State of Rhode Island
Board of Pharmacy
Room 205
3 Capitol Hill
Providence, RI 02908-5097

Instructions and Application For

Licensure as a Pharmacy Technician

Check Box:  □ Tech I
            □ Tech II
            □ By Endorsement

Applicant - Print Name (First/MI/Last)

Phone: (401) 222-2837       TTY/TDD: (800) 745-5555       Fax: (401) 222-2158

Revised 03/22/2010 jcp
Enclosures

The following materials and information are enclosed with this application packet:

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Application Materials:

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Application Checklist .................................................................................................................. 10
Interstate Verification Form (endorsement candidates only) ..................................................... 11
Mandatory Addendum to License Application (Social Security Number Verification)................. 12

Licensure Requirements

Pharmacy Technician I:

• Application Fee - $40.00

1. Good moral character;
2. 18 years of age or older (with the exception of those high school students working in
pharmacies as part of school or community sponsored career exploration programs);
3. High-school graduate or the equivalent, or currently enrolled in a high school or vocational
training program that awards such degree or certificate;
4. No convictions of any felony for violations involving controlled substances (subject to waiver
by the Board upon presentation of satisfactory evidence that such conviction does not
impair the ability of the person to conduct with safety to the public the duties of a pharmacy
technician trainee; and
5. Currently enrolled in a Board-approved pharmacy technician training program.

Pharmacy Technician II:

• Application Fee - $40.00

1. Requirements 1-4 listed under Pharmacy technician trainee;
2. Successful completion of one of the Board-approved pharmacy technician training programs
   a) ASHP Training Program
   b) US Armed Services or US Public Health Service
   c) Regionally accredited College or University Program or Secondary Educational
      Program
   d) PTCB or EXCPT Certification Examination

Pharmacy Technician (by Endorsement):

• Application Fee - $40.00

1. Requirements 1-4 listed under Pharmacy technician trainee,
2. Current licensure or registration in good standing in another state which has requirements
   equivalent to the requirements established by the Board;
3. Interstate Verification Form (page 11), to be submitted to the BOARD by each state in
Board Approved Training Programs

Training programs for pharmacy technician II that are approved by the Board include:

- A pharmacy technician training program accredited by the American Society of Health-System Pharmacists;
- A pharmacy technician training program provided by a branch of the United States Armed Services or the U.S. Public Health Service;
- A pharmacy technician training program offered by a secondary educational institution that has been approved by the Rhode Island Board of Regents or their designees; or a pharmacy technology degree/certificate awarded by a college or university accredited by a regional accrediting authority.

High-School Career Exploration Programs

High school students working in pharmacies as part of school or community sponsored career exploration programs shall be exempt from the requirements of this section and shall not be required to be licensed as pharmacy technicians.

Rules and Regulations:

A link to the Rules and Regulations pertaining to Pharmacists, Pharmacies and Manufacturers, Wholesalers and Distributors can be found on the Board Web Page:

http://www.health.ri.gov/hsr/professions/pharmacy.php
APPLICATION PROCESS OVERVIEW

The licensure process in the State of Rhode Island is conducted by the Rhode Island Department of Health (HEALTH), Office of Health Professions Regulation, and the Rhode Island Board of Pharmacy (BOARD). No pharmacy technician shall work in a pharmacy in this state without being licensed with the BOARD.

Application Process

This application is for NEW applicants. If a license has been issued in the past, do not use this form. Contact the BOARD for information on renewing the license previously issued.

Licensure as a pharmacy technician is not required if the applicant is currently licensed as a Pharmacy Intern.

The pharmacist in charge will certify that the pharmacy technician is licensed, that the individual will receive documented on-the-job training with the duties of employment, that the applicant will only be assigned duties for which competency has been demonstrated.

All items listed on the “checklist” (page 10) must be completed for an application to be considered complete. Said license, unless sooner suspended or discontinued for due cause in accordance with section 19.0 (Grounds for Denial or Discontinuation of Registration) shall expire annually on June 30th, and shall be renewed annually.

Licenses will be issued within five working days following the Board’s approval of the completed application. Wallet-sized license cards are mailed approximately three weeks from the date of issuance, and are mailed to the address furnished in the application. It is the applicant’s responsibility to notify the BOARD office, in writing, if the address changes during the interim, or at any time after the license is issued. An address change may be emailed to the BOARD. The email address is available at the following web site:

http://www.health.ri.gov/hsr/professions/pharmacy.php

HEALTH will not, for any reason, accelerate processing of one applicant at the expense of other applicants. Once completed, the application will be reviewed, and you will be contacted in writing. Be advised, you may be required to appear for an interview.

