



Pharmacy Technician (CPhT)  
National Healthcareer Association (NHA)  
ExCPT Exam  
October 1, 2019

Certifying Organization	National Healthcareer Association (NHA) <a href="https://www.nhanow.com/">https://www.nhanow.com/</a>					
Description of Credentials <b>IBC#: 467</b>	<p>Pharmacy Technicians (CPhT) act as a liaison between the pharmacist and the customer. They provide customer service to patients and relay patient needs to the pharmacists. Techs also maintain the inventory, compound medicines and even stock machines. The specific duties of a tech will vary depending on which environment they are working in. Environments include: Hospitals, Mail-Order Pharmacies; Chain Drugstores, Big-box retailers, Wholesale Druggists such as Costco, and Independent Drugstores.</p> <p>As a Pharmacy Technician, you may perform some or all of the following tasks:</p> <ul style="list-style-type: none"> <li>• Receive prescription requests from patients and doctors' offices</li> <li>• Accurately measure medication amounts</li> <li>• Package and label prescriptions</li> <li>• Establish and maintain patient records</li> <li>• Accept payment for prescriptions and process insurance claims</li> <li>• Manage inventory</li> </ul> <p><a href="#">Additional Information regarding the NHA CPhT</a></p>					
Part of which Graduation Pathways <sup>1</sup>	<p><u>Statewide</u>: Certified Nursing Assistant (C.N.A), Dental, Emergency Medical Tech (EMT)</p> <p><u>Integrated</u>: Health Sciences Patient Care and Management</p>					
<a href="#">Associated with Which Careers?</a>	<p><u>4 Star</u>: Radiologic Technicians</p> <p><u>3 Star</u>: Pharmacy Technicians</p>					
Entry-Level Annual Salaries	\$21,623 - \$33,815					
<b>Industry-Based Certification Requirements: Students</b>						
Standard / Curriculum	<p><a href="#">Louisiana Administrative Code - Chapter 9: Pharmacy Technicians</a></p> <p>Steps to certification</p> <ol style="list-style-type: none"> <li>1. Check your eligibility</li> <li>2. Prepare &amp; study</li> <li>3. Register &amp; schedule exam</li> <li>4. Take the exam</li> <li>5. Obtain certification</li> </ol> <p><a href="#">National Healthcare Association Candidate Handbook</a></p> <p>Pg. 8: ExCPT Pharmacy Technician Eligibility Requirements</p> <p>Pg. 12-18: Candidate Profile &amp; Exam Registration</p> <p>Pg. 18: Rescheduling or Cancelling ExCPT exam</p> <p>Pg. 19: Requesting Accommodations</p> <p>Pg 21 – 27: ExCPT exam administration</p> <p>Pg. 28 – 36: Exam results</p>					
Testing Methodology	Paper?	No	Online?	Yes	Performance Exams / Tests?	No

