LARA
LICENSING AND REGULATORY AFFAIRS

BUREAU OF PROFESSIONAL LICENSING

MICHIGAN PHARMACY TECHNICIAN LICENSING GUIDE

OVERVIEW:

The pharmacy technician license type allows a licensee to engage in the practice of pharmacy.

NOTE: The content contained below is a general overview of licensing requirements. Links to access the Occupational Code and Administrative Rules for this profession can be found at the end of this guide.

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LICENSURE REQUIREMENTS CHECKLIST

APPLICATION AND FEES

- ☐ Online Application for a Pharmacy Technician License - Complete all fields, answer all questions, and upload any supporting documentation.
- ☐ Online applications can be completed by visiting www.michigan.gov/miplus
- ☐ Application Fee + 2 year license fee (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card):

  Pharmacy Technician By Exam and Endorsement: $137.70

The department may issue a nonrenewable, temporary license to an applicant who is preparing for the proficiency examination and has completed all requirements for licensure as a pharmacy technician under R 338.3651a except passing the proficiency examination required under section 17739a(1)(d) of the code, MCL 333.17739a.

- ☐ Application Fee (1-year license fee) (Must be paid by Visa, Mastercard, Discover, or American Express credit or debit card.):
  Temporary Pharmacy Technician: $15.30 (Valid for 1 year from date issued. Non-renewable.)

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THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS

- Criminal Background Check – Once the online application is completed and submitted you will be emailed an Application Confirmation letter containing instructions to complete the Criminal Background Check (except those applicants seeking relicensure if the license expired within the last three years).

- Good Moral Character Questions – Documentation will be required if you answer "yes" to either question to show at the current time you have the ability to, and are likely to, serve the public in a fair, honest and open manner, that you are rehabilitated, or that the substance of the former offense is not reasonably related to the occupation or profession for which you are seeking a license.

- Social Security Number (SSN) – An individual applying for licensure is required to provide his or her social security number at the time of application. If exempt under law from obtaining an SSN or do not have an SSN, the SSN affidavit form will be required to be uploaded at the time the application is submitted.

- Verification of Licensure – Verification of licensure must be sent directly to our office by the licensing agency of any state of the United States or country in which you hold or ever held a license. The verification must show that disciplinary proceedings are not pending against the applicant and sanctions are not in force at the time of application. Verification can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

- NABP E-Profile Identification Number – Contact the National Association of Boards of Pharmacy (NABP) for more information at https://nabp.pharmacy.

- Human Trafficking Training – Individuals seeking licensure must have completed a one-time training in identifying victims of human trafficking that meets the standards in Administrative Rule 338.3659 prior to being issued a license.

- Implicit Bias Training – Individuals seeking licensure must have completed at least 2 hours of implicit bias training within the five years immediately preceding issuance of the license.

- English Language Proficiency – An individual applying for licensure must demonstrate a working knowledge of the English language. This can be established if either the applicant's high school curriculum was taught in English, the applicant's transcript establishes that they earned not less than 60 college level credits from an English-speaking graduate or undergraduate school, or that the applicant obtained a passing score on an approved English proficiency exam as established by the department under R 338.7002b of the Public Health Code – General Rules.

ADDITIONAL REQUIREMENTS FOR LICENSURE BY EXAMINATION
(These are in addition to the requirements stated above that apply to ALL applicants)

- Must have graduated from an accredited high school or comparable school or educational institution or passed the general educational development test (GED) or the graduate equivalency examination.

- Certification of your examination scores must be submitted directly to this office from one of the following: Pharmacy Technician Certification Board (PTCB) at www.ptcb.org (PTCB scores will be obtained from their

website); National Healthcareer Association (NHA) at www.nhanow.com; an approved Michigan employer-based training program.

ADDITIONAL REQUIREMENTS FOR LICENSURE BY ENDORSEMENT
(These are in addition to the requirements stated above that apply to All applicants)

- Applicants for licensure by endorsement must hold a pharmacy technician license or registration by examination in another state that is active and in good standing.
- Must have graduated from an accredited high school or comparable school or educational institution or passed the general educational development test (GED) or the graduate equivalency examination.
- Certification of your examination scores submitted directly to this office from one of the following: Pharmacy Technician Certification Board (PTCB) at www.ptcb.org (PTCB scores will be obtained from their website); National Healthcareer Association (NHA) at www.nhanow.com; an approved Michigan employer-based training program.

ADDITIONAL REQUIREMENTS FOR FOREIGN EDUCATED OR TRAINED APPLICANTS WHO RECEIVED EDUCATION OR TRAINING OUTSIDE THE UNITED STATES

- Those trained in foreign countries are required to meet the requirements for licensure listed above.