NOTE: No technician may practice until licensed by the BOARD. The license will expire on June 30th (regardless of the date issued), and a form will be mailed to renew the license for the period July 1st through June 30th. It is the technician’s responsibility to maintain an active license. If a renewal is not received, the licensee is to contact the BOARD, and follow-up on the status of the renewal.

Please continue to review the remaining portions of this application packet for instructions and other materials necessary to complete the Board application. If you have any questions about this application process, or would like to check on the status of the BOARD application, please contact the BOARD at (401) 222-2837.
INSTRUCTIONS FOR COMPLETING THE BOARD APPLICATION

Read the following instructions and those throughout the application packet carefully before completing the BOARD application. Only complete applications will be accepted. Failure to submit all required information may result in processing delays. All of the information provided is subject to change.

General Instructions

1. Make a copy of the application and forms before you begin in case you make a mistake.
2. Type the information or print in blue or black ball-point pen. Board staff will not make assumptions about illegible information.
3. Provide a response to each section or question; otherwise mark “N/A” for Not Applicable.
4. It is suggested that a copy be made of the completed application before submitting it to the Board.
5. Incomplete applications will be returned unprocessed.
6. It is the applicant’s responsibility to check on the status of the application.

Completing your Board Application

1. Complete the Board Application (pages 6-9). Respond to all components of the application as instructed. If you attach separate pages in continuation of the Board application, such pages MUST clearly indicate the section for which such information is being reported.
2. The registrant must complete Registrant Affidavit and Signature Page, Section 14, prior to submitting the application to the BOARD.
3. The cover page is part of the application, and must be submitted. Pages 2-5 can be removed and kept for future reference.
4. Mandatory Addendum to License Application (page 12) must be completed and returned with this application.
5. For Tech II’s

Complete all application materials as instructed and arrange them in the order as they appear in the application checklist (page 10). Attach all documents to the BOARD application, along with the check or money order in the amount of $40.00 (made payable to the “RI General Treasurer”), and mail to the following address:

Rhode Island Department of Health
Board of Pharmacy
Room 205, 3 Capitol Hill
Providence, RI 02908-5097

IMPORTANT: DO NOT SUBMIT AN APPLICATION FOR A PHARMACY TECHNICIAN LICENSE IF YOU ARE ALREADY LICENSED AS A PHARMACY INTERN.
1. Name(s)

This is the name that will be printed on your License/Permit/Certificate and reported to those who inquire about your License/Permit/Certificate. Do not use nicknames, etc.

<table>
<thead>
<tr>
<th>Title (i.e., Mr., Mrs., Ms., etc.)</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Surname, (Last Name)</th>
<th>Suffix (i.e., Jr., Sr., II, III)</th>
<th>Maiden, if applicable Name(s) under which originally licensed in another state, if different from above (First, Middle, Last).</th>
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2. Social Security Number

U.S. Social Security Number

<table>
<thead>
<tr>
<th>123-45-6789</th>
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Please Refer to “Mandatory Addendum to License Application” on the last page of this application

3. Gender

<table>
<thead>
<tr>
<th>Male</th>
<th>Female</th>
</tr>
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</table>

4. Date and Place of Birth

<table>
<thead>
<tr>
<th>Month</th>
<th>Day</th>
<th>Year</th>
</tr>
</thead>
</table>

City and State; OR Province and Country, etc., if NOT U.S.

5. Home Address

It is your responsibility to notify the board of all address changes.

<table>
<thead>
<tr>
<th>1st Line Address (Apartment/Suite/Room Number, etc.)</th>
<th>Second Line Address (Number and Street)</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
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</table>

<table>
<thead>
<tr>
<th>Country, IF NOT U.S.</th>
<th>Home Phone</th>
<th>Home Fax</th>
</tr>
</thead>
<tbody>
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</table>

Email Address (Format for email address is Username@domain e.g. applicant@isp.com)

6. Business Address

(Tech I’s MUST list Pharmacy Name and Address)

It is your responsibility to notify the board of all address changes.

<table>
<thead>
<tr>
<th>Name of Business/Work Location</th>
<th>1st Line Address (Department/Suite/Room Number, etc.)</th>
<th>Second Line Address (Number and Street)</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Country, IF NOT U.S.</th>
<th>Business Phone</th>
<th>Business Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

This address will appear on the Department of Health web site.
7. Preferred Mailing Address
Please check ONE

☐ Please use my **Home Address** as my preferred mailing address

☐ Please use my **Business Address** as my preferred mailing address

8. Qualifying Education

**H I G H S C H O O L**
Type of School (High School, University, College, Trade/Technical School etc.)

Name of School

<table>
<thead>
<tr>
<th>State</th>
<th>Date Graduated:</th>
<th>Month</th>
<th>Day</th>
<th>Year</th>
</tr>
</thead>
</table>

**D I P L O M A**
Degree Received (Bachelor of Arts, Master of Science, Diploma, etc.)

9. Technician II Certification

☐ Check here if not applicable

Complete the following information if you have received certification from one of the following: a) ASHP; b) US Armed Services or US Public Health Service; c) Regionally accredited College or University Program or secondary educational program; d) PTCB or EXCPT Certification examination. If not, check the box on the left for “not applicable”.

