



Frequently asked questions

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If your question is not answered from this list, please [contact us](#).

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1. About the Association Back to top	
Who are APTUK?	The Association of Pharmacy Technicians UK (APTUK) is the Professional Leadership Body for Pharmacy Technicians We are a not for profit, Limited by Guarantee company For more information visit https://www.aptuk.org/about
Who is on the Board / Executive Committee?	Please see the website here for information on the Board and Executive Committee. https://www.aptuk.org/about-us
How can I get more involved with the work APTUK does?	We are always looking for help with the running of the Association and work on projects. Current vacancies are advertised on our website: https://www.aptuk.org/member-news/aptuk-jobs For all other enquiries, please email operations@aptuk.org with your full name, membership number (if known) and details of how you would like to help.

2. Becoming a member Back to top	
How can I join APTUK?	Join here https://www.aptuk.org/join-aptuk
Why should I join APTUK?	<p>We are the only Professional Leadership Body for Pharmacy Technicians in the UK. At whatever stage of your career or whichever sector you work in, by joining APTUK, you will benefit from the following:</p> <ul style="list-style-type: none"> • Information and resources • Peer and professional networking • The Pharmacy Technician Journal • Career development • Shaping the future of pharmacy technician profession • Kudos and recognition with the post nominal MAPharmT <p>For more information please visit: https://www.aptuk.org/benefits-of-membership</p>
Who can join APTUK?	<p>Membership is for pharmacy technicians and science manufacturing technicians only. This includes:</p> <ul style="list-style-type: none"> • Pharmacy technicians from England, Scotland and Wales who are registered with the General Pharmaceutical Council • Qualified pharmacy technicians working in Northern Ireland • Pre-registration / trainee student pharmacy technicians in the UK • Qualified or trainee science manufacturing technicians
How much does it cost?	<p>Current fees are £60 for annual membership, or there is an option to pay £6 per month for 12 months.</p> <p>Pre-registration / student pharmacy technicians in the UK are free of charge for a maximum of 2 years during their training period (subject to validation of training and employment)</p> <p>Newly qualified pharmacy technicians can apply for Early Careers membership and receive 18 months for the price of 12 and can either pay £60 for the full 18 months, or £4 per month for 18 months.</p>
Can I pay in instalments?	Yes. Select the monthly payment plan option when applying online
Can I pay over the phone by debit/credit card?	No, to keep membership payment details safe, payment is all online via a secure payment system. Please click on the 'Sign up today' button on the home page of the website https://www.aptuk.org/
Is there a waiting period between joining and accessing the APTUK services?	There is no waiting period for full members or Early Careers members. However, there is a short waiting period for student membership whilst the application is validated with the course tutor/line manager.
I have forgotten the password for my account/cannot log into my account.	<p>Forgotten password - click the 'forgot your password?' button and you will be sent an email to the address used when you joined including a link to set another password. If you have not received a password reset email, please check junk folders before contacting us.</p> <p>If you continue to have problems logging into your account please email the membership coordinator on membership@aptuk.org</p> <p>Please note: the membership coordinator works part time, but we will respond as soon as we are able.</p>

3. Branches Back to top	
How can I find/join/contact my local branch?	<p>Details of the current Branches, including contact details can be found here: https://www.aptuk.org/branches.</p> <p>If there isn't a local branch near you, please email our Branch Liaison Executive who will be able to put you in touch with another branch. branchliaison@aptuk.org.</p>
How can I set up a branch?	Please contact the Branch Liaison Executive via email: branchliaison@aptuk.org who will work with you to set up a branch.
Can you give me details of members in my local area to contact to set up a branch?	Due to GDPR restrictions, we are not able to release member personal details. However, the Branch Liaison Executive can contact APTUK members within postcodes / regions. Please get in touch to discuss your requirements. branchliaison@aptuk.org

4. Conference and APTUK awards Back to top	
When is the next annual APTUK conference	The 2023 APTUK conference is planned for 22 nd and 23 rd September 2023. More information will be sent out to members and shared through our social media accounts as soon as it is available.
Where can I find information on the APTUK conference?	<p>Latest details can be found on the APTUK website.</p> <p>You can also follow us for updates on</p> <ul style="list-style-type: none"> • Twitter - @aptuk1 • LinkedIn – Association of Pharmacy Technician (APTUK) • Instagram @APTUK1 • Facebook /APTUK1
Can non-members attend the APTUK conference?	<p>Yes. The APTUK conference and exhibition is open to all pharmacy technicians.</p> <p>Registration details and ticket prices will be available on the APTUK website when they are released.</p>
Can you provide details for my employer to pay for me to attend the APTUK conference?	Yes. When booking, there will be an option to add details of your purchase order and to request an invoice.
How do I send in a nomination for one of the APTUK Pharmacy Technician awards?	All the details will be on the APTUK website approximately 6-8 months before the conference date.

