



Pharmacy Technician Application Packet

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Important Social Security Number Information:

You are required by state and federal law to provide a social security number with your application. If you do not have a social security number at the time you send in this application, contact the Customer Service Center at 360.236.4700 for more information. A U.S. Individual Taxpayer Identification Number (ITIN) or a Canadian Social Insurance Number (SIN) cannot be substituted.

In order to process your request:

Mail your application with initial documentation and your check or money order payable to:

Department of Health
 PO Box 1099
 Olympia, WA 98507-1099

Send other documents not sent with initial application to:

Board of Pharmacy
 PO Box 47877
 Olympia, WA 98504-7877

Contact us:

360.236.4700

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Application Instructions Checklist

Important background check Information: Washington State law authorizes the Department of Health to obtain fingerprint-based background checks for licensing purposes. This check may be through the Washington State Patrol and the Federal Bureau of Investigation (FBI). This may be required if you have lived in another state or if you have a criminal record in Washington State. This would be at your own expense.

All information should be typed or printed clearly. It is your responsibility to submit the correct required forms.

Application Fee.

This fee is non-refundable. You can check the [fee page](#) for current fees.

1: Demographic Information:

Social Security Number: You must list your social security number on your application. Please call the Customer Service Center at 360.236.4700 if you do not have one.

Legal Name: List your full name.

Definition of legal name: Legal name is the name appearing on your official certificate of birth or, if your name has changed since birth, on an official marriage certificate or an order by a court. The court must have the legal authority to change your name. We may ask you to prove your legal name. If you use any name other than your legal name on this form, your application may be denied.

Birth date: Provide the month, day, and year of your birth.

Birth place: Provide the city, state and country where you were born.

Address: List the address we should use to send any information on your license. Be sure to include the city, state, zip code, county, and country. This will be your permanent address with Department of Health until we have been notified of a change. See [WAC 246-12-310](#).

Phone, Fax and Cell Numbers: Enter your phone, fax and cell numbers, if you have them.

Email: Enter your email address, if you have one.

Other Name(s): Indicate whether you are known or have been known under any other names. If you have a name change, you must notify the Department of Health in writing. You must include proof of this change. See [WAC 246-12-300](#).

2: Personal Data Questions:

All applicants must answer the same personal data questions. They are focused on your fitness to practice the essential skills of this profession.

If you answer “yes” to any questions in this section, you must provide an appropriate explanation. You must also provide the documentation listed in the note after the question. If you do not provide this, your application is incomplete and it will not be considered.

- Question 5 includes misdemeanors, gross misdemeanors and felonies. You do not have to answer yes if you have been cited for traffic infractions. You can get copies of court records through the county courthouse where the conviction, plea, deferred sentence, or suspended sentence was entered.
 - Another jurisdiction means any other country, state, federal territory, or military authority.
- 3: AIDS Education and Training Attestation:**
AIDS affidavit must be initialed and dated. AIDS training may include self-study, direct patient care, courses, or formal training required by [WAC 246-12-260](#). Course content is found in [WAC 246-12-270](#).
- 4: Verification of Education and Training:**
- a. Indicate the process you will use to verify your education and training by checking the applicable box and attaching required documentation.
 - b. List by state, type and effective dates all health care related licenses, certifications or registrations you hold or have held.
 - c. Beginning with the most recent, list by location and type of work/experience all of your professional experience related to the practice of pharmacy/pharmacy technician.
- 5: National Certification Exam:**
Attach a copy of the certification or proof of passing a pharmacy technician certification exam administered by a National Commission for Certifying Agencies (NCCA) accredited organization/program.
- 6: Applicant's Photograph:**
Attach a current photograph in the box provided or attach it to the application. Indicate date the photograph was taken and sign in ink across the bottom of the photo. The photograph must be a clear, close up and a front view. Your application will not be processed without a current photograph. (Passport photos work best.)
- 7: Applicant's Attestation:**
You must sign and date this for us to process your application. Read this very carefully.

