

**MICHIGAN PHARMACY TECHNICIAN LICENSING GUIDE**

**LICENSURE REQUIREMENTS CHECKLIST**

(Listed below are the minimum requirements needed to obtain a pharmacy technician license.)

**APPLICATION AND FEES**

- Online Application For a Pharmacy Technician License - Complete all fields, answer all questions and upload any supporting documentation.
- Online application can be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus)
- Application Fee (1-year license fee) (Must be paid by Visa, Mastercard, or Discover credit or debit card.):  
 Temporary Pharmacy Technician – \$15.00 (Valid for 1 year from date issued. Non-renewable.)
- Application Fee (Application fee + 2-year license fee) (Must be paid by Visa, Mastercard, or Discover credit or debit card.):  
 Pharmacy Technician – By Exam \$135.00  
 Pharmacy Technician – By Endorsement \$135.00  
 Pharmacy Technician Relicensure – \$155.00

**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.
- Human Trafficking – Beginning March 16, 2021, individuals seeking licensure must have completed training in identifying victims of human trafficking that meets the standards in Administrative Rule 338.3659 prior to being issued a license. The training must only be completed one time.
- Social Security Number – 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 a SSN or do not have a SSN, the SSN affidavit form will be required to be uploaded at the time the application is submitted.

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- Verification of Licensure – If you hold a current license or ever held a license as a pharmacy technician, verification of licensure will be required to be submitted directly to this office by the licensing agency of any state of the United States in which you hold or ever held a license. Verification can be emailed to [bpldata@michigan.gov](mailto: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>.
- English Language Proficiency – An individual applying for licensure is required to demonstrate a working knowledge of the English language. This can be established if 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 pass an approved English proficiency exam as established by the department in R 338.7002b of the Public Health Code – General Rules.

### ADDITIONAL REQUIREMENTS FOR LICENSURE BY EXAM

- 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](http://www.ptcb.org) (PTCB scores will be obtained from their website.); National Healthcareer Association at [www.nhanow.com](http://www.nhanow.com); an approved Michigan employer-based training program.
- Must have graduated from high school or passed the general educational development test (GED) or other graduate equivalency examination.

### ADDITIONAL REQUIREMENTS FOR LICENSURE BY ENDORSEMENT

- Must have graduated from high school or passed the general educational development test (GED) or other 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](http://www.ptcb.org) (PTCB scores will be obtained from their website.); National Healthcareer Association at [www.nhanow.com](http://www.nhanow.com); an approved Michigan employer-based training program.

### ADDITIONAL REQUIREMENTS FOR THOSE APPLYING FOR RELICENSURE

- Online application can be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus), and then select **MiPlus Login, and then “modification” next to your license number.**

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- 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 of CE earned in the area of pain and symptom management relating to the practice of pharmacy.
  - A minimum of 1 hour of CE earned in the area of patient safety.
  - A minimum of 1 hour of CE earned in the area of pharmacy law.
  - A minimum of 17 hours of CE earned in any combination of the following pharmacy-related subject matter: Medication or drug distribution; Inventory control systems; Mathematics and calculations; Biology; Pharmaceutical sciences; Therapeutic issues; Pharmacy operations; Pharmacology, drug therapy or drug products; Preparation of sterile products; Prescription compounding; Drug repackaging; and Patient interaction or interpersonal skills and communication.
  - At least 5 of the CE credits must be earned by attending live courses.
  - No more than 12 hours of CE credit may be earned during a 24-hour period.
- If your Michigan license has lapsed for more than 3 years and you do not hold a current and valid license in another state, certification of your examination scores confirming you have passed the examination within 2 years of the period immediately 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](http://www.ptcb.org) (PTCB scores will be obtained from their website); National Healthcareer Association at [www.nhanow.com](http://www.nhanow.com); your employer-based training program.

## RENEWAL REQUIREMENTS CHECKLIST

- Online Application For a Pharmacy Technician Renewal – Can be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus)
- Application Renewal Fee (Must be paid by Visa, Mastercard, or Discover credit or debit card.): Pharmacy Technician Renewal Application Fee \$60.00
- 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.
- Accept Renewal Attestation - By accepting the renewal attestation you as the licensee are certifying that you have completed the continuing education requirements during the 2-year period immediately preceding the application for renewal and have completed the human trafficking training:
  - Human Trafficking – Beginning in 2018, and all renewals thereafter, licensees seeking renewal must have completed training in identifying victims of human trafficking that meets the standards in Administrative Rule 338.3659 prior to renewing their license. The training must be completed one time.

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### **AND**

- Option 1:
  - 20 hours of continuing education in courses or programs approved by the board earned as follows:
  - A minimum of 1 hour of continuing education earned in the area of pain and symptom management relating to the practice of pharmacy.
  - A minimum of 1 hour of continuing education earned in the area of patient safety.
  - A minimum of 1 hour continuing education earned in the area of pharmacy law.
  - A minimum of 17 hours of continuing education earned in any combination of the following pharmacy-related subject matter: Medication or drug distribution; Inventory control systems; Mathematics and calculations; Biology; Pharmaceutical sciences; Therapeutic issues; Pharmacy operations; Pharmacology, drug therapy or drug products; Preparation of sterile products; Prescription compounding; Drug repackaging; and Patient interaction or interpersonal skills and communication.
  - At least 5 of the continuing education credits must be earned by attending live courses.
  - No more than 12 hours of continuing education credit may be earned during a 24-hour period.

### **OR**

- Option 2:
  - Pass a proficiency examination during the renewal cycle. 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](http://www.ptcb.org); National Healthcareer Association at [www.nhanow.com](http://www.nhanow.com); an approved Michigan employer-based training program.
- Additional information regarding continuing education can be found by accessing the Administrative Rules for a Pharmacy Technician at: [www.michigan.gov/healthlicense](http://www.michigan.gov/healthlicense) and click on the pharmacy link.

## HELPFUL RESOURCES AND FORMS

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

### **Resources:**

- Public Health Code
- Administrative Rules for a Pharmacy Technician