**Date Issued:**

<table>
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<tr>
<th>Month</th>
<th>Day</th>
<th>Year</th>
</tr>
</thead>
</table>

**CPhT No.:**

10. Other State Licenses

List all states in which you are now, or ever have been licensed to practice as a Pharmacy Technician.

☐ Check here if not applicable

<table>
<thead>
<tr>
<th>State</th>
<th>Active</th>
<th>Inactive</th>
<th>State</th>
<th>Active</th>
<th>Inactive</th>
</tr>
</thead>
</table>

**DOCUMENTATION:** You must send Interstate Verification Forms to each state listed above (page 11).

11. Pharmacist-in-Charge Affidavit

To be signed by the pharmacist-in-charge (PIC) or supervising Pharmacist of the pharmacy. For Pharmacy Technician I ONLY

I hereby certify that the applicant:

_____ Is a Pharmacy Technician I and will receive training as required.

**Date Hired (in a Technician I capacity)**

<table>
<thead>
<tr>
<th>Month</th>
<th>Day</th>
<th>Year</th>
</tr>
</thead>
</table>

**Pharmacy Name:**

**PIC Name (Printed):**

**Signature:**

**Date Signed:**
### 12. Criminal Convictions

Respond to the question at the top of the section, then list any criminal conviction(s) in the space provided. If necessary, you may continue on a separate 8½ x 11 sheet of paper.

<table>
<thead>
<tr>
<th>Abbreviation of State and Conviction(^1) (e.g. CA - Illegal Possession of a Controlled Substance):</th>
</tr>
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<tbody>
<tr>
<td>Month</td>
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<td></td>
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</tbody>
</table>

### 13. Disciplinary Questions

Check either Yes or No for each question.

**Note:** If you answer “Yes” to any question, you are **required** to furnish complete details, including date, place, reason and disposition of the matter.

1. Are there any charges or investigations pending, in any state, against you?  
   - Yes  
   - No

2. Have you ever had a membership in a professional society revoked, suspended, or limited in any manner, or have you voluntarily withdrawn while under investigation?  
   - Yes  
   - No

3. Have you ever had any disciplinary action(s) taken, or is any pending against your license to practice as a pharmacy technician, or any other licenses, registrations or certifications that you hold; or are any complaints pending in any state?  
   - Yes  
   - No

**Note:** If you answered “yes” to any of these questions you must explain below or, if needed, on a separate sheet of paper.
I, ____________________________________, being first duly sworn, depose and say that I am the person referred to in the foregoing application and supporting documents.

I hereby authorize all hospital(s), institution(s) or organization(s), my references, personal physicians, employers (past and present) and all governmental agencies and instrumentalities (local, state, federal or foreign) to release to the Rhode Island Board of Pharmacy any information which is material to my application for licensure.

I have read carefully the questions in the foregoing application and have answered them completely, without reservations of any kind, and I declare under penalty of perjury that my answers and all statements made by me herein are true and correct. Should I furnish any false information in this application, I hereby agree that such act shall constitute cause for denial, suspension or revocation of my license to practice as Pharmacy Technician in the State of Rhode Island.

I understand that my records are protected under the Federal and State Regulations governing Mental Health Patient Records and cannot be disclosed without my written consent unless otherwise provided in the law. I understand that my records are protected under the Federal and State Laws and Regulations governing Confidentiality of Alcohol and Drug Abuse Patient Records, 42 CFR Part 2, and cannot be disclosed without my written consent unless otherwise provided in the regulations.

I understand that this is a continuing application and that I have an affirmative duty to inform the Rhode Island Board of Pharmacy of any change in the answers to these questions after this application and this affidavit is signed.

_________________________________ _________________________________
Signature of Applicant Date of Signature (MM/DD/YY)

_________________________________ _________________________________
Name of Notary (Print, Type or Stamp) Signature of Notary

________________________ __________________________
Notary No/Commission No. Commission Expiration Date (MM/DD/YY)
Please review the following checklist to ensure that all the components of the application process have been satisfied. Some items may not apply.

