

# Credentialing Guidelines and Requirements

A Candidate Guidebook

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#### PTCB Emeritus Status Policy

#### PTCB CPhT, CSPT and CPhT-Adv EMERITUS STATUS

**1. Emeritus Status.** PTCB permits eligible certificants who are no longer practicing pharmacy technicians, to request Certified Pharmacy Technician (CPhT), Certified Compounded Sterile Preparation Technician® (CSPT®), or Advanced Certified Pharmacy Technician (CPhT-Adv) Emeritus Status. Emeritus Status allows nonpracticing and retired certificants to maintain a status of professional distinction. The Emeritus Status designation represents that the former certificants are not actively working as PTCB CPhTs, CSPTs, or CPhTs-Adv. The designation is not a credential for practice.

#### 2. Emeritus Status Eligibility.

- A CPhT in good standing is eligible for CPhT Emeritus Status if: the CPhT has been certified by PTCB for at least ten (10) years; the CPhT is no longer practicing as a pharmacy technician; the CPhT is not currently employed as a pharmacy technician; and, the CPhT otherwise satisfies all applicable PTCB policies and requirements.
- A CSPT in good standing is eligible for CSPT Emeritus Status if: the CSPT has been a PTCB CPhT and/or CPhT-Adv for a total of at least ten (10) years; the CSPT is no longer compounding sterile preparations; and, the CSPT otherwise satisfied all applicable PTCB policies and requirements.
- A CPhT-Adv in good standing is eligible for CPhT-Adv Emeritus Status if: the CPhT-Adv has been certified and/or has been a PTCB CPhT for a total of at least ten (10) years; the CPhT-Adv is no longer practicing as a pharmacy technician; the CPhT-Adv is not currently employed as a pharmacy technician; and, the CPhT-Adv otherwise satisfies all applicable PTCB policies and requirements.

**3. Emeritus Status Requirements and Fees.** Certificants granted Emeritus Status are not required to satisfy PTCB recertification requirements, including continuing education (CE), or pay certification renewal fees. An Emeritus Status applicant is required to apply and pay the nonrefundable Emeritus application fee.\*

**4. Emeritus Status Recognition and Program Participation.** Certificants granted Emeritus Status will be recognized in the PTCB directory of inactive certificants, and will be entitled to participate in PTCB Certification Program activities.

**5. Emeritus Status Designation and Marks.** Certificants granted Emeritus Status will be permitted to use the PTCB Certified Pharmacy Technician (CPhT), Certified Compounded Sterile Preparation Technician (CSPT) or Advanced Certified Pharmacy Technician (CPhT-Adv) Emeritus Status designation and trademarks in both word and design formats. The Emeritus Status designation and marks may be displayed on a former certificant's resume and similar materials, as long as the years of active PTCB Certification are identified with the designation.

Examples of proper use of Emeritus Status designation:

Joanne Smith  
PTCB CPhT Emeritus (CPhT 2000-2010)

Malcolm Reynolds  
CSPT Emeritus (CSPT 2017-2020)

Lane Russell  
PTCB CPhT-Adv Emeritus (CPhT-Adv 2020-2025)

Certificants granted Emeritus Status are not permitted to display or otherwise use the PTCB Certified Pharmacy

Technician and CPhT, Certified Compounded Sterile Preparation Technician and CSPT, or Advanced Certified Pharmacy Technician and CPhT-Adv credentials and certification marks unless they have qualified for active PTCB certification status consistent with all PTCB policies and requirements.

**6. Additional Emeritus Status Policy Requirements.** Certificants granted Emeritus Status must abide by the PTCB Code of Conduct and other applicable PTCB policies in order to maintain Emeritus Status. Failure to comply with such policies and rules may result in sanctions and corrective actions, including the loss of Emeritus Status.

**7. Return to Active Certification Status.** Certificants granted Emeritus Status who return to an active pharmacy technician role and wish to use the PTCB CPhT, CSPT, or CPhT-Adv credential in conjunction with such work may do so if they meet one of the following requirements:

- a. If the certification status would have remained active without the Emeritus Status, then the individual may reactivate their certification by petitioning PTCB in writing.
- b. Those who are within one year of their certification expiration date at the time the Emeritus Status was granted must petition PTCB in writing and seek reinstatement according to PTCB policies, including completing the requisite continuing education, applying for reinstatement, and paying all applicable fees.
- c. Those who are more than one year past their certification expiration date must reapply and pass the certification exam.

*\*CPhTs or CPhTs-Adv who also hold a CSPT certification and apply for CPhT or CPhT-Adv Emeritus Status will automatically be granted Emeritus Status for both Certifications. CSPTs who apply for CSPT Emeritus may still hold an active CPhT or CPhT-Adv Certification.*