



---

## New Mexico Regulation and Licensing Department

### BOARDS AND COMMISSIONS DIVISION

#### Board of Pharmacy

5200 Oakland Avenue, NE ▪ Suite A ▪ Albuquerque, New Mexico 87113  
(505) 222-9830 ▪ Fax (505) 222-9845 ▪ (800) 565-9102  
[www.rld.state.nm.us/pharmacy](http://www.rld.state.nm.us/pharmacy)

---

## PHARMACY TECHNICIAN FREQUENTLY ASKED QUESTIONS

### What is a pharmacy technician?

Pharmacy technicians assist pharmacists with various tasks including the preparation and distribution of medications. Technicians work under the direct supervision of a licensed pharmacist who is legally responsible for the care and safety of patients served by the pharmacy.

A Certified Pharmacy Technician is a technician who has completed all of the necessary training and successfully passed a board approved certification exam. Certified Pharmacy Technicians may use the designation "CPhT" after their name. They must maintain current registration with the Board of Pharmacy.

A Non-certified Pharmacy Technician is a technician who is in the process of completing the necessary training and/or examinations required for certification. They must maintain current registration with the Board of Pharmacy.

### Is a background check a requirement for registration?

The Board of Pharmacy May conduct a background check on any new applicant. However, on the application a signature is required after the following statement: "I have not been arrested, investigated for, charged with, convicted of, sentenced, entered a plea of *nolo contendere*, or entered into any other legal agreements for any criminal offense in any state, territory or possession on the United States or by the federal government. I hereby certify under penalty of perjury that the information contained on this application is true and correct."

### Does a problem in my past prevent me from becoming registered as a pharmacy technician with the New Mexico Board of Pharmacy?

Not necessarily. Applications with background issues, must be presented to the Board of Pharmacy for approval. The circumstances surrounding the issue will be addressed and taken into consideration.

### Can I work at a pharmacy before I am registered with the Board of Pharmacy?

Yes, but NOT as a Technician. Clerical duties are permitted under the supervision of a pharmacist including duties associated with the practice of pharmacy, but excluding the direct processing and filling of prescriptions or duties restricted to only a pharmacist, pharmacist intern, or pharmacy technician. Technicians are

---

## New Mexico Regulation and Licensing Department

### BOARDS AND COMMISSIONS DIVISION

#### Board of Pharmacy

5200 Oakland Avenue, NE ▪ Suite A ▪ Albuquerque, New Mexico 87113  
(505) 222-9830 ▪ Fax (505) 222-9845 ▪ (800) 565-9102  
[www.rld.state.nm.us/pharmacy](http://www.rld.state.nm.us/pharmacy)

---

required to submit their registration application and necessary documentation to the Board of Pharmacy before performing any technician duties.

#### **How do I register as a Non-Certified Technician with the Board of Pharmacy?**

Technicians still completing training and education must submit the following document to register with the Board of Pharmacy:

1. Registration application and required fees
2. The name of the Pharmacist or training sponsor responsible for technician's ongoing training and education.
3. The non-certified technician must successfully complete the necessary training and examination (PTCB or ExCPT) to become certified within one year.

#### **What happens if I do not pass the certification exam within the first year that I am registered?**

All technicians are required to obtain Board-approved certification within one year of registration as a non-certified technician. If the technician fails to pass PTCB or ExCPT certification exam within the first year, they may not continue to be employed as a pharmacy technician.

#### **How do I register as a Certified Technician with the Board of Pharmacy?**

Technicians who have completed the necessary training must submit the following document to register with the Board of Pharmacy:

1. Registration application and required fees.
2. A written record of the technicians completed training and education which must be filled out and signed by the technician and the supervising pharmacist or training sponsor.
3. Documentation of the passing the certification exam (PTCB or ExCPT)

#### **Do I have to attend a professional training program or college to become a Pharmacy Technician?**

No. Training programs are not required to become pharmacy technicians or take the certification exam. The Board of Pharmacy does not endorse/approve pharmacy technician curriculums or training programs. These programs must comply with the educational requirements of "NMAC 19.22.9 Training and Education." Training programs simply offer helpful training and education to complete the technician requirements. On the job training under a supervising pharmacist is permitted.