Re-Testing (if available)	Re-Testing Procedures	Candidates who wish to retake an examination must go to the NHA website and log in as a returning candidate to schedule the examination and submit the appropriate fee. Candidates who do not pass the certification exam on the first attempt will be allowed to retake the exam after a 30-day waiting period. Candidates will be allowed three attempts to successfully pass the exam, with a waiting period of a minimum of 30 days between each examination attempt. For each repeated failure after the third attempt, the candidate will be required to wait one (1) year before attempting to take the exam again. For each retake attempt, the candidate must re-register and pay the full examination price.	Max Attempts	See explanation at left
Testing Details (including any age requirements / accommodations)	<p><u><a href="#">Test Plan for the ExCPT exam – Contains important Information</a></u></p> <p>To be eligible to sit for the ExCPT Pharmacy Technician Exam, you must:</p> <ol style="list-style-type: none"> <li>1. Be within no more than 60 days of successful completion of all requirements needed to obtain a high school diploma or the equivalent, such as the General Education Development test (GED) or other equivalency test recognized by the candidate’s state of residency, or diploma and official transcript reflecting equivalent education as evaluated by the American Association of Collegiate Registrars and Admissions Officers for secondary education (if documents are not in English, a translation into English from a translation service approved in the United States for legal or government documents must be available upon request).</li> <li>2. Successfully complete a training program or have relevant work experience as described below: <ul style="list-style-type: none"> <li>• Training Program - Candidates must satisfy at least one of the following criteria: <ul style="list-style-type: none"> <li>○ 1. Successfully complete a pharmacy technician training program offered by an accredited or state-recognized institution or provider; or</li> <li>○ 2. Successfully complete an employer-based training program that: <ul style="list-style-type: none"> <li>▪ a. is recognized by the Board of Pharmacy of the state in which the candidate completes the training program; or</li> <li>▪ b. has been verified by the candidate’s employer to provide academic preparation, including technical skills and knowledge, sufficient to prepare the candidate to adequately perform the duties of an entry-level pharmacy technician.</li> </ul> </li> <li>○ Military - Formal medical services pharmacy related training offered by any branch of the US Military fulfills the training program. Candidates whose date of graduation or completion from their training program is five (5) years or more prior to the date of application, must also have relevant work experience as described below. <ul style="list-style-type: none"> <li>▪ Work Experience - Candidates must have completed at least 1200 hours of supervised pharmacy related work experience within any one (1) year of the past three (3) years.</li> </ul> </li> </ul> </li> </ul> </li> </ol> <p><u><i>How do I register for an exam?</i></u></p> <ul style="list-style-type: none"> <li>• 1. <u><a href="#">Log in to your existing account or create an account here.</a></u> If registering, make sure to fill out all the required information.</li> <li>• 2. At the bottom of the page, read the terms and conditions. If you agree, click the box next to the statement, “Yes. I agree.” Then click the “Register” button.</li> <li>• 3. Select the exam type that you would like to register for, and then read the attestation on the following page. If you agree to the statements, click the “Agree” button at the bottom of the page.</li> <li>• 4. To select your exam date, click the calendar icon to choose from any available date or choose the “First available” button. Any available exam dates will be highlighted on the calendar in blue. After choosing an exam date, click the “Continue” button.</li> </ul>			

	<ul style="list-style-type: none"> <li>• 5. Answer the two prerequisite questions by selecting the circle next to your answer. Click the “Checkout” or “Finalize Application” button to continue. To register for more exams, click the “Register for Another Exam” button.</li> <li>• 6. Verify the details for your exam registration are correct.</li> </ul> <p><a href="#">Download these instructions as a PDF</a></p> <p><u><i>How do I register to take an NHA exam if my school or employer isn't partnered with NHA?</i></u>  You may still sit for the exam if you are eligible. You'll register to take the exam through PSI.</p> <ul style="list-style-type: none"> <li>• How to register at PSI:</li> <li>• 1. <a href="#">Log in to your existing account or create an account here.</a></li> <li>• 2. Enter all required information on the following screen. Select “Registering Individually” from the “Organization Type” drop-down menu.</li> <li>• 3. From your home page, click “Apply.” Select the exam you would like to register for by clicking on the exam name.</li> <li>• 4. Read the attestation. Click “I Agree” if you agree with the statements.</li> <li>• 5. Next, select whether or not you have received a high school diploma or GED.</li> <li>• 6. If you are finished registering for exams, click “Checkout” to complete your registration. If you need to register for an additional exam, click “Register for Another Exam”.</li> <li>• 7. After completing your registration and paying for your exam(s), you will need to contact PSI at 833-537-1330 to schedule your exam date.</li> </ul> <p><a href="#">Download these instructions as a PDF</a></p> <ul style="list-style-type: none"> <li>• Once you have registered to test through PSI, you must take your exam within 6 months of your registration date. After 6 months, if the exam is not taken, the cost of your exam is forfeited and you must register and repurchase the exam.</li> </ul>
<p><b>Industry-Based Certification Requirements: Teachers</b></p> <p><i>Bulletin 746, Chapter 5: All Louisiana teachers providing instruction in a course that leads to an IBC must hold the certification that they're teaching students to attain.</i></p>	
<p>Instructor Certification Requirements (by certifying agency)</p>	<p><u>Eligibility Requirements for Instructors:</u></p> <p>An instructor of an institution associated with NHA is eligible to sit for an NHA certification exam provided he/she:</p> <ol style="list-style-type: none"> <li>1. Possesses a current state-recognized teaching certificate, is licensed as a teaching professional, or has a minimum of three years of full-time teaching experience in a healthcare or health science field;</li> <li>2. Is currently licensed, certified or registered as healthcare professional or has a minimum of two years of work experience in the allied health field covered by the NHA certification exam or a discipline that is commensurate with or exceeds the scope of practice of that allied health field; and</li> <li>3. Meets all program-specific requirements.</li> </ol> <p>The instructor must:</p> <ol style="list-style-type: none"> <li>1. Register individually (he/she cannot associate himself/herself with his/her institution when registering with NHA); and</li> <li>2. Sit for the exam at a PSI testing site location. Under no circumstances may the instructor take the exam at his/her institution.</li> </ol> <p>In addition, the instructor:</p> <ol style="list-style-type: none"> <li>1. May not sit for exam if he/she served as a proctor for that same exam in the prior six (6) months; and</li> <li>2. Once he/she has registered for the exam, he/she may not proctor that same exam until after receiving the certification.</li> </ol> <p>Provisional Certifications are not available to candidates sitting for the ExCPT Pharmacy Technician Certification.</p>
<p>Proctoring / Test Security (if any)</p>	<p>All proctors at authorized test locations must complete the NHA proctor training, sign the Proctor Oath and agree to abide by all NHA testing policies and procedures. PSI testing center proctors are trained by PSI and must agree to follow PSI proctor procedures, which have been reviewed and approved by NHA.</p>

