

"Tutorial - Initial Pharmacy Technician Application" - Transcript

00:00:00:00 - 00:00:31:12

Narrator:

Applying to become a registered pharmacy technician. This tutorial will show you how to apply to become a Registered Pharmacy Technician in the State of Texas. This tutorial is for first time nationally certified technicians who have never been registered in Texas before. Important reminders. Submitting this application means that you have passed the National PTCB exam or other exam approved by the Texas Board of Pharmacy, and hold a current certification from that exam provider.

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Narrator:

Please do not apply until you have your PTCB or other approved exam provider certificate number. This is not the application for anyone previously registered in Texas. Go to www.pharmacy.texas.gov and click on the Pharmacy Technician link near the top of the page. Select initial Registered Pharmacy Technician application. Read the instructions on this page thoroughly before continuing to the application.

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Narrator:

You may want to bookmark or print it for reference. Once you have read through the instructions, click on the "click here to apply" link at the bottom of the page. If you have not created an online account or accessed the system since June 2011, you will need to create an online account. Click "begin here for sign up." Create your profile.

00:01:22:13 - 00:01:45:16

Narrator:

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 the 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 login. Begin your application: to begin your application,

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Narrator:

enter the Board and application for which you are applying. For "Board" select pharmacy Board. For application, select "initial technician." Continue to fill out the application as prompted. Attestation questions. Be prepared to answer questions regarding your background. Read the questions carefully. Answer the questions truthfully. Submit your payment. Once your payment has been received by the Board, you will receive an emailed receipt.

00:02:13:00 - 00:02:39:11

Narrator:

Please keep this receipt for your records. We cannot begin processing any application before your payment is made and your fingerprints are done for the background check. Your receipt confirmation page will include an application summary which you may keep for your records. Once you have submitted your application, you will also receive fingerprint

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instructions via email. These instructions will explain how to register for a fingerprinting session.

00:02:39:13 - 00:03:06:09

Narrator:

If you are an out-of-state applicant, you should receive a fingerprint packet at the mailing address you listed within three weeks. Supplemental documents. Be prepared to provide a: copy of official identification (driver's license, or state issued ID) containing a photograph and signature; copy of Social Security card. If your name is different from any of the above documents, you must send a legal document of a court order.

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Narrator:

Change of name for example, a marriage certificate. As stated earlier, you will receive information about the fingerprinting process once you have submitted your application. You will complete your fingerprinting through the state approved vendor Morpho Trust. Your prints are then sent to the Texas Department of Public Safety and the Federal Bureau of Investigation. Once the results are sent to the board electronically, results showing prior history are referred to the Board's Enforcement Division.

00:03:34:18 - 00:04:04:05

Narrator:

Application approval time. Applications are placed in date order according to the date received. Allow a minimum of three weeks before contacting Texas State Board of Pharmacy about results of fingerprinting or status of application. Check your application status three weeks after your fingerprinting. Check your status online by going to www.pharmacy.texas.gov. To verify your status on the homepage, click the blue verifications button.

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Narrator:

Click pharmacy Technician slash technician trainee search. Enter your first and last name in the appropriate fields, then click search. Once your application has been processed, you will see yourself listed here. Once your technician application is approved, your certificate will arrive via mail within three weeks. Once your application has been approved and you become a registered Pharmacy Technician with the State of Texas, you will need to complete continuing education or "CE" every renewal period.

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Narrator:

Board rule 297.8 states that pharmacy technicians must obtain at least 20 hours of approved continuing education hours each renewal period. The rule also specifies more detailed requirements, including what types of programs will count as CE, how to document your CE, and how long you should maintain record of your CE. For more information about CE requirements, visit our website or contact us at educationcoordinator@pharmacy.texas.gov.

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00:05:08:16 - 00:05:09:19

Narrator:

Thank you.