

Pharmacy Technician Law Review: Managing Registrations & Certifications

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Disclosures

- Nothing to disclose

Learning Objectives

- After completing this activity, the participant should be able to:
 - State the Ohio Board of Pharmacy licensure requirements for technicians.
 - Describe PTCB and NHA certification requirements.
 - Review the PTCB audit process.
 - Describe the process of verifying CPE transcripts from NABP.

Ohio Board of Pharmacy Registration Requirements

Technician Registrations

- 1) Pharmacy Technician Trainee
- 2) Registered Pharmacy Technician
- 3) Certified Pharmacy Technician

Registration Renewal Schedule

- Now on a biennial renewal process

License	Renewal Date
Technician Trainees	Not renewable*
<u>Registered</u> Technicians	March 31 st on EVEN years
<u>Certified</u> Technicians	September 30 th on EVEN years

Pharmacy Technician Trainee

- Registration valid for one year & not renewable
- Must complete an approved training program
 - OhioHealth Employer Based Training Program
- May apply for an extension if meeting any of the six approved conditions for extension
 - 6 month extension if approved

Registered Pharmacy Technician

- Registration valid for 2 years
- Renewal fee of \$50
- May NOT perform sterile drug compounding
- Under COVID waiver, may now stock automated pharmacy systems and automated drug storage systems, floor stock, or crash carts if requirements met
 - Amendment proposed to make this a permanent change
- Requires 10 hours (1 CEU) of CPE
 - 2 hours of medication errors/patient safety (ACPE-05)
 - 2 hours of jurisprudence or law (ACPE-03)
 - Maintain records for one year following the renewal

Certified Pharmacy Technician

- Registration valid for 2 years
- Renewal fee of \$50
- Must maintain national certification (PTCB, ExCPT) to remain in good standing
 - Certificate must be uploaded in eLicense
- Only need to meet PTCB or ExCPT CPE requirements
 - No additional requirements from BOP for CPE

CPhT (PTCB) & ExCPT (NHA)

Overview of the Basics

Changes to Certification Requirements before Testing

- Successful completion of a recognized pharmacy technician training program

OR

- Relevant work experience
 - ExCPT: 1200 supervised hours in 1 of the last 3 years
 - PTCB: 500 hours of pharmacy technician work

National Technician Certifications

- **ExCPT (NHA)**

- Certification valid for 2 years, with varying renewal dates
- Renewal fee of \$55
- CPE Requirements:
 - Requires 20 hours of CPE
 - 1 hour of law
 - 1 hour of patient safety
 - Requires you to log external CPE in your NHA portal
 - Maintain records for one year following the renewal

National Technician Certifications

- **CPhT (PTCB)**

- Certification valid for 2 years, with varying renewal dates
- Renewal fee of \$49
- CPE Requirements:
 - Requires 20 hours of CPE
 - 1 hour of law
 - 1 hour of patient safety
 - Must have NABP e-Profile ID
 - Maintain records for one year following the renewal

PTCB Specialty Certifications

- **CSPT**

- Annual recertification
- 5 hours of sterile compounding CPE
- Submit attestation
- CSPT certification expiration will align with CPhT certification expiration month

- **CPhT-Adv**

- 2-year renewal cycle
- Requires an additional 5 hours of CPE (total of 25 hours) in any pharmacy topic

Common Renewal Mistakes

- Missing required law and/or safety CPE
- Not enough CPE
- CPE was not earned within the recertification cycle
- Completing pharmacist specific CPE instead of Technician
 - Note: PTCB now allows up to 5 hours CPE with pharmacist designation

Examples of CPE Designations

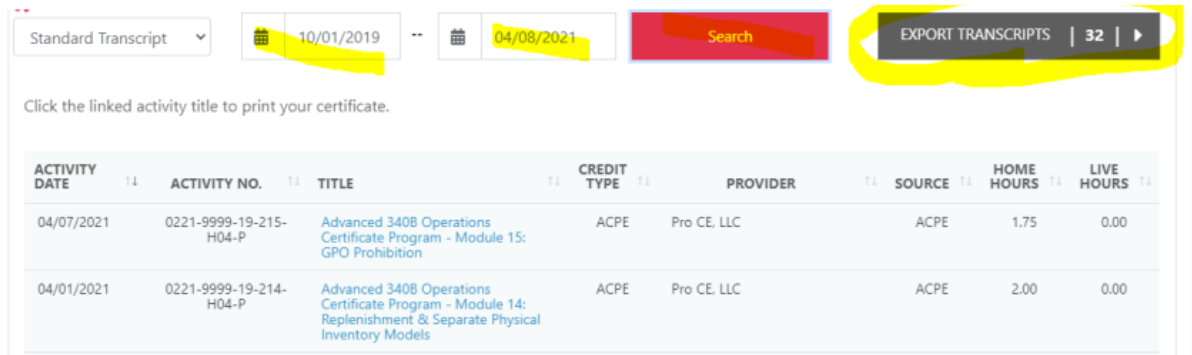
- Technician approved course:
 - 0123-0123-12-123-H01-**T**
- Pharmacist approved course:
 - 0123-123-12-123-H01-**P**
- Law approved course:
 - 0123-0123-12-123-H**03**-T
- Medication safety approved course:
 - 0123-0123-12-123-H**05**-T