Certification Tracking						
Credentialing Documentation	<a href="#">Picture of Pharmacy Technician Certificate (CPhT)</a>					
Certification Tracking System	Online Tracking System?	Yes	Details	CPhT Certification is good for 2 years.		
Other Details	Expiration Timeframe?	<p>All NHA exams are multiple choice exams, administered under proctored testing conditions. Computer-based testing is available at most authorized locations and all PSI testing centers. Paper/pencil testing is available at authorized locations that do not support computer-based testing. Testing will take place at a <a href="#">PSI Testing Center</a> near you. Your ExCPT exam is scored immediately upon completion of the exam, and you will be given an official report by PSI indicating whether or not you passed.</p> <p><a href="#">Renewing your CPhT certification</a></p>				
Certification Costs / Funding Sources						
Cost Details	<p>Candidates must pay an examination fee for each exam attempt. Applicable exam fees are shown on the NHA website, <a href="http://www.nhanow.com">www.nhanow.com</a></p> <p>It costs \$55 every two years to renew your certification with NHA.</p> <p>During the two-year period prior to recertification, certified pharmacy technicians must:</p> <ul style="list-style-type: none"> <li>- Participate in at least 20 hours of continuing education (CE)</li> <li>- at least one hour of the 20 hours must be in Pharmacy Law</li> <li>- at least one hour of the 20 hours must be in Patient Safety</li> </ul>					
Re-test / Refund Policies	Exam fees are not refundable.					
Funding Sources <sup>2</sup>	CDF?	Yes	Perkins?	Yes	Alternative Source (other than General Funds)	
For More Information						
Certifying Agency Contact Info	<p>Laura Flynn  <a href="mailto:Laura.flynn@nhanow.com">Laura.flynn@nhanow.com</a>            (800) 499-9092 or (913) 661-5536</p>					
LDOE Contact	<a href="mailto:jumpstart@la.gov">jumpstart@la.gov</a>					
Jump Start Regional Team Experts	TBD					

1 – This table may not include all the graduation pathways this credential appears in. Please check the [graduation pathway](#) you are working with if you have a question as to whether or not this credential is part of that pathway.

Always check with certifying agency for latest updates.

2 – CDF = [Career Development Fund](#)