



New Mexico Regulation and Licensing Department Board of
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 applicant. However, on the application a signature is required after the following statement: "I have never been charged or arrested for an alleged felony or misdemeanor (other than minor traffic offenses). If you have, ...provide details as to each arrest or charge, including the date and court, and attach all records available to you that indicate the disposition of the arrest or charge. 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 will be considered for approval, or other action by the Board of Pharmacy.

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



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required to submit their registration application and necessary documentation to the Board of Pharmacy, and must be issued a registration, 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 documentation 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 documentation 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 16.19.22.9 NMAC, "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.



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<https://rd.nm.gov/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 necessarily 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 registration is renewed. Once an application has been submitted to the Board of Pharmacy it typically takes 5 to 10 days to process. Until the registration is renewed, 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?

Yes. Certified pharmacy technicians may administer vaccines, under the direct supervision of a New Mexico licensed pharmacist, subject to training, continuing education, and other requirements enumerated in 16.19.22.16 NMAC (Pharmacy Technician Administration of Vaccines).

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 complete 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 registration 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. Further, for technicians who will be administering vaccines, 2 hours of vaccine related continuing education must be completed during each registration period.



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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 live session. However, the Board of Pharmacy welcomes and encourages technicians to attend our live law review.

May technicians apply online with the New Mexico Board of Pharmacy?

Yes, see links immediately below.

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

Yes, at [RLD | Save Time and Renew Your Pharmacy License Online with Us \(nm.gov\)](#). The technician training and education record is available at [Training and Education Record](#)

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 home or mailing address should be submitted online (log in to the licensing system, and under my profile, update your address). Work address change can be emailed to pharmacy.board@rld.nm.gov. The form is available at rld.nm.gov/pharmacy under the heading "Applications and Forms" and then "Changes" 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 technician 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, and pay the necessary late fees along with your registration fee and current certification. **Reminder:** Board rules require you to notify the Board when you change or leave the employment of a pharmacy/clinic.



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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.



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

Pursuant to 16.19.22.9 NMAC, a technician is required to maintain a written record of training. If no records are found, please complete the training in order to have the required record. Remember to always take your training records with you when you change employers, as you will need to keep them for future reference.