



**Secretary of State
Office of Professional Regulation**

**PHARMACY
Application Instructions for Pharmacy Technician**

Who must register as a pharmacy technician:

A pharmacy technician is “an individual who performs tasks relative to dispensing and only while assisting and under the supervision and control of a licensed pharmacist.” 26 V.S.A. § 2022 (13). This includes prescription data entry, drug selection from inventory, counting and labeling and pharmaceutical ordering and shelf stocking in the prescription department. Cashiers and delivery people who enter or have access to the prescription department must register as pharmacy technicians. (See Part 5 of the Board’s Rules)

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. Submit an online application and pay the non-refundable application fee. Applications are found within the online licensing system at:
https://secure.professionals.vermont.gov/prweb/PRServlet/app/default/ybVBleIGHMIPa8qpM9BaiNEZfDPENuF*!STANDARD
2. If applicable, provide a copy of your certificate of pharmacy technician training, and indicate where acquired. Formal training is not currently required for registration.
3. If applicable, request an official verification of license be sent to OPR for your initial state of licensure and most recent state of licensure. This must be sent directly from the licensing authority and can be sent by email to SOS.OPRLicensing2@vermont.gov or by post office mail. It is not required that the other state complete the Vermont verification form.

Provisional Licensure

If you are otherwise qualified for licensure **and** verification of licensure is the ONLY outstanding deficiency and all other licensing requirements are met including applicable education and exam requirements, you may be issued a 90-day provisional license while the Office awaits receipt of your license verification. If you wish to request a provisional license (if applicable), please indicate within the application.

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.