Notice to Spouses and Registered Domestic Partners of Military Personnel Transferring to Washington

Under a new state law, a spouse or registered domestic partner of military personnel transferring to Washington may receive his or her health professional license more quickly. In order for us to do this, please complete the additional form found at <http://www.doh.wa.gov/hsga/professions/military/> and include supporting documentation with your application.

Licensing Requirements

- Completed Application
- Nonrefundable fees
- Verification of Education and Training
- National Certification Examination

Applicants who Have Completed Washington State Board of Pharmacy Approved Pharmacy Technician Program

Training received in another state must meet the same basic criteria as a Washington board-approved program. All training programs must include educational as well as experiential training.

You must submit the following:

- Didactic Training and Experiential Training
 - * Director's Certification of Pharmacy Technician Education and Training
- Legal Aspects of Pharmacy Practice
 - * Affidavit of 8 hours Washington State pharmacy law study. The verification of law study form must be signed by a pharmacist currently licensed to practice in Washington State.

There are hospitals and retail pharmacies throughout the state with approved programs. The director of the approved program must complete the director's certification to verify successful completion of the OJT training or formal academic program.

The following retailers have training programs that are approved nationally or for multiple states.

- Fred Meyers (WA, OR, AK, and ID)
- Rite Aid
- Safeway
- Sav-on (Albertsons)
- Walgreens
- Wal-Mart

Applicants who Have Completed an Out-of-State Technician Program

Training received in another state must meet the same basic criteria as a Washington board-approved program. All training programs must include educational as well as experiential training.

In order to have your out-of-state on-the-job (OJT) or academic program approved, you will need to submit a request for an evaluation of your training program. Your request for approval of your training must be accompanied by a completed pharmacy technician application.

We recommend you include the following:

Formal/Academic Training Program

- Instructional and Practical/Experiential Training:
 - * Copy of official transcripts showing a diploma or certificate earned for Pharmacy Technician; and School catalog describing the coursework; **OR**
 - * Copy of diploma or certificate of pharmacy technician; and Affidavit of Formal/Academic Technician Education and Training.

AND

- Legal Aspects of Pharmacy Practice
 - * Affidavit of 8 hours Washington State pharmacy law study. The verification of law study form must be signed by a pharmacist currently licensed to practice in Washington State.

Out-of-State Pharmacy On-the-Job Pharmacy Technician Training Program

- Instructional and Practical/Experiential Training
 - * Affidavit of On-the-Job Pharmacy Technician Education and Training and two Letters of Recommendation.

AND

- Legal Aspects of Pharmacy Practice
 - * Affidavit of 8 hours Washington State pharmacy law study. The verification of law study form must be signed by a pharmacist currently licensed to practice in Washington State.

Military Trained Pharmacy Technicians

The Washington State Pharmacy Board accepts pharmacy technician training received through any branch of the U.S. Armed Forces.

- A copy of your diploma or DD 214 form.
- Affidavit of 8 hours Washington State pharmacy law study. The verification of law study form must be signed by a pharmacist currently licensed to practice in Washington State.

Foreign Trained Pharmacist or Medical School Degree Graduates or Foreign Trained Pharmacy Technicians

- Didactic Training
 - * Copy of a certified translation of official transcript and diploma.
 - * Proof of passing Test of English as a Foreign Language (iBT).

AND

- Practical/Experiential Training
 - * 520 hours of supervised experience in a Washington State approved technician training program.

