

OREGON BOARD OF PHARMACY  
2009 PHARMACY TECHNICIAN AND CERTIFIED OREGON PHARMACY TECHNICIAN  
FREQUENTLY ASKED QUESTIONS (FAQ'S)

**License Renewal:**

1. **Q. When will Certified Oregon Pharmacy Technician license renewals be mailed?**  
A. License renewals will be mailed the week of July 13, 2009.
  
2. **Q. What if I don't receive a renewal form?**  
A. You may request a renewal form in writing by faxing 971-673-0002, e-mailing [rene.sanders@state.or.us](mailto:rene.sanders@state.or.us) or sending a letter to the Board of Pharmacy. You must include a current, complete, valid mailing address in your request, along with your full name and license number. The form will be faxed, e-mailed, or mailed back to you. Provide a valid fax number if you would like the form to be faxed.
  
3. **Q. Does my national certification have to be active?**  
A. Yes. Oregon Administrative Rule 855-025-0015 (2)states "An applicant for renewal of a certified pharmacy technician license must: (a) Maintain certification by one of the organizations listed in OAR 855-025-0010(3)"  
  
*If your national certification has lapsed, you must renew it before your Certified Oregon Pharmacy Technician license can be renewed.*
  
4. **Q. I am under the age of 18, and not eligible to take a national certification exam. Can I renew my license?**  
A. A special renewal form will be mailed to licensees under the age of 19 the week of July 13, 2009. If you do not receive it, you may request it in writing as stated above.
  
5. **Q. How much is the renewal fee?**  
A. The non-refundable renewal fee is \$35.00, check or money order, if postmarked on or before August 31, 2009. The non-refundable fee is \$55.00 if postmarked on or after September 1, 2009.
  
6. **Q. Where do I mail my renewal form and payment?**  
A. Mail your renewal form and check or money order in the yellow envelope that was included with your renewal form. Do not mail your renewal form and payment directly to the Oregon Board of Pharmacy office. If you cannot find your yellow envelope, mail your renewal form to the following address:  
  

Oregon Board of Pharmacy  
Unit 19  
PO Box 4395  
Portland, OR 97208-4395
  
7. **Q. How do I change my address with the Oregon Board of Pharmacy?**  
A. Cross out the incorrect information that is on your renewal application and write in the correct information. Or you may fax, email or send a letter to the Board indicating the address change.

8. **Q. How do I get certified copies of my license?**  
A. Write in the number of copies you need in the space provided at the bottom of the first page of your renewal form.
9. **Q. I have been called to active duty with the armed forces. How do I renew my Certified Oregon Pharmacy Technician license?**  
A. If you are in the military, please provide a copy of your Armed Forces Identification Card or copy of your Leave and Earnings Statement. If you are in the National Guard or Reserves and are called to active duty, please provide a copy of the documentation showing that you have been activated. No renewal fee is required for active duty military.
10. **Q. I recently had a name change, how do I report this to the Board?**  
A. The Board requires a copy of the legal document showing your name has been legally changed. Documents accepted include copies of Marriage Certificates, Divorce Decrees, or Court Documents showing your name has been legally changed.
11. **Q. How many hours of Continuing Education (CE) are required per year?**  
A. Oregon requires one (1) hour of continuing education per renewal period. Your national certification also has CE requirements. Contact either [PTCB](#) or [ICPT](#) for their requirements.
- If you have been licensed as a Certified Oregon Pharmacy Technician for **less than 1 year**, you do not have to complete the CE for this renewal period.*
12. **Q. During what dates must the CE be earned?**  
A. CE must be completed from September 1, 2008 through August 31, 2009 and before submitting your renewal to the Board.
13. **Q. Can the law CE be earned from another source besides the one provided on the Oregon Board of Pharmacy's website?**  
A. Yes. The Oregon Board of Pharmacy will accept any law CE that your national certification will accept.
14. **Q. Is the law CE provided on the Oregon Board of Pharmacy's website mandatory?**  
A. No. This CE is offered for Certified Oregon Pharmacy Technicians as one option in obtaining the 1 hour of required law CE. For more information, please go to: [http://www.oregon.gov/Pharmacy/Imports/Compliance/Technician\\_CE\\_info.pdf](http://www.oregon.gov/Pharmacy/Imports/Compliance/Technician_CE_info.pdf)
15. **Q. I need a license verification showing I have renewed my license. Can I get a letter from the Board of Pharmacy showing my updated status?**  
A. No. Due to the heavy volume of renewals during this time, the Board of Pharmacy will not be issuing license verifications. Employers can access the Board of Pharmacy's Online License Lookup and Verification to see if your license has been renewed.
16. **Q. Since my last renewal, I have been arrested or cited for an infraction. Do I need to report this to the Oregon Board?**  
A. Yes. You must notify the Board in writing within 15 days of any violations.

