



# IOWA CERTIFIED TECHNICIAN REGISTRATION INSTRUCTIONS

400 SW 8th St. Suite E  
Des Moines, IA 50309-4688  
515-281-5944

Complete the attached Iowa Board of Pharmacy's certified technician registration application. When completing this application, please be advised of the following:

- **EFFECTIVE JULY 1, 2021**, any person not currently registered with the Board as a pharmacy technician must obtain registration prior to commencing employment in an Iowa pharmacy as a pharmacy technician.
- **It is the expectation of the Board that the CPhT registration is obtained as soon as possible after obtaining national certification.**
- **The CPhT registration will expire on the date that your national technician certification expires. Please note the change in fees due for initial and renewal applications.**
- **National certifications that expire within 30 days of the expiration of your Board of Pharmacy CPhT registration, or submission of your initial application, must be renewed prior to the renewal of your Board of Pharmacy CPhT registration.**
- All sections of the application must be completed. **Incomplete applications will delay the issuance of your registration.** Unsigned applications will be returned.
- Failure to answer all questions completely and accurately, including omission or falsification of material facts, may be cause for denial of your application or disciplinary action. When in doubt, answer "yes" and provide an explanation.
- 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 technician registration.
- **Employment** means that you have been hired by a pharmacy to perform the duties of a pharmacy technician trainee, not necessarily that you have actually started working in the pharmacy. Please identify the pharmacy that has hired you and the anticipated start date to physically work in the pharmacy as a technician trainee. If you have already started working in the pharmacy as a technician trainee, you must indicate the exact date that you started working in the pharmacy as a technician trainee. If you have been working for the company in another capacity, or working in the pharmacy in another pharmacy position, but are just now to begin the duties of a pharmacy technician trainee, indicate the anticipated start date you will begin or the actual start date you began to perform the duties of a technician trainee, not the initial date you were hired to work elsewhere with the company or to work in the pharmacy in another position.

## **Continuing Education:**

1. If you are an authorized technician who administers immunizations, you are required to complete at least one hour of ACPE-accredited continuing education with the ACPE topic designator "06" followed by the letter "P" or the letter "T." This continuing education may be used as part of the continuing education required to maintain your national pharmacy technician certification.
2. If you are a certified pharmacy technician practicing in a licensed telepharmacy in Iowa, you are required to complete at least two hours of continuing education in patient safety/medication errors and at least two hours of continuing education in pharmacy law. These continuing education credits may be used as part of the continuing education required to maintain your national pharmacy technician certification.

**Disclosure of Medical Conditions, Criminal History, and Disciplinary Action**

Be advised that the application for technician registration asks about any medical conditions you have that might impair your ability to perform delegated technical functions. The Board also considers any prior criminal history and disciplinary actions when issuing technician 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 through Iowa Courts Online or have your employer perform one prior to submitting your application. Keep in mind that Iowa Courts Online only shows Iowa state court convictions. This is a quick way for you to refresh your memory as to any Iowa state court convictions.

You must disclose all convictions, regardless of where or when they occurred, if the conviction has not been previously disclosed to the Board. When in doubt, disclose your full history. 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>

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. If you are unsure of whether or not to disclose something, then you should disclose it.

**DO NOT SUBMIT PAYMENT IN CASH**

<b>Initial and Renewal Application Fees</b>		
<b>Initial</b> fees are calculated by the date of signature on the application and the expiration date of your national certification		
<b>Renewal</b> fees are calculated by the expiration date of your current registration and the expiration date of your national certification		
Application with national certification expiration within 6 months		\$0 (no fee)
Application with national certification expiration in 6-12 months		\$10.00
Application with national certification expiration in 1-2 years		\$20.00
Application with national certification expiration in 2-3 years		\$40.00
Application with national certification expiration in 3-4 years		\$60.00
<b>Renewal Penalty Fees</b>		
Application postmarked in the first month after expiration of registration. <b>This penalty fee is due in addition to the applicable fee listed above.</b>	Penalty Fee	\$40.00
Application postmarked two or more months after expiration of registration	Total Reactivation Fee	\$160.00