AND

- Legal Aspects of Pharmacy Practice
 - * Affidavit of 8 hours Washington State pharmacy law study. The verification of law study form must be signed by a pharmacist currently licensed to practice in Washington State.
- Test of English as a Foreign Language
 - * Foreign graduates where English is not the primary language must send proof of receiving a passing score on the Test of English as a Foreign Language (TOEFL) Test of Spoken English (TSE).
- The minimal acceptable score:

TSE	50	
TOEFL Computer-based	213	
TOEFL Paper-based	550	
TOEFL Internet-based	Writing	24
.....	Speaking	26
.....	Listening	18
.....	Reading	21

National Certification Examination

All applicants must provide verification of successful completion of a board-approved program or seek board approval of training acquired in another state or country. The Washington Pharmacy Board requires all applicants to provide proof of passing a national pharmacy technician certification examination administered by a program accredited by the National Commission for Certifying Agencies (NCCA). Information on approved exams can be found by visiting the web site at:

<http://www.credentialingexcellence.org/NCCAAccreditation/AccreditedCertificationPrograms/tabid/120/Default.aspx>

Note: Out of state OJT training programs without formal study or applicants with no training that hold national certification does not meet the qualifications for pharmacy technician certification in Washington State.

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Background
Check
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Date
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Here

Revenue: 0262010000

Pharmacy Technician Application

Please type or print clearly. Follow all instructions provided. It is the responsibility of the applicant to submit all required supporting documentation. Failure to do so may result in a delay in processing your application.

1. Demographic Information

Social Security Number (If you do not have a social security number, see instructions)

Male
 Female

Name	First	Middle	Last
------	-------	--------	------

Birth date (mm/dd/yyyy)

Place of birth

City	State	Country
------	-------	---------

Address

City	State	Zip	County
------	-------	-----	--------

Country

Phone (enter 10 digit #)	Fax (enter 10 digit #)	Cell (enter 10 digit #)
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Email address:

Mailing address if different from above address of record

City	State	Zip	County
------	-------	-----	--------

Country

Note: The mailing and email addresses you provide will be your addresses of record. It is your responsibility to maintain current contact information on file with the department.

Have you ever been known under any other name(s)? Yes No
If yes, list name(s):

Will documents be received in another name? Yes No
If yes, list name(s):

For Office Use Only

License # _____ Issue Date _____

Validation Date _____ Received Date _____

2. Personal Data Questions

Yes No

1. Do you have a medical condition which in any way impairs or limits your ability to practice your profession with reasonable skill and safety? If yes, please attach explanation.....

“Medical Condition” includes physiological, mental or psychological conditions or disorders, such as, but not limited to orthopedic, visual, speech, and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, intellectual disabilities, emotional or mental illness, specific learning disabilities, HIV disease, tuberculosis, drug addiction, and alcoholism.

If you answered yes to question 1, explain:

- 1a. How your treatment has reduced or eliminated the limitations caused by your medical condition.
1b. How your field of practice, the setting or manner of practice has reduced or eliminated the limitations caused by your medical condition.

Note: If you answered “yes” to question 1, the licensing authority will assess the nature, severity, and the duration of the risks associated with the ongoing medical condition and the ongoing treatment to determine whether your license should be restricted, conditions imposed, or no license issued.

The licensing authority may require you to undergo one or more mental, physical or psychological examination(s). This would be at your own expense. By submitting this application, you give consent to such an examination(s). You also agree the examination report(s) may be provided to the licensing authority. You waive all claims based on confidentiality or privileged communication. If you do not submit to a required examination(s) or provide the report(s) to the licensing authority, your application may be denied.

2. Do you currently use chemical substance(s) in any way which impair or limit your ability to practice your profession with reasonable skill and safety? If yes, please explain.....

“Currently” means within the past two years.

“Chemical substances” include alcohol, drugs, or medications, whether taken legally or illegally.

3. Have you ever been diagnosed with, or treated for, pedophilia, exhibitionism, voyeurism or frotteurism?.....

4. Are you currently engaged in the illegal use of controlled substances?.....

“Currently” means within the past two years.

Illegal use of controlled substances is the use of controlled substances (e.g., heroin, cocaine) not obtained legally or taken according to the directions of a licensed health care practitioner.

Note: If you answer “yes” to any of the remaining questions, provide an explanation and certified copies of all judgments, decisions, orders, agreements and surrenders. The department does criminal background checks on all applicants.

