

PTCB

PHARMACY TECHNICIAN CERTIFICATION BOARD

WHAT YOU NEED TO KNOW

◆ HOW TO APPLY?

● To achieve PTCB Certification, candidates must satisfy the following eligibility requirements:

- High school diploma or equivalent educational diploma (e.g., a GED or foreign diploma).
- Full disclosure of all criminal and State Board of Pharmacy registration or licensure actions.
- Compliance with all applicable PTCB Certification policies.
- Passing score on the Pharmacy Technician Certification Exam (PTCE)

● Apply:

- First, you need to create an account on portal.ptcb.org and fill out your basic information
- The cost to apply for certification and take the Pharmacy Technician Certification Exam (PTCE) is **\$129**.
- When your application is approved, you will be authorized to schedule and take the certification exam. Notice of authorization to schedule will arrive via email and is valid for 90 days.

◆ WHAT IS PTCE?

PTCE is a computer based exam administered at Person VUE test centers nationwide. The exam is 110 minutes with 90 Multiple Choice questions.

● How to schedule an exam?

- Go to home.pearsonvue.com, click Login, then choose PTCB Certification Exams sign in
- Register a new account by filling out basic information
- Once an authorization to schedule is received. You may schedule an exam appointment online or call Pearson VUE at (866)902-0593
- You can choose the location and time that you want to take the exam. Then click confirm
- There is no charge to cancel or reschedule an exam appointment. However, appointments must be cancelled or rescheduled at least one business day (24 hours) before the scheduled appointment. Candidates who fail to appear for their scheduled exam appointment will forfeit all fees.

● Knowledge Domains and Areas

The **PTCB** is mainly comprised of about 8 different categories:

● **Pharmacology (13.75%)**

The subject of Pharmacology contains extensive content. This is your mastery of drug interactions, dosages, names of pharmaceuticals, side effects and more for pharmaceuticals.

● **Laws and Regulations (12.50%)**

The pharmacy business must operate within a set of laws and regulations to practice safety in the preparation, storage, and distribution of medicine. It is important to be familiar with these guidelines.

● **Sterile and Non Sterile Compounding (8.75%)**

Medication preparation involves employing various practices to ensure safety and purity. Choices of materials and equipment, as well as procedure selection, make a big difference.

● **Medication Safety (12.50%)**

Learn how to ensure the accuracy of the dosages calculation, labeling, packaging because making an error when preparing and dispensing medication can cause critical situations in terms of patient health

● **Quality Assurance (7.5%)**

Customers depend on a pharmacy and all of its employees to do everything they can to ensure that the product received is exactly what was prescribed.

● **Order Entry and Fill Process (17.50%)**

The process of filling prescription orders operates with certain specific procedures which safeguard the integrity and quality of service by a pharmacy.

● **Inventory Management (8.75%)**

Be familiar with ordering, receiving, storing and removal process. Management of the product you are delivering is a vital part of a pharmacy tech's job.

● **Billing and Reimbursement (8.75%)**

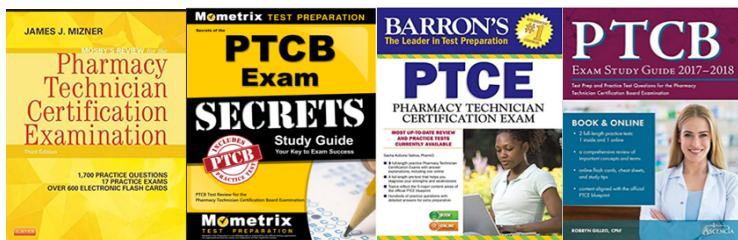
Part of your job as a pharmacy technician will be handling the methods by which drugs are paid for. You will need to know the various sources of funding and reimbursement practices.

● **Pharmacy Information System Usage and Application (10%)**

Know about pharmacy related computer applications for documenting the dispensing of prescriptions or medication orders. Know how to utilize computer in maintaining and managing drug databases

◆ BEFORE THE TEST

• Resources



The book of *James J. Mizner* is highly recommended because it explains the concepts very well and in details but very concise. It also has a lot of practice question at the end of each chapter so that you can apply what you learn in the chapter. *Mometrix*, *Barrons*, and *Ascencia* are recommended because they have the study guide which show you exactly what you should study for the exam. They also have the most updated practice test to help you get the idea of what will be on the test so that you can be better prepare. **Buying multiple books is recommended** because you will need to do a lot of practice tests so that you can do well on the real exam. However, each book will show you different way to approach the problems. Highly recommend to read the online comments carefully before buying the books so that you can choose the best books that fit your study strategies/ habits.

• Study tips

- **Plan a head.** Create a realistic study plan Make sure to spend at least 1-2 months to prepare for the test. Making weekly goal is helpful because it will give you the motivation to study.
- **Break out study time and stay focus.** Don't try to sit 8 hours a day to scram, it is not going to work. You should spent 1-2 hours of medium intense prep every day. Try to put away all of the distractions while you study.
- **DO A LOT OF PRACTICE TESTS AS MUCH AS YOU CAN.** You want to familiar yourself with the exam format. Put a timer when you do the practice exam. The more you practice the better test score you will get.

GOOD LUCK ON STUDYING!

If you have additional questions about PCAT and pharmacy school application, please **visit our website** at <http://pharmsci.uci.edu/graduate-school-resources/> or **visit our Student Affairs Office** during drop in hours.

* Information was obtained from PTCB.ORG website

◆ EXAM DAY

◆ What you need to bring:

- **Two forms of original** (no photo copies), **valid** (unexpired) IDs: one form as a **primary ID** (government-issued with name, photo, and signature) and one form as a **secondary ID** (with only name required, e.g. credit card, debit card).

◆ Check in process:

- Be **15 minutes early** before the start time of the test to check in
- You will be asked to read and sign the Pearson VUE Candidate Rules Agreement.
- You will be required to take digital photo, fingerprint or palm vein pattern.
- You will be asked to put everything into a locker. Your personal belongings are not allowed to bring into the testing room.
- All electronic devices must be turned off while in the secure area. If your cell phone rings or makes any noise while in the secure area, your test will be invalidated and your testing fees will not be refunded.
- You cannot access to electronic devices, and study note during your testing session (including your break).

◆ Test taking advices:

- If you get stuck on one question, move on onto the next and return to the difficult question later.
- Don't leave any answers blank. If you plan to come back to a question later, make a note of it so you don't forget to at least guess on the question when you're almost out of time.
- Eliminate wrong answers. Start by trying to eliminate the two most obviously wrong answers. Next, re-read the question and see if one of the two possible answers jumps out at you. If not, take a guess. Again, don't leave any answer blank.

◆ AFTER THE EXAM

At the conclusion of the exam, candidates are asked to complete a brief survey, after which an unofficial exam result is presented on screen. Additionally, the unofficial exam result will be printed and given to candidates. For CPhT candidates, exam results are posted to your PTCB Account within two to three weeks.

◆ Scoring

The passing scaled score for the updated PTCE is 1400, with a range of possible scores of 1000 to 1600.

◆ Retake policy

Candidates who fail the PTCE must wait 60 days from the most recent attempt to apply for the second and third attempts, and four attempts. After four attempts, candidates must provide completion evidence of acceptable preparation activities to PTCB for review and approval before applying for additional attempts.