



District of Columbia Municipal Regulations

CHAPTER 99: Pharmacy Technicians

What You Need to Know

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Goal

Highlight key information from the District of Columbia Municipal Regulations (DCMR), Title 17, Chapter 99, which details the registration and regulation for the practice of pharmacy technicians, pharmacy technician trainees, and training programs.

Objectives

- Discuss the application, registration, and continuing education (CE) requirements for pharmacy technician applicants
- Discuss the registration process for pharmacy technician trainees
- Review the appropriate regulations for pharmacy technician education programs and continuing education programs
- Describe what is expected of Department of Health (DOH) Board and Staff
- Discuss what is expected of pharmacies and businesses

Pharmacy Technician: New Registrant



Registration Requirements: Section 9902.1

To register, applicants must have:

- Obtained a high school diploma or its equivalent, or have passed a Board-approved exam proving that he or she has achieved competency in the educational skills required to perform the function of a pharmacy technician, and
- Obtained a certificate from:
 - The Pharmacy Technician Certification Board (PTCB), or
 - The National Health Career Association (formerly ICPT), or
 - Another state-certifying organization approved by the Board; or

Pharmacy Technician: New Registrant

Registration Requirements: Section 9902.1

To register, applicants must have:

- Completed one of the following types of Board approved pharmacy technician training programs:
 - A Board recognized national, regional, or state accredited pharmacy technician program
 - A pharmacy technician training program at an accredited college or university
 - An employer-based pharmacy technician training program
 - A pharmacy technician training program that meets the guidelines of the American Society of Health-Systems Pharmacists (ASHP) and is licensed by the District Educational Licensure Commission

Pharmacy Technician: New Registrant

Application: Section 9902.2

To apply, the applicant must submit to the Board:

- A completed application consisting of the following:
 - Social security number or if does not have a social security number:
 - proof that he or she is legally authorized to be in the United States (ie, Citizenship, Resident Alien Card) with a sworn affidavit stating he or she does not have a social security number
 - Two recent passport-type photographs (2" x 2")
 - A photocopy of U.S. Government-issued photo ID
 - A criminal background check
 - All required fees

Pharmacy Technician: Registration

Registration by Reciprocity: Section 9905

An individual holding an active pharmacy technician registration in another state, shall apply for registration by reciprocity as follows:

- Submit all application requirements as described in Section 9902
- Submit proof of current licensure, registration, or certification in good standing from state of origin
- Obtain verification from each state that the applicant holds or has ever held a pharmacy technician registration that is current and in good standing, or if no longer active, that it was in good standing prior to its expiration. The registration verification form must be sent directly to the Board.
- Undergo a criminal background check
- Pay all required fees

Pharmacy Technician: Registration

Registration through Grandfathering: Section 9912

For registration to be grandfathered:

- The applicant is at least 17 years of age; and
- Submits proof that he or she has worked as a pharmacy technician for at least 24 consecutive months immediately prior to the effective date of the act; and
- A licensed pharmacist who has supervised the applicant for at least 6 months must attest in writing that the applicant has competently performed technician duties; or
- Demonstrates to the satisfaction of the Board that the applicant has been performing the function of pharmacy technician on a full-time or substantially full-time basis continually for at least 24 months immediately preceding the effective date of the Act and is qualified to do so on the basis of pertinent education, training, experience, and demonstrated current experience

Pharmacy Technician: Trainee

Registration For Technician Trainees: Section 9906

- A person should register with the Board as a pharmacy technician trainee within thirty (30) days after beginning an employer-based pharmacy technician program recognized by the Board.
- Non-employer-based pharmacy technicians in training shall register with the Board as a trainee prior to performing duties of a trainee in the pharmacy
- Pharmacy technician trainee registration shall expire one year from the date of issuance and should not be renewed
- A registered technician trainee may provide the pharmacy technician functions under the direct supervision of a licensed pharmacist

Pharmacy Technician: Trainee

Registration for Technician Trainees: Section 9906

- To be eligible to register as a trainee, a registrant shall:
 - Be at least 17 years of age
 - Have a high school diploma or its equivalent; and
 - Be enrolled in a Board-approved pharmacy technician training program or employed in a pharmacy as a pharmacy technician trainee

Pharmacy Technician: Trainee

Registration for Technician Trainees: Section 9906

To apply, the applicant must submit:

- Completed application of the required forms which includes
 - Social security Number
 - Two recent passport photographs
 - U.S. Government-issued photo ID
 - Submit proof to the Board that he or she is providing pharmacy technician functions under direct supervision of a licensed pharmacist
 - Undergo a criminal background check
 - Pay all required fees

Pharmacy Technician: Registration Details



General Information:

- Applications will be available online.
- Initial payment will only be accepted through check or money order
- Renewal payment will be available online with payment available through credit card
- If applicant changes address they are required to notify the Board within 30 days of the change.
- Fees will be established by the Board

Pharmacy Technician: Continuing Education



Continuing Education (CE) Requirements: Section 9907

For renewal, an applicant must:

- Complete a minimum of 20 contact hours of CE credits during the two-year period preceding the date the registration expires. A maximum of 10 contact hours may be earned by completing a relevant college level course with grade “C” or better.
 - 1 semester hour= 10 contact hours
 - 1 quarter hour= 5 contact hours
- Contact hours shall include:
 - 2 hours in pharmacy law
 - 2 hours in medication safety
- Attest to completion of the required CE credits on the renewal application form
- And be subject to random audit
- An applicant has up to 60 days after date of expiration to renew their license, if not, they will be required to apply for reinstatement of an expired registration

Pharmacy Technician: Continuing Education



Continuing Education(CE) Requirements: Section 9907

- For the purposes of this section, pharmacy-related subject matter shall include, but not be limited to, the following topics:
 - Medication distribution;
 - Inventory control systems;
 - Pharmaceutical mathematics;
 - Pharmaceutical sciences;
 - Pharmacy law;
 - Pharmacology/drug therapy;
 - Pharmacy quality assurance; and
 - Roles and duties of pharmacy technicians.