5. Have you ever been convicted, entered a plea of guilty, no contest, or a similar plea, or had prosecution or a sentence deferred or suspended as an adult or juvenile in any state or jurisdiction?.....

Note: If you answered “yes” to question 5, you must send certified copies of all court documents related to your criminal history with your application. If you do not provide the documents, your application is incomplete and will not be considered.

To protect the public, the department considers criminal history. A criminal history may not automatically bar you from obtaining a credential. However, failure to report criminal history may result in extra cost to you and the application may be delayed or denied.

2. Personal Data Questions (cont.)

Yes No

- a. Are you now subject to criminal prosecution or pending charges of a crime in any state or jurisdiction?

Note: If you answered “yes” to question 5a, you must explain the nature of the prosecution and/or charge(s). You must include the jurisdiction that is investigating and/or prosecuting the charges. This includes any city, county, state, federal or tribal jurisdiction. If charging documents have been filed with a court, you must provide certified copies of those documents. If you do not provide the documents, your application is incomplete and will not be considered.

- b. If you answered “yes” to question 5a, do you wish to have decision on your application delayed until the prosecution and any appeals are complete?
6. Have you ever been found in any civil, administrative or criminal proceeding to have:
- a. Possessed, used, prescribed for use, or distributed controlled substances or legend drugs in any way other than for legitimate or therapeutic purposes?
- b. Diverted controlled substances or legend drugs?.....
- c. Violated any drug law?
- d. Prescribed controlled substances for yourself?
7. Have you ever been found in any proceeding to have violated any state or federal law or rule regulating the practice of a health care profession? If “yes”, please attach an explanation and provide copies of all judgments, decisions, and agreements?
8. Have you ever had any license, certificate, registration or other privilege to practice a health care profession denied, revoked, suspended, or restricted by a state, federal, or foreign authority?
9. Have you ever surrendered a credential like those listed in number 8, in connection with or to avoid action by a state, federal, or foreign authority?
10. Have you ever been named in any civil suit or suffered any civil judgment for incompetence, negligence, or malpractice in connection with the practice of a health care profession?

3. AIDS Education and Training Attestation

I certify I have completed the minimum of four hours of education in the prevention, transmission and treatment of AIDS. This includes the topics of etiology and epidemiology, testing and counseling, infection control guidelines, clinical manifestations and treatment, legal and ethical issues to include confidentiality, and psychosocial issues to include special population considerations. I understand I must maintain records documenting said education for two years and be prepared to submit those records to the department if requested. **I understand if I provide any false information, my license may be denied, or if issued, suspended or revoked.**

Applicant's Initials	Date

4. Verification of Education and Training

4a. Indicate below the process used to verify pharmacy technician education and training and include required documentation as described in the License Requirements form. Check only one:

- Completed a Washington State board-approved Pharmacy Technician Training Program
- Completed an Out-of-state On-the-job Pharmacy Technician Training Program
- Completed an Out-of-state Formal or Academic Pharmacy Technician Training Program
- Graduate of a foreign pharmacy or medical school degree program or foreign trained Pharmacy Technician Program

4b. Verification of Current Credential and Active Practice

List all or any states, including Washington, where licenses/certifications/registrations are or were held. If you need more space, attach a piece of paper.

State/Jurisdiction	License/Certification/Registration Type	License/Certification/Registration		
		Issue Date	Expiration Date	Number

4c. Professional Experience

In chronological order, list all professional experience. If you need more space, attach a separate piece of paper.

Name, address and phone number of employer	Nature of experience	Start (mm/yyyy)	End (mm/yyyy)

5. National Certification Exam

Name of Exam _____ Date Taken _____

Certification Number _____

If different, list your name at the time the exam was taken: _____

6. Applicant Photo

Photo Here



Attach Current Photograph Here.
Indicate Date Taken and Sign in
Ink Across Bottom of the Photo.

