

## Review of Experience and/or Education for Pharmacy Technicians

Persons moving into North Dakota wishing to complete the process for registration in order to practice as a Registered Pharmacy Technician must comply with the following process, if they have not completed an American Society of Health Systems (ASHP) accredited educational program. ASHP Accredited Program Directory can be accessed at:

<http://www.ashp.org/directories/technicians/directoryintro.cfm>.

The following documents must be completed and sent to the Pharmacy Technician Program Office:

- Verification of prior employment as a pharmacy technician including
  - Documented, verified work experience
  - Detailed job description
  - Letters of reference from former employers
- Official transcript of training program completed (if not ASHP accredited)
  - Official transcript (transferable credits from other degree granting programs are accepted)
  - Include course syllabi-complete with learning objectives
- Official transcript of any post high school education.
  - If you are coming into a degree granting program you may get credit for prior learning that would make you eligible to document and create a portfolio so you could test out of, or be given credit for the experience you have had.
  - When coming into the Pharmacist Assisted Technician Self Instruction Module (PATSIM), which is accredited but is a non-degree granting program, accreditation standards require that you test out of a course, so NDSCS can prove the same competency as other students.
- Copy of current Certificate from the Pharmacy Technician Certification Board (PTCB) if completed
- Letter of support from potential employer if one has been secured

All information should be sent to: Barbara Lacher  
Pharmacy Technician Program  
NDSCS  
800 6<sup>th</sup> Street North  
Wahpeton, ND 58076-0002

Questions should be directed to Barbara Lacher                      Email: [Barbara.Lacher@ndscs.edu](mailto:Barbara.Lacher@ndscs.edu)  
Phone: 1-800-342-4325 ext. 3214                      Fax: 1-701-671-2570

Upon completion of a review of all information provided we will determine which courses included in the program the applicant will be required to take, prove competency by testing, or be given credit based on previous training or experience. The applicant and the Board of Pharmacy will be notified by mail once the review is completed.

As soon as you are enrolled in an ASHP Accredited training program you should file your application for registration as a Technician-in-Training, <https://www.nodakpharmacy.com/pdfs/RegTechInTraining.pdf> with the Board of Pharmacy.

Once the requirements have been met and a certificate of completion has been issued, ***it is the individual's responsibility to file the proper Application for Registration with the Board of Pharmacy to obtain full Registration*** as a Pharmacy Technician.