Louisiana Board of Pharmacy

3388 Brentwood Drive
Baton Rouge, Louisiana 70809-1700
Telephone 225.925.6496 ~ E-mail: info@pharmacy.la.gov

Application for New Louisiana Pharmacy Technician Candidate Registration

Before You Begin:

- The Louisiana Board of Pharmacy is the state agency established by the Louisiana Legislature and authorized to regulate the practice of pharmacy in the state of Louisiana.
- The Board accomplishes its legislative mandate by (1) restricting the entry into pharmacy practice to qualified applicants, and (2) monitoring their practice for compliance with the federal and state laws and rules governing the practice of pharmacy.
- The Board has adopted rules governing pharmacy technicians and pharmacy technician candidates. A copy of those rules – *Chapter 9 ~ Pharmacy Technicians* – is available in the *Louisiana Pharmacy Law Book* found on the Board's website at www.pharmacy.la.gov.
- With the privilege of obtaining a pharmacy technician candidate registration and pharmacy technician certificate comes the personal responsibility for reading, understanding, and complying with the Board's rules. In addition to the rules, the Board routinely publishes guidance information in its quarterly newsletter as well as bulletins and alerts. This information is distributed electronically; therefore, we encourage your inclusion of an email address on your application.
- The pathway to obtaining a pharmacy technician certificate begins with completing the training requirements. To complete the training requirements, the applicant must first obtain a pharmacy technician candidate registration. This application packet is for the pharmacy technician candidate registration (not the pharmacy technician certificate).

Qualifications for Pharmacy Technician Candidate Registration:

1) The applicant shall be at least 18 years of age. In addition to entering the date of birth on the application form, the applicant shall attach a legible copy of their birth certificate. In the event the birth certificate is recorded in a language other than English, a certified translation copy shall be attached. In the event a birth certificate is not available, we can accept a copy of a valid and unexpired passport, or in the alternative, a copy of a naturalization document from the U.S. government.
2) The applicant shall confirm their identity by entering their current legal name on the application form. In the event the name on the birth certificate differs from the current legal name entered on the application form, the applicant shall provide copies of the legal documents for every name change in the interim; examples of acceptable documents include marriage licenses and court decisions. Copies of driver's licenses are not acceptable for this purpose.
3) The applicant is not required to document their citizenship; however, the applicant is required to verify their legal authority to work in the United States by entering their Social Security number on the application form and attaching a legible copy of their Social Security card. There is no substitute for the Social Security number and the staff is required to return any application without this information and documentation.
4) The applicant shall meet one of two eligibility options:
   Option A
   Provide proof of enrollment in a nationally-accredited and board-approved pharmacy technician training program. This document can be obtained from your training program. Your completion date of the training program may not precede the date of your application.
   Option B
   Provide (1) proof of successful completion of a board-approved pharmacy technician certification examination [*see below for additional information about examinations*] AND (2) proof of successful completion of a high school approved by a state department of education. The high school diploma must bear the name of the school, the name of the graduate, and the date of

graduation. An acceptable alternative to a high school diploma is a transcript issued by the school, marked "Official", which bears the name of the school, the name of the graduate, and the graduation date. An alternative to the high school diploma or transcript is a General Equivalency Diploma (GED) approved by a state department of education; it must bear the name of the graduate and the date of issue. If there is no high school or GED document available, we can accept a university transcript, marked "Official", which bears the name of the university, the name of the graduate, the degree conferred, and the date the degree was conferred.

5) Exceptions:
    a. A pharmacist or pharmacy intern whose board credential has been denied, suspended, revoked, or restricted for disciplinary reasons by any board of pharmacy shall not be a pharmacy technician candidate or pharmacy technician.
    b. A pharmacist or pharmacy intern whose board credential is lapsed shall not be a pharmacy technician candidate or pharmacy technician until such lapsed credential is relinquished or recalled through non-disciplinary board action.
6) The application fee is $25.00. The Board can accept a check or money order drawn on any bank located within the United States, payable in U.S. dollars to the Louisiana Board of Pharmacy.
7) This application shall expire one year after the date of its receipt in the Board office. In the event the application expires before the registration is issued, the application shall be rendered null and void, and all fees attached shall be forfeited. Continued progress shall require a new application form and fee.

