

Pharmacy Technician information

Successful completion of a criminal background check is required prior to acceptance into the program. The cost of the criminal background check is included in the cost of the program. If a prospective student is denied admission due to a criminal history finding that was not disclosed prior to enrollment, the prospective student will be responsible for the cost of the background check and will be invoiced for the amount specified in the enrollment contract.

****Many businesses that employ pharmacy technicians require random drug testing to maintain employment.**

Pharmacy Technicians and Pharmacy Technician Trainees

<https://www.pharmacy.texas.gov/applicants/tech-trainee.asp>

The Board issues two types of pharmacy technician registrations, as follows:

- A **Pharmacy Technician Trainee** registration allows an individual to participate in a pharmacy's technician training program and work towards certification from an approved national certification organization. **This registration is good for two years and is NOT renewable or extendable for ANY reason.**
- A **Pharmacy Technician** is an individual whose responsibility in a pharmacy is to provide technical services that do not require professional judgment regarding preparing and distributing drugs. A Pharmacy Technician works under the direct supervision of and is responsible to a pharmacist.

Initial Application for Pharmacy Technician Trainees

A **pharmacy technician trainee** is an individual who is registered with the Board and is authorized to participate in a pharmacy's technician training program. Once approved, this registration enables an individual to work in a pharmacy for the length of the registration (no more than 2 years). **During this time, the individual should be studying to take and pass a Board approved pharmacy technician certification exam.**

- **IMPORTANT:** An individual may only apply for a pharmacy technician trainee registration **once** and the registration **cannot** be renewed, extended, or transferred. This application does not require a current PTCB or ExCPT Certification

Eligibility Requirements

A pharmacy technician trainee must have ONE of the following:

- A high school diploma
- An equivalent diploma (e.g., GED),
- Be working to achieve a high school diploma or equivalent for no more than **2** years

A pharmacy technician trainee must be able to complete the application that will, at minimum, request the following information:

- Full Legal Name
- Mailing Address
- Date of Birth
- Social Security Number

A pharmacy technician trainee **cannot** have:

- Been previously registered with TSBP as a Pharmacy Technician or a Pharmacy Technician Registration

Additionally, all applicants must complete the necessary requirements for the Board to access criminal history record (i.e. submitting fingerprints).

Application Process

Step One: Complete the Online Pharmacy Technician Trainee Application. The applicant must apply with TSBP for an Initial Technician Trainee Application by submitting the appropriate application and fee online. Paid by the Campus. If another party will be paying for your application fee (such as a school, employer, etc.) they will need to use the [Third Party Payer Instructions](#) for completing the payment portion of the application process.

IMPORTANT: Make sure to use your **full legal name** on all parts of the application, as this is the name that will be printed on your registration certificate. Ensure that your social security number is correct as this can cause a delay in processing fingerprints and your application.

Step Two: Obtain and Complete the Fingerprint Session with the TSBP Service Code. Upon completing the online application, the applicant must obtain and complete the fingerprinting process with the approved Vendor. Instructions regarding this process are sent in the automatic email once the online application is submitted.

<https://www.pharmacy.texas.gov/applicants/fingerprint-initial.asp>

NOTE: There is a separate fee for the Fingerprinting Session that will be obtained by the approved vendor. The fee is generally less than \$50.00. Paid by the Campus.

Step Three: Checking the Status of Your Application. Allow a minimum of **SIX weeks*** for the application to be reviewed and processed. Once approved, a registration number is issued with an ACTIVE status. An applicant can NOT perform ANY Technician Trainee duties until a registration number has been assigned with an active status. Registrations can be verified online using the [license verification search](#).

***Any applicant that has any criminal history or prior disciplinary action may have a longer processing time as the application will have to be reviewed by TSBP Enforcement Staff. More information regarding this review can be found under [Disclosure of Criminal History](#). This review may take up several months to be completed.**

Once available, you may [print your registration certificate](#) from the website.

Certified Pharmacy Technician (CPhT) Eligibility Requirements

<https://www.ptcb.org/credentials/certified-pharmacy-technician>

1. Completion of a PTCB-Recognized Education/Training Program or equivalent work experience
2. Full disclosure of all criminal and State Board of Pharmacy registration or licensure actions
3. Compliance with all applicable PTCB Certification policies
4. Passing score on the Pharmacy Technician Certification Exam® (PTCE®)

Pharmacy Technician Registration

A Pharmacy Technician is an individual who is registered with TSBP as a pharmacy technician and whose responsibility in a pharmacy is to provide technical services that do not require professional judgment regarding preparing and distributing drugs and who works under the direct supervision of and is responsible to a pharmacist. Before applying for registration, Pharmacy Technicians must take and pass a national certification examination through [Pharmacy Technician Certification Board \(PTCB\)](#) or the [Exam for the Certification of Pharmacy Technicians \(ExCPT\)](#).

The certification must be current (future expiration date). See www.ptcb.org or www.nhanow.com for certification information.

If you have ever had a technician trainee registration, then apply for upgrade from technician trainee to technician process at: <http://www.pharmacy.texas.gov/Upgradetech.asp>

All application fees are non-refundable – including applications made in error.
To obtain a technician registration, complete the following:

Step 1: [Register for a secure online account](#). Use a personal email address that belongs to you, not a school assigned email address.

Step 2: After you register and [log-in](#), click on "apply for a new license" then click on "Initial Technician". Assure the address you enter on the applicator is accurate (include apartment number). This should be an address where you receive mail from the US Postal Service.

Step 3: Provide the PTCB or ExCPT number and expiration date. The certification must be current (future expiration date). See www.ptcb.org or www.nhanow.com for certification information.

Step 4: Pay the application fee with MasterCard, Visa, Discover, or American Express (cost is covered by the campus for this initial test)

Step 5: Applicants are required to complete a fingerprint session, unless their Tech Trainee registration is currently active **AND** they were fingerprinted for TSBP after June 1, 2015. The fee for fingerprinting is less than \$50. Fingerprint session instructions will be sent to the applicant via email after the application has been received by the board. For more information see [FAQ for Fingerprinting](#). Applicants (using an address) not located in Texas, will receive a packet in the mail with a fingerprint form and instructions sheet because the approved state vendor does not always allow a digital scan. The fingerprint packet is automatically mailed to the address provided on the application. Allow 2 to 3 weeks the packet to arrive via U.S. Postal Service.

If you have submitted an application and did not receive an auto response email, including fingerprint information with a copy of your application, contact the Board at (512) 305-8000.

Step 6: : Allow a minimum of three (3) weeks for registration to be issued (unless you have something on your background – refer to [“Information Regarding Criminal History”](#)).

Once an application is approved, a registration number is issued with ACTIVE status. Do not perform technician duties until the ACTIVE status and registration number is issued.

Once the registration has been issued, allow a minimum of 48 hours for a certificate to be available for online printing. ACTIVE registrations are verifiable online at: http://www.pharmacy.texas.gov/dbsearch/tech_search.asp

Applicants are urged to refrain from contacting TSBP staff regarding open applications, especially if the application is **not yet issued due to criminal history**. Repeated attempts to reach staff further delays processing time. All “Yes” responses to Criminal Background Questions and any “Hits” of criminal history on your fingerprint results must be reviewed by an in-house enforcement officer. This review process may take **several months**. If you have nothing on your background, and it has been more than 4 weeks since you applied AND got fingerprinted, then perhaps you should contact TSBP staff.

ACTIVE registrations are verifiable online at: http://www.pharmacy.texas.gov/dbsearch/tech_search.asp