

"Tutorial - Technician Trainee Application" - Transcript

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Narrator:

Applying to become a technician trainee. This tutorial will show you how to apply to become a technician trainee. This tutorial is for applicants who have never been licensed in the state of Texas before. If your application is approved, your technician Trainee registration will enable you to work in a pharmacy for up to two years. During this time, you should be studying to take and pass the national PTCB exam or other approved exam so you can become a technician.

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Narrator:

The trainee registration is not renewable nor extendable for any reason. Go to www.pharmacy.texas.gov and click on the pharmacy technician link near the top of the page. Click on Initial Technician trainee application. Read the instructions on this page thoroughly before continuing to the application. You may want to bookmark or print it for reference. Once you have read through the instructions, click on the

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Narrator:

"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." 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.

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Narrator:

Once you have entered your personal information, confirm the details are correct and click save. Check your email for the temporary password and login. To begin your application, enter the Board and application for which you are applying. For Board, select "Pharmacy Board." For application, select "technician trainee." Continue to fill out the application as prompted. Follow the application instructions on each consecutive page.

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Narrator:

When you reach the attestation questions, be prepared to answer questions regarding your background. Read the questions carefully and answer the questions truthfully. Submit your payment. Once your payment has been received by the Board, you will receive an emailed receipt. Please keep this receipt for your records. We cannot begin processing any application before your payment is made and your fingerprints are done

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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 instructions via email. These instructions will explain how to register for a fingerprinting session. If you are an out of state applicant, you

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should receive a fingerprint packet at the mailing address you listed within three weeks.

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Narrator:

Supplemental documents. Be prepared to provide supplemental documents to the board as well. You must be able to provide a copy of official identification containing a photograph and signature. For example, a driver's license or state issued ID. You must also be able to provide a copy of your Social Security card. Please note if your name is different from any of these documents, you must send a legal document of a court order

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Narrator:

change of name- for example, a marriage certificate. You must also submit fingerprints to the Board. 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 Investigations.

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Narrator:

The results are sent to the Board electronically. Results showing prior history are referred to the Board's Enforcement Division. Application approval time. Applications are processed in the order in which they are received by the Board of Pharmacy. Allow a minimum of three weeks before contacting the Texas State Board of Pharmacy. About results of fingerprinting. Status of application. Three weeks after your fingerprinting,

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Narrator:

check your status online by going to www.pharmacy.texas.gov to verify your status. On the homepage, click the blue verifications button. 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 there. Once your Technician Trainee application is approved, your certificate will arrive via mail within three weeks.

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Narrator:

Begin to study for the exam: should you wish to continue working in a pharmacy, you must pass the national PTCB exam or other approved exam. Go to www.PTCB.org or www.NHAnow.com for details and scheduling. After September 1st, 2017, the ExCPT exam will become acceptable. Once you have passed an approved exam and have received your certificate,

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Narrator:

You may apply with the Texas State Board of Pharmacy for the upgrade Trainee to Technician application.