Criminal Background Check (CBC):

- The Louisiana Legislature (La. R.S. 37:1216) requires the Board to conduct a criminal history check on applicants for all credentials.
- Upon receipt of your properly completed application, staff will provide you with a packet of materials necessary to complete this process. The applicant shall submit their fingerprints for analysis by the Louisiana State Police and the Federal Bureau of Investigation (FBI). The applicant shall return the packet to the Board office, who will deliver the packet to the La. State Police Headquarters. Following their analysis, those agencies will prepare a report for the Board. Board staff must review that report before they can issue your registration.
- The time required to complete this process varies widely – from as little as one week to more than six weeks. When the analysts determine the fingerprints are of insufficient quality, the applicant must re-submit their fingerprints, which takes additional time for processing. The CBC process is controlled by the La. State Police and FBI. The Board has no control over how long it takes for those agencies to send their report to the Board. Applicants can substantially reduce the amount of time for that process by completing their packet at the La. State Police Headquarters in Baton Rouge, La. Instructions for this option are included in the packet of materials provided to the applicant, and the La. State Police charges an additional fee for this on-site service.
- The fee for the CBC is $39.25, and it is payable to the La. State Police, not the Board of Pharmacy. The La. State Police does not accept cash or personal checks. Checks erroneously made payable to the Board of Pharmacy shall be returned to the applicant and will delay the CBC process. The fee for the on-site service at La. State Police is $10.00 and is payable to that agency.
- We are not permitted to accept criminal history reports prepared by applicants, nor can we accept criminal history reports generated by or for another agency.

Earning Hours of Practical Experience:

- A candidate shall possess a registration prior to performing any professional function or earning any hours of practical experience in a pharmacy.
- A candidate shall not work in a pharmacy where its permit is on probation with the Board.
- A candidate shall not work under the supervision of a pharmacist whose license is on probation with the Board.
- A candidate may receive Board credit for a maximum of 50 hours per week.
- All practical experience hours earned must be recorded on *Form No. 31 – Pharmacist's Certification of Hours of Practical Experience Earned by Pharmacy Technician Candidates*, available on the Board's website, and submitted to the Board office for approval.

- A separate Pharmacist's Certification form must be completed for each pharmacy where hours were earned.
- Hours of practical experience shall expire two years after the expiration date of the registration and shall no longer be valid for pharmacy technician certification.

Pharmacy Technician Certification Examinations:

- The Louisiana Board of Pharmacy does not administer examinations for technician certification.
- The Board has approved two organizations which administer pharmacy technician certification examinations – Pharmacy Technician Certification Board (PTCB) and National Healthcareer Association (NHA).
- To apply for the pharmacy technician certification examination, the applicant is required to contact the organization of their choice, complete their application, pay their fee, and comply with all requirements of that organization. The examination fee is retained by that organization; the Board does not collect or share those fees.
- The Pharmacy Technician Certification Board (PTCB) [Telephone 800.363.8012 or www.ptcb.org] administers the Pharmacy Technician Certification Examination (PTCE). The Board approved that examination effective January 1, 2000. The Board will accept PTCB certificates dated on or after January 1, 2000.
- The National Healthcareer Association (NHA) [Telephone 800.499.9092 or www.nhanow.com] administers the Examination for Certification for Pharmacy Technicians (ExCPT). The Board approved that examination effective January 1, 2018. The Board will accept NHA certificates dated on or after January 1, 2018.
- The Board does not require a pharmacy technician to maintain the certification issued by PTCB or NHA because the Board has its own continuing education (CE) requirements for pharmacy technicians. If the pharmacy technician wishes to maintain their certification from PTCB or NHA, they should comply with the requirements issued by those organizations. While CE certificates may be valid for both certification and licensure, the certification is not a substitute for compliance with the Board's CE rules. Please note that a PTCB or NHA certificate is not a license and is not valid for practice in Louisiana.

