



## Montana Board of Pharmacy

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## Licensing Requirements and Application Checklist

### CERTIFIED PHARMACY TECHNICIAN OR TECHNICIAN-IN-TRAINING

#### **License Requirements for Certified Pharmacy Technician or Technician-in-Training**

Below are the minimum requirements that must meet in order to be licensed in the state of Montana.

Licensing Requirements: MCA [37-7-101\(45\)](#), MCA [37-7-201\(c\)\(ii\)](#), MCA [37-7-301\(2\)](#), and ARM [24.174.701](#), ARM [24.174.702](#).

#### **Certified Pharmacy Technician**

1. At least 18 years of age.
2. A high school graduate or have attained an equivalent degree.
3. Be of good moral character.
4. Certified by a Board approved pharmacy technician certifying entity:
  - a. Pharmacy Technician Certification Board (PTCB),
  - b. Exam for the Certification of Pharmacy Technicians (ExCPT), or
  - c. Other board approved certifying entity.
5. **Current certification must be maintained with the certifying entity throughout licensure.**
6. No pharmacist whose license has been denied, revoked, suspended, or restricted for disciplinary purposes shall be eligible to be registered as a pharmacy technician.

#### **Technician-in-Training**

1. **License is only issued once and is valid for 18 months.** [ARM [24.174.701\(3\)](#)]
2. Provide the name, address, and license number of the pharmacy in which the technician-in-training is employed (or will be working). [ARM [24.174.701\(2\)\(c\)](#)]
  - a. A change in employment requires submission of updated employment information within 30 working days of the change.
3. Meet and submit to the Board all certified pharmacy technician requirements within 18 months for a certified pharmacy technician license to be issued.
  - a. If requirements are not met within the timeline, a new certified pharmacy technician application and fee must be submitted.
4. No pharmacist whose license has been denied, revoked, suspended, or restricted for disciplinary purposes shall be eligible to be registered as a pharmacy technician.

PLEASE REVIEW THE MONTANA LAWS AND RULES AT [www.pharmacy.mt.gov](http://www.pharmacy.mt.gov).

## **Checklist of Required Documents to Submit for Application for Certified Pharmacy Technician or Technician-in-Training**

The following documents and additional forms are required in addition to the basic application. Some documents may be submitted directly by the applicant as part of the application. Others, such as transcripts, may need to be sent to the board directly from the source.

### **Certified Pharmacy Technician**

- Official license verification must be received from states and jurisdictions in which the applicant holds or has ever held a professional license of any type.
- Photo and email address.
- Provide proof of current certification:
  - **PTCB Examination:** Information about applying for PTCB certification and scheduling an exam is available at [www.ptcb.org](http://www.ptcb.org).
  - **ExCPT Examination:** Information about ExCPT certification and scheduling an exam is available from the National Health Career Association at: <http://www.nhanow.com/certifications/pharmacy-technician>.
- Provide 3 character reference names; one must be identified as a pharmacist.
  - Character reference forms/letters/emails must be received **before** the license is issued.
- If you answered yes to discipline questions:
  - Include a detailed explanation of the event(s), and
  - Include documentation from the source (licensing board, federal agencies/programs, or civil/criminal court proceedings such as initiating/charging documents, final disposition/judgement documents, etc.).

### **Technician-in-Training**

- Official license verification must be received from states and jurisdictions in which the applicant holds or has ever held a professional license of any type.
- Provide the name, address, and license number of the pharmacy where you are employed or will be working.
  - *Example license numbers: community pharmacy is PHA-PHR-LIC-0000; institutional pharmacy is PHA-PHI-LIC-0000.*
- Provide 3 character reference names; one must be identified as a pharmacist.
  - Character reference forms/letters/emails must be received **within 18 months** of the license being issued.
- Submit proof of certification to the Board **within 18 months** of the license being issued.
- If you answered yes to discipline questions:
  - Include a detailed explanation on the event(s), and
  - Include documentation from the source (licensing board, federal agencies/programs, or civil/criminal court proceedings such as initiating/charging documents, final disposition/judgement documents, etc.).

## **Application Fee(s) for Certified Pharmacy Technician or Technician-in-Training**

The following fee(s) must be submitted with your application. Online applicants can pay using a credit card or e-check. If you submit a paper application you must submit a check payable to the Montana Board of Pharmacy. Do not mail cash.

- \$35 Application Fee

**You can apply for a license online at <https://ebiz.mt.gov/POL/> or download a paper application from the website. Online application is recommended.**

**Please include a valid e-mail address with your application. E-mail is the Department's primary form of communication.**

**If you have any questions about the application process or the licensing requirements please contact the Department of Labor and Industry Professional Licensing Bureau using the contact information at the top of this checklist.**