---

## New Mexico Regulation and Licensing Department

### BOARDS AND COMMISSIONS DIVISION

#### Board of Pharmacy

5200 Oakland Avenue, NE ▪ Suite A ▪ Albuquerque, New Mexico 87113  
(505) 222-9830 ▪ Fax (505) 222-9845 ▪ (800) 565-9102  
[www.rld.state.nm.us/pharmacy](http://www.rld.state.nm.us/pharmacy)

---

#### **Do I need to maintain my PTCB or ExCPT certification once I pass the initial exam even if I maintain my continuing education requirements?**

Yes. The Board of Pharmacy requires an active PTCB or ExCPT certification as long as you wish to maintain an active pharmacy technician registration in this state. Keep in mind that the expiration date of the certification licenses does not always coincide with the technician registration expiration, which expires biennially (every two years) on the last day of the licensee's birth month.

#### **My registration has expired but my certification is still in date. Can I still work in the pharmacy?**

No, you cannot work in the capacity of a pharmacy technician until your state license is renewed. Once an application has been turned into the Board of Pharmacy it takes 5 to 10 days to process. Until it has been completed, you are unable to perform any technician duties as specified in 16.19.22.8 NMAC (permissible activities). You may however perform clerical activities in the pharmacy.

#### **Are technicians allowed to be trained to administer vaccinations?**

No. Technicians cannot be trained to administer vaccinations. Under no circumstance may a technician administer vaccinations. The administration of any drug is considered the "practice of pharmacy" limited to a pharmacist.

#### **Can technicians prepare sterile and non-sterile products?**

Yes. All pharmacy technicians who compound sterile pharmaceuticals must be a certified pharmacy technician. They must complete board approved, on the job didactic, experiential training and competency evaluations at the pharmacy of employment. All technicians compounding sterile chemotherapy drugs must completed a board approved course in chemotherapy drug preparation. On an annual basis the pharmacist-in-charge is required to provide an in-service education and training to supplement the initial training.

#### **How many continuing education (CE) hours do I need to renew my registration with the New Mexico Board of Pharmacy?**

None are required to remain active with the New Mexico Board of Pharmacy. However, both PTCB and ExCPT require 20 hours of continuing education every two years, one hour of which must be in the subject of pharmacy law, in order to renew your technician certification. Please contact either PTCB or ExCPT for further information.

---

## New Mexico Regulation and Licensing Department

### BOARDS AND COMMISSIONS DIVISION

#### Board of Pharmacy

5200 Oakland Avenue, NE ▪ Suite A ▪ Albuquerque, New Mexico 87113  
(505) 222-9830 ▪ Fax (505) 222-9845 ▪ (800) 565-9102  
[www.rld.state.nm.us/pharmacy](http://www.rld.state.nm.us/pharmacy)

---

#### **Are technicians required to attend a live law continuing education?**

No. There is a requirement as part of a technician's renewal process to obtain law CE, but the 1 hour that PTCB or ExCPT requires does not have to include a license session. However, the Board of Pharmacy welcomes and encourages technicians to attend our live law review.

#### **Where can I find continuing education for technicians?**

A partial list of continuing education links is available through the Board's website (<http://www.rld.state.nm.us/pharmacy/lawreview.html>) under the "Law CE Schedule" bottom of the page listed under "Continuing Education."

The New Mexico Pharmacists Association and the New Mexico Society of Health Systems Pharmacist also provides CE opportunities for technicians.

#### **May technicians renew online with the New Mexico Board of Pharmacy?**

Yes at <https://mylicense.rld.state.nm.us/>. The application for renewal can still be obtained online at the Board of Pharmacy website ([www.rld.state.nm.us/Pharmacy/](http://www.rld.state.nm.us/Pharmacy/)). Keep in mind the original application must still be mailed in via post mail or physically turned in to the Board of Pharmacy. It may not be emailed, faxed, or submitted online. Technicians are encouraged to turn in their applications in a timely fashion as it takes 5 to 10 days to process once the application is received.

