

Credentialing Guidelines and Requirements

A Candidate Guidebook

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Maintaining PTCB Certifications

What is Continuing Education?

According to the Accreditation Council for Pharmacy Education (ACPE), continuing pharmacy education is, “a structured educational activity designed or intended to support the continuing development of pharmacists and/or pharmacy technicians to maintain and enhance their competence. Continuing pharmacy education (CPE) should promote problem-solving and critical thinking and be applicable to the safe practice of pharmacy.”

Approved Activities

PTCB has determined that all CE providers accredited by the Accreditation Council for Pharmacy Education (ACPE) satisfy the requirement of pertaining to pharmacy technician-specific and sterile compounding subject matter. Other CE programs will be accepted if PTCB determines that they pertain to pharmacy technician-specific and/or sterile compounding subject matter. Certificants should carefully review the criteria for acceptable CE. Certificants who are unsure about whether PTCB will accept a CE activity should refer to the Recertification Policy.

Continuing Education (CE) Documentation

PTCB certificants must maintain their own records of continuing education hours earned during each recertification period and are responsible for maintaining these records for at least one year after the certification cycle ends. Acceptable documentation of participation in a college course may be either a transcript or a grade report. Certificants are randomly selected for an audit of their continuing education (CE) and PTCB has the discretion to audit the recertification eligibility of a PTCB certificant at any time.

Applying for Recertification

Certificants apply online from within their PTCB Account. A paper application is only available to those with a disability or hardship that precludes using the online application. Requests to use the paper application must be submitted in writing to PTCB and include appropriate documentation of the disability or hardship.

Certificants can apply for recertification 60 days prior to their certification expiration date. PTCB will notify certificants via email when their Recertification Window has opened. Certificants must submit their application by 11:59 PM ET of their Application Deadline, which is the first day of the certification expiration month. Applications submitted after the Application Deadline will incur the \$25 late application processing fee. PTCB will still accept recertification applications up until the expiration date but cannot guarantee that applications submitted after the application deadline will be processed before the expiration date.

All applications are processed by PTCB in the order in which they are received. Once an application is approved, the verification database will be updated and certificants will be able to log into their PTCB Account to download and print an updated certificate.

Returned Applications

Applications that are incomplete, contain errors, do not meet policy requirements, provide inadequate CE information (e.g., do not include the full name of the course and provider), or are accompanied by an incorrect payment amount will be returned for

correction. Returned renewal application notifications will be sent via email and the certificant will have 30 days to submit corrections and the \$10 reprocessing fee to PTCB. PTCB will not accept CEs completed outside of the applicable recertification cycle, during this return period.

Current Renewal Fees

CPhT RENEWAL FEES	CSPT RENEWAL FEES	MISCELLANEOUS
Recertification Application Fee: \$49	Recertification Application Fee*: \$20	Recertification Late Application Processing Fee**: \$25
Reinstatement Fee: \$89	Reinstatement Fee: \$40	Reprocessing Fee***: \$10
		Administrative Fee****: \$25
		Optional Certificate Printed on Fine Paper: \$15

*Only applies when renewing CSPT@ only (mid-cycle reporting).

**Applies to applications received after the Application Deadline.

***Applies each time an application is returned for corrections.

****Charged for any payment returned by a bank for insufficient funds, processing of refunds due to an incorrect payment and withdrawn or denied certification applications. Refunds are issued in the original form of payment.

CPhT Recertification Requirements

PTCB Certified Pharmacy Technicians (CPhTs) are required to recertify every two (2) years to maintain certification. PTCB's CPhT recertification requirements correspond to the biennial renewal schedule for professional pharmacist licensure as governed by State Boards of Pharmacy. CPhTs must complete all continuing education hours within the two (2) year recertification cycle (on or before the expiration date). No CE hours completed before certification is granted may be used to satisfy recertification requirements. In addition, CE hours cannot carry over to a future recertification cycle.

CPhT Continuing Education Requirements

PTCB CPhTs must complete a minimum of 20 hours of continuing education (CE) during each two-year recertification cycle. Any continuing education hours earned after January 1, 2015, must be pharmacy technician-specific subject matter. Any CE hours after January 1, 2015, with the target audience designation "P" (pharmacist-specific) will not be accepted when recertifying as a CPhT only. For CPhT recertification candidates, one hour must be in the subject of pharmacy law and one hour must be in the subject of patient safety (refer to Accreditation Council for Pharmacy Education (ACPE) definition of patient safety, defined in the [ACPE Policy and Procedures Manual](#)). A maximum of 10 hours may be earned by completing a relevant college course with a grade of "C" or better. **Beginning January 1, 2018, PTCB will no longer accept continuing education earned through the completion of in-service projects or training for any certificants eligible for recertification or reinstatement.**

Pharmacy Technician-Specific Subject Matter

Certificants must satisfy continuing education requirements in pharmacy technician-specific subject matter. To qualify as pharmacy technician-specific, a CE program's objectives must assess or sustain the competency critical to pharmacy technician practice stated in PTCB's Pharmacy Technician Certification Exam Blueprint. **Any CE hours earned after January 1, 2015, with the target audience designation "P" (pharmacist-specific) will not be accepted for CPhT qualifying CEs.**

CSPT Recertification Requirements

CSPTs are required to recertify every year to maintain certification. This annual requirement is consistent with the training and competency requirements required by USP and other authoritative bodies. To be eligible for recertification, a CSPT must be an active PTCB CPhT in good standing. CSPTs must complete a minimum of five hours of sterile compounding-specific continuing education (CE) and submit the CSPT Competency Attestation Form during each one-year recertification cycle. A loss of CPhT certification due to failure to recertify, revocation, or any other reason will result in loss of CSPT certification.

Once a PTCB CPhT earns the CSPT certification, the CSPT certification expiration month will align with the CPhT expiration month. If the CSPT credential is earned within six months of a CPhT's expiration date, the certificant must recertify the CSPT credential one year after the CPhT expiration date. For example, if a CPhT's expiration date is October 31, 2018, and the CSPT initial certification date is July 1, 2018, the CSPT expiration date will be October 31, 2019.

If the CSPT credential is earned and the CPhT expiration date is more than six months from the initial CSPT certification date, the certificant must recertify both certifications by the upcoming CPhT expiration date. For example, if a PTCB CPhT's expiration date is March 31, 2019, and the CSPT designation is earned during July 1, 2018, the certificant must recertify both certifications by March 31, 2019.

CSPTs must complete all continuing education hours and submit a completed [CSPT Competency Attestation Form](#) within

their one-year recertification cycle (on or before the expiration date). No CE hours and/or CSPT Competency Attestation Forms completed before certification is granted may be used to satisfy recertification requirements. In addition, CE hours/CSPT Competency Attestation Forms cannot carry over to a future recertification cycle.

Sterile Compounding-Specific Subject Matter

To qualify as sterile compounding-specific, a CE program's objectives must assess or sustain the competency critical to compounding sterile preparations. **Sterile compounding CE is exempted from CPhT pharmacy technician-specific CE requirement.**