Pharmacy Technician Candidate Registration:

- The pharmacy technician candidate registration shall expire 24 months after the date of issue, and it shall not be renewed.
- The Board may issue only one registration to a person; multiple credentials of the same type are not permitted.
- The Board reserves the right to refuse to issue, recall, or discipline a candidate registration for cause.
- Candidate shall wear appropriate attire and be properly identified as to name and candidate status while on duty in the prescription department.
- A candidate shall notify the Board, in writing, no later than 10 days following any change of mailing address or any change of pharmacy employment. *Form No. 91 ~ Notice of Change of Name* and *Form No. 92 ~ Notice of Pharmacy Employment* are available on the Board's website to notify the Board of such changes.
- When the candidate has completed the training requirements to qualify for the pharmacy technician certificate, the candidate may apply at their leisure. It is not necessary (or prudent) to wait until the expiration date of the candidate registration to apply for the pharmacy technician certificate.

Qualifications for the Pharmacy Technician Certificate:

1) The applicant shall demonstrate one of the following educational competencies:
    a. In the event the applicant obtained their pharmacy technician candidate registration based on their selection of Option A (enrollment in a nationally-accredited and board-approved pharmacy technician training program), the applicant shall provide a copy of their diploma or other completion certificate issued by the program.
    b. In the event the applicant obtained their pharmacy technician candidate registration through any other option, the applicant shall provide evidence of at least 600 hours of

practical experience earned in a pharmacy in Louisiana using a pharmacist affidavit form supplied by the Board.

c. In the event the applicant has been licensed, registered, or otherwise credentialed by another state board of pharmacy and has been practicing for at least one year as a pharmacy technician in that state, the applicant shall demonstrate successful completion of a board-approved pharmacy technician certification examination.

2) The applicant shall demonstrate successful completion of a board-approved pharmacy technician certification examination. The Board will accept either one of the following documents:
   a. A certificate issued by PTCB dated on or after January 1, 2000; or
   b. A certificate issued by NHA dated on or after January 1, 2018.

Pharmacy Technician Certificate:

- The initial pharmacy technician certificate shall expire on June 30 regardless of the date issued.
- Pharmacy technicians must apply for the renewal of their certificate every year, using the application form supplied by the Board. The Board will send a renewal reminder to the pharmacy technician approximately 60 days prior to the expiration date of their certificate.
- To qualify for renewal of a pharmacy technician certificate, the technician must obtain at least 10 hours of ACPE-accredited technician-specific continuing education (CE) dated during the twelve-month period preceding the expiration date of their certificate. Further, the pharmacy technician must retain their CE records electronically with CPE Monitor. CPE Monitor is a free service provided by the National Association of Boards of Pharmacy (NABP). Pharmacy technicians must establish their eProfile account at CPE Monitor, free of charge, at www.nabp.pharmacy.
- The fee for a timely submitted renewal application is $50.00. The late renewal of an expired certificate will incur a penalty fee in addition to the renewal fee, with the total due of $75.00. A certificate expired for more than 30 days cannot be renewed, but it may be reinstated for a fee of $275.00.
- A pharmacy technician shall not practice with an expired certificate.

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Note: This application form shall be valid for up to one year after the date of its receipt in the Board office. In the event the registration is not issued by that date, the application shall become null and void and any fees attached hereto shall be forfeited. The application fee for this registration is **$25**. We accept checks or money orders drawn on any bank located within the U.S. that are payable in U.S. dollars to the Louisiana Board of Pharmacy.