ADDITIONAL REQUIREMENTS FOR THOSE APPLYING FOR RELICENSURE
(These are in addition to the requirements stated above that apply to All applicants)

- Online application can be completed by visiting www.michigan.gov/miplus, select **MiPLUS Login**, select "**Modification**" next to your license number and then select "**Relicensure."**
- 2 year Pharmacy Technician Relicensure Application and Fee (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card):

  Pharmacy Technician Relicensure – $157.70

- Upload copies of certificates showing proof of having completed 20 hours of continuing education (CE) within the 2-year period immediately preceding the application for relicensure including:

  - A minimum of 1 hour in pain and symptom management in the practice of pharmacy that includes, but is not limited to, courses in the following subjects: Behavior management; Psychology of pain; Pharmacology; Behavior modification; Stress management; and Clinical applications as they relate to professional practice.
  - A minimum of 1 hour in patient safety.
  - A minimum of 1 hour in pharmacy ethics and jurisprudence, which may be completed in 1 or more courses.
  - At least 5 of the CE credits must be earned in live, synchronous, courses or programs, in-person or virtual, that provide for the opportunity of direct interaction between faculty and participants,

including, but not limited to, lectures, symposia, live teleconferences, and workshops. ACPE courses designated as live meet this requirement.

- No more than 12 hours of continuing education may be earned during a 24-hour period.

NOTE: If the continuing education hours submitted with the application are deficient, an applicant has 2 years after the date of the application to complete the deficient hours. The application must be held, and the license will not be issued until the continuing education requirements are met.

☐ If your Michigan pharmacy technician license has lapsed for more than 3 years AND you are not currently licensed as a pharmacy technician in another state, certification of your examination scores confirming you have passed the examination within 2 years preceding the application for relicensure must be submitted directly to this office from one of the following: Pharmacy Technician Certification Board (PTCB) at www.ptcb.org (PTCB scores will be obtained from their website); National Healthcareer Association (NHA) at www.nhanow.com; an approved Michigan employer-based training program.

RENEWAL REQUIREMENTS CHECKLIST

☐ Online Application for Pharmacy Technician Renewal – Must be completed by visiting **www.michigan.gov/miplus** no sooner than 90 days prior to the expiration date of current license.

☐ Pharmacy Technician Renewal Application Fee: $61.20 (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card)

☐ Renewal Cycle: 2 years

☐ Good Moral Character Questions – Documentation will be required if you answer “yes” to either question to show at the current time you have the ability to, and are likely to, serve the public in a fair, honest and open manner, that you are rehabilitated, or that the substance of the former offense is not reasonably related to the occupation or profession for which you are seeking license renewal.

☐ Disciplinary Question – Documentation will be required if you answer “yes” to having sanctions imposed against you by a similar licensure, registration, certification, or disciplinary board of another state or country you have not previously reported to the department.

☐ Human Trafficking Training – Licensees seeking renewal must certify on their renewal application that prior to renewing their license that they have completed a one-time training in identifying victims of human trafficking that meets the standards in Administrative Rule 338.3659.

☐ Implicit Bias Training – Licensees and registrants are required to complete 1 hour of implicit bias training for each year of their license or registration cycle. Please note, this is not a one-time training and must be completed for each renewal cycle prior to the renewal being completed.

☐ Accept Renewal Attestation – By accepting the renewal attestation you as the licensee are certifying that you have completed the continuing education requirements during the renewal period and all information provided on your renewal application is true and correct.

☐ 20 hours of continuing education in courses or programs approved by the board earned as follows:

- A minimum of 1 hour in pain and symptom management in the practice of pharmacy that includes, but is not limited to, courses in the following subjects: Behavior management; Psychology of pain; Pharmacology; Behavior modification; Stress management; and Clinical applications as they relate to professional practice.
- A minimum of 1 hour in patient safety.
- A minimum of 1 hour in pharmacy ethics and jurisprudence, which may be completed in 1 or more courses.
- At least 5 of continuing education must be earned in live, synchronous, courses or programs, in-person or virtual, that provide for the opportunity of direct interaction between faculty and participants, including, but not limited to, lectures, symposia, live teleconferences, and workshops. ACPE courses designated as live meet this requirement.
- No more than 12 hours of continuing education may be earned during a 24-hour period.

NOTE: Continuing education that is earned during the 60-day grace period may be included up to the date the application for renewal is filed.

HELPFUL RESOURCES AND FORMS

- By visiting www.michigan.gov/healthlicense and clicking on the pharmacy link you can access the following helpful resources and forms:

  Resources:
  - Michigan Public Health Code
  - Administrative Rules for Pharmacy Technicians

- Track continuing education using CE Broker - The Bureau of Professional Licensing (BPL) has partnered with CE Broker to help licensed professionals keep track of their continuing education (CE) credits. Additional information can be found on our website.

FREQUENTLY ASKED QUESTIONS

1. How can I contact the Board of Pharmacy, Licensing Division?

Email (Questions): BPLHelp@michigan.gov
Email (Submit Documents): BPLData@michigan.gov
Phone: (517) 241-0199
Mailing Address: Bureau of Professional Licensing
Board of Pharmacy
PO Box 30670
Lansing, MI 48909

2. How long are Pharmacy Technician and Pharmacy Technician Temporary license types valid?

Pharmacy Technician licenses are valid for 2 years. Pharmacy Technician Temporary licenses are valid for 1 year and may not be renewed.