Pharmacy Technician: Continuing Education



Continuing Education (CE) Requirements: Section 9907

- For an audit, applicant shall prove completion of required CE credits by submitting the following :
 - The name and address of the sponsor of the program;
 - The name of the program, its location, a description of the subject matter covered, and the names of the instructors;
 - The dates on which the applicant attended the program;
 - The hours of credit claimed; and
 - Verification by the sponsor of completion, by signature or stamp.

Pharmacy Technician: Continuing Education

Continuing Education:

- A list of approved continuing education programs may be found on the ACPE website at: <https://www.acpeaccredit.org/pharmacists/programs.asp>
- CE hours may be submitted through the CPE monitor on the NABP website: <http://www.nabp.net/programs/cpe-monitor/cpe-monitor-service/>
- Applicant is responsible for keeping track of his or her CE hours

Certified Training Programs

Approval for Training Programs: Section 9903

To be approved, pharmacy technician training programs shall have the following:

- Provision of instruction in the areas of pharmacy instructions listed in 9903.2
- A minimum of at least 160 hours of practical experience
- The program should not be longer than one year
- A pharmacy technician training director that is qualified by education or experience.
- Program approval shall expire 5 years from date of issuance.

Provision of Instruction Areas (Section 9903.2)



- Roles and responsibilities of the pharmacy technician
- Knowledge of prescription medications
- Knowledge of strengths or doses, dosage forms, physical appearance, routes of administration, and duration of drug therapy
- The dispensing process
- Pharmaceutical calculations
- Interacting with patients
- Third-party prescriptions
- Sterile and non-sterile compounding
- Requirements and professional standards for: preparing, labeling, dispensing, storing, prepackaging, distributing, administration of medication
- Confidentiality
- Drugs used to treat major chronic conditions
- Federal and District laws and regulations governing controlled substances and the practice of pharmacy
- Knowledge of special dosing considerations for pediatric and geriatric populations

Certified Training Programs

Examination Requirements: Section 9904

Examinations must:

- Test for competency of the content criteria set forth in 9903.2
- Include a minimum of ninety (90) multiple-choice questions
- Include sufficient additional questions so that the examination questions may be rotated twice a year
- Require a passing score of seventy-five percent (75%) or higher
- Shall be certified as psychometrically valid

CE Programs and Activities

Continuing Education Program Approval by the Board: Section 9908

- To qualify for approval, CE programs shall be a structured educational activity that provides subject matter set forth in 9907.5 and shall include the following:
 - Programs offered by an ACPE* provider;
 - Programs approved by other Boards of Pharmacy: or
 - Programs offered by an institution of higher learning recognized by an accrediting body approved by the secretary of the United States Department of Education

*ACPE = Accreditation Council for Pharmacy Education

CE Programs and Activities

Continuing Education Program Approval by the Board: Section 9908 (Cont.)

- The Board may approve additional continuing education program offered by other providers if the programs meet the following requirements:
 - Prior to offering, the provider shall complete an application form and include all required materials for review
 - The application shall be submitted by the provider to the Board of review no less than 90 days prior to the presentation
 - The content of the program shall be current in its subject matter; and
 - The content of the program shall be developed and taught by individuals with demonstrated qualifications in the topic

CE Programs and Activities

- **Programs approved by the Board before regulation update must meet the following requirements : Section 9908**
 - The provider shall inform the Board of any changes in information previously provided about the program or provider prior to offering the program again. Failure to notify the Board may result in the Board withdrawing its approval;
 - If a provider wants to give a live program more than once, all program dates must either be submitted on the original application or provided to the Board at least five (5) days prior to giving the program. Failure to submit substantive changes to the Board may result in the Board withdrawing approval of the program; and
 - The provider of an approved continuing education program shall maintain all records on that program, its participants, and hours awarded for a period of four (4) years and shall make those records available to the Board upon request.

Board of Pharmacy/Staff

Responsibilities:

- Provide Applications
- Provide Information
- Approve Pharmacy Technician Programs
- Approve Continuing Education Programs
- Approve applications for:
 - Pharmacy Technicians
 - Pharmacy Technician Trainees
 - Pharmacy Technician Education Programs
 - Continuing Education Programs

Pharmacies/Businesses

- Pharmacy technician and trainee should be wearing a name tag bearing the title registered pharmacy technician or trainee and display his or her current registration in the pharmacy-9900.3-9900.4
- No pharmacist shall supervise more pharmacy technicians and trainees than he or she can safely supervise-9900.5
- Every pharmacy that uses a person as a pharmacy technician trainee should have documentation on site of the pharmacy showing the person is currently enrolled in a Board approved training program 9906.4

Scenario

Karen has been working as a pharmacy technician for over ten years. She recently hears that all technicians will be required to register with the Department of Pharmacy and wants to know what she would need to complete her registration. What are the requirements Karen needs to register? Also what are the three different types of registrations available for pharmacy technicians?

Scenario

James is a licensed pharmacy technician in Arizona. He has recently decided to move to Washington, DC, and wants to continue working as a technician. He was wondering if he could start working since he has already been licensed in Arizona. Is James eligible to start working? If he is not what type of registration can he submit to begin working?

QUESTIONS?