*It is not necessary to notify the Board about a minor traffic violation. A minor traffic violation may include speeding tickets, failure to signal, improper lane changes or*

careless driving. Minor traffic offenses do not include open containers, reckless driving, evading police, etc.

17. **Q. What do I do if, since my last renewal was submitted, I moved or did not receive a renewal form?**

A. It is the responsibility of each pharmacy technician to notify the Oregon Board of Pharmacy of any updates to their address. If you do not receive a renewal form by August 15<sup>th</sup>, contact the Board of Pharmacy in writing (fax, e-mail or mail) to request another renewal form. The Oregon Board of Pharmacy must receive your renewal application postmarked no later than August 31<sup>st</sup>. Applications received after August 31<sup>st</sup> will be subject to the \$20.00 delinquent fee. The Board cannot waive the delinquent fee. **All fees are non-refundable.**

### **National Certification:**

18. **Q. Do I have to have a national certification to become a pharmacy technician in Oregon?**

A. If you have never held an Oregon Pharmacy Technician license, or if your license lapsed prior to 2006, you are eligible to apply for a one-year, non-renewable Pharmacy Technician license. Within that year, you would need to pass a national certification exam and apply for the Certified Oregon Pharmacy Technician license in order to continue to work as a pharmacy technician in Oregon.

19. **Q. When do I need to take the national certification exam?**

A. You may take a national certification exam at any time. If you hold a Pharmacy Technician license in Oregon, you should schedule your exam early enough so that you have time to apply for and receive the Certified Oregon Pharmacy Technician license before your Pharmacy Technician license expires. If your Pharmacy Technician license expires, you may **NOT** work as a Pharmacy Technician again until you have your Certified Oregon Pharmacy Technician license in hand. To avoid a lapse in licensure, you should plan to take the exam AT LEAST:

PTCB--60 days prior to expiration of license.

ICPT--21 days prior to expiration of license.

20. **Q. How do I sign up for the national certification exam?**

A. All questions regarding the national certification exams should be addressed to either PTCB or ICPT:

Pharmacy Technician  
Certification Board  
2215 Constitution Avenue NW  
Washington, DC 20037-2985  
800-363-8012  
[www.ptcb.org](http://www.ptcb.org)

Institute for the Certification  
of Pharmacy Technicians  
2536 S Old Hwy 94, Suite 224  
St. Charles, Mo 63303  
314-442-6775  
[www.icpt.org](http://www.icpt.org)

21. **Q. How do I let the Board know that I passed the national certification exam?**  
A. Apply for the Certified Oregon Pharmacy Technician license. This is a new application for a new license, so the \$35.00 fee, passport regulation photograph, and copy of your driver's license or state ID are required with the application.

You **must** include a copy of your actual certificate from PTCB or ICPT with your application. We **cannot** accept a letter that states you have passed the exam.

### Licensing:

22. **Q. If I withdraw my application, or my application is not approved, will I get a refund?**  
A. No. Effective June 26, 2009, all fees are non-refundable.
23. **Q. Is there still a license available for new technicians that doesn't require a national certification?**  
A. Yes. The Pharmacy Technician license is a one-year, non-renewable license that requires only a background check. Anyone who has never been licensed as a Pharmacy Technician in Oregon, or whose Pharmacy Technician license lapsed **prior to 2006** (i.e., since 2005 or earlier) is eligible to apply for this license. If the applicant is under the age of 18, this license expires on September 30<sup>th</sup> each year, and may be renewed until the licensee turns 19. To print a copy of the application, click [here](#).
24. **Q. I already paid a \$35.00 fee for my Pharmacy Technician license. Do I have to pay it again when I apply for the Certified Oregon Pharmacy Technician license?**  
A. Yes. This is an application for a new license, and you will have a new license number. The non-refundable \$35.00 fee must be paid with the application. Your new Certified Oregon Pharmacy Technician license will be valid through this September 30<sup>th</sup>.
25. **Q. How long will it take to get my license after I mail in my application?**  
A. Applications are processed in the order that they are received. Please allow 5 to 10 business days' processing time for your license. (This does NOT include the time it takes the US Mail to deliver your application to us, or your license to you.) We must be able to verify your national certification on PTCB's or ICPT's websites. Be aware that it can take 60 days or more before your certification may be posted on PTCB's or ICPT's websites. Plan ahead, and test early! Your application will be held until we are able to verify your certification.
26. **Q. How can I get an application for the Certified Oregon Pharmacy Technician license?**  
A. Click [here](#). The application is in pdf format. If you cannot open it, please go to <http://www.adobe.com/products/acrobat/readstep2.html> to download the adobe reader.
27. **Q. Is there any way to get my license faster?**  
A. The only way to expedite the process is to submit a complete application the first time. Include:
- A copy of your driver's license or state ID,
  - A new, original passport regulation photograph taken within the last 6 months,

