



Arizona State Board of Pharmacy

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Pharmacy Technician Trainee License Application Requirements

The pharmacy technician trainee license is intended for individuals who have not yet passed the PTCB or ExCPT examination and who have *never before* held a technician trainee or technician license with this Board. If you held a technician license with this Board in the past, you will need to renew your license. Please contact the Board office for information about renewing your technician license.

To qualify for licensure as a technician trainee, an applicant must:

1. Be of good moral character.
2. Be at least 18 years of age.
3. Have a high school diploma or the equivalent of a high school diploma.
4. Show lawful presence in the United States.

All technician trainee applicants must submit:

1. A completed Application for Pharmacy Technician Trainee Licensure form and \$50.00 application fee.
If you submit a paper application, you must pay the application fee by check or money order. If you wish to pay by debit or credit card, you must apply online. Application fees are NON- REFUNDABLE.
2. Proof of legal residency and birth date. Provide a copy of one (1) of the following:
 - An Arizona driver license issued after 1996 or an Arizona non-operating identification license.
 - A driver license issued by a state that verifies lawful presence in the United States.
 - A birth certificate or delayed birth certificate issued in any state, territory or possession of the United States.
 - A United States certificate of birth abroad.
 - A United States passport. ***Passport must be signed***
 - A foreign passport with a United States visa.
 - An I-94 form with a photograph.
 - A United States citizenship and immigration services employment authorization document or refugee travel document.
 - A United States certificate of naturalization.
 - A United States certificate of citizenship.
 - A tribal certificate of Indian blood.
 - A tribal or bureau of Indian affairs affidavit of birth.
 - Any other license that is issued by the federal government, any other state government, an agency of this state or a political subdivision of this state that requires proof of citizenship or lawful alien status before issuing the license.

NOTE: If your birth date does not appear on the document you provide to prove your legal residency, you will be required to submit an additional document to prove you meet the age requirement.

3. Government Issued Photo ID. If the document you submit to prove your legal residency does not contain a photograph, you must also provide a government issued document that contains your photograph. Provide a copy of one (1) of the following:
 - Driver license
 - State ID
 - Passport or Passport Card

4. Proof of high school graduation or its equivalent. Provide a copy of one (1) of the following:
 - High school diploma
 - High school transcripts showing graduation date
 - A letter from the School District, School Board or Department of Education, on their letterhead, indicating the date of high school graduation.
 - GED certificate
 - GED test results
 - College diploma showing attainment of an associate's, bachelor's or master's degree
 - College transcripts showing that an associate's, bachelor's or master's degree was conferred

NOTE: Applicants with foreign academic credentials must provide an academic equivalency evaluation.

5. If applicable, a verification of licensure or certification for each professional or occupational license or certificate you hold or have held. Printed or PDF copies of online verifications are acceptable. You are not required to provide verification of a license issued by this Board.

6. A copy of a valid Arizona Fingerprint Clearance Card.
 - If you have a valid Arizona Fingerprint Clearance Card, submit a copy.
 - To obtain an Arizona Fingerprint Clearance Card, Arizona residents may apply online at <https://www.azdps.gov/services/public/fingerprint>. The statutory reference for our agency is A.R.S. § 32-1904.
 - Applicants who are not in Arizona must contact DPS for an application packet. You may contact DPS by calling 602.223.2279. DPS office hours are Monday through Friday, 8:00 am to 5:00 pm.
 - You must provide the Board with a copy of the card once it is received. The Board will not receive a copy of the card from DPS.
 - For more information, please review DPS Fingerprint Clearance Card Frequently Asked Questions at <http://www.azdps.gov/services/fingerprint/>.

7. Documentation of any name changes. Acceptable documents include (please provide a copy):
 - Marriage License
 - Divorce Decree (showing restoration of previous name)
 - Court Order

8. Copies of court documentation relating to all arrests, charges, or convictions disclosed on the application. Printouts of public access records are not acceptable. Staff understands that each case is different. However, the documentation must show the following:
 - The charges filed against you.
 - The charges you were found guilty of or pled guilty/no contest to, if applicable.

- What the courts asked you to do, if applicable. Acceptable documents include, but are not limited to:
 - Diversion Agreement
 - Plea Agreement
 - Sentencing Document
- Proof you completed all requirements or the end result of their case. Including, but not limited to:
 - Dismissal
 - Case closure
- If you have not completed all requirements, documentation of the status of your case. For Example:
 - Documentation showing receipt of payments
 - Documentation of ignition interlock device installation
 - Documentation of evaluation, counseling or treatment

If records are unavailable, the Board will accept a letter from the appropriate court, on their letterhead, indicating that records are not available.

9. If applicable, copies of documentation relating to any past, current or pending disciplinary action of any professional or occupational license. If records are unavailable, the Board will accept a letter from the related agency, on their letterhead, indicating that records are not available.
10. If applicable, copies of documentation relating to the denial of any applications for professional or occupational licensure. If records are unavailable, the Board will accept a letter from the related agency, on their letterhead, indicating that records are not available.

Only complete applications, with copies of all required documentation, are accepted at the Board office. Please note that Board staff will not make copies for you.

PLEASE NOTE:

If you fail to properly disclose your other professional or occupational licenses/certificates, criminal history, open investigations, disciplinary actions or license denials on your application for licensure, your application may be administratively closed and your fees forfeited.