Pharmacy Technician FAQ's

1. **How do I become a Pharmacy Technician in South Carolina?**

   To become a registered Pharmacy Technician in South Carolina, you are required to complete a Pharmacy Technician Registration Application located on the website under Apply for a License at www.llr.sc.gov/bop/. An examination **is not** required to become a registered Pharmacy Technician.

2. **How long is the Pharmacy Technician Registration valid and is it renewable?**

   A registration is valid from July one through June thirtieth of the following year and is renewable on dates as prescribed by the department with the consent of the board. A pharmacy technician who has failed to properly renew a registration before July first shall immediately cease practice and refrain from performing any duties as a pharmacy technician.

3. **How do I renew my Pharmacy Technician registration once the renewal period has ended?**

   Once the June 30th renewal window has closed, you must submit a paper application in order to renew. If your registration has been expired less than two years, submit the Lapsed Pharmacy Technician Registration Application along with all required documentation. The application is located on the website llr.sc.gov/bop/ under Licensure→ Applications and Forms→ Pharmacy Technician →Paper Application→Lapsed Pharmacy Technician Registration Application.

4. **What documentation is required to become state certified?**

   In the state of South Carolina to become State Certified you must submit a copy of the following documents to the Board of Pharmacy:

   A. High School Diploma or GED

   B. Pharmacy Technician training program certificate (Must be accredited by the American Society of Health Systems Pharmacist (ASHP)).

   C. Pharmacy Technician Certification Board (PTCB) certificate or the National Healthcareer Associate ExCPT certificate (NHA ExCPT). These national certifications are not issued by Board of Pharmacy.

   D. Affidavit of Experience located on the website llr.sc.gov/bop/ under Licensure→Applications→Pharmacy Technicians→State Certified Pharmacy Technician→Affidavit of Experience.

5. **Do I have to be nationally certified through PTCB to work as a Pharmacy Technician in South Carolina?**

   A national certification is not required in order to work as a pharmacy technician in South Carolina. However, you must obtain a Pharmacy Technician Registration from the Board of Pharmacy prior to beginning work as a pharmacy technician.

6. **Are the Pharmacy Technician Certification Board (PTCB) certificate and NHA ExCPT certificate the same as the Pharmacy Technician Registration issued by the Board of Pharmacy?**

   National certification is separate from your South Carolina BOP registration.

   The PTCB certificate is obtained through the Pharmacy Technician Certification Board. You may go to ptcb.org to find out how to become a National Certified Pharmacy Technician

   The NHA ExCPT certificate is obtained through the National Healthcareer Association. You may to https://www.nhanow.com/certifications/pharmacy-technician to find out how to become a National Certified Pharmacy Technician.

   The Pharmacy Technician Registration is issued by the Board of Pharmacy after the Pharmacy Technician Registration Application is submitted and approved (no exam required).

7. **If my Pharmacy Technician Registration lapsed more than two years ago, how do I go about renewing the registration?**

   If you Pharmacy Technician Registration lapsed more than two years ago, you will need to complete the Pharmacy Technician Reinstatement Application located on the website llr.sc.gov/bop/ under Licensure→ Applications and Forms→ Pharmacy Technician →Paper Application→ Pharmacy Technician Registration Reinstatement

   You will be required to submit 20 hours of continuing education. At least 8 of those hours must be live. You may submit CE hours completed within the past two years.

8. **How can I determine if a continuing education course is live or home?**

   Use the ACPE UAN# on the certificate to determine if a CE Is live (L), home (H) or combination (C). Example: Live CE will have an "L" in the UAN 430-000-092-021-**L**01.

9. **Are continuing education hours allow to be carried forward to the next registration year?**

Hours completed in excess of requirements may be carried forward in the next registration year but may not be carried forward for more than one registration year. It is the registrants responsibility to document credits used for each renewal period.

10. **How many continuing education hours are required to renew my Pharmacy Technician Registration?**

Ten hours of ACPE or CME Category 1-continuing education are required each license year for renewal. Of the 10 hours, a minimum of 4 hours must be "live" hours.

11. **Where can I find the Verification of Lawful Presence Form/Affidavit of Eligibility for my Pharmacy Technician application?**

Follow the instructions below:

A. Go to **llr.sc.gov**
B. Click on **Professions + Occupations**
C. Click on **Pharmacy**
D. Click on **Apply for a License**
E. Click on **Pharmacy Technician**
F. Click on **Before starting the online application - download and print the forms and instructions here**.

12. **How do I obtain an NABP e-Profile ID Number?**

You must have a NABP e-profile ID for the NABP CPE Monitor Service with NABP (National Association of Board of Pharmacy). The e-profile ID will be used to conduct CE audits. To create an e-profile ID, go to www.nabpharmacy. Click on "CPE Monitor" at the top of the page then select the "Log In to CPE Monitor via e-Profile" and click on "Customers" and create a login.

13. **Are there any continuing education exemptions for Pharmacy Technicians?**

Section §40-43-130(H)
Pharmacy technicians are exempt from continuing education requirements while enrolled in a pharmacy technician program, as well as during the first renewal period following successful completion of the program.

Section §40-43-130(G)
Pharmacy technicians are exempt from continuing education requirements for the first renewal period following initial registration.

<u>**General FAQ's**</u>

1. **Where can I find the Notification of Employment Form?**

    Follow the instructions below:

    A. Go to llr.sc.gov
    B. Click on Professions + Occupations
    C. Click on Pharmacy
    D. Click on Apply for a License
    E. Click Other Forms
    F. Click on Notification of Employment

2. **There are two addresses for the Board of Pharmacy, which is the best address to use when sending in paper documents?**

    Either address can be used to send in paper documents to the Board of Pharmacy. However, if you are sending in documents using an overnight delivery option use the physical address which is 110 Centerview Drive, Columbia, SC 29210.

3. **How do I report a name and address change?**

    A Pharmacist, Pharmacy Technician and Pharmacy Intern who legally changed their name, is required to complete the Name and/or Address Change form and submit with the legal documentation supporting the name change. (Marriage license, divorce decree, court order, etc.) If you would like a duplicate copy of your registration with your updated name, you must submit your form along with a check or money order for $10, made payable to the SC Board of Pharmacy and mailed to 110 Centerview Drive, Columbia, SC 29210.

    If there has been a change in your mailing or physical address, you are required to notify the Board within ten days to ensure we have your current and correct information. It also ensures any and all correspondence will be mailed to the correct address. It's prohibited to change your mailing or physical address to your work address. There are no fees associated with an address change.

    The form can be found on the Board website llr.sc.gov/bop/ under Licensure→ Applications and Forms→ Other Forms → Name and/or Address Change Form