

# Credentialing Guidelines and Requirements

A Candidate Guidebook

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### Immunization Administration Certificate Program

#### Scope

PTCB Immunization Administration Certificate holders have demonstrated their advanced skills and commitment to patient and community care by minimizing the spread of disease in the community, especially as vaccines are delivered in massive quantities to prevent the spread of COVID-19.

#### Eligibility Requirements

A candidate must hold an active PTCB CPhT Certification and complete a [PTCB-Recognized Immunization Administration Education/Training Program](#)

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#### Exam

Candidates are required to pass the Immunization Administration Exam to earn the PTCB Immunization Administration Certificate. The Immunization Administration Exam is a multiple-choice exam that contains 60 questions. Be prepared to commit 1 hour and 30 minutes for the exam (5-minute tutorial, and 1 hour and 20-minute exam, and 5-minute post-exam survey).

#### Exam Content Outline

The Immunization Administration Exam covers several knowledge areas organized into three domains, as shown in the following table.

<b>Concepts/ Terminology of Vaccine Administration (30%)</b>
Roles of pharmacy technicians in supporting immunizations
Definition of key terms in the immunization process (e.g., active vs. passive immunity, inactivated vs. LAV)
Common vaccinations and vaccination schedules (e.g., influenza, zoster, Pneumococcal, Tdap)
<b>Vaccine Safety and Administration (50%)</b>
Preparation for vaccine administration, including supply selection (e.g., reconstitution, needle length)
Procedures for vaccine administration: SQ, IM, IN
Safety considerations during vaccine administration (e.g., handling and disposal of sharps)
<b>Documentation, Product Handling, and Adverse Reaction Management for Vaccines (20%)</b>
Procedures for immunization-related documentation (e.g., VIS form)
Procedures for receiving, storing, and handling of vaccines (e.g., cold chain, disposal)
Managing vaccine-related adverse reactions and emergency situations (e.g., localized reactions, syncope, anaphylaxis, VAERS vs. VERP)

#### Exam Passing Score

A panel of subject-matter experts established a passing score for the Immunization Administration Exam using industry best

practices. The method used by the panel, as directed by a psychometrician, is the modified-Angoff method. This method requires experts (panel members) to evaluate individual test questions and estimate the percentage of qualified pharmacy technicians that would be able to answer each question correctly. These estimates were analyzed for consistency and averaged to produce the passing score. The passing score and candidate results are reported as scaled scores. The passing scaled score for the Immunization Administration is 300. The range of possible scores based on the exam content outline is 0 to 400.

### **ADVANCED CERTIFIED PHARMACY TECHNICIAN CREDENTIAL**

Earning your Immunization Administration Certificate takes you one step closer to becoming a PTCB Advanced Certified Pharmacy Technician (CPhT-Adv). Active PTCB CPhTs who have completed at least four of the certificate programs, or three certificate programs and the Compounded Sterile Preparation Technician (CSPT) Certification, and 3 years of work experience will be eligible to earn a CPhT-Adv credential.