***** Submit this page with application *****

*****FOR OFFICE USE ONLY*****

- ☐ App. & Fee
- ☐ Copy of Driver's License/State ID
- ☐ Out of State License Verification (If Applicable)
- ☐ Proof of Military Status (If Applicable)
- ☐ e-Profile ID

**Tech II Only**

- ☐ Copy of PTCB or EXCPT Exam Results

*****FOR OFFICE USE ONLY*****

Receipt #

ID #

Issue Date

License #

# State of Rhode Island
# Board of Pharmacy

Room 104
3 Capitol Hill
Providence, RI 02908-5097

## *Instructions and Application For*

# Licensure as a Pharmacy Technician

☐ Tech I

☐ Tech II

MILITARY STATUS ELIGIBILITY

*(Documentation Required)*
*see next page for instructions*

Please check ONE of the following criteria for expedited application:

- ☐ I am in active military duty or a reservist
- ☐ I am a military veteran with honorable discharge
- ☐ I am the spouse of someone in active military duty or the spouse of a reservist

***Applicant - Print Name***

| *LAST NAME* | *FIRST NAME* | *MI* |
|---|---|---|
| | | |

**Phone: (401) 222-2828** **TTY/TDD: (800) 745-5555** **Fax: (401) 222-1272**

*** Detach Page - Do NOT Submit with Application ***

# LICENSURE REQUIREMENTS

- ☐ Completed Application with Cover Page - Applications are valid for 1 year from the day they are received at RIDOH. If you are not licensed within the year you must submit a new application. The license expires annually on June 30th. Licenses issued prior to April 21st will be required to renew by July of the same year. You may not practice until your license is issued.
- ☐ Check or money order (preferred), made payable (in U.S. funds only) to the RI General Treasurer in the amount of **$25.00** and attached to the upper left-hand corner of the first (Top) page of the application. THIS APPLICA FEE IS NONREFUNDABLE.
- ☐ Copy of Driver's license for proof of age - must be 18 years or older (with the exception of those high school students working in pharmacies as part of school or community sponsored career exploration programs);
- ☐ High-school graduate or the equivalent, or currently enrolled in a high school or vocational training program that awards such degree or certificate. Complete the qualifying education section within this application.
- ☐ Obtain an e-Profile ID Number - Please visit the National Association of Boards of Pharmacies (NABP) website at https://nabp.pharmacy to register and obtain this number.
- ☐ If applying for TECH 1 - completed Pharmacist In Charge Affidavit section within this application.
- ☐ If applying for TECH 2 - Copy of certificate of successful completion of PTCB or EXCPT Certification Examination.
- ☐ If you have ever been licensed in another state, **you** must request that license verification(s) be sent directly from each state(s) in which you hold or have held a license. (Interstate Verification Form included in this application can be used for that purpose)
- ☐ If applying for expedited military status, please complete the Military Expedition Form at the end of this application packet.

## Licensure Information

Please visit the RIDOH website at **http://www.health.ri.gov/licenses** to Verify your license, download Rules and Regualtions/Laws for your profession, download change of address forms, other licensing forms or obtain our contact information. HEALTH will not, for any reason, accelerate the processing of one applicant at the ex pense of others.

### 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.

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

# State of Rhode Island
# Board of Pharmacy

Application for License as a Pharmacy Technician I or Pharmacy Technician II

*Refer to the Application Instructions when completing these forms. Type or block print only. Do not use felt-tip pens.*

## 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.

Title (i.e., Mr., Mrs., Ms., etc.)

First Name

Middle Name

Surname, (Last Name)

Suffix (i.e., Jr., Sr., II, III)

Maiden, if applicable

Name(s) under which originally licensed in another state, if different from above (First, Middle, Last).

## 2. Social Security Number

U.S. Social Security Number

**"Pursuant to Title 5, Chapter 76, of the Rhode Island General Laws, as amended, I attest that I have filed all applicable tax returns and paid all taxes owed to the State of Rhode Island, and I understand that my Social Security Number (SSN) will be transmitted to the Divison of Taxation to verify that no taxes are owed to the State."**

## 3. Gender

☐ Male ☐ Female

## 4. Date of Birth

Month Day Year

## 5. Home Address

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

1st Line Address (Apartment/Suite/Room Number, etc.)

Second Line Address (Number and Street)

City State Zip Code

Country, If NOT U.S. Postal Code, If NOT U.S.

Home Phone Home Fax

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.

***This address will appear on the Department of Health web site.***

Name of Business/Work Location

1st Line Address (Department/Suite/Room Number, etc.)

Second Line Address (Number and Street)

City State Zip Code

Country, If NOT U.S. Postal Code, If NOT U.S.

Business Phone Extension Business Fax

**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**

Please list the name and information about the high school that you last attended.

