



## Expedited Onboarding of Pharmacy Technician Trainees

**Updated 3/26/2020**

To address any possible workforce shortages during the COVID-19 outbreak, the State of Ohio Board of Pharmacy has adopted the following guidance for the expedited onboarding of pharmacy technician trainees.

This guidance is being issued in accordance with a Board resolution adopted on March 2, 2020.

Upon the submission and processing of a trainee license, including payment of the registration fee and any other requirements specified by the Executive Director or the Director's designee, the applicant will be granted a status of "In-Review - Conditional Approval."

This status will permit the technician trainee to practice as a trainee in accordance with rule [4729:3-3-01](#) of the Administrative Code for the duration of this resolution, unless otherwise notified in a Notice for Opportunity for Hearing or until the licensing status has been made "Active."

The applicant shall have 120 days from the submission of the application to complete the background check requirements set forth in 4729.92 of the Revised Code. Failure to complete this requirement within 120 days from submission of the application will result in the trainee's application being deemed abandoned as defined in rule 4729:3-1-01 of the Administrative Code and will immediately preclude the individual from practicing as a pharmacy technician trainee.

**UPDATED 3/26/2020: If applicable, the applicant shall also have 120 days from the submission of the application to complete the Test of English as a Foreign Language, Internet-Based Test (TOEFL iBT). Failure to complete this requirement within 120 days from submission of the application will result in the trainee's application being deemed abandoned as defined in rule 4729:3-1-01 of the Administrative Code and will immediately preclude the individual from practicing as a pharmacy technician trainee.**

The Board reserves the right, upon review of the required criminal records checks or other information discovered during the review of a license application, to immediately rescind the trainee's conditional approval to work in a pharmacy.

This guidance is in effect until rescinded by the Board.

To assist licensees in implementing this guidance, the Board has developed the following frequently asked questions. This document will be updated as needed. If you need additional information, the most expedient way to have your questions answered is to e-mail the Board at [technician@pharmacy.ohio.gov](mailto:technician@pharmacy.ohio.gov).



**Q1) What information/documentation is required to be submitted with a technician trainee application?**

Applicants must complete the eLicense Ohio application – available here ([www.elicense.ohio.gov](http://www.elicense.ohio.gov)) and submit payment (\$25.00 plus a \$3.50 eLicense system transaction fee). The following information will be required on the application:

- Answers to legal and disciplinary questions
- Signed attestation
- Documentation of Age (i.e. government issued photo identification with the applicant’s date of birth)
- Documentation of High School Diploma/GED (documentation must include the applicant’s graduation date)

**Q2) Once my application is submitted, how long will it take to receive conditional approval?**

Applicants who have submitted the required information and fees listed in Q1 of this document should receive notification of conditional approval no later than two business days. This timeframe is subject to change if the Board experiences increased demand or staff shortages.

If conditional approval is granted, applicants will receive an email that can be supplied to their employer authorizing them to begin work as a technician trainee. Conditional approval may also be confirmed by an employer or trainee using Ohio’s [eLicense](#) system.

Name	Board	License/Endorsement #	Type	Status	Sub Status	Sub Category	Board Action?	City	State	County	Zip Code
Account PRXTest	Board of Pharmacy	<a href="#">APP-000300904</a>	Pharmacy Technician Trainee	In Review	Conditional Approval		No	Columbus	OH	Franklin	43215-6108

**REMINDER:** The Board reserves the right, upon review of the required criminal records checks or other information discovered during the review of the license application, to immediately rescind the trainee’s conditional approval to work in a pharmacy.

**Q3) What are the training requirements for technician trainees?**

If trainees are being onboarded to address critical shortages, it is the expectation of the Board that they are provided the necessary training for a technician trainee to safely and effectively work in a specific practice setting.

**REMINDER:** Trainees must complete their requirements within one year (and have the option for a 6-month extension). Therefore, formal training programs (i.e. didactic training) can be stayed during the COVID-19 crisis so that trainees can focus on providing patient care.

**Q4) If I am being onboarded to address critical shortages, and my application is ultimately abandoned after the 120 period because of failure to submit a background check, will I be subject to an administrative hearing or other penalty?**

No. If your application is deemed abandoned, the individual will not be subject to an administrative hearing or other penalty.