#### **How do I change my address or employment?**

Pharmacy technicians shall report in writing any changes of address or employment to the Board within ten (10) days. Change of address may be done online or the necessary forms can be obtained online at [www.rld.state.nm.us/Pharmacy/](http://www.rld.state.nm.us/Pharmacy/) under the heading "Fees/Forms/Manuals/Lists" and then "Changes Reporting Form." If changes are not made online the changes can be sent via email, fax, or post mail using the appropriate address listed on the form.

#### **What steps do I have to take or what fees do I have to pay if I have not reinstated my state registration for several months or several years after it has expired but have maintained my PTCB or ExCPT certification current and now want to apply to work as a Register PhT at a local pharmacy?**

If you have not been working in a pharmacy or in a setting as a pharmacy technician and would like to return to that work setting, you would have to submit a letter stating you have not worked in that capacity, the reasons for your absence,

---

## New Mexico Regulation and Licensing Department

### BOARDS AND COMMISSIONS DIVISION

#### Board of Pharmacy

5200 Oakland Avenue, NE ▪ Suite A ▪ Albuquerque, New Mexico 87113  
(505) 222-9830 ▪ Fax (505) 222-9845 ▪ (800) 565-9102  
[www.rld.state.nm.us/pharmacy](http://www.rld.state.nm.us/pharmacy)

---

and pay the necessary late fees along with your registration fee and CE requirements to become current. **Reminder:** Board rules require you to notify the Board when you change or leave the employment of a pharmacy/clinic.

### **If I have out-of-state records, but they are current, do I have to re-train to become registered in the state of New Mexico?**

There is no reciprocity of technician registration in New Mexico. If you do not have current licensure in New Mexico, you will have to re-train in order to work as a pharmacy technician. The “Technician Training Sponsor” is responsible for documenting and verifying your training. They may accept some or all of the training you received at another pharmacy or pharmacy technician program.

“**Technician Training Sponsor**” means pharmacist-in-charge, pharmacist or designated administrator at a pharmacy technician training program who assumes responsibility for training and duties performed by a non-certified technician.

### **What are the training requirements for pharmacy Technicians?**

Technician must become a certified pharmacy technician within 1 year of beginning employment/registering as a pharmacy technician. Technicians must complete the following training requirements:

- (1) federal and state laws and regulations that affect pharmacy practice; specific regulations which address the use of supportive personnel and technicians;
- (2) ethical and professional standards of practice;
- (3) medical and pharmaceutical terminology, symbols and abbreviations used in the practice of pharmacy and components of a prescription;
- (4) pharmaceutical calculations necessary for the preparation and dispensing of drug products;
- (5) manufacturing, preparation, packaging, labeling and proper storage of drug products;
- (6) dosage forms and routes of administration; and
- (7) trade and generic names for medications frequently dispensed by the pharmacy;
- (8) basic comprehension of pharmacology;
- (9) basic knowledge of appropriate pharmacy references.

### **Is pharmacy technician certification the same thing as “pharmacy technician training”?**

No. Pharmacy technician *certification* is a national certification. Pharmacy technician *training* is a state requirement that must be completed prior to registration as a certified pharmacy technician.

---

**New Mexico Regulation and Licensing Department**

BOARDS AND COMMISSIONS DIVISION

**Board of Pharmacy**

5200 Oakland Avenue, NE ▪ Suite A ▪ Albuquerque, New Mexico 87113

(505) 222-9830 ▪ Fax (505) 222-9845 ▪ (800) 565-9102

[www.rld.state.nm.us/pharmacy](http://www.rld.state.nm.us/pharmacy)

---

**If I have been a technician for many years but have no past records available, do I have to start over with training?**

The Board of Pharmacy can retrieve records as far back as the 1980s. Verify with the Board if you have records on file. If no records are found, you will have to start your training over. Remember to always take your training records with you when you change employers, as you will need to keep them for future reference.