

Registered Pharmacy Technician
Frequently Asked Questions

Question: Why do I have to register as a pharmacy technician?

Answer: Section 465.014, *Florida Statutes* (F.S.) was amended during the 2008 legislative session requiring all pharmacy technicians performing the duties as described in Rule 64B16-27.420, Florida Administrative Code (F.A.C.) to be registered to work in the State of Florida.

Question: What happens if my registration application has not been approved on January 1, 2010 and I do not have a registration number?

Answer: You will not be able to work as a registered pharmacy technician. However, we will continue to process applications and supplemental information you send to the board office. Once your application has been approved and a registration number issued you will be able to work as a registered pharmacy technician in the state.

Question: May I register on-line?

Answer: Beginning October 1, 2009, pharmacy technician registration may be completed using an on-line process by visiting <http://www.flhealthsource.com>. You will need a valid email address, valid mailing and physical address, and payment by credit, debit card or other payer code.

Question: Where can I get an application form?

Hard copy applications are available on the <http://www.doh.state.fl.us/mqa/pharmacy> website and may be mailed to Florida Board of Pharmacy, P.O.B 6320, Tallahassee, FL 32314-6320 along with appropriate fees and supporting documents.

Question: What is the initial fee for registration?

Answer: A person who wishes to register as a pharmacy technician must submit a completed application and a \$105 fee to the Board of Pharmacy. The fee is composed of the following: Application processing fee of \$50; initial registration fee of \$50 and unlicensed activity fee of \$5.00. Cashier Checks or Money Orders are to be made payable to the "Department of Health". The application will be reviewed within 30 days.

Question: How can my employer pay for my registration?

Answer: Instead of the employee providing their own credit card for payment when completing the online registration application, they will have the option to enter the 'Other Payer Code' to complete the application process. The application will be uploaded for processing and will stay in pending status until the employer makes the payment. Interested employers will need to register with the Florida Board of Pharmacy as an Other Payer and receive an Other Payer Code.

Question: Who is responsible if my employer fails to pay my registration?

Answer: The applicant is responsible for submitting the required fees.

Question: How do I know if the board has approved a training program?

Answer: Approved training programs may be identified by checking our website at <http://www.doh.state.fl.us/mqa/pharmacy> or by visiting www.CEBroker.com.

Question: Am I required to take a state exam or national certification exam to register as a pharmacy technician?

Answer: No, a state or national certification exam is not required to be a registered pharmacy technician through December 31, 2010. However, any person wishing to provide proof of their national certification before December 31, 2010 will meet the educational requirements for registration.

Question: May I work in a pharmacy as a technician if I plan to take the national certification exam in the future?

Answer: Applying to take the Pharmacy Technician Certification Board (PTCB) or Institute for the Certification of Pharmacy Technicians (ICPT) is not considered enrollment in a Board approved training program. You may not work as a pharmacy technician unless you are registered or enrolled in a Board approved training program. If you want to work while waiting the certification by an agency accredited by the National Commission for Certifying Agencies, you must be enrolled in a Board approved training program.

Question: How do I submit my previous work experience as a technician to apply for the 1500 hours work experience credit?

Answer: The experience must be recorded on the Pharmacy Technician Work Experience Form. This form is available in the Pharmacy Technician application packet or in the online application if you are applying by this method. At the end of your online application process after you input your payment method you download the form and return to the Board of Pharmacy.

Question: Is work experience as a technician in other states acceptable

Answer: Yes, as long as it is documented on the Pharmacy Technician Work Experience Form. This form is available on the website at www.doh.state.fl.us/mqa/pharmacy.

Question: What laws and rules govern registered pharmacy technicians?

Answer: Florida registered pharmacy technicians are governed by Section 465.014, *Florida Statutes*, and Rule 64B16-26.103, 64B16-26.350, 64B16-26.351, 64B16-27.410, 64B16-27.420, F.A.C. Please download a copy of the laws and rules from the board website at <http://www.doh.state.fl.us/mqa/pharmacy>.

Question: Does a person newly hired to be a pharmacy technician have a “grace period” before they need to be registered with the Board of Pharmacy?

Answer: No. However if the person is enrolled in an approved pharmacy technician training program, that person can work as a pharmacy technician without registering with the Board. Once the person has completed the training program, they must register with the Board in order to continue practicing as a pharmacy technician. Pursuant to Rule 64B16-26.351(2), F.A.C. student technicians must complete a board approved training course.

Question: If I am a registered intern, will I need to register as a pharmacy technician?

