



INFORMATION GUIDE FOR PHARMACY TECHNICIANS & PHARMACY TECHNICIAN TRAINEES

What is the Texas State Board of Pharmacy?

The Texas State Board of Pharmacy (TSBP) is an independent state health regulatory agency established by the Texas Legislature in 1907 to regulate the practice of pharmacy and protect the health, safety, and welfare of the citizens of Texas. TSBP regulates pharmacists, pharmacies, pharmacy technicians, pharmacy technician trainees and the legal distribution of prescription drugs through pharmacies in the state of Texas. In order to fulfill its responsibilities, TSBP licenses pharmacists and pharmacies, registers pharmacy technicians and pharmacy technician trainees, inspects pharmacies, investigates complaints, and disciplines violators of pharmacy laws.

How do I become a pharmacy technician in the state of Texas?

Step 1 – Obtain a national pharmacy technician certification

First, you must become a certified pharmacy technician through one of the two national certification organizations:

- The Pharmacy Technician Certification Board (PTCB), or
- The National Healthcareer Association (NHA).

A pharmacy technician certification from one of these organizations (you do not need to be certified by both) is required before you can apply for a Texas registration. You will need to take the organizations' respective exam and pass to receive this certification.

Step 2 – Apply for a pharmacy technician registration with the Texas State Board of Pharmacy

Once you are a certified technician under PTCB or NHA, you will be able to apply with the Texas State Board of Pharmacy for a pharmacy technician registration. You can watch a video tutorial on the application process [HERE](#).

What is the Pharmacy Technician Certification Board (PTCB) Exam?

The Pharmacy Technician Certification Board (PTCB) is responsible for administering the Pharmacy Technician Certification Exam. Certification by PTCB alone does not authorize an individual to work in a pharmacy as a pharmacy technician. Individuals who have taken and passed the PTCB exam may apply for registration as a pharmacy technician.

Click [HERE](#) to go to the PTCB website.

What is the Exam for the Certification of Pharmacy Technicians?

The Exam for the Certification of Pharmacy Technicians (ExCPT) is a nationally accredited certification exam for pharmacy technicians offered by the National Healthcareer Association (NHA). Certification by ExCPT alone does not authorize an individual to work in a pharmacy as a pharmacy technician. Individuals who have taken and passed the ExCPT exam may apply for registration as a pharmacy technician.

Click [HERE](#) to go to the NHA website.

What is the difference between a pharmacy technician and a technician trainee?

- A **pharmacy technician** is an individual who is registered with the Board as a pharmacy technician and whose responsibility in a pharmacy is to provide technical services that do not require professional judgment regarding preparing and distributing drugs and who works under the direct supervision of and is responsible to a pharmacist.
- A **pharmacy technician trainee** is an individual who is registered with the board as a pharmacy technician trainee and is authorized to participate in a pharmacy's technician training program.

When can I begin working as a pharmacy technician or technician trainee?

Individuals employed in a pharmacy as a pharmacy technician or technician trainee must be registered with the Board and have an ACTIVE status. Individuals who do not have an ACTIVE registration (a pending registration does not allow an individual to work as a pharmacy technician or trainee) with TSBP may not be employed as or perform the duties of a pharmacy technician or technician trainee. If found working, the individual, pharmacist, and pharmacy may be subject to disciplinary actions.

Is there a fee to become registered as a pharmacy technician or pharmacy technician trainee?

Yes. See [Board Rule 297.4](#) for specific fees. In addition, pharmacy technicians and pharmacy technician trainees must submit fingerprint information in order for TSBP to conduct a background check.

Can I register without a Social Security Number?

No. Disclosure of a Social Security Number (SSN) is mandatory under the Texas Family Code, §231.302. If an applicant does not have a SSN, they will be unable to register with the Board.

How long does it take to process my registration?

Once a technician submits the online registration application, and completes the fingerprints session, it generally takes 1-2 weeks for the Board to receive the results. Upon receipt, the Board can begin processing the application. If the applicant has no issues with the criminal history background, the application will be processed within 2-3 weeks. However, if the applicant has items on their background (criminal history), this process can take a minimum of 4-6 months.

How can I check the status of my registration?

To check the status of a registration, go to www.pharmacy.texas.gov and select the License and Registration Verification link – then select the Pharmacy Technician & Trainee link. If you do not have your registration number, enter ONLY your first and last name. The profile will appear on the screen. A key for status codes is located on the top of the screen. The information is updated every Monday evening at midnight.

Will a criminal offense prevent me from becoming licensed/registered?

Whether you are granted a license is determined on a case-by-case basis. Board Rule 291.64 provides guidelines for applicants with prior criminal offenses. A link to the Texas Pharmacy Rules is provided on TSBP's website at www.pharmacy.texas.gov. Additionally, the following link, http://www.pharmacy.texas.gov/files_pdf/Licensure%20QA.pdf, provides responses to frequently asked questions on the effect of criminal offenses. If you have further concerns, you may want to consult with a private attorney to assist you in obtaining a registration.

How do I renew my registration?

Pharmacy technician registrations may be completed online up to 60 days prior to the expiration date. If a technician attempts to renew prior to that date, they will receive an error message. Pharmacy technician trainee registrations are valid for two years only and may NOT be renewed.

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Is there a way to have my registration expedited?

No. all registration applications are processed in the order received. An individual's registration cannot be pulled and placed ahead of others.

Am I required to complete continuing education hours?

Yes. All pharmacy technicians are exempt from the CE requirements during their initial registration period. After the initial registration period, pharmacy technicians must complete at least 20 hours of approved continuing education. At least one hour needs to be specific to Texas pharmacy laws and/or regulations. Approved courses are outlined by [Board Rule 297.8](#). Pharmacy technician trainees are not required to obtain CE hours.

Pharmacy technicians are required to maintain records of completion of continuing education for three years from the date of reporting the hours on a renewal application. TSBP will randomly audit the records of pharmacy technicians for verification of reported continuing education credit.

Note: If you are maintaining your PTCB or NHA pharmacy technician certifications, you may have to meet additional CE requirements as outlined by those respective organizations. Please visit the organization's website or contact the organization directly to find out what CE is required to maintain your certification.

What if I change my home address or change jobs?

Pharmacy technicians are required to notify TSBP electronically or in writing within 10 days of a change of address or employment. A technician's address must be kept current in order to receive correspondence from TSBP in a timely manner. Change of address and change of employment may be completed at www.pharmacy.texas.gov/techquest.htm.

A video tutorial of the address change process can be found [HERE](#), and an employment change tutorial can be found [HERE](#).

What if I change my name?

The Board's records and a technician's certificate must accurately reflect their legal name. Technicians who change their name, through a legal name change, e.g., marriage or divorce, must notify the Board of the change within 10 days of receipt of the legal document effecting the change. Further information regarding a change of name may be found at www.pharmacy.texas.gov/techquest.htm.