

## 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 Public Health Code and Administrative Rules for this profession can be found at the end of this 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, Discover, or American Express credit or debit card.):
  - Temporary Pharmacy Technician – \$15.30 (Valid for 1 year from date issued. Non-renewable.)
- Application Fee + 2-year License Fee (Must be paid by Visa, Mastercard, Discover, or American Express credit or debit card.):
  - Pharmacy Technician – By Exam – \$137.70
  - Pharmacy Technician – By Endorsement – \$137.70
  - Pharmacy Technician Relicensure – \$157.70

#### THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS (EXCEPT RENEWAL)

- 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.

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- Human Trafficking Training – 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 (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](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 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.
- Implicit Bias Training – Beginning June 1, 2022, individuals seeking licensure must have completed at least 2 hours of implicit bias training within the five years immediately preceding issuance of the license.

### **ADDITIONAL REQUIREMENTS FOR LICENSURE BY EXAM (These are in addition to the requirements stated above that apply to ALL Applicants)**

- 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 (NHA) 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 (These are in addition to the requirements stated above that apply to ALL Applicants)**

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

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- 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 (NHA) at [www.nhanow.com](http://www.nhanow.com); an approved Michigan employer-based training program.

### 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](http://www.michigan.gov/miplus), select **MiPLUS Login**, and then **“Modification”** next to your license number.
- 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 continuing education earned in the area of pain and symptom management relating to 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 of continuing education earned in the area of patient safety.
  - A minimum of 1 hour of continuing education earned in the area of pharmacy ethics and jurisprudence.
  - At least 5 of the CE credits must be earned by attending live courses, programs, or activities that provide for direct interaction with instructors, peers, and participants.
  - No more than 12 hours of CE credit may be earned during a 24-hour period.

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

- If your Michigan license has lapsed for more than 3 years, 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 (NHA) 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, Discover, or American Express credit or debit card.):  
  
Pharmacy Technician Renewal Application Fee – \$61.20
- Renewal Cycle: 2 years

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- 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 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.
- Implicit Bias Training – Beginning June 1, 2022, and all renewals thereafter, licensees seeking renewal must have completed a minimum of 1 hour of implicit bias training for each year of the applicant's license cycle. For the first renewal on or after June 1, 2022, licensees will only need to have 1 hour for each year since the rule's promulgation date of June 1, 2021.
- 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:

### **FOR A RENEWAL CYCLE THAT BEGAN PRIOR TO OCTOBER 19, 2022:**

- 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, programs, or activities that provide for direct interaction with instructors, peers, and participants.
  - 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 offered by the Pharmacy Technician Certification Board (PTCB) at [www.ptcb.org](http://www.ptcb.org); National Healthcareer Association (NHA) at [www.nhanow.com](http://www.nhanow.com); an approved Michigan employer-based training program.

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### FOR A RENEWAL CYCLE THAT BEGAN ON OR AFTER OCTOBER 19, 2022:

- 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 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 of continuing education earned in the area of patient safety.
  - A minimum of 1 hour of continuing education earned in the area of pharmacy ethics and jurisprudence.
  - At least 5 of the continuing education credits must be earned by attending live courses, programs, or activities that provide for direct interaction with instructors, peers, and participants.
  - No more than 12 hours of continuing education credit may be earned during a 24-hour period.
- 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:

- [Michigan Public Health Code](#)
- [Administrative Rules for a Pharmacy Technician](#)
- 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](#).