



Pharmacy Technician Renewal Application

Step-by-Step Instructions

1. Log on to the [Online Licensing System](#) using the email you registered with when you first applied for your Registration. If you are having problems logging-in, click the "FAQ" link on the page for help or use the "Contact Us" link for Technical Support and allow at least 3 business days for a response. If using the Contact Us form, be specific and provide as much information as possible.
2. You should see your Registration Number on the Right-Hand Side and also under "Manage your License Information." If the Renewal period is open, you will see an Open Renewal Application with a "Time to Renew" Button next to it.
3. Make sure that all contact information is correct and change any information that is outdated. The information you provide must be accurate as it will be used by the Board to contact you about your application, if needed.
TIP! Double check the address that you entered on your application. Is your apartment number listed?
4. When you get to the Application Attestation questions, answer the questions honestly and truthfully.
5. Provide any Professional Licenses or Registrations Information that you currently hold or have ever held in Texas or in any other state (except for those held by the Texas State Board of Pharmacy). For example: Massage Therapist, Cosmetologist, Plumber, Nursing, etc.
6. If applicable, update your employment information by adding the License Type and License Number of the pharmacy you work at. You can verify the Number of the Information by using the [License Verification Search](#).
7. If you answered YES to having Professional Disciplinary action, upload a copy of any document(s) relating to your professional disciplinary action.
8. Review all information on the Application Summary before hitting submit. You will be asked to verify that all information provide in the previous screens is correct and accurate.
9. Once you click submit, you may go straight to the online payment (by clicking Pay Now) or you may view a summary of the application (by clicking View PDF Summary Report). You will also receive an emailed copy of your Application Summary.
10. Pay the Application Fee using the Online Payment system with MasterCard, Visa, Discover, or American Express. (If someone else will be submitting payment (i.e. school program, employer, etc.) select the "To Third Party Payer" and provide their payer number so they can submit the payment.)

IMPORTANT! APPLICATION FEES ARE NON-REFUNDABLE!

TSBP WILL NOT REFUND FEES FOR APPLICATIONS MADE OR SUBMITTED IN ERROR

11. If required, complete your [Fingerprint Session](#) via the instructions sent to your email. Read the email carefully as the body of the email contains a link with the appropriate service code that must be included in order for the results to be sent to the Board. If you do not receive an email after submitting the application, contact the Board at (512) 305-8000. **For Out-of-State Applicants**, you will receive a fingerprint packet at the mailing address you provided on the application within three weeks. If it has been more than three weeks, contact the Board at (512) 305-8000.



12. Once the application, fees, and fingerprint results (if required) have been delivered to the Board, your application will be reviewed for processing. Applications are processed in the order that they are received by the Board.
13. Allow **10 business days** for the Fingerprint results to be received and the Renewal to be processed. Once processed, the expiration date will update on the License & Registration Verification Search within 24 hours.

IMPORTANT! You cannot perform Pharmacy Technician duties unless you have an ACTIVE status. Therefore, if your Pharmacy Technician Registration becomes DELINQUENT or EXPIRED, you can NOT perform ANY Pharmacy Technician Duties unless and until it becomes ACTIVE.

QUESTIONS?

Any questions regarding this application can be directed to the Technician Licensing Specialist by emailing techrenewals@pharmacy.texas.gov or by calling (512) 305-8031.