**Application and penalty fees are non-refundable administrative fees.**

**REQUIRED DOCUMENTATION**

- A copy of legal photo identification supporting your full legal name (driver’s license, passport, government-issued ID, etc.). **DO NOT SUBMIT A COPY OF YOUR SOCIAL SECURITY CARD OR BIRTH CERTIFICATE**
- A copy of your current national certified pharmacy technician certificate (PTCB or NHA).
- A description and documentation of the conviction for any criminal history disclosed.
- A description and documentation of the final disciplinary order for any disciplinary history disclosed.
- A description and documentation of the final denial orders by a licensing authority.
- A description of any medical condition reportable by the requirements of section 8.
  - A Verification of Medical Condition form is required to be completed and submitted by your treating physician(s). The form is available on our website at [pharmacy.iowa.gov](http://pharmacy.iowa.gov).
- **Renewals: only convictions, disciplinary orders, final denials, or medical conditions from the time of your last application are required to be reported.**

Submit the completed application with all attachments and a check or money order in the appropriate amount made payable to the Iowa Board of Pharmacy to: **Iowa Board of Pharmacy, 400 SW 8<sup>th</sup> St. Ste. E, Des Moines, IA 50309-4688.**

# IOWA BOARD OF PHARMACY

## APPLICATION FOR TECHNICIAN REGISTRATION

400 SW 8<sup>th</sup> St Suite E, Des Moines, IA 50309-4688

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 the appropriate fee amount.**

**Required Documents:**

- Copy of legal photo identification supporting your full legal name
- Copy of your current national technician certificate (PTCB or NHA)

Active Duty Military Veteran
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**Purpose:**                      New                      Renewal                      Registration #: \_\_\_\_\_

1. APPLICANT INFORMATION: (All fields are required)					
<b>Full Legal Name:</b>	(Last)	(First)	(Middle)		
<b>Date of Birth:</b>		<b>SSN:</b>		<b>Gender:</b>	Male      Female
<b>Previous/Other Name(s) Used:</b>					
<b>Street Address:</b>					
<b>Address:</b>					
<b>City:</b>		<b>State:</b>		<b>Zip Code:</b>	
<b>County:</b>		<b>Email Address (required):</b>			
<b>Telephone No. (required):</b>			<input type="checkbox"/> Home <input type="checkbox"/> Mobile	If mobile, do you accept text messages      Yes      No	
<b>NABP e-profile ID:</b>	If you do not have an NABP e-profile number, you may create one by going to <a href="http://nabp.pharmacy">nabp.pharmacy</a>				

2. EMPLOYMENT: Identify the pharmacy that has hired you and the anticipated start date to physically work in the pharmacy. If you have already started working in the pharmacy, you must indicate the exact date you started working in the pharmacy. Please review the application instructions for more information.					
<b>Pharmacy Name:</b>		<b>Pharmacy License No.:</b>			
<b>Street Address:</b>					
<b>City:</b>		<b>State:</b>		<b>Zip Code:</b>	
<b>PIC Name:</b>		<b>PIC Email:</b>			
<b>Date on which you began or anticipate working in the secured pharmacy area:</b>					
<b>Initial date of hire by this employer, if different than date of hire as a CPhT:</b>					
If not currently working in an Iowa pharmacy or have not recently been hired to work in an Iowa pharmacy, you must indicate your activity:					
<b>Academia</b> <input type="checkbox"/>	<b>Other-Pharmacy Related</b> <input type="checkbox"/>	<b>Unemployed</b> <input type="checkbox"/>	<b>Non-pharmacy profession/employment</b> <input type="checkbox"/>		
If you have indicated your activity as Other-Pharmacy Related, Unemployed, or Non-pharmacy profession/employment, please explain:					

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 (Do not list your driver's license information).				
State	License/Registration Type	License No.	Date Issued	Status

5. NATIONAL CERTIFICATION: You must include a copy of your current national certified pharmacy technician certificate (PTCB or NHA)					
Certification Type (PTCB or NHA)	Certification #	Status	Original Date	Effective Date	Expiry Date