5. Employment Back to top	
Do APTUK have sample job descriptions for various Pharmacy Technician roles?	<p>No. APTUK do not supply these.</p> <p>Members may be able to ask local branch members if they could share any job descriptions.</p> <p>PCPA have job descriptions for Primary Care Network job roles. See their website here https://pcpa.org.uk/pcn-resources.html</p>

Can APTUK advise on recruiting a Pre-registration / Student Pharmacy Technician?	<p>Recruitment advice is not a service that we offer.</p> <p>The GPhC accredited programmes for training are available here with entry criteria https://www.pharmacyregulation.org/education/pharmacy-technician</p> <p>Training providers will be able to confirm entry requirements.</p>
Do you advertise jobs?	<p>We advertise voluntary jobs to join our professional committee on our website https://www.aptuk.org/aptuk-jobs , but we do not advertise employed pharmacy technician jobs.</p> <p>Job search sites such as NHS jobs / Indeed etc. may be helpful.</p>
Can you give advice on disputes at work and terms and conditions of employment etc.	<p>APTUK is not affiliated with a Trade Union and therefore cannot offer advice on employment issues.</p> <p>If your employer has an HR department, they may be able to provide advice, or take a look at ACAS https://www.acas.org.uk or Citizens Advice https://www.citizensadvice.org.uk/</p>
Can you offer advice of scope of practice i.e., what can / can't a Pharmacy Technician do?	<p>This section of the APTUK website gives information on what a Pharmacy Technician is https://www.aptuk.org/what-is-a-pharmacy-technician</p> <p>The Professional Standards for Pharmacy Technicians can be accessed from the regulator here: https://www.pharmacyregulation.org/standards/standards-for-pharmacy-professionals</p>
Can you recommend a Trade Union?	<p>APTUK is not affiliated with a Trade Union and as an independent professional leadership body, we are not able to make recommendations.</p> <p>Your employer should be able to provide advice, or take a look at ACAS https://www.acas.org.uk or Citizens Advice https://www.citizensadvice.org.uk/</p>
Can you recommend an indemnity insurance provider?	<p>APTUK is not affiliated with insurance companies and as an independent professional leadership body, we are not able to make recommendations.</p> <p>For more information on indemnity requirements, please go to the GPhC website: https://www.pharmacyregulation.org/professional-indemnity-requirements</p> <p>We are also aware of the following companies for you to complete independent research:</p> <p>Miab insurance – http://www.miab.co.uk</p> <p>National Pharmacy Association (NPA) – http://www.npa.co.uk/insurance</p> <p>Pharmacy Insurance Agency (PIA) – http://www.pharmacyinsurance.co.uk</p>

6. Member account details Back to top	
I have forgotten the password for my account/cannot log into my account.	<p>Forgotten password - click the 'forgot your password' button and you will receive a link to the email address you joined with to set another one. Please check your spam/junk folders if you do not receive an email within 5 minutes.</p> <p>Problems logging into the account - email the membership coordinator on membership@aptuk.org. Please note this individual works part time.</p>

I need to change the details APTUK have for me.	Updates can be made via your profile settings on the website. Simply log into the website and click on the orange icon with your initials in the top righthand corner of the site. Choose 'Settings' from the drop down and you will be able to update your personal profile including your address, email, password, sector and place of work.
What is my membership number?	Your 6-digit membership number can be found in your profile settings on the website. (see above for details of how to access profile settings). If you cannot locate your membership number, email membership@aptuk.org to request it.
I require a receipt for my payment	Receipts can be requested when making a card payment for membership on the website. If you pay by an historic method (direct debit, standing order or cheque) you will need to email the membership coordinator on membership@aptuk.org to request one.
I have lost/damaged my badge how do I get a replacement?	Email the membership coordinator on membership@aptuk.org to purchase a new membership badge.
What is the expiry date of my current membership or date of renewal?	This can be found in your profile settings on the website. (see above for details of how to access profile settings). It will also be on your latest renewal or welcome letter.
Can I get a renewal reminder?	Renewal reminders are generally sent out 2-4 weeks in advance of your renewal date.
Do APTUK issue a membership card or membership certificate?	Your membership details are all held online. For environmental reasons, we no longer issue membership cards or certificates.
Can you tell me how many years I have been a member of APTUK?	We only have access to data from 2014 and cannot confirm membership before that year. For members joining after 2014, your registration date can be found in your personal profile which can be accessed online.

7. Products and APTUK promotional materials Back to top	
Can I buy the Pharmacy Technician Journal?	The Pharmacy Technician Journal is a benefit of membership and is not for sale. Full members are sent the PTJ in the post, and student members have access to digital copies. Past copies are also available to members to read on our website. https://www.aptuk.org/key-resources-page/PTJournal
Can I buy a badge?	The APTUK membership badge and 70-year commemorative badge are for members only. The membership badge is provided with your membership welcome pack, and the APTUK 70-year commemorative badge is available to buy here: aptuk-70-years-commemorative-badge .
Can I buy a polo-shirt?	The APTUK polo-shirt is available to buy for members only. To order, members need to click on the following link: https://www.aptuk.org/key-resources-page/Tshirts .
Can I get promotional material for events to promote Pharmacy Technicians and APTUK?	At APTUK we are conscious of the environment, and as a result we have taken the decision to limit the number of promotional items that we purchase or produce. However, if you have an event, please contact operations@aptuk.org with the details and we will help if we can.