Section 1 – Personal Information

Current Legal Name: _____
First Name Middle Name Last Name Suffix (Jr., Sr., III, IV, etc)

List All Other Names (Maiden, Married, etc.): _____

Place of Birth (City & State + Country if not USA): _____

Date of Birth: _____ Gender: _____ Race: _____

Social Security Number: _____

Section 2 – Contact Information

Mailing Address: _____

City, State, ZIP: _____

E-mail Address: _____
May be used for official communications

Telephone Numbers (with A/C): _____
Home Mobile

Section 3 – Eligibility Options

To qualify for a pharmacy technician candidate registration, the applicant shall be at least 18 years of age and shall meet *one* of the following two eligibility options:

Option A
Requires proof of enrollment in a nationally-accredited and board-approved pharmacy technician training program (roster of board-approved training programs available on board website, at www.pharmacy.la.gov). *Documentation required:* proof of enrollment document, available from training program administrator.

Option B
Requires (1) proof of successful completion of a board-approved technician certification examination, AND (2) proof of successful completion of a high school approved by a state department of education, or an equivalent degree of education. *Documentation required:* (1) Copy of PTCB certificate issued on or after January 1, 2000 *or* copy of ExCPT certificate issued on or after January 1, 2018) AND (2) copy of high school [or GED] diploma or transcript.

For Board Use Only:

Check No.: _____ Amount: _____

Approved by: _____ Issued: _____

Registration No.: _____

Applicant Name: _____ **Social Security Number:** _____

Section 4 – Pharmacy Credentials from Other States

Have you ever been licensed, registered, certified, or otherwise approved to practice as a pharmacist, pharmacy intern, or pharmacy technician in any state other than Louisiana?

No [Proceed to Section 5] Yes [Record information below; attach additional pages as necessary]

State	Type of Credential	Credential No.	Date Issued	Expiration Date	Disciplined?
					No Yes
					No Yes

For each credential you have ever held, you must obtain a letter from the state licensing agency that issued the credential – sent directly to the Board office – certifying the current status of that credential. The letter must include the credential number, the date of issue, the current status, its expiration date, and whether the credential has ever been sanctioned, disciplined, or restricted

Section 5 – Prior History

La. R.S. 37:1216 authorizes the Board to conduct a criminal history record check on applicants for any credential issued by the Board as a condition for the issuance of that credential. La. R.S. 44:9 authorizes the Board to access and use records that have been expunged. Upon receipt of this properly completed application, the Board will provide the applicant with materials necessary to perform a criminal history record check with the Louisiana State Police and the Federal Bureau of Investigation. Previous reports generated for or by another agency cannot be accepted to satisfy this requirement. Your failure to disclose any prior disciplinary or criminal history – even if expunged – may result in the denial of this application and the refusal to issue the registration, or if the registration has already been issued, then the suspension or revocation of that registration.

1. Yes No Have you ***ever*** been issued any of the following:
   - A citation or summons, *and/or*
   - Has/have warrant(s) been issued against you, *and/or*
   - Have you been arrested, charged, arraigned, indicted, convicted, *and/or*
   - Pled guilty / "no contest" / nolo contendere / "best interest" or any similar plea, *and/or*
   - Been sentenced or pardoned,

   for any criminal offense, including all misdemeanors and felonies, in any local, state, or federal jurisdiction?

   Even though an arrest or conviction has been dismissed, deferred, diverted, expunged, or pardoned, and even if your civil rights have been restored, you must answer "Yes" and mail certified copies of the decision documents along with your personal letter of explanation.
   - Traffic violations such as speeding or parking tickets do not need to be reported; however,
   - DUI or DWI events must be reported, regardless of final disposition.

2. Yes No Have you ever had a professional license as a pharmacy technician or any other health care provider denied, suspended, revoked, or otherwise sanctioned or restricted or limited, including voluntary surrender of license, including restrictions associated with participation in confidential alternatives to disciplinary programs, *and/or*
   Do you now have any disciplinary action pending against you by any state licensing agency – other than the Louisiana Board of Pharmacy?

   In the event of an affirmative reply to this question, please provide your personal letter of explanation as well as *certified copies* of all related documents from the agency.