- A check or money order for the non-refundable \$35.00 fee made out to Oregon Board of Pharmacy (We do NOT accept cash or debit/credit cards,)
- If you are applying for the Certified Pharmacy Technician license, include a copy of your national certification or the letter stating you have passed the exam.

1. Read the instructions on the form carefully.
2. Truthfully answer the moral turpitude questions on pages 2 and 3. If you have any “yes” answers, provide **all** of the following:
  - a) A detailed, written explanation for each event (tell the story relating to the “yes” answer.)
  - b) Police report(s), copies of citations, and results of any drug or alcohol tests if any event was a DUI. You must contact the police agency involved to obtain these items. The courts are unlikely to have copies.
  - c) Court documents, including disposition of the case. Contact the court for these documents.
  - d) All other related documents.

If you have previously disclosed all information to the Board of Pharmacy, you may check the box on the application that says you have submitted the information to us. You do not have to provide documentation again. However, you do have to disclose (answer “yes” for) any and all old incidents again.

3. Check your application to make sure it is complete and you have included everything required.

4. Allow 10 business days processing time for your license. We will verify your national certification, (if applicable) for this license.

5. You may check to see when your license is active by going to [www.pharmacy.state.or.us](http://www.pharmacy.state.or.us) and clicking on “License Verification.”

6. We will run a criminal background check on you through Oregon LEDS in conjunction with this application.

28. Q. What happens if I don't have my Certified Oregon Pharmacy Technician license by the time my Pharmacy Technician license expires?

A. YOU CANNOT WORK AS A PHARMACY TECHNICIAN.

29. Q. I haven't been able to pass a national certification exam yet, or, I haven't been able to get a job so I can learn what I need to pass a national certification exam. Won't there be a grace period or extension of my license until I can take the exam?

A No, THERE WILL BE NO GRACE PERIOD. There will be no extensions of licensure. If you do not have your Certified Oregon Pharmacy Technician license in hand, YOU CANNOT WORK AS A PHARMACY TECHNICIAN AFTER YOUR LICENSE EXPIRES.

30. Q. Can I get the one-year license again?

A. No. This license is terminated when it lapses, and cannot be renewed or reinstated.

31. **Q. I've been a pharmacy technician in another state, and already have a PTCB or ICPT certification. Do I have to apply for the Pharmacy Technician license?**  
**A. No. The Pharmacy Technician license is NOT a pre-requisite for the Certified Oregon Pharmacy Technician license. Anyone holding a national certification through PTCB or ICPT can apply for the Certified Oregon Pharmacy Technician license.**
32. **Q. I don't have a high school diploma or a GED. Do I have to have a diploma or GED to get the Certified Oregon Pharmacy Technician license?**  
**A. Yes. **Oregon Administrative Rule 855-025-0005 (1)** "Effective August 1, 2006, to qualify for licensure as a certified pharmacy technician, an applicant must demonstrate that the applicant is or will be at least 18 years of age and holds or will hold a high school diploma or GED at the time the Board issues the license." In addition, both PTCB and ICPT require a high school diploma or GED in order to take their national certification exams.**
33. **Q. Why do I have to have both a national certification and an Oregon Pharmacy Technician license?**  
**A. National certification is a benchmark, a standard of excellence. State licensure is formal permission from a governmental authority [Board of Pharmacy] to do something [work as a certified pharmacy technician.] They are different. You must have both.**
34. **Q. What are the continuing education (CE) requirements?**  
**A. The Board of Pharmacy requires 1 hour of pharmacy law CE each year, to be completed between September 1<sup>st</sup> and August 31<sup>st</sup>. Your national certification also has continuing education requirements. You should contact them directly for this information. For more information, please go to:**  
**[http://www.oregon.gov/Pharmacy/Imports/Compliance/Technician\\_CE\\_info.pdf](http://www.oregon.gov/Pharmacy/Imports/Compliance/Technician_CE_info.pdf)**
35. **Q. How can I stay up to date with the latest information from the Oregon Board of Pharmacy?**  
**A. Please check the website [www.pharmacy.state.or.us](http://www.pharmacy.state.or.us) regularly, and subscribe to the Newsletter.**

