



Upgrading a Technician-in-Training Registration to a Registered Technician Registration

Once a technician-in-training successfully takes and passes a Board approved pharmacy technician certificate exam, they must upgrade their registration to a pharmacy technician registration. **You must have BOTH a technician-in-training registration and a current certification from one of the approved exams listed below:**

[Pharmacy Technician Certification Exam \(PTCE\)](#) from the Pharmacy Technician Certification Board (PTCB)
[Exam for the Certification of Pharmacy Technicians \(ExCPT\)](#) from the National Healthcareer Association (NHA)

Step-by-Step Instructions

1. Log on to the [Online Licensing System](#) using the email you registered with when you applied for your initial pharmacy technician-in-training 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." Using the <Chose Application> drop-down menu under "Manage your License Information," select "Upgrade Technician Trainee to Technician".
3. Answer the first two questions honestly, as this ensures that you are **upgrading** your pharmacy technician trainee registration and not trying to renew.

REMEMBER! Technician-in-training registrations **cannot be renewed or extended**. They can ONLY be upgraded to a pharmacy technician registration once you have taken a passed a Board-approved pharmacy technician certification exam. If you do not have a current certificate, you cannot upgrade your registration.

4. Make sure that all contact information is correct and change any information that is outdated.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?

5. Provide your high school graduation information. Remember you must have either a high school diploma (or equivalent diploma) or be working to achieve a diploma for no more than 2 years.
6. Select the appropriate Board-approved certification provider. Enter your PTCB or ExCPT certification number and expiration date.

IMPORTANT! This certification must be current and cannot be expired. See www.ptcb.org or www.nhanow.com for certification information.

7. When you come to the application attestation questions, answer the questions honestly and truthfully.
8. 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, Nurse, etc.
9. If applicable, update your employment information by adding the license type and license number of the your employer pharmacy. You can verify the number of the information by using the [License Verification Search](#).
10. If you answered YES to having professional disciplinary action, upload a copy of any document(s) relating to your professional disciplinary action.



11. Review all information on the application summary before submitting. You will be asked to verify that all information provided in the previous screens is correct and accurate.
12. 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.
13. Pay the application fee using the online payment system with MasterCard, Visa, Discover, or American Express. You may also pay via check (ACH) payment. (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.**

14. 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 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.

TIP! The fingerprint session is only required if your pharmacy technician-in-training registration has **expired** prior to completing your upgrade application.

15. 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.
16. Allow a minimum of three (3) weeks for the registration to be issued unless something appears on your background. Any attestation questions answered with a "YES" or any criminal History found from the fingerprint results must be reviewed by the Board's Enforcement Division. This process can take up to several months. See ["Information Regarding Criminal History"](#)
17. Once your application is approved, your registration type will change from a pharmacy technician trainee to a registered pharmacy technician and you will be assigned a new expiration date. You can verify your registration online using the [License & Registration Verification Search](#).

IMPORTANT! You cannot perform pharmacy technician duties unless you have an ACTIVE registration. Therefore, if your technician trainee registration becomes delinquent or expired, **you cannot perform ANY pharmacy technician duties** until you have received an active pharmacy technician registration.

Once registered as a pharmacy technician, you will need to complete continuing education (CE) hours to maintain your registration. Find out more on our [pharmacy technician CE FAQ page](#).

QUESTIONS?

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