8. Pharmacy Technician Journal (PTJ) Back to top	
Can I have a hard copy of the PTJ if I am a student member?	Membership is free for students (PTPTs) and does not include a hard copy of the PTJ. However, student members can access digital copies of the PTJ here: https://www.aptuk.org/key-resources-page/PTJournal .
I haven't received my PTJ how do I get one?	Members, Fellows, Honorary and Early Careers members will receive a hard copy of the PTJ in the post. All members can also access digital copies of back issues in the members area of the website: https://www.aptuk.org/key-resources-page/PTJournal . If you feel you should have received a posted copy and you haven't your details may not be up to date. Check your member profile settings via the APTUK website. For any further queries, email membership@aptuk.org .

9. Registration / Revalidation Back to top	
How can I register as a Pharmacy Technician in the UK?	Registration is through the regulator. Please see the General Pharmaceutical Council (GPhC) website here: https://www.pharmacyregulation.org/registration/registering-pharmacy-technician . If you have a non-UK pharmacy technician qualification, the GPhC provide advice here: https://www.pharmacyregulation.org/registration/registering-pharmacy-technician/applicants-with-international-pharmacy-technician-qualifications .
What are the requirements for registration?	The regulator sets the requirements. Please see the General Pharmaceutical Council (GPhC) website here: https://www.pharmacyregulation.org/registration/registering-pharmacy-technician .
What are the requirements for revalidation?	Revalidation standards are set by the regulator. Please see the General Pharmaceutical Council (GPhC) website here: https://www.pharmacyregulation.org/revalidation .
Can APTUK help me with revalidation?	We have revalidation support on the website in the members area for members. Only members can access this support information.
How can I re-register?	Registration is managed by the regulator Please see the General Pharmaceutical Council (GPhC) website here: https://www.pharmacyregulation.org/re-joining-register . In England, CPPE also offer courses to support reregistration: <ul style="list-style-type: none"> • https://www.cppe.ac.uk/career/return-to-register • https://www.cppe.ac.uk/
Can I join APTUK whilst I re-register?	You can join APTUK if you are studying as a pre-registration trainee pharmacy technician (PTPT) in the UK. Alternatively, you would need to be registered as a pharmacy technician in England, Scotland or Wales, or be a qualified pharmacy technician in Northern Ireland to join APTUK.

10. Training and Education Back to top	
Where is the best place for training to be a pharmacy technician?	There are several different ways to become a pharmacy technician and the preferred route is an individual choice. The GPhC website has details of different courses and approved training providers for your evaluation. https://www.pharmacyregulation.org/education/approved-providers-education-and-training/approved-courses-pharmacy-technician .
I'm an overseas pharmacist – how can I train/work/register as a pharmacy technician in the UK?	This is a question for the regulator. Please see the General Pharmaceutical Council (GPhC) website here: https://www.pharmacyregulation.org/registration . If you have a non-UK pharmacy technician qualification, the GPhC provide advice here: https://www.pharmacyregulation.org/registration/registering-pharmacy-technician/applicants-with-international-pharmacy-technician-qualifications .
Do you have any training programmes for international students?	We are not a training provider, so this is a question for the regulator. Please see the General Pharmaceutical Council (GPhC) website here https://www.pharmacyregulation.org/education .
Do you provide sponsorship for Pharmacy Technician Training or post-registration training?	APTUK is not a training provider and as a not-for-profit, Limited by Guarantee company, we are unable to sponsor training.

11. Subscription cancellation Back to top	
I wish to cancel my membership what do I do?	Go into your profile settings on the website and click on the 'cancel membership' button at the bottom of your profile. If you have paid online, no further payments will be taken. However, if you pay by direct debit mandate or standing order you will also need to cancel your payment at the bank, and email the membership coordinator on membership@aptuk.org . To assist us with membership improvements we would be grateful to know the reason behind the cancellation.
I am retiring from the GPhC register what should I do?	Please cancel your membership via the website. If you have paid by direct debit or standing order, please contact your bank to cancel the payment and contact membership@aptuk.org to inform them of this and the reason being retirement.
I have just joined APTUK and now I have changed my mind & no longer wish to join, how do I cancel?	If you cancel your membership within 14 days of joining APTUK, and you have not accessed any of the APTUK resources, you can request a full refund by emailing membership@aptuk.org . For full refund terms please see: APTUK Membership Terms and Conditions .
My membership has renewed, and I forgot to cancel my membership. Can I have a refund?	Please see the APTUK subscription refund policy which can be found here: APTUK Membership Terms and Conditions .

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