3. How do I verify my Michigan Pharmacy Technician license?

Certified license verification requests must be obtained from the Michigan Board of Pharmacy. You must submit your request via the MiPLUS system at www.michigan.gov/miplus. There is a $15.00 fee for certification processing for each address you list. Please note, if you submit both a USPS mailing adddress and an email address for the same recipient, you will be charged $30.00 since you have requested your certification to go to two different addresses. Normal processing time for verifications being sent by email is the same day, verifications being mailed are sent the next business day.

Licenses may also be verified online on the Bureau's License Verification website free of charge. You may need to confirm with the recipient if verifying a license on this website is acceptable or if a certified license verification is needed.

4. How will I know when I need to renew? Can I renew my license early?

You will be sent a renewal notification to both your mailing and email address on record approximately 90 days prior to the expiration date of your license. You will not be able to renew before that time. Remember to notify the Department of any address change by submitting a MiPLUS modification. It is your responsibility as a licensed health professional to renew your license on time. **Failure to receive the renewal postcard, email notification, or to notify the Department of an address change does not exempt you from renewing your license on time.**

5. How do I change my name and address?

Name and address changes must be completed through your MiPLUS account by submitting a modification. You are required to upload supporting documentation such as a driver's license, marriage certificate, divorce decree, or court order for all name changes.

6. Is there a grace period for my renewal?

Yes, there is a 60-day grace period in which you may renew your license without having to go through the relicensure process. However, if you renew during the 60-day grace period, there is an additional $20.00 late fee for each license type when you renew your license(s).

7. Do I need to submit proof of my continuing education (CE)?

The Board does not maintain a record of CE earned. You are required to maintain your own records and keep documentation on hand for a minimum of 4 years from the date of applying for license renewal. You are not required to submit CE information when you renew your license. The Board conduts a random audit after each renewal period. At that time, a percentage of all licensees who renewed will be randomly selected and notified by mail that they must submit evidence of having earned the required CE. If you are selected for the audit, then you will be required to submit copies of the CE certificates you earned. **(Retain the originals)**

8. Where can I find appproved CE courses?

You may find a list of courses that have been approved by the board and will be updated after each Board of Pharmacy meeting. The list of approved CE programs may be located on the pharmacy page at www.michigan.gov/pharmacy under Licensing Information. For complete information on continuing education, please refer to the Pharmacy Technician rules located on the Bureau website at www.michigan.gov/bpl. It is your responsibility to make sure the CE you complete meets the requirements outlined in the administrative rules.

9. Does my training on Identifying Victims of Human Trafficking count towards my CE hours?

No. However, if the training also satisfies the Board's requirements for CE, then the training may be applied toward your CE requirement.

10. Does my training on Implicit Bias Training count towards my CE hours?

No. However, if the training also satisfies the Board's requiements for CE, then the training may be applied toward your CE requirement.

11. What happens if my license expires?

If your license is not renewed within the 60-day grace period after your expiration date, your license will lapse. The expiration date will reflect the original expiration date – it will not include the grace period. For example: If your license expires January 31, you have until April 1 to pay your renewal fee. If you do not renew by April 1, the end of the 60-day grace period, your license is considered lapsed as of January 31.

When your license lapses, you can no longer practice your profession, nor can you identify yourself as a licensed individual.

12. How long will you keep my licensure application on file?

Your application and fee are valid for two years. If you fail to meet the licensure requirements within that time period, your application and fees are no longer valid.

13. If I'm licensed in more than one state, Canada or in another country, do you need verification from all locations in which I hold or ever held a license in?

Yes, we need verification from any state of the United States, Canada or country in which you hold or ever held a license. The verification must show that disciplinary proceedings are not pending against the application, and sanctions are not in force at the time of application.

14. How long does it take to process my application for licensure? Once processed, how long before I receive my license?

Applications are reviewed in the order by date received. The average time to receive a new license is 4 to 6 weeks and could be sooner if all required documents are received with the application. Once all the required information is submitted and accepted your license will be issued. If all licensure requirements are not met upon application review, you will receive an email requesting any outstanding items needed to complete your application. Once you are approved for licensure, it takes approximately 7 to 10 business days to receive the license by mail, if requested. Immediately upon license issuance a PDF of the license will also be sent to the email address provided on the application.

15. What employer-based pharmacy technician programs and exams are approved by the Board?

The Board has approved a number of employer-based training programs and exams. For a complete list, please see the Pharmacy Technician Training Programs and Examinations Approved by the Board under Licensing Information at www.michigan.gov/pharmacy.

16. How do I file a complaint against a health care professional?

Visit the Bureau of Professional Licensing's website at www.michigan.gov/bpl for information on how to File a Complaint Against a Health Care Licensee.