NOTE: Photograph **Must** Be:

1. Original, not a photocopy
2. No larger than 2" X 2"
3. Taken within one year of application
4. Close up, front view—not profile
5. Instant Polaroid Photographs **not** acceptable

7. Applicant's Attestation

I, _____, declare under penalty of perjury under the
(Print applicant name clearly)

laws of the state of Washington the following is true and correct:

- I am the person described and identified in this application.
- I have read [RCW 18.130.170](#) and [RCW 18.130.180](#) of the Uniform Disciplinary Act.
- I have answered all questions truthfully and completely.
- The documentation provided in support of my application is accurate to the best of my knowledge.

I understand the Department of Health may require more information before deciding on my application. The department may independently check conviction records with state or federal databases.

I authorize the release of any files or records the department requires to process this application. This includes information from all hospitals, educational or other organizations, my references, and past and present employers and business and professional associates. It also includes information from federal, state, local or foreign government agencies.

I understand I must inform the department of any past, current or future criminal charges or convictions. I will also inform the department of any physical or mental conditions jeopardize my ability to provide quality health care. If requested, I will authorize my health providers to release to the department information on my health, including mental health and any substance abuse treatment.

Dated _____ at _____
(mm/dd/yyyy) (City, state)

By: _____
(Signature of applicant)

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Director's Certification Pharmacy Technician Education and Training

This form is used to report education and training received through a Washington State Board of Pharmacy approved Technician Training Program.

Note: The designated program director must sign the certification.

I declare under penalty of perjury under the laws of the state of Washington the following is true and correct:

I attest that the applicant has successfully completed the Washington State Board of Pharmacy approved program of study and training to become a pharmacy technician.

I attest that the program consisted of the required instructional and supervised practical hours required; not to exceed 12 months. The program included at a minimum the following topics:

1. Legal aspects of pharmacy practice such as law and rules governing practice.
2. Hygiene/aseptic techniques and safety considerations.
3. Terminology, abbreviations and symbols.
4. Components of a prescription and patient medication record.
5. Drug dosage forms, routes of administration and drug product packaging, weighing and measuring, packaging and labeling, drug nomenclature, drug standards and information sources.
6. Pharmaceutical calculations.
7. Identification of drugs by trade and generic names, and therapeutic classifications.
8. Ordering, restocking, and maintaining drug inventory.
9. Computer applications in the pharmacy.
10. Communication techniques and confidentiality of information.

Applicant's Name: _____

Dates in which the instruction and supervised practical training was received: _____

Training Program or Pharmacy Name: _____

License Number (if applicable): _____

Address: _____

Telephone Number: _____

Director's Name (printed): _____

Director's License Number(s): _____

Director's Email _____

Director's Phone Number: _____

Director's Signature: _____

Date (mm/dd/yyyy): _____

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Affidavit of Formal/Academic Pharmacy Technician Education and Training

This form is used to report education and training received outside of the state of Washington. It may not be used to report education and training received in Washington State.

I declare under penalty of perjury under the laws of the state of Washington the following is true and correct:

I attest that the applicant has successfully completed a program of education and training in a formal education setting.

I attest that the program consisted of _____ academic credit hours of didactic and at least 160 hours of practical training that included at a minimum the following topics:

1. Legal aspects of pharmacy practice such as law and rules governing practice.
2. Hygiene/aseptic techniques and safety considerations.
3. Terminology, abbreviations and symbols.
4. Components of a prescription and patient medication record.
5. Drug dosage forms, routes of administration and drug product packaging, weighing and measuring, packaging and labeling, drug nomenclature, drug standards and information sources.
6. Pharmaceutical calculations.
7. Identification of drugs by trade and generic names, and therapeutic classifications.
8. Ordering, restocking, and maintaining drug inventory.
9. Computer applications in the pharmacy.
10. Communication techniques and confidentiality of information.

I attest that the program of instructional and supervised practical training is outlined in the attached written plan that shall be available to the Washington State Board of Pharmacy upon request.

