



(049) Pharmacy Technician New Application Checklist

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General Information

Instructions:

- An applicant who has submitted a complete application and required fee for a pharmacy technician registration may assist a licensed pharmacist in the practice of pharmacy for a period of up to 60 days prior to the IDFPB issuing the license.
- The applicant shall keep a copy of the submitted application on the premises where the applicant is assisting in the practice of pharmacy.
- The application which you submit is valid for 3 years from date of receipt. If you are issued a license, it will expire annually on March 31 regardless of date of issuance.
- All pharmacy technician licenses issued after December 31, 2007 must add either CERTIFIED or STUDENT designation by their second renewal in accordance with Section 9 of the Illinois Pharmacy Practice Act (225 ILCS 85/9).

Qualifications/Designations:

Application Method - Non-Examination

- Applicant is licensed by meeting qualifications required by statute.
- This profession does not require an exam prior to becoming licensed.

1. Registered Pharmacy Technician

- A registered individual authorized to assist in the practice of pharmacy under the personal supervision of a registered pharmacist.

2. Pharmacy Technician – Student Designation

- Any person registered as a pharmacy technician who is also enrolled in a first professional degree program in pharmacy in a school or college of pharmacy or a department of pharmacy of a university approved by the Department shall be considered a "student pharmacist" and entitled to use the title "student pharmacist."

3. Pharmacy Technician – Certified Designation

- A registered individual authorized to assist in the practice of pharmacy under the personal supervision of a registered pharmacist.
- Has successfully passed an examination accredited by the National Commission for Certifying Agencies of the Institute for Credentialing Excellence (NCCA), as approved and required by the Board. The Division, upon the recommendation of the Board, has determined that the Exam for the Certification of Pharmacy Technicians offered by the Institute for the National Healthcareer Association (or its successor), and the Pharmacy Technician Certification Examination offered by the Pharmacy Technician Certification Board (or its successor), are accredited by NCCA and are, therefore, approved examinations for certification.

Application Requirements

Designation	Requirements	Submitted:
Registered Pharmacy Technician	<ol style="list-style-type: none"> Completed online application including all required information <ul style="list-style-type: none"> Date and Place of Birth Social Security Number or an SSN Affidavit Name Change Information Attestation of presently attending or having graduated from high school or a G.E.D. (General Education Development) program. <ul style="list-style-type: none"> High School or G.E.D. information You must be at least 16 years of age to be a Registered Pharmacy Technician. 	ONLINE PORTAL
Pharmacy Technician – Certified Designation	<ol style="list-style-type: none"> Completed online application including all required information <ul style="list-style-type: none"> Demographics including SSN, Date and Place of Birth etc. Proof of passing the PTCB or ExCPT pharmacy technician exam Proof of completion of Certified Pharmacy Technician education in the form of a copy of your pharmacy technician program certificate/diploma. You must be at least 18 years of age to be eligible for a Pharmacy Technician-Certified Designation registration. 	ONLINE PORTAL
Pharmacy Technician – Student Designation	<ol style="list-style-type: none"> Completed online application including all required information, supporting documents, and fees. A current letter from a school official on school letterhead that clearly indicates your name and status as a student in an ACPE school of pharmacy; or A photocopy of your letter from the Illinois Department of Financial and Professional Regulation approving your outline of a 1200 hour Course of Clinical Instruction. You must be at least 18 years of age to be eligible for a Pharmacy Technician-Student Designation registration. 	ONLINE PORTAL

Application Fees

<i>Fees collected through the licensing process are NOT REFUNDABLE OR TRANSFERABLE.</i>		
Complete	License Type	Submitted:
ALL DESIGNATIONS	(049) Pharmacy Technician \$40.00	ONLINE PORTAL
<i>NOTES: All major credit and debit cards as well as ACH and eCheck are accepted.</i>		

Post-Application Training

Within 6 months after initial employment or changing the duties and responsibilities of a pharmacy technician, it shall be the joint responsibility of a pharmacy and its pharmacist in charge to have trained all of its pharmacy technicians or obtain proof of prior training in all of the following topics as they relate to the practice site:

1. The duties and responsibilities of the technicians and pharmacists.
2. Tasks and technical skills, policies, and procedure.
3. Compounding, packaging, labeling, and storage.
4. Pharmaceutical and medical terminology.
5. Recordkeeping requirements.
6. The ability to perform and apply arithmetic calculations.

All divisions of pharmacies must maintain an up-to-date training program describing the duties and responsibilities of a pharmacy technician. All divisions of pharmacies must create and maintain retrievable records of training or proof of training as required.