

"Tutorial- Change of Employment" - Transcript

00:00:00:06 - 00:00:28:14

Narrator

Change of employment relationship. This tutorial will show you how to update your employment relationship if you are a licensed pharmacist, intern or pharmacy technician. Notification requirements A change of employment must be reported to the Texas State Board of Pharmacy electronically or in writing within ten days of the change. You must know the type (class) of pharmacy you were employed with and the Texas license number of the facility.

00:00:28:16 - 00:00:56:15

Narrator

You can find this information on our website by searching with a pharmacy name or address. You can manage your license by using our online licensing system. Go to the Texas State Board of Pharmacy website, www.pharmacy.texas.gov and select "log in" from the sidebar menu on the left. If you have not created an online account or accessed the system since June 2011, you will need to create an online account.

00:00:56:17 - 00:01:20:08

Narrator

Click begin here for sign up. Enter your personal details to register your online account. Note that the email you provide will also be your username, so the email account should be one that you have regular access to. Once you have entered your personal information, confirm the details are correct and click save. Check your email for the temporary password and log in.

00:01:20:10 - 00:01:41:11

Narrator

Once you are logged into your online account, you will see the Quick Start menu. If your license is already linked to your account, it will appear in the top right corner. If you don't see your license number, you will need to manually link your professional license to your online account by selecting Add Licenses to Registration. Follow the prompts to locate your license number.

00:01:41:13 - 00:02:07:21

Narrator

First, select yes to confirm that you have a pharmacist, intern, or technician license. On the next screen, select Texas State Board of Pharmacy from the dropdown menu and select the appropriate license type. To locate your records, you will need to provide your Social Security number, date of birth, and zip code. Remember, if you haven't updated your address yet, the zip code of your previous address is still linked to your license.

00:02:07:23 - 00:02:35:17

Narrator

Confirm that the license information located belongs to you. By selecting "I confirm this is my information." If your license information does not appear, select "No, this is not my license information," and verify that the Social security number, date of birth and zip code you were entering is correct. If you receive an error message that the entity is already

"Tutorial- Change of Employment" - Transcript

associated with another user ID, that means your license is linked to another account.

00:02:35:19 - 00:02:55:12

Narrator

You will need to contact the help desk for resolution at the link provided titled contact us. When you were logged into your account and your license number is linked, you may select Employment Relationships from the dropdown menu. A confirmation page will appear to let you know you were about to submit an application for a change in employment relationship.

00:02:55:14 - 00:03:23:05

Narrator

Select "next" to continue. Select "yes" to confirm that you are changing your employment relationship. Then select "next." Your personal details will be displayed and you will need to select "next" to continue. To remove an employment relationship, select "delete relation" from the right side of the screen next to the licensed pharmacy employer. To add an employment relationship, select "staff" from the type of Relationship dropdown menu.

00:03:23:07 - 00:03:50:06

Narrator

Then select the license type for your pharmacy employer and the license number of the pharmacy facility. When you click the add button, your employer's information should appear under related licenses. At this point, you may add another employment relationship or you may select "next" to continue. If you receive an error message that says "the selected license cannot be found," you must verify that you were entering the correct type of pharmacy and license number.

00:03:50:08 - 00:04:20:14

Narrator

Visit the Texas State Board of Pharmacy License verification page to confirm the type of pharmacy and license number for your employer. The search results should display your employer information, including the facility license number and the class (type) of pharmacy. Take note of this information to confirm that you were entering the correct data when adding an employment relationship. When you have successfully added and or deleted your employment relationships, select next to continue.

00:04:20:16 - 00:04:49:14

Narrator

Confirm that your personal details and employment changes are correct and then click submit. You're not done yet. There's still one more step. You must attest that you were providing true and correct information by selecting "yes." Then select "next" to complete the application process. You will receive confirmation that your change of employment application was submitted. A PDF summary will be available for download if you are unable to update your employment relationships online.

00:04:49:19 - 00:05:08:04

Narrator

"Tutorial- Change of Employment" - Transcript

Send a written notice to the Board that includes the following information: full name professional license number, employers, pharmacy facility license number, current main address and public address, alternate contact information (phone or email). Thank you for watching this tutorial.