



Registered Pharmacy Technician - Checklist:



- I have paid the \$105.00 fee.**
 - *Applications submitted without fees will not be processed.*
 - *Please make sure to include your Social Security Number (SSN) on your application. Your application will not be approved unless this information is included on your application.*
- I have completed a Board-approved Registered Pharmacy Technician Training Program and have submitted my certificate of completion for the program.**

Official transcripts, copies of diplomas, and copies of certificate of completions are acceptable. Please note that official transcripts must be submitted directly from the university; this document cannot be uploaded to the online portal or else it will not be considered official.

- I have submitted a license verification for all health-related licenses held in other states.**

Online license verifications will be deemed sufficient as long as they are current and display disciplinary history.

For applicants with health history:

- That section my application is complete and accurate.
- I have submitted a self-explanation of my health history.
- A letter, from a licensed professional, has been sent *directly* to the board, which summarizes my diagnosis, treatment, prognosis and identifies your ability to practice safely. (Must be current within the last year).

For applicants who hold, or who have held other *health-related* licenses which have been disciplined:

- That section of my application is complete and accurate.
- I have submitted a self-explanation of my disciplinary history.
- For each disciplinary action taken, I have submitted copies of the Administrative Complaint and Final Order.

For applicants with Criminal History:

- Those sections of my application are complete and accurate.
- I have submitted a self-explanation of my criminal history.
- For each conviction, I have submitted arrest records, final disposition(s), and documents showing successful completion of sentencing.

Before you submit...

- **Include** the application fee with your application.
Applications submitted without fees will not be processed.
- **Verify** your email address on the application. If you answered "YES" to "I want to be notified by email," the Board office will communicate via email first.
- **Check** your application to ensure it is complete; answer all questions on the application truthfully and to the best of your ability.
- The following organizations offer programs that are Board approved. To verify if your training program was/is Board approved, please visit the following websites to see if your program is listed:
 - American Society of Health-System Pharmacists  www.accred.ashp.org
 - Southern Association of Colleges and Schools  www.sacscoc.org
 - Council on Occupation Education  www.council.org
 - Florida Commission for Independent Education  www.fldoe.org/policy/cie/
 - United States Department of Education  <https://ope.ed.gov/dapip/#/home>
- Programs provided by a branch of the federal armed services are also Board approved.
- Many employer-based and non-employer-based programs are also Board approved. You may verify the status of your employer-based or non-employer-based Registered Pharmacy Technician Training Program by visiting www.flhealthsource.gov and performing the license verification search function.

After you submit...

You may check your application status, make changes to your application, and direct inquiries to the Board office:



www.floridaspharmacy.gov



MQA.Pharmacy@flhealth.gov



(850) 245-4474



Florida Board of Pharmacy
4052 Bald Cypress Way, Bin C-04
Tallahassee, FL 32399-3258

What is a(n)...?

License Verification: This is a specific document certifying licensure status and disciplinary history, prepared by a representative of the board which issued your license. Online license verifications will be deemed sufficient as long as they are current and display disciplinary history. *You may attach these to your application to expedite processing.*

Self-Explanation: Correspondence that describes the circumstances surrounding disciplinary action/health history/criminal history. Should your application require Board review, the Board will read your self-explanation. *You may attach this to your application to expedite processing.*

Administrative Complaint / Final Order: Disciplinary documents which show what violations occurred concerning a license, and what actions were taken against the license by the agency/board/department that issued the license. *You may attach these to your application to expedite processing.*

Arrest Records / Final Disposition: Documents that are usually held by the Clerk of Courts. These documents show what happened during an arrest, and what the outcome of court proceedings concerning that arrest were. *You may attach these to your application to expedite processing.*

Completion of Sentencing Documents: Documents showing successful completion of any sentencing imposed in a *Final Disposition*. *You may attach these to your application to expedite processing.*