



MARCH 31, 2018

Pharmacy Technician Registration 2018 Renewal Information

The Pharmacist-In-Charge is responsible for assuring that all Pharmacy Technician Registrations are current and in good standing.

Those technicians that applied for or obtained a **new** registration on or after April 1, 2011, must successfully pass the Pharmacy Technician Certification Board Exam (PTCB) or the ExCpt Exam prior to their first renewal of the registration. Thereafter, this Certification must be maintained as specified or required by the examining authority. If a Pharmacy Technician has failed to renew their Registration as a result of failure to pass the required certification exams they can no longer perform technician duties.

Any Pharmacy Technician registration that has not been renewed by March 31, 2018, becomes null and void after that date and the Technician shall not perform Pharmacy Technician duties in the pharmacy dispensing or drug storage area until such time as the registration is renewed. **THERE IS NO GRACE PERIOD.**

To complete the renewal process, you should:

- Log in to print your renewal from our online portal at:
https://elicense.mbp.state.ms.us/portal_logon.aspx
- Submit the completed renewal application, fees and proof of national certifications (ONLY APPLICABLE FOR FIRST TIME RENEWALS) or utilize the on-line License Renewal Portal on the Pharmacy Board website. **YOU MUST CREATE A NEW USER ID AND LOG INTO THE PORTAL TO PRINT YOUR FORM. RENEWAL FORMS WILL NOT BE MAILED THIS YEAR.**

In the event it is your first time renewing, **do not utilize on-line renewals.** Enclose a check or money order in the amount of **\$55.00** made payable to the Mississippi Board of Pharmacy with your completed renewal application, fees and proof of initial certification.

- **Effective January 21, 2016, the Mississippi Board of Pharmacy approved an annual surcharge of \$5.00 to fund a program to aid impaired pharmacists, pharmacy students, and pharmacy technicians for a total fee of \$55.00 per renewal.**

Your completed renewal packet, if mailed, **MUST BE POSTMARKED** no later than **March 31, 2018**. Renewal packets received after that date **will be returned to you** and a late renewal fee in the amount of **\$50.00 will be assessed**. The late fee must be paid prior to processing your renewal. Failure to renew your registration in a timely manner could place you and/or your employer at risk and may result in action by the Board against your registration as well as potential consequences with third party payors. **Renewal applications**

received by mail or delivered to the Board office during the latter part of March may not be processed until after April 1, 2018, due to the volume of applications received. **TO PREVENT THIS ISSUE, RENEW EARLY AND ONLINE!** Renewal packets with insufficient postage will be returned to you.

*******IMPORTANT*******

Each Pharmacy Technician registered by the Board must notify the Board in writing within ten (10) days of change of employment or change of address. The notification shall contain his/her name, new mailing address, current email address, registration number, the name of the pharmacy where formerly employed, and the name of the pharmacy where currently employed or the current employment status (including the fact that you may not be working as a Technician.)

If a Technician fails to notify the Board office of changes in his/her employment status, the Board will assess back fees. The Board does not grant exceptions to this policy.

Please Remember:

- Updated renewal stickers will NOT be mailed.
- After registration is renewed, proof of renewal may be printed online.
- Any pharmacy technician registration that has not been renewed by March 31, 2018 becomes null and void after that date and you shall not perform pharmacy technician duties! There is no grace period!
- Any pharmacy technician renewed after or processed after March 31, 2018 will be assessed a late fee of \$50.00.
- If you do not wish to renew, you MUST send written notification to the BOP (letter, email, or fax) or back fees will be assessed at the time of renewal.

For questions, please email Merrill Nelson: mnelson@mbp.ms.gov

Thank you,

Frank E. Gammill
Executive Director
Mississippi Board of Pharmacy

