



IOWA PHARMACY SUPPORT PERSON REGISTRATION INSTRUCTIONS

**400 SW 8th St. Suite E
Des Moines, IA 50309
515-281-5944**

Complete the attached Iowa Board of Pharmacy pharmacy support person registration application. When completing this application, please be advised of the following:

- All sections of the application must be completed. **Incomplete applications will delay the issuance of your registration.** Unsigned applications will be returned.
- Registrations are issued administratively following review of a completed application and all required documentation, unless the application warrants referral to the Board, or unless a personal appearance is required.
- Applications are valid for only 45 days from the date of receipt. You will be notified by email if additional information is required. If the application has not been completed within 45 days, a new application and fee will have to be submitted if you wish to obtain an Iowa pharmacy support person registration.
- Failure to answer all questions completely or accurately, and/or omission or falsification of material facts may be cause for denial of your application, or disciplinary action if you are subsequently registered by the Board. If you are in doubt, answer “yes” and provide an explanation.

Disclosure of Criminal History and Disciplinary Action

The Board considers any prior criminal history and disciplinary actions when issuing pharmacy support person registrations. As part of the application process you will be asked questions about prior criminal history and disciplinary actions.

If you have any questions concerning these requirements, please notify the Board office. If any of these situations pertain to you, there may be delays at the time of registration. We suggest you contact the Board office for information as to what documentation may be necessary for registration. Contacting the Board office about any of these situations may avoid unnecessary delays at the time of registration.

For anyone submitting an application:

You are **strongly encouraged** to perform a background check on yourself or to have your employer perform one prior to submitting your application. Below are instructions on how to search for convictions on Iowa Courts Online. Keep in mind that this database only shows Iowa state court convictions. These instructions are not intended to provide a comprehensive criminal history background check, but rather a quick way for you to refresh your memory as to any Iowa state court convictions.

You must disclose all convictions, regardless of where they occurred. Failure to disclose a criminal conviction could result in delays in processing your application or in your application being denied.

To search Iowa Courts Online, go to: <https://www.iowacourts.state.ia.us>

Iowa Courts
Online Search

[Start A Case Search Here!](#)

For assistance with problems associated with this web page please contact the ITE Help Desk at 515-281-5703 / 1-800-532-1174 or helpdesk@iowa.gov.



This State of Iowa Government computer system is for authorized use only. Use of this system implies consent to monitoring of any and all activities associated with its use. Unauthorized or improper use of the system may be punishable under applicable sections of the U.S. Code, the State of Iowa Code, and other applicable codes, statutes, and guidelines.

This Web Based Electronic Public Access application requires a 128 bit Cipher Strength on your Internet Explorer. To verify this click on 'Help' menu item and select 'About Internet Explorer'. If it's less than 128 bit click on link 'Update Information' to update Cipher Strength. For assistance with problems associated with this web page please contact the ITE Help Desk at 515-281-5703 / 1-800-532-1174 or helpdesk@iowa.gov.

Iowa Courts Online Search

Search Selection

"Registered users are limited to 1000 searches per calendar day"

Appellate Court
[Case Search](#) (Available to all users)

Trial Court
[Case Search](#) (Available to all users)

Note: Use this search to perform a statewide search on a limited number of fields. The search results are cases entered into the ICIS System through the end of the last business day. Once a case is selected from the search results, the case data displayed is up-to-the-minute as entered by the Clerk of Court.

[Payment Search](#)

Note: Use this search to perform a search specifically designed to find a case and then make a payment on that case. User either 'Case Search' or 'Advanced Case Search' for general queries.

[Advanced Case Search](#) (Registered users only)

Note: This search is used to find up-to-the-minute information as entered by Clerk of Court. Both the search results and case data are current. A county must be selected to start an Advanced Search.

[Schedule Search](#) (Registered users only)

-- Select a County -- Search

The screenshot shows the 'Name Search' form on the Iowa Courts Online Search website. The form includes several input fields and dropdown menus. Callouts with arrows point to the following elements:

- Last Firm Name, First Name, and Middle Name:** A callout box at the top right contains the text: "Type in last name, first name, and middle name/initial (if you have a common name)".
- Role:** A callout box on the right contains the text: "Select 'DEFENDANT' from the drop down menu".
- Case Type:** A callout box on the right contains the text: "Select 'CRIMINAL' from the drop down menu".

Type the security phrase at the bottom and press SEARCH.

On the results page, identify ALL cases that pertain to you. **You must disclose ALL cases that pertain to you unless the case was dismissed.** Verify that the word "DISMISSED" appears under the disposition status on the first screen when you click on the case. See example below. **If you are unsure of whether or not to disclose something, then you should disclose it.**

The screenshot shows the search results page for a case. The case title is "STATE OF IOWA VS [REDACTED]". The summary table below provides the following details:

Trial Court Case ID	Originating County	Created	Speedy Trial	Microfilm Ref
[REDACTED]	BUTLER	01/11/2005		
Citation Number	Disposition Status	Disposition Date	Response Date	
	DISMISSED	06/29/2005		

At the bottom of the page, there is a footer with the text: "For exclusive use by the Iowa Courts © State of Iowa, All Rights Reserved."

