscribed in error, you may subscribe by visiting: [www.pharmacy.ohio.gov/subscribe](http://www.pharmacy.ohio.gov/subscribe). If you would like to change your email address, please log into your [eLicense Ohio](#) account to update the email address on file.**