Answer: No, a registered intern may work as a pharmacy technician and are exempt from being register with the Florida Board of Pharmacy only during their internship.

Question: I am a foreign-trained pharmacist. Will I need to register as a technician?

Answer: Yes.

Question: Will any technician certificate program be approved for technician registration in Florida?

Answer: Pharmacy technician training programs approved by a nationally recognized pharmacy technician accredited agency, American Society of Healthsystem Pharmacists, Accreditation Council of Pharmaceutical Education, United States Uniformed Services, Florida Department of Education, or Florida Commission of Independent Education are deemed approved by the board. All other pharmacy technician-training programs must be pre-approved by the board and shall contain a minimum number of hours of training. Please refer to Rule 64B16-26.351(2), F.A.C.

Question: Can I work if I am not a registered pharmacy technician in Florida?

Answer: No, pharmacy technicians must be register before starting to work Florida.

Question: Will a pharmacy technician-training program taken in another state be accepted in Florida for registration?

Answer: Yes, if you have taken a pharmacy technician training program approved by the Florida Board pursuant to Rule 64B16-351, F.A.C. You will be required to submit an application, fees and supporting documentation.

Question: Am I required to report a change of address when I move? If so how do I do this?

Answer: Yes, you may update your address online at www.flhealthsource.com.

Question: Am I required to report change of employment location each time?

Answer: Yes, you are required to notify the Department within 10 days of a practice location change.

Question: What happens to my registration if I cease employment as a registered pharmacy technician?

Answer: The registration remains active until the registration expires or renewed for the next biennial.

Question: What is required to maintain pharmacy technician registration?

Answer: A pharmacy technician must submit a \$55 biennial renewal fee and complete 20 hours of pharmacy continuing education appropriate for pharmacy technicians as required in Rule 64B16-26.103, *Florida Administrative Code* (F.A.C.).

Question: How will the Department notify me when my registration is about to expire?

Answer: Renewal cards will be sent to the last mailing address of record 90 days prior to the expiration.

Question: What are the requirements for continuing education?

Answer: Registered Pharmacy Technicians are required to obtain a minimum of 20 contact hours of continuing education (CE) per biennial renewal period of which 4 hours must be via live presentation and 2 hours must be related to the prevention of medication errors and the law.

Question: Do I have to obtain credits from any particular providers?

Answer: Yes. In order to meet the CE requirements, courses must be either ACPE approved or approved by the Florida Board of Pharmacy. Any credits taken that do not meet these requirements cannot be used to satisfy CE hours.

Question: What crimes or licensure discipline must be reported on the application?

Answer: All convictions, guilty pleas, and nolo contendere pleas must be reported, except for minor traffic violations not related to the use of drugs or alcohol. This includes misdemeanors, felonies, “driving while intoxicated (DWI)” and “driving under the influence (DUI).” Crimes must be reported even if they are a suspended imposition of sentence. All prior disciplinary action against any other professional licenses must be reported, whether it occurred in Florida or another state or territory.

Question: Can a person obtain registration as a pharmacy technician if they have a misdemeanor or felony crime on their record?

Answer: Each application is evaluated on a case-by-case basis. The board considers the nature, severity, and date of offenses, as well as rehabilitation and other factors. The board cannot make a determination for approval or denial of licensure without evaluating the entire application and supporting documentation.

Question: Do I have to report charges if I completed a period of probation and the charges were dismissed or closed?

Answer: Yes. Offenses must be reported to the board even if you received a suspended imposition of sentence and the record is now considered closed.

Question: What type of documentation do I need to submit in support of my application if I have a prior criminal record or licensure discipline?

Answer: (1) Certified official court document(s) relative to your criminal record, showing the date(s) and circumstance(s) surrounding your arrest(s)/conviction(s), section(s) of the law violated, and disposition of the case. This would normally consist of the Complaint or Indictment, the Judgment, Docket Sheet or other documents showing the disposition of your case. This may also be referred to as the Order of Probation. The clerk of court must certify these documents.

(2) Certified copy of document(s) relative to any disciplinary action taken against any license. The documents must come from the agency that took the disciplinary action and must be certified by that agency.

(3) A detailed description of the circumstances surrounding your criminal record or disciplinary action and a thorough description of the rehabilitative changes in your lifestyle since the time of the offense or disciplinary action, which would enable you to avoid future occurrences. It would be helpful to include factors in your life, which you feel may have contributed to your crime or disciplinary action, what you have learned about yourself since that time, and the changes you have made that support your rehabilitation.