Applicant's Name: _____

Dates of Attendance: _____

Name of School: _____

Address of School: _____

Official Program Representative (print name): _____

Official Program Representative (print title): _____

Official Program Representative Email Address: _____

Telephone Number: _____

Signature of Official Program Representative: _____

Date (mm/dd/yyyy): _____

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Affidavit of On-the-Job Pharmacy Technician Education and Training

This form is used to report education and training received outside of the state of Washington. It may not be used to report education and training received in Washington State or outside of the United States.

Note: The supervising pharmacist responsible for the training program must complete this form.

I declare under penalty of perjury under the laws of the state of Washington the following is true and correct:

I attest that the applicant has successfully completed a program of education and training in a pharmacy licensed by the state of _____.

I attest that the program consisted of 520 hours of instructional and supervised practical training, not to exceed 12 months. The program included at a minimum the following topics:

1. Legal aspects of pharmacy practice such as law and rules governing practice.
2. Hygiene/aseptic techniques and safety considerations.
3. Terminology, abbreviations and symbols.
4. Components of a prescription and patient medication record.
5. Drug dosage forms, routes of administration and drug product packaging, weighing and measuring, packaging and labeling, drug nomenclature, drug standards and information sources.
6. Pharmaceutical calculations.
7. Identification of drugs by trade and generic names, and therapeutic classifications.
8. Ordering, restocking, and maintaining drug inventory.
9. Computer applications in the pharmacy.
10. Communication techniques and confidentiality of information.

I attest that the program of instructional and supervised practical training is outlined in a written plan that shall be available to the Washington State Board of Pharmacy upon request.

Applicant's Name: _____

Dates in which instructional and supervised practical training was received: _____

Pharmacy Name: _____ State License #: _____

Address of Pharmacy: _____ Phone #: _____

Supervising Pharmacist's Name (print): _____

Supervising Pharmacist's License Number(s): _____

Supervising Pharmacist's Signature: _____

Date (mm/dd/yyyy) _____

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Pharmacy Technician Letter of Recommendation

Applicant's Name _____

To be completed by recommender:

I have known the applicant for approximately: _____ years _____ months

My relationship to the applicant was (or is) in the following capacity:

Employer Supervisor Co-worker

I hereby certify that I am a licensed pharmacist in good standing in the state of

_____. My license/certification number is _____

I further certify that I have been personally acquainted with _____ and that to the best of my knowledge, I believe he or she is of good moral and professional character. I confirm that he or she is free from habits liable to interfere with his or her professional services.

Remarks: _____

Print Name: _____

Signature: _____

Date: _____

Street Address or PO Box: _____

City/State/Zip Code: _____

Email Address: _____

Daytime Phone Number: _____

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Law Study Verification

_____ has completed a minimum of eight hours of study and discussion of Washington State pharmacy law under my supervision and possesses a working knowledge of this law.

Pharmacist information:

Printed name _____

Signature _____

WA License number _____

Pharmacist contact information:

Name _____

Street _____

City _____

Phone number _____

Date _____

Email Address _____

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RCW/WAC and Online Web Site Links

RCW/WAC Links

Uniform Disciplinary Act.....	<u>UDA RCW 18.130</u>
Administrative Procedure Act	<u>APA RCW 34.05</u>
Administrative procedures and requirements	<u>WAC 246-12</u>
Pharmacy RCW.....	<u>RCW 18.64</u>
Pharmacy WAC	<u>WAC 246-11</u>

AIDS Courses

Health Impact	1.800.783.2437 or 206.284.3865
W.F. Professional.....	1.800.323.4305
AIDS Resources	206.784.5655

Red Cross offers AIDS classes.

You can also contact your local health department.

On-Line

AIDS Training	<u>Reference Page</u>
Board of Pharmacy.....	<u>Web site</u>

Required Hours of Training

Pharmacist.....	7 hours
Technician.....	4 hours
Assistant	4 hours