



**Secretary of State  
Office of Professional Regulation**

**PHARMACY  
Renewal Instructions for Pharmacy Technician**

A Pharmacy Technician shall wear a name badge (first name and title, "Pharmacy Technician") while working in the prescription department (See Board Rule 5.2 (c)).

1. Complete renewal online and pay the renewal fee (nonrefundable processing fee).
  - All documents must be uploaded within the online renewal. The office will not accept paper copies of documentation pertaining to renewal requirements
  - Pay any late fees or penalties required by law
2. If applicable, provide a copy of your current national certification certificate of pharmacy technician training

**\*Important Notes for Renewal\***

If your first renewal was issued within 90 days of the first renewal expiration date, your license is valid until the new renewal date. Please check the expiration date on your license.

Three (3) courtesy renewal reminder emails are sent to the email on file starting approximately 6 weeks prior to your expiration date. It is your responsibility to ensure your email address is up to date. You may update your email by logging into [Online Licensing](#) and updating your profile. Please check your spam folder and add our office to your safe sender list.

**NOTE:** Any change of address or other contract information, by an applicant or licensee, must be forwarded to this office no later than thirty (30) days after change occurs.