If you are nationally certified through PTCB you must indicate which certification(s) or certificate(s) you hold. Attach a copy of all certifications and certificates.		
Certified Pharmacy Technician (CPhT)	Certified Compounded Sterile Preparation Technician (CSPT)	Advanced Certified Pharmacy Technician (CPhT-Adv)
Medication History Certificate	Technician Product Verification Certificate	Hazardous Drug Management Certificate
Billing and Reimbursement Certificate	Controlled Substances Diversion Prevention Certificate	Immunization Administration Certificate
Point-of-Care Testing Certificate	Medication Therapy Management Certificate	

6. ADVANCED DELEGATED DUTIES: Required for renewals of applicable CPhT registration		
Sterile Compounding	Non-sterile Compounding	Point-of-Care Testing
Telepharmacy	Transfers, excluding CS	TPV
Other:		

7. CONTINUING EDUCATION: Required for renewals of applicable CPhT registrations		
Are you an authorized technician who administers vaccines?	YES	NO
If yes, have you completed at least one hour of ACPE-accredited continuing education with the ACPE topic designator "06" followed by the letter "P" or "T"?	YES	NO
Do you currently practice in an Iowa licensed telepharmacy?	YES	NO
If yes, have you completed two hours of continuing education in patient safety/medication errors and two hours in Pharmacy law?	YES	NO

**8. CRIMINAL HISTORY: Renewals: only convictions from the time of your last application are required to be reported.**

Have you ever been convicted of a criminal offense, other than a minor traffic offense, in any jurisdiction? Conviction means a finding, plea, or verdict of guilt made or returned in a criminal proceeding, even if the adjudication of guilt is deferred, withheld, or not entered. Conviction includes Alford pleas and pleas of nolo contendere. You must submit the complaint and judgment of conviction for each offense, and a personal statement regarding whether each conviction directly relates to the practice of the profession. Your application will not be considered complete until all of this information is received by the Board.

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.**

**9. 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 application are required to be reported. If you answer yes to any of the questions below provide a description and attach final disciplinary orders.*

- |   |     |    |
|---|-----|----|
| a) Have you ever been disciplined by any licensing authority?   | YES | NO |
| b) Do you have any charges, or knowledge of any complaints or investigations, pending before any licensing authority? | YES | NO |
| c) Have you ever been denied a license or registration by any licensing authority?                                    | YES | NO |

**10. MEDICAL CONDITION:** *means any physiological, mental or psychological condition, impairment, or disorder, including drug addiction and alcoholism.*

- |  |     |    |
|--|-----|----|
| a) Do you currently have a medical condition that in any way impairs or limits your ability to perform the duties of a technician with reasonable skill and safety?  | YES | NO |
| b) Are you currently engaged in the illegal or improper use of drugs or other chemical substances?   | YES | NO |
| c) Do you currently use alcohol, drugs, or other chemical substances that would in any way impair or limit your ability to perform the duties of a technician with reasonable skill and safety?  | YES | NO |
| d) If YES to any of the above, are you receiving ongoing treatment or participating in a monitoring program that reduces or eliminates the limitations or impairments caused by either your medical condition or use of alcohol, drugs, or other chemical substances?                  | YES | NO |
| e) If YES to any of the above, does your field of work, the setting, or the manner in which you perform the duties of a technician, reduce or eliminate the limitations or impairments caused by either your medical condition or use of alcohol, drugs, or other chemical substances? | YES | NO |

If you answered yes to any of the above questions, on a separate sheet of paper provide a signed and dated explanation and submit the “Verification of Medical Condition” form which is to be completed by your treating physician(s). The form is available on our website at [pharmacy.iowa.gov](http://pharmacy.iowa.gov).

**I hereby swear or affirm 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 technician registration.

**11. REQUIRED SIGNATURE:**

**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 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.*

A registration to practice as a technician is subject to periodic renewal. Check your registration certificate for the expiration date. It is your responsibility to timely renew the registration and to report any change of name, address, email address, or employment status within 10 days of a change.

Information provided on this application may be disclosed pursuant to 657 IAC Chapter 14, subject to exceptions in federal and state law.