3. Yes No Have you ever been named as a defendant in a civil/malpractice case relating to your practice of pharmacy? *and/or*
   Has a medical review panel opinion been rendered relating to your practice of pharmacy? *and/or*
   Have you been reported to the National Practitioner Data Bank (NPDB)? *and/or*
   Have your clinical privileges been limited, restricted, suspended, or revoked?

   In the event of an affirmative reply to this question, please provide your personal letter of explanation as well as a copy of the malpractice suit or medical opinion or report from the NPDB.

4. Yes No Have you ever been diagnosed with, do you have, or have you had a medical, physical, mental, emotional, or psychiatric condition that might affect your ability to safely practice as a pharmacy technician candidate?

   In the event of an affirmative reply to this question, please provide your personal letter of explanation as well as copies of any and all treatment records and discharge summaries, as well as written statement(s) sent directly from treating physician(s) addressing current ability to safely practice pharmacy.

5. Yes No Have you ever had a problem with, been diagnosed as dependent upon, or been treated for mood-altering substances, drugs, or alcohol?

   In the event of an affirmative reply to this question, please provide your personal letter of explanation as well as copies of any and all treatment records and discharge summaries, as well as written statement(s) sent directly from treating physician(s) addressing current ability to safely practice pharmacy.

Applicant Name: _____ **Social Security Number:** _____

Section 6 – Photographic Identification

- Attach a recent photograph in the block at right, using one staple at the top and one at the bottom. Do not use glue or tape.
- Photograph should be recent (within last six months).
- Photograph must show a clear likeness of the applicant's head and shoulders, with eyes open.
- Photographs reproduced on a black/white copy machine are not acceptable.
- Do not use a photograph removed from an identification or similar card.

Staple one recent passport size (2"x2") fade-proof photograph in this block using the guidelines at the left.

Date of Photograph: _____

Section 7 – Required Attachments

Please verify the presence of the required attachments:

Yes No Birth certificate – must be legible copy. If not in English, must be accompanied by certified translation.

Yes No Legal documentation of all name changes beyond name recorded on birth certificate (see application notes).

Yes No Social Security card – must be legible copy.

Yes No Copy [or website verification thereof] of other pharmacy credentials identified in Section 4.

Yes No Documents as needed from Section 5.

Eligibility Option A

Yes No Proof of enrollment in a nationally-accredited and board-approved pharmacy technician training program.

Eligibility Option B

Yes No PTCB certificate dated on or after January 1, 2000 *or* ExCPT certificate dated on or after January 1, 2018.

Yes No High school diploma – must be legible copy [an official transcript indicating date of graduation is acceptable].

Section 8 – Applicant's Attestation & Signature

By my signature below, I agree with and attest to the following statements:

- I am the person referred to in this application, and the photograph above is a true likeness of me.
- With an awareness of the penalties of perjury, I affirm that all of the information I have provided in this application and all of its attachments is true and correct in every respect.
- I submit this application and all of its attachments for the purpose of obtaining a Louisiana pharmacy technician candidate registration, in order to engage in the practice of pharmacy in the state of Louisiana as authorized by the Louisiana Pharmacy Practice Act.
- I understand that furnishing false information or omitting required information in this application and all of its attachments may result in the denial of my application and the Board's refusal to issue the registration – or if the registration has already been issued, then the suspension or revocation of that registration.

_____ _____

Date Signature of Applicant

Notice: In compliance with Act 2018-655, the Board gives notice to its licensees and applicants of their opportunity to file a complaint about board actions or board procedures. You may submit such complaints to one or more of the following organizations: (1) Louisiana Board of Pharmacy; 3388 Brentwood Dr.; Baton Rouge, La. 70809; 225.925.6496; info@pharmacy.la.gov. (2) Committee on House & Governmental Affairs; La. House of Representatives; PO Box 44486; Baton Rouge, La. 70804; 225.342.2403; h&ga@legis.la.gov. (3) Committee on Senate & Governmental Affairs; La. Senate; PO Box 94183; Baton Rouge, La. 70804; 225.342.9845; s&g@legis.la.gov.