

**Boston Reed College**  
**Week 1 Handout**

**Commonly Asked Questions about Pharmacy Technician,  
California Registration and PTCB Certification**

**What is a pharmacy technician?**

A Pharmacy Technician helps package and mix prescriptions, maintain client records, refer patients for counseling, assist with inventory control and purchasing, as well as billing and collecting payments.

**How do I become licensed (registered)?**

The terms “licensure” and “registration” are synonymous. Registration is required in order to be a pharmacy technician in the State of California. Once you meet the requirements of the California State Board of Pharmacy, you can apply to the Board to become registered as a pharmacy technician. Upon successful completion of Boston Reed’s Pharmacy Technician course, graduates will receive a certificate of completion and become eligible to apply for registration in the State of California.

**What are the Board’s requirements to be a pharmacy technician in the State of California?**

You must be a high school graduate or possess a GED and meet one of the qualification methods listed on the website for the California State Board of Pharmacy at <http://www.pharmacy.ca.gov>. If you take Boston Reed’s Pharmacy Technician Course, you will qualify under Method 3A, “any other course that provides a minimum of 240 hours of instruction...”

**Do I take an exam to become registered?**

No, an exam is not required. Once you meet the Board’s requirements, you simply contact the State Board of Pharmacy and follow their directions to submit an application, pay a fee and undergo a background check (livescan/fingerprinting).

**When do I submit the application and livescan?**

You must wait until you receive your certificate of completion from Boston Reed before you apply to the State Board of Pharmacy because they will require an Affidavit of Completion of Coursework or Graduation. We will provide you with that along with your Certificate of Completion of the course. Your eligibility under Method 3A listed above is not effective until you receive your certificate of completion from Boston Reed. Although you may start the live scan background check prior to receiving your Certificate of Completion for the course, it is recommended you wait until you receive it.

**If I have a felony or misdemeanor can I still get registered?**

The Board will require a background check to determine your eligibility for registration as a pharmacy technician. If you have ever been convicted of or pled no contest to a violation of any law of a foreign country, the United States or any state laws or local ordinances, including all misdemeanor and felony convictions, regardless of the age of the conviction, your application will most likely be delayed; however, there is no written standard regarding automatic denial for any past offenses.

**How do I get a background check or where do I go to obtain a live scan?**

Directions and forms for the background check/live scan can be found on the Board's website listed above.

**How do I become certified?**

Your instructor will go over certification information in class. You can also contact the Pharmacy Technician Certification Board (PTCB) for information regarding certification. The telephone number is (202) 429-7576 and their website is [www.ptcb.org](http://www.ptcb.org). Certification is optional, only state registration is mandatory in California.

**The PTCB application asks for the "school code" – what is that?**

They will ask for Boston Reed's "school code" – it is "0543."

**Will Boston Reed's course help me to pass PTCB test?**

YES. The Boston Reed Pharmacy Technician Course is designed to prepare you for the field of pharmacy technician, to become registered with the State of California and for preparation for national certification.

**How does this training help to become a pharmacist?**

Boston Reed's course will give you knowledge of pharmacy practices; however, it does not meet any requirements for becoming a pharmacist.

**Boston Reed College®**  
**Week 22 Handout – California Students**

**COURSE COMPLETION INFORMATION – CALIFORNIA CLASSES**

After you complete your externship...

- ❖ Be sure all required information is in your Externship Resource Booklet. Specifically, make sure your preceptor completed the following...
  - Skills checklists initialed
  - Evaluation
  - Hours worked log totaling 120 hours
- ❖ Send your completed Externship Resource Booklet to Boston Reed.
- ❖ ***Be sure to keep a copy of the booklet for yourself!***
- ❖ Boston Reed will send you a certificate of completion and an affidavit verifying completion.

Registration in California

- ❖ After receiving your certificate of completion and affidavit from Boston Reed, you can apply to the State Board of Pharmacy for registration as a Pharmacy Technician.
- ❖ To apply to the Board, visit their website at <http://www.pharmacy.ca.gov>
- ❖ You can also contact the Board at:

California State Board of Pharmacy  
1625 North Market Blvd, Suite N 219  
Sacramento, CA 95834  
Phone (916) 574-7900 -- Fax: (916) 574-8618

Registration Process

- ❖ Once on the Board's website, follow these links:
  - Apply for a license
  - Personal license
  - Pharmacy Technician
- ❖ Print the entire application (17A-5) and instructions.
- ❖ **IMPORTANT** – The affidavit you receive from Boston Reed College IS PAGE TWO (2) of your application. Insert the affidavit into your original application that was printed from the website.
- ❖ Complete the remainder of the application in its entirety.
- ❖ In addition to the application, the Board will require the following items:
  - A check or money order in the amount of \$50, made payable to the **Board of Pharmacy**.
  - A 2" x 2" photo of yourself.
  - Affidavit of Completion of Coursework or Graduation (page 2 of application).
  - A copy of Request for Live Scan Service Form (fingerprints for background investigation)

### Live Scan

- ❖ Instructions and forms for Live Scan are included on the same website as the application for registration.
- ❖ Read instructions and complete forms in their entirety.
- ❖ Take the completed Live Scan forms to your local Live Scan location.
- ❖ Live Scan locations can be obtained from the Department of Justice (DOJ), <http://caag.state.ca.us/app/contact.pdf>, or by calling your local police or sheriff's department.
- ❖ NOTE: Livescan clearances are good for one year only so it is best not to have them done until you are completely done with the course and about ready to turn in the application to the State.

### Once you become employed...

- ❖ Boston Reed wants to hear from you once you get a job.
- ❖ You'll receive a survey postcard along with your certificate of completion from Boston Reed.
- ❖ Hold on to that survey card and complete it when you get a job.
- ❖ After you mail it back to Boston Reed, you will receive a beautiful lapel pin indicating you are a graduate from the Boston Reed Pharmacy Technician Program!