

## "Tutorial- Upgrade From Pharmacy Technician Trainee to Pharmacy Technician"- Transcript

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Narrator

Applying for upgrade from technician trainee to pharmacy technician. This tutorial will show you how to apply for an upgrade from a technician trainee registration to a pharmacy technician registration. This application is only for Registered Technician trainees who have passed an accepted national certification exam. Important reminders. Submitting this application means that you have passed the national PTCB exam or other exam approved by the Texas State Board of Pharmacy, and hold a current certification from that exam provider.

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Please do not apply until you have your PTCB or other approved exam provider certificate number. Go to [ww.pharmacy.texas.gov](http://ww.pharmacy.texas.gov) and log in from the homepage using the blue login button on the left hand side. This is the same login screen you use to access your technician trainee information. Once you log in, you will see your technician trainee registration information on the right. To begin the application for upgrade,

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select the appropriate Board and application from the drop down menus. For Board, select the "Pharmacy Board". For application, select "upgrade Trainee to technician". The introduction to the application explains what is required during the application process. It's extremely important to be sure you have passed an approved National Technician certification exam and have your national certification number before you begin this application.

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If you have everything required, press next to begin. This part of the application asks if you are upgrading. You should select yes to confirm that you were upgrading from a technician in training to a technician. You should select no to confirm that you were not trying to renew your technician and training registration. Verify that your name and personal information is accurate.

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Enter the approved national exam you took along with your certification number. Enter the date your national certification will expire, then press next. Once you have completed the application, you must attest that all the information you have provided the Board on your application is true. Submit your application and submit your application fee. Once your application is submitted and your payment has processed, you will receive an email with your application summary.

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This email will include instructions about completing a fingerprint session. However, if you have already submitted fingerprints to the board

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within the past 36 months of completing your upgrade application, you will not need to resubmit fingerprints at this time. Trouble with your login? For login issues or if you do not see your trainee registration information when you log in, you will need to go back to the login page and click on the "Contact Us" link near the bottom of the page.

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When submitting a help request, be sure to include your Texas State Board of Pharmacy registration number, the error message you received, and the email address you wish to be linked to your account. Give the helpdesk at least three business days to respond. Applications are processed in the order they are received. Allow a minimum of three weeks for the Texas State Board of Pharmacy to approve your application.

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Once approved, you should receive your new Pharmacy Technician certificate via mail within 10 to 17 business days. 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. Board rule 297.8 states that the pharmacy technicians must obtain at least 20 hours of approved continuing education hours each renewal period.

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The rule also specifies more detailed requirements, including what types of programs will count to 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 [education.coordinator@pharmacy.texas.gov](mailto:education.coordinator@pharmacy.texas.gov). Thank you.