*Subscribe to the OBOP newsletter by sending an email to [OregonBOPNewsletter@NABP.net](mailto:OregonBOPNewsletter@NABP.net) with only the word "Subscribe" in the subject heading of the email.*

*The NABP will then send you the Oregon Newsletter electronically. Please note that the NABP will not sell or publish any e-mail addresses collected.*

*The Oregon Board of Pharmacy Newsletter is the Board's official communication to licensees. Once you subscribe, you will receive a notice via e-mail when the newsletter is available. Please sign up now.*

## Background Check:

36. **Q.** Will a criminal offense prevent me from becoming licensed?  
**A.** Not necessarily. Each application and background check is reviewed carefully. Violations that are disclosed or discovered will also be reviewed by our Compliance department on a case-by-case basis. No determination can be made until a complete application has been received and reviewed.
37. **Q.** I got a DUIL over five years ago, and it was dismissed through diversion. I was told it would not show up on my record. Do I have to disclose it?  
**A.** Yes. Any and all offenses must be disclosed on the application, regardless.
38. **Q.** I received a speeding ticket. Must I check “yes” to question #9 on the application?  
**A.** Yes. Speeding tickets are offenses, and must be disclosed. If you have speeding tickets or other **minor** traffic violations, you should check “yes” to the appropriate question. Also, provide a brief description of the event. No further documentation is needed.
39. **Q.** My probation officer said that my offense would drop off my record in 7 years. Do I need to disclose the offense?  
**A.** Yes. Any and all offenses must be disclosed on the application, whether or not you (or anyone advising you) believe they are “off your record.” If the offense occurred, you must disclose it. Licensing is contingent upon the outcome of a criminal records background check, which may require fingerprints (FBI & LEDS Check). The Oregon Board of Pharmacy reviews all information entered into the Law Enforcement Data System (LEDS) for each applicant. A history of any criminal activity will be reviewed and could result in denial of licensure.
40. **Q.** I have been arrested and/or convicted in the past. However, I have checked my record and it is clear. Should I disclose this information on my application since my record is “clear”?  
**A.** Yes. The questions on the application do not ask you if your record is clear.
41. **Q.** I wrote a bad check and the case was dismissed when I paid restitution. Am I required to disclose that offense?  
**A.** Yes. Even though your court case may have been dismissed, you were the subject of a criminal offense, and this information must be disclosed on the application.
42. **Q.** My offense was settled with diversion. Since I was never convicted of an offense, do I have to answer “yes” to the questions on the application and provide documentation?  
**A.** Yes.
43. **Q.** My conviction occurred 20 years ago. Am I required to disclose this conviction on my application?  
**A.** Yes. You must disclose all offenses regardless of how long ago they occurred.
44. **Q.** I was arrested when I was a juvenile. Will I be required to disclose this information on the application?  
**A.** Yes. We would need a detailed description of the events. Further documentation is not required.

45. Q. A person who was arrested used my identity, so my criminal history record reflects that I have an arrest record. However, I was never arrested. Am I required to disclose this information on my application?  
A. If you were never arrested for any offense, you may check “no” to the question regarding arrests. However, the Board encourages you to include an explanation with your application.
46. Q. Do I have to attach copies of court documents and police reports to the application?  
A. Yes. Otherwise your application is incomplete.
47. Q. I went to the court, and they said they gave me everything they have, but you are still asking for a police report. What do I do?  
A. Contact the police agency involved. The courts are unlikely to have copies of police reports.
48. Q. I was told my police report/court documents were no longer available. What do I do?  
A. Obtain a letter from each agency stating why they are not available.
49. Q. Can my employer or another person complete my application for me?  
A. No. You must sign the application and attest that all the information in the application is true and correct. You are responsible for ensuring that the answers to all questions are truthful. If any information on the application is false because the person who is submitting the application for you did not know the correct answer, you are still responsible for the accuracy of the information in the application. Falsification of the application may result in disciplinary action to deny or discipline a license or registration. You may not use this excuse as a defense to avoid disciplinary action. An application for a license is a government document and falsification of a government document is a criminal offense. Accordingly, YOU should complete your own application.