**Board Application**

- [ ] I have read and understand the “Instructions for Completing the Application”.
- [ ] I have completed the Rhode Island Board application as instructed (pages 6-9).
- [ ] I had Section 11, “Pharmacist-in-Charge Affidavit”, completed by the Pharmacist-in-Charge of the pharmacy at which I will be performing tasks as a Pharmacy Technician I.
- [ ] I have completed Section 14, “Affidavit of Applicant”, and had the form notarized by a notary public.
- [ ] I have completed the “Mandatory Addendum to License Application” (page 12) and enclosed the form with this application.
- [ ] I have a **check** or **money order** (preferred), made payable (in U.S. funds only) to the “RI General Treasurer” in the amount of **$40.00** and attached it to the upper left-hand corner of the first (Top) page of the application.
- [ ] I have arranged my Board Application materials in the following order.
  1. Fee (attached as instructed).
  2. Board Application (including cover page) (pages 6-9)
  3. “Mandatory Addendum to License Application” (page 12)
  4. Supporting documentation as required. **[Note: Pages containing additional information in continuation of the Board application MUST indicate the section for which the information is being reported.]**
- [ ] I have mailed the above application materials directly to the Rhode Island Board of Pharmacy.
- [ ] For Pharmacy Tech II, I have included a copy of my PTCB or EXCPT Certificate.

**Endorsement Applicants**

- [ ] I have attached a copy of my license or registration issued in another state to this application.
- [ ] I have completed and mailed the following forms as instructed.
  1. Interstate Verification Form mailed to each state in which I am, or have ever been, licensed or registered in another state.
- [ ] **Technician II ONLY**
  - [ ] I have included a copy of my PTCB or EXCPT Certificate, and/or
  - [ ] I have included verification of completion of approved training program.
INTERSTATE VERIFICATION FORM - OTHER STATES OF LICENSURE

I am applying for a license to practice as Pharmacy Technician I or Pharmacy Technician II in the State of Rhode Island. The Rhode Island Board of Pharmacy requires that the following form be completed by the jurisdiction in which I obtained a license. This constitutes your authority to release all information in your files, favorable or otherwise, directly to the Rhode Island Board of Pharmacy at the above address.

Print/Type Full Name

Signature

Date

Previous Names Used

Social Security Number

Date of Birth

License Number

Date Issued

THIS SECTION TO BE COMPLETED BY THE PHARMACY BOARD

<table>
<thead>
<tr>
<th>License Status:</th>
<th>Original Date Issued:</th>
<th>Expiration Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Active</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Inactive</td>
<td></td>
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<tr>
<td>☐ Lapsed</td>
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</tbody>
</table>

Reason for Inactive Status:

Questions:

1. Has this licensed technician ever been investigated by your Board?  □ Yes  □ No

2. Has this licensed technician incurred any disciplinary proceedings in your state, or is any action pending?  □ Yes  □ No

3. Has the applicant’s license ever been denied, surrendered, reprimanded, suspended, revoked or placed on probation?  □ Yes  □ No

4. Do you know of any information that may discredit this person?  □ Yes  □ No

If you answer “Yes” to questions 1-4, please provide a written explanation below, and attach a copy of all supporting documentation (e.g., Board order, complaint, etc.).

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Certification:

Signature

Date

Type or Print Name

Title

Full Name of Licensing Board

Please return directly to the Board at the above address. Thank you for your prompt cooperation.
All persons applying or renewing any license, registration, permit or other authority (herein after called “licensee”) to conduct a business or occupation in the state of Rhode Island are required to file all applicable tax returns and pay all taxes owed to the state prior to receiving a license as mandated by state law (RIGL 5-76) except as noted below.

In order to verify that the state is not owed taxes, licensees are required to provide their Social Security Number, or Federal Tax Identification Number (for businesses) as appropriate. These numbers will be transmitted to the Division of Taxation to verify tax status prior to the issuance of a license.

Licensee Declaration

☐ I hereby declare, under penalty of perjury, that I have filed all required state tax returns and have paid all taxes owed.

☐ I have entered a written installment agreement to pay delinquent taxes that is satisfactory to the tax administrator.

☐ I am currently pursuing administrative review of taxes owed to the state.

☐ I am in federal bankruptcy. (Case #________________________)

☐ I am in state receivership. (Case #________________________)

☐ I have been discharged from bankruptcy. (Case #________________________)

Type of Professional License for which you are applying.

__________________________________________________________
Full Name (Please Print or Type)  _______________________________
Social Security Number

__________________________________________________________
Signature  _______________________________
Phone Number (including area code if not 401)

__________________________________________________________
Date

This form must be completed, signed and attached to your license application for processing.