Maryland Pharmacy Technician Training Program

IPMD Pharmacies Program Overview 2023

The Pharmacy Enrollment Fee to use the PEER Pharmacy Technician Training Program is covered by the IPMD donation (regular price $500).

The Individual Trainee Enrollment Fee is **$75** (regular price $150) for each trainee enrolled for the pharmacy. If a trainee needs to re-enroll in the program, another $75 will be billed.

The cost of the APhA Publications for the pharmacy to use for all technicians enrolled in the program is approximately **$275**, including shipping (subject to change). Pharmacies may purchase on their own or coordinate through PEER to purchase. You must have access to these materials while a trainee is enrolled in the program.

To get started:
Complete this [FORM](#).

IPMD is responsible for:

- Verification of pharmacy in good standing
- Post program overview, current program instructions, and training materials on the IPMD website
- Direct pharmacies wishing to enroll to the [registration form](#)

PEER is responsible for:

- Send *Pharmacy Enrollment Certificate* to include in BOP Application.
- Send one email with instructions and appropriate files with their Pharmacy Enrollment Certificate.
- Provide a copy of the didactic outline to be used by the proctoring pharmacist during training. The minimum number of didactic hours required on-site by the trainee is 160. The training program, including completing the registration with the Maryland Board of Pharmacy (BOP), ***may not exceed six months from enrollment***.
- Provide two versions of the test and answers for the proctoring pharmacist to give to the technician trainee. The proctoring pharmacist shall choose which alternate questions are exchanged if the test needs to be repeated.
- Issue and send the *Trainee Enrollment Certificate* when requested by the pharmacy and the fee is paid. This certificate is to be posted with other licenses and registrations. It does not need to be sent to BOP.
- Issue and send the *Completion Certificate* when the trainee successfully passes the test with a score of 75% or better within six months of individual enrollment.

Thank you for your support of PEER (a 501©3 organization) and if you have any questions, please do not hesitate to ask!

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The Pharmacy is responsible for:

- Submit the provided documents to the BOP precisely as instructed. There is no charge for this enrollment since the PEER program has already been approved.
- Email PEER the verification of BOP approval before enrollment of the first trainee.
- Assign a proctoring pharmacist responsible for the technician trainee who will follow the didactic outline, answer the trainee's questions, and proctor the exam.
- Send PEER only the name of the trainee before training.
- Send PEER the date and exam score after training.
- Maintain a copy of the technician trainee's *Enrollment Certificate* for presentation during a Maryland Board of Pharmacy Inspection.
- Maintain a copy of the completed exam and *Certificate of Completion* in the technician's employee records. Once the program is completed, the Enrollment Certificate may be discarded.
- Maintain the library of materials for use with future trainees. Technicians enrolled in the training program must have access to the library of materials. Pharmacies may share materials if they do not currently have a technician enrolled in the program.
- Maintain program instructions provided by PEER. If needed again, the information will be provided by IPMD.
- Provide the technician with a copy of the Certificate of Completion for their records.

The Technician or Pharmacy is responsible for:

- Complete and submit the application for registration as a Pharmacy Technician to the BOP, including all necessary affidavits, submission of *Certificate of Completion*, and background check. Completion of the program does not automatically register the technician with the Maryland Board of Pharmacy.
- ***Monitor the appropriate enrollment, completion, and registration within the allowed period of six months. If six months have been exceeded, the trainee needs to re-enroll in the program or not work as a technician until registration is complete. If the trainee re-enrolls, they must repeat the program before a completion certificate can be issued.***
- Return the library of materials to the pharmacy.
- Maintain registration requirements and renewals per BOP regulations.

For additional questions, please EMAIL us!