



Applying for Pharmacy Technician Registration

Understanding the Licensure Process

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Definition and Rules

o Rule 1140-02-.02

- o (1) Any person acting as a pharmacy technician shall register with the Board by submitting a complete application on a form prescribed by the Board
- o (8) Pharmacy technicians must wear appropriate identification showing name and appropriate title (e.g. pharmacy technician, certified pharmacy technician).
- o (9) All pharmacy technician functions shall be performed under the supervision of a pharmacist, who shall direct and verify the accuracy of all pharmacy technician functions.
- o (10) A registered technician shall maintain his or her registration certificate at the pharmacy practice site; additionally, all certified technicians shall display in like manner evidence of certification. Pharmacy technicians shall possess at all times, while on duty, proof of registration and proof of certification, if applicable.
- o (11) All registered technicians shall immediately notify the board in writing of any change of address or employer.

Registration Fees

Total to submit = \$85.00

- o Application Fee
 - o \$75.00
- o State Regulatory Fee
 - o \$10.00

To be paid online or at vendor location

- o Criminal Background Check
 - o \$42.00

Criminal Background Check

All applicants are responsible for scheduling and/or making arrangements for completing a criminal background check.

- o Applicants located in-state may schedule online at www.IdentoGo.com.
- o Applicants located out-of-state, must first submit an application to the board's office and a fingerprint card will be mailed to you.

OCA CODE = 9906

Declaration of Citizenship

All applicants must complete the Declaration of Citizenship form and have it notarized. A valid form of ID must accompany the declaration of citizenship form.

Examples of a valid ID:

- o Current driver's license
- o Birth certificate

To ensure identification of applicants, faxed copies of driver licenses or photo ID's will not be accepted.

Sending Applications and Documents

Please send all fees, applications and supporting documents
to:

Office of Health Related Boards

Tennessee Board of Pharmacy

665 Mainstream Drive

Nashville, TN 37243

(Courier services use 37228)

Note: Sending applications and/or documents by special courier services will not appreciably reduce the time it takes to process an application. It takes approximately eight (8) weeks for a license to be issued.

Licensure Process

Arrival of Application and Forms

Please allow ten (10) business days for information to be received.

Once an application has been entered in our records, please allow up to 48 hours for an application status to update online.

Results of a criminal background check may take up to three (3) weeks to be received by the board's office.



Review of Application and Forms

Applications will undergo a preliminary review by a member of the administrative staff.

Notification of application deficiencies will be provided via regular mail.

Indications noted on the application and/or revealed from the criminal background check may undergo an additional review by the Board.



License Issuance

Upon receipt of all required documents, all applications will undergo a final review.

Upon approval, a license will be issued and mailed to the address provided.

Please allow 7-14 business days for receipt of the license certificate.

Verifying a License Status

Please limit phone calls and/or emails to the board office regarding the status of an application.

You may verify license statuses here:

<http://health.state.tn.us/licensure/default.aspx>

Useful Links

- o [Application for Pharmacy Technician Registration](#)
- o [Instructions for Criminal Background Check](#)
- o [Declaration of Citizenship form](#)
- o [Board of Pharmacy Rules](#)
- o [License Status Verification](#)
- o [IdentoGo \(Online Fingerprinting Scheduling\)](#)
- o [Pharmacy Technician Certification Board \(PTCB\)](#)

Contacting the Board of Pharmacy

Have questions or need assistance?

Contact the Board of Pharmacy

Phone: (615) 741-2718

Fax: (615) 741-2722