Initial Application Fees – DO NOT SEND CASH		
Applications postmarked within 30 days of the date of hire in the pharmacy as a PSP	Initial Application Fee	\$25.00
Applications postmarked more than 30 days from date of hire in the pharmacy as a PSP	Initial Application Fee and Penalty	\$50.00

Renewal Application Fees – DO NOT SEND CASH		
Applications postmarked prior to expiration of registration	Renewal Fee	\$25.00
Applications postmarked after expiration of registration	Renewal and Penalty	\$50.00

Application and penalty fees are non-refundable administrative fees.

- A copy of legal identification supporting your full legal name (driver’s license, government issued ID, etc.).
- A description and documentation of the conviction for any criminal history disclosed. **Renewals: only convictions since your last renewal are required to be reported.**
- A description and documentation of the final disciplinary order for any disciplinary history disclosed. **Renewals: only discipline since your last renewal is required to be reported.**
- A description and documentation of the final denial orders by a licensing authority. **Renewals: only any final denial order(s) from the time of your last renewal are required to be reported.**

Submit the completed application with all attachments and a check or money order addressed to the Iowa Board of Pharmacy in the appropriate amount to:

Iowa Board of Pharmacy, 400 SW 8th St Ste E, Des Moines, IA 50309

Information provided on this application may be disclosed pursuant to 657 IAC Chapter 14.

It is your responsibility to report any change of name, address, or employment status within 10 days of a change.

IOWA BOARD OF PHARMACY

APPLICATION FOR PHARMACY SUPPORT PERSON REGISTRATION

400 SW 8th St Suite E, Des Moines, IA 50309

Please type or print legibly in ink. Complete all application sections and sign. **Incomplete or illegible forms will delay the issuance of your registration. Refer to the application instructions for fees due.**

Required Documents:

- Copy of legal identification supporting your full legal name
- Criminal or disciplinary history documents

Active Duty Military
Veteran
Spouse of Active Duty Military

Purpose: New Renewal Registration No. _____

1. REGISTRANT INFORMATION: (All fields are required)					
Full Legal Name (<i>last, first, middle</i>):					
Date of Birth:		SSN:		Gender:	Male Female
Previous/Other Name(s) Used:					
Street Address:					
Address:					
City:		State:		Zip Code:	
County:		Email Address (<i>required</i>):			
Telephone No. (<i>required</i>):	<input type="checkbox"/> Home <input type="checkbox"/> Mobile If mobile, do you accept text messages Yes No				

2. CURRENT EMPLOYMENT: <u>Indicate the Iowa license number for each pharmacy where you are currently employed as a pharmacy support person (PSP) or will be performing the functions requiring a PSP and the exact date of hire as a PSP.</u>					
Pharmacy Name:				Pharmacy License No.:	
Street Address:					
City:		State:		Zip Code:	
PIC Name:			PIC Email:		
Date hired in pharmacy as a PSP:		Initial date of hire at the pharmacy, if different than date of hire as a PSP:			

If not currently working in an Iowa pharmacy you must indicate your activity:

Academia <input type="checkbox"/>	Other-Pharmacy Related <input type="checkbox"/>	Unemployed <input type="checkbox"/>	Non-pharmacy profession/employment <input type="checkbox"/>
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3. PREVIOUS EMPLOYMENT: List your employment experience for the past two years, starting with the most recent. Do not include current employment which you have already listed above.

Business/company name and address	Position title	Start date	End date

4. LICENSE/REGISTRATION INFORMATION: List all states in which you are or have ever held a professional license/registration.

State	License/registration type	License no.	Date issued	Status

5. CRIMINAL HISTORY: Renewals: only convictions from the time of your last renewal are required to be reported.

Have you ever been convicted of, or entered a plea of guilty, nolo contendere, or no contest to a crime other than a minor traffic offense, in any jurisdiction? You must disclose all misdemeanors and felonies, even if adjudication was withheld by the court so that you would not have a record of conviction. (For example, you must report if your conviction was expunged, you received a deferred judgment, or you received an executive pardon.)

YES NO

If you answered yes, you must provide a signed and dated list of conviction(s), explanation(s) of charges, and attach court records of the conviction(s). Submitting print outs from Iowa Courts Online is not sufficient information.

6. DISCIPLINARY HISTORY: includes, but is not limited to: citations, reprimands, fines, license or registration restrictions, probation, surrender, suspension, and revocation. Renewals: only discipline or final denial orders from the time of last renewal are required to be reported. If you answer yes to any of the questions below provide a description and attach final disciplinary orders.

Have you ever been disciplined by any licensing authority? YES NO

Do you have any charges, or knowledge of any complaints or investigations, pending before any licensing authority? YES NO

Have you ever been denied a license or registration by any licensing authority? YES NO

I hereby swear under penalty of perjury that the information provided in this application is true and correct. I understand that failure to provide complete and truthful information may constitute grounds for denial, revocation, or other disciplinary sanctions against my pharmacy support person registration. Information provided on this application may be disclosed pursuant to 657 IAC Chapter 14.

7. REQUIRED SIGNATURES:

Signature of Applicant/Registrant: _____ **Date:** _____

Privacy Act Notice: Disclosure of your Social Security number on this registration application is required by 42 U.S.C. §666(a)(13) and Iowa Code §§252J.8(1), 261.126(1), and 272D.8(1). The number will be used in connection with the collection of child support obligations, college student loan obligations, and debts owed to the state of Iowa, and as an internal means to accurately identify registrants, and may be shared with taxing authorities as allowed by law including Iowa Code § 421.18.