Verifying Your CPE Monitor

- Review your CPE monitor before renewing your certifications
- Accessing the NABP CPE Monitor:
 - Website: <https://nabp.pharmacy/>
 - e-Profile ID login
 - Once logged in, click on the CPE Monitor

Verifying Your CPE Monitor

- Select the appropriate date range (Remember to filter to dates within the recertification cycle)



The screenshot shows the CPE Monitor interface. At the top, there is a dropdown menu set to "Standard Transcript". To its right are two date pickers: the first is set to "10/01/2019" and the second to "04/08/2021", both highlighted with yellow boxes. A red "Search" button is positioned between the date pickers. To the right of the search button is a grey button labeled "EXPORT TRANSCRIPTS | 32 |" with a right-pointing arrow, also highlighted with a yellow box. Below the filters, there is a table of activity records.

Click the linked activity title to print your certificate.

ACTIVITY DATE	ACTIVITY NO.	TITLE	CREDIT TYPE	PROVIDER	SOURCE	HOME HOURS	LIVE HOURS
04/07/2021	0221-9999-19-215-H04-P	Advanced 340B Operations Certificate Program - Module 15: GPO Prohibition	ACPE	Pro CE, LLC	ACPE	1.75	0.00
04/01/2021	0221-9999-19-214-H04-P	Advanced 340B Operations Certificate Program - Module 14: Replenishment & Separate Physical Inventory Models	ACPE	Pro CE, LLC	ACPE	2.00	0.00

- Review transcript to verify all CPE requirements are met **BEFORE RECERTIFYING**

Changes to Personal Information

Changes to Personal Information

Personal Information	Requirements for Notification
Name	BOP – 30 days ExCPT & PTCB – as soon as possible
Address	BOP – 30 days ExCPT & PTCB – no specific requirement, but highly recommended
Employment	BOP – 30 days ExCPT & PTCB – no requirements

Email Address

- It is **critical** to keep a **current and accurate email address** on file with the Board of Pharmacy AND the national certification organization (PTCB/NHA)
 - Becoming the sole method of communication

Updating Info with BOP

- eLicense guide links can be found at:

<https://www.pharmacy.ohio.gov/Licensing/PTech.aspx>

eLICENSE GUIDES

On April 23, 2018, the Board of Pharmacy transitioned to a new licensing system, eLicense Ohio. To access information on an existing license or to apply for a new license, visit:

<https://elicense.ohio.gov>.

To assist licensees in using the new system, the Board created several eLicense guides that can be accessed below.

- > Change of Address
- > Change of Employment
- > Change of Name
- > eLicense Account Guidance - Pharmacy Technicians
- > License Inactivation
- > Registering for an Account
- > Submitting Additional Documentation

Updating Info with PTCB & NHA

- Name change requests may be made within your online account and require additional supporting documentation
- Updates to mailing addresses, email addresses, and phone numbers may be completed within your online account

PTCB Audits: What to Expect

PTCB Audits

- PTCB may randomly audit technicians up to 2 years following their recertification
 - Audit of all recertification pieces, which includes a review of the application, code of conduct, fees paid, CPE requirements met, etc.
 - *CPE issues are the most common findings*

PTCB Auditing Process

- Failure to satisfy recertification requirements →
 - Technician notified via email with an opportunity to respond
- If the issue cannot be resolved →
 - Certification becomes expired
- The technician must follow the instructions from PTCB, then may apply for reinstatement if within 1 year window

PTCB Auditing Process

- The technician may NOT perform any duties of a pharmacy technician with an expired/inactive certification
 - The Ohio BOP registration is contingent upon and ACTIVE national certification
- **Notify your manager ASAP**

Takeaways

- Complete renewals and recertifications on time
- Maintain accurate contact information
- Know the CPE requirements
- Maintain CPE documentation

Contact Information

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