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Dear Registered Pharmacist-in-Charge:

It has come to the attention of the Board of Pharmacy that a number of Pharmacy Technicians may not be abiding by the regulations related to obtaining and maintaining an active registration as a Pharmacy Technician in the State of New Jersey.

Effective immediately, the following groups of individuals have until **May 15, 2014** to come into full compliance with the requirements of N.J.A.C.13:39-6.6 "Pharmacy technician registration and pharmacy technician applicants":

Group #1: Individuals who are currently performing Pharmacy Technician duties, for more than 10 days, and have not yet submitted an application to the Board of Pharmacy.

Group #2: Individuals who have submitted a Pharmacy Technician application to the Board office, and have been performing the duties of a Pharmacy Technician for more than the allotted period of time (180 days) without completing the registration process (and have not been issued a registration by the Board).

Group #3: Individuals whose Pharmacy Technician registration is currently expired, and are performing the duties of a Pharmacy Technician.

Individuals performing the duties of pharmacy technicians, and Pharmacists-in-Charge and permit holders who are found to be in violation of the above regulation after May 15, 2014 may be subject to disciplinary action.

Group #1: Individuals must apply online, via the Board of Pharmacy website:

http://www.nj.gov/lps/ca/pharm/phar_applications.htm

- There is a \$50 application fee payable online. If this fee is not paid, the application will not be considered submitted, and will not display as "pending".
- Applicants should print the "Checklist" page, which identifies the required supporting documentation that must be mailed to the Board office.
- Applicants should submit all required supporting documentation, along with a copy of their Checklist page acting as a cover page, and a check or money order for the \$35 registration fee to the address indicated on the Checklist page.

- Print “Group #1” in the upper left hand corner of the first page submitted.
- After the Board office receives (and reviews) your supporting documentation, instructions for fingerprinting will be mailed to you.
- **Submit all required supporting documentation and fees at the same time. Not following this process may result in a delay in completing the processing of your application.**

Group #2: Individuals in this group must:

- Immediately stop performing the duties of a pharmacy technician.
- Should check the status of their application checklist items online to determine which supporting documentation should be mailed to the Board office. Applicants may also contact the Board office Call Center at 973-504-6450 to inquire which items are still outstanding.
- Print “Group #2” in the upper left hand corner of the first page submitted.
- **Submit all required supporting documentation and fees at the same time. Not following this process may result in a delay in completing the processing of your application.**

Group #3: Individuals in this group must:

- Immediately stop performing the duties of a pharmacy technician.
- Must submit a “Pharmacy Technician Re-instatement Application” to the Board office. The paper application must be printed from the Board website, and mailed to the Board office, with all the required supporting documentation and fees, including a complete work history beginning after the date that the individual’s registration expired.

Website link:

http://www.nj.gov/lps/ca/pharm/phar_applications.htm

- Print “Group #3” in the upper left hand corner of the first page submitted.
- The required fees are as follows:
 - Late fee of \$25
 - Fingerprint resubmit fee of \$22
 - Past due renewal fees. If you *missed* the renewal year below, you must pay the corresponding missed renewal fee amount:
 - Renewal Year = 2012. Renewal Fee amount due = \$70.
 - Renewal Year = 2010. Renewal Fee amount due = \$140.
- **Submit all required supporting documentation and fees at the same time. Not following this process may result in a delay in completing the processing of your application.**

General Guidance:

- 1) Read all application instructions completely.
- 2) Submit all required documentation and fees at the same time.
- 3) Fees may be paid via Check of Money order, made out to the "NJ Division of Consumer Affairs". Checks/Money orders made out in the incorrect amount will be returned to the applicant.
- 4) Write you name on the back of any photographs submitted.
- 5) Use one staple to join all items together; do not use paper clips.
- 6) Be patient. The Board office reviews and processes thousands of applications yearly. We will do our best to process your information as quickly as possible.
- 7) Link to Board of Pharmacy Laws & regulations:

http://www.nj.gov/lps/ca/pharm/phar_rules.htm

Due to the volume of information received by the Board office, all applications are processed in the order in which the supporting documentation is received. **This includes all previously submitted applications and supporting documentation.**

Sincerely,



Anthony Rubiniaccio
Executive Director
New Jersey Board of Pharmacy