Type of School (High School, University, College, Trade/Technical School etc.)

Name of School

State

Date Graduated: Month Day Year

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: Month Day Year

CPhT No.:

**10. 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

State: ☐ Active ☐ Inactive

State: ☐ Active ☐ Inactive

State: ☐ Active ☐ Inactive

State: ☐ Active ☐ Inactive

State: ☐ Active ☐ Inactive

State: ☐ Active ☐ Inactive

**DOCUMENTATION: YOU** must send Interstate Verification Forms to each state listed above.

**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

**NOTE: Your application will be returned to you if this section is not completed.**

I hereby certify that the applicant: Applicant Name **REQUIRED**

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

Date Hired (**in a Technician I capacity**) Month Day Year

Pharmacy Name: _____

PIC Name (Printed) _____

Signature: _____

Date Signed _____

**12. e-Profile ID**

Please provide the e-Profile ID that is provided by the NABP.

e-Profile ID

Please visit the NABP website at **https://nabp.pharmacy** in order to get information on how to obtain this ID.

## 13. 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.

Have you ever been convicted of a violation, plead Nolo Contendere, or entered a plea bargain to any federal, state or local statute, regulation, or ordinance or are any formal charges pending? ☐ Yes ☐ No

Abbreviation of State and Conviction[1] (e.g. CA - Illegal Possession of a Controlled Substance):

| | Month | Year |
|---|---|---|
| | | |
| | | |
| | | |

## 14. 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 on a separate sheet of paper.

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 1.

## 15. Affidavit of Applicant

Complete this section and sign.

Make sure that you have completed all components accurately and completely.

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 organizations(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 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)

*Substitute forms are not acceptable - This form may be duplicated as needed .*

**Rhode Island Board of Pharmacy**
*Room 104, Three Capitol Hill*
*Providence, RI 02908-5097*
*(401) 222-1272*

# INTERSTATE VERIFICATION FORM - OTHER STATES OF LICENSURE

## THIS SECTION TO BE COMPLETED BY APPLICANT AND SENT TO OTHER STATE(S)

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

| **License Status:** ☐ Active ☐ Inactive ☐ Lapsed | **Original Date Issued:** | **Expiration Date:** |
|---|---|---|

**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 Affix Board Seal Here

*Please return directly to the Board at the above address. Thank you for your prompt cooperation.*

# Rhode Island Department of Health
# Military Expedition Form

Please attach this form to the *front* of your completed application and mail to the address shown on the application cover.

Pursuant to Rhode Island General Laws § 5-88-1 et seq., upon application, this state may recognize occupational licenses, certificates or permits obtained from other states for military members and their spouses who relocate to this state pursuant to military orders. The Rhode Island Department of Health (RIDOH) will expedite your or your spouse's health professional license application provided the following conditions are met.

## I. PROFESSION/LICENSE TYPE

Please indicate the profession and/or license type you are applying for so that your application can be routed to the correct office:

Profession/License Type: _____

## II. MILITARY STATUS

Please check ONE of the following criteria for expedition:

- ☐ I am in active military duty or a reservist.
- ☐ I am the spouse of someone in active military duty or the spouse of a reservist.
- ☐ I am a military veteran with honorable discharge. *You do not need to complete the rest of this application – please skip to the signature line.*

## III. PROOF OF MILITARY STATUS

- ☐ Please attach a copy of proof of your military status such as one of the following: Leave Earning Statement (LES), Letter from Command, or Copy of Orders

## IV. MILITARY CHANGE OF STATION ORDER

- ☐ Permanent Change of Station Order

## V. PROOF OF GOOD STANDING

- ☐ Proof of good standing from the board in the other state in which the person has a license.

## VI. Criminal Background Check (a "BCI") *(unless required in the initial license application)*

- ☐ BCI completed from the RI Attorney General's Office.

## VII. ATTESTATIONS:

Check all that apply:

- ☐ No board in any other state has revoked the license for which I am applying as a result of negligence or intentional misconduct.
- ☐ I have never surrendered an occupational license, certificate, or permit because of negligence or intentional misconduct.
- ☐ I do not have a complaint, allegation, or investigation currently pending before a board in another state which relates to unprofessional conduct or an alleged crime.

I attest that the above responses and information are true and accurate to the best of my knowledge and that none of the information set forth above is false, erroneous, or defective in any important, as set forth in R.I. Gen. Laws § 11-18-1. I understand that this application is being made to the Rhode Island Department of Health, which shall rely upon my attestation and the information provided in this document.

Signature of Applicant Date

*On a case-by-case basis RIDOH may grant a temporary license should the military member or spouse need additional time to complete education, training, and/or experience for the licensure in Rhode Island. RIDOH will contact the applicant directly should that be needed.*