

Helpful Hints Before You Begin:

1. Payments are accepted online by Visa or MasterCard **ONLY**. If you do not have a VISA or MC you can purchase a one-time card from retailers like Wal-Mart, CVS, etc.
2. You cannot use an iPhone or an iPad to complete an application online.
3. If anything is incomplete your application will not be processed completely until we receive an emailed response from you. You cannot provide any information verbally
4. Applications can only stay pending for 60 days from the date received, if the application is not completed then the application will be withdrawn after 60 days
5. Document size must be limited to 4MB or less when uploading
6. You are required to read and practice within the guidelines of RSA 318 and Ph 800 of the Board's Laws and Rules. These are available on our website at www.oplc.nh.gov/pharmacy by clicking on 'Laws and Rules' on the right side of the page
7. You cannot move from a Registered Pharmacy Technician to a Certified Pharmacy Technician by applying online. Please see the Board notice on our website for instructions on how to upgrade.
8. Our office requires at least 7 – 14 business days to process anything that is received in our office. Please do not call the office to check on the status unless it has been more than 14 business days. This will only take staff away from processing applications.
9. You can check the status of your application on our website www.oplc.nh.gov/pharmacy under 'License Verification' and then 'Online License Verification'. Once your registration/license says 'Active' you can expect to receive your permit emailed within the next day or so. Please keep track of your email, including your spam folder.

If you have **NEVER** been registered as a Pharmacy Technician in the State of New Hampshire then you can apply for an initial registration by completing the following:

Initial Application for Pharmacy Technician Registration:

1. Go to <https://nhlicenses.nh.gov> and click on 'Create an account for a Person' on the left hand side of the screen. Enter your last name, zero in the license number field and zero in the registration code field and choose 'Search'
2. Enter all of your demographic information (including **full legal** name) and then choose a User ID and password (write this information down, you may need it later). If the information is accepted the next screen will prompt you to login
3. Enter the User ID and password that you just created and select 'Login'
4. On the next screen select 'New Application' on the left hand side of the screen
5. Choose your profession, license type, obtained by and then select 'Start Application'
 - a. Please be sure you are applying for the correct license type. If you wish to apply as a Certified Pharmacy Technician then you must have a current National Certification.
6. Go through each menu item on the left hand side of the screen until all items are checked off and completed in its entirety. If any panel is not completed in its entirety then your application

will not be processed without requesting further information from you via email. This will slow down the process

- a. Employment: If you are not employed at this time then you must enter unemployed in the employment panel. Do not leave this panel blank. You can search for all NH Pharmacies licensed with our office by selecting 'Search'
 - a. Supervisor info: If not employed you must enter N/A. Otherwise you must enter each item requested
 - b. Application Questions: please answer these carefully. An incorrect answer will hold up your application
 - c. Document Upload:
 - i. If you answered 'yes' to any of the questions on the previous screen then you must upload a detailed explanation along with the legal/court documents
 - ii. If you currently hold an active National Certification (from PTCB, NHA/ICPT or ASHP) then you must upload a copy of the actual certificate
7. Print your 'Application Summary' page. This is proof that you have submitted an application to our office
8. If all the panels are complete then you will be able to move to the 'Pay License Fees' page.
 - a. If anything is incomplete you will not be able to move past the upload page. If this happens then methodically go back through each page, check for completion, and hit submit at the bottom of each page
 - b. If this still does not fix the problem then please email our DOIT department at nh.licenses@doit.nh.gov and explain that your documents might be stuck
9. Once you submit your payment an emailed receipt will be sent to you. This is your proof of payment.