



847/391-4406
Fax: 847/375-1114

1600 Feehanville Dr
Mount Prospect, IL 60056
help@nabp.pharmacy

TO: EXECUTIVE OFFICERS – STATE BOARDS OF PHARMACY
FROM: Lemrey “Al” Carter, Executive Director/Secretary
DATE: October 13, 2022
RE: PTCB CE Requirements

The Pharmacy Technician Certification Board (PTCB) has requested that NABP share with the state boards of pharmacy the attached clarification regarding PTCB continuing education (CE) requirements for PTCB-certified pharmacy technicians.

If you have any questions about the PTCB CE requirements, please contact Ryan Burke, PTCB director of professional affairs, at rburke@ptcb.org.

Attachment

cc: NABP Executive Committee



The Pharmacy Technician Certification Board (PTCB) sometimes receives inquiries from Certified Pharmacy Technicians (CPhTs) who are unclear about the difference between PTCB's continuing education (CE) requirements and a state board of pharmacy's CE requirements. This memo outlines PTCB's current requirements and verification process with the goal of assisting boards in handling similar inquiries they may receive from pharmacy technicians.

Continuing Education

Highlights:

Every two years, continuing education must be earned.

- PTCB CPhTs: 20 CEs
- PTCB CPhTs-Adv: 25 CEs
- CEs must be technician-specific, with small allowances for pharmacist-specific CE.

Further Detail:

PTCB CPhTs are required to earn 20 hours of continuing education every two years, including at least one hour of patient safety and one hour of pharmacy law, in order to renew their credential. Individuals who hold the Advanced Certified Pharmacy Technician™ (CPhT-Adv™) credential are required to earn 25 CE hours every two years.

PTCB accepts CE in pharmacy technician subject matter as outlined in the [Pharmacy Technician Certification Examination \(PTCE\) Content Outline](#) or offered by Accreditation Council of Pharmacy Education (ACPE)-accredited providers with the target audience designation 'T' (technician-specific). As of September 2020, PTCB also accepts a maximum of five (5) CE hours from ACPE-accredited providers with the target audience designation 'P' (pharmacist-specific) if the subject matter is contained within the PTCE Content Outline. Individuals who hold the CPhT-Adv credential may earn up to ten (10) P-specific CE hours. [Learn more about CE requirements.](#)

Renewal Process

Highlights:

- All PTCB certificants must have an e-Profile ID
- CPE Monitor is used to audit recertification applications
- Audited applications that do not meet requirements are notified by PTCB
- Technicians are responsible for submitting necessary documentation to keep their certification active

Further Detail:

All PTCB certificants are required to have an e-Profile ID in order to apply for recertification. For individuals earning ACPE-accredited CE, their recertification application is immediately approved if they submit an application attesting to having earned all 20 CE hours within their recertification cycle. PTCB then utilizes CPE Monitor to audit 100% of these recertification applications. If after 60 days PTCB is unable to verify the technician completed the required CEs, the technician is notified that they must submit necessary CE documentation within 30 days. If a technician does not meet the CE requirements for renewal, their certification status is updated to "Expired." In order to become active, the technician must apply for reinstatement. Applicants earning CE hours from non-accredited CE providers must manually enter CE hours and upload documentation of CE completion to their renewal application. [Learn more about the renewal process.](#)

Please contact Ryan Burke at rburke@ptcb.org if you have any questions about these requirements or would like further information about our CE verification process.

2215 Constitution Avenue, NW
Suite 101
Washington, DC 20037
ptcb.org

Choose PTCB. Choose Excellence.