



## Arizona State Board of Pharmacy

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### Technician Trainee Reapply Application Requirements

State law currently allows technician trainees to reapply for licensure one time. If you have never been granted a reapply and your initial training license has not expired, you may submit a reapply application. If you have never been granted a reapply and your initial training license has expired, you may submit a special request to the Board.

Due to upcoming changes to the reapply statute, those with expired training licenses must submit their properly completed special request to the Board by the close of business on **Friday, July 14, 2017**. The Board will not be able to consider special requests after their August meeting. The deadline for placement on that meeting agenda is **July 14, 2017**.

#### Unexpired Technician Trainee Reapply Requirements

To qualify for a reapply, an unexpired technician trainee must submit a complete application and fee before their training license expires.

Technician trainees with UNEXPIRED licenses must submit the following:

1. A completed application and fee (see below).
2. Proof of legal residency. Please provide 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.
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. Please provide one (1) of the following:
  - Driver license
  - State ID
  - Passport or Passport Card

4. Documentation of any name changes. Acceptable documents include:
  - Marriage License
  - Divorce Decree (showing restoration of previous name)
  - Court Order
5. If applicable, court documentation relating to any arrests, charges, or convictions involving a misdemeanor or felony, even if the charge or conviction was later dismissed, expunged or set aside or your civil rights were restored. If records are unavailable, the Board will accept a letter from the appropriate court, on their letterhead, indicating that records are not available.
6. If applicable, 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.
7. If applicable, 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.

The reapply fee is \$36.00. The fee may be paid by check or money order by mail or in person. The Board DOES NOT accept reapplications online. Application fees are NON-REFUNDABLE.

Only complete applications, with copies of all required documentation, are accepted at the Board office. Please bring copies of all required documentation with you if apply in person. Board staff will not make copies for you.

#### **Expired Technician Trainee Reapply Requirements**

Technician trainees with expired licenses must submit a special request to and be approved by the Board.

Pharmacy technician trainees with expired licenses must submit the following to reapply for licensure:

1. A letter detailing the nature of the special request. The letter must include:
  - The applicable Arizona Revised Statute and/or Administrative Code citation.
  - The reasons why you failed the PTCB examination and the likelihood that you will pass the PTCB or ExCPT examination in the next 24 months and/or other extenuating circumstances.

A special request form is available on the Board's website. Special requests must be submitted by mail, fax or email. Within 15 days of receipt, staff will notify you of the status of your request in writing. If your request is incomplete, you will be allowed 30 days to complete your request. If your request is complete, you will be notified of the date of the meeting at which the Board will consider your application.

If the Board approves your request, you must submit a complete application and fee by the close of business on **August 8, 2017** (See Unexpired Technician Trainee Reapply Application Requirements).

**NOTE - Due to upcoming changes to the reapply statute, those with expired training licenses must submit their properly completed special request to the Board by the close of business on Friday, July 14, 2017. The Board will not be able to consider special requests after their August meeting. The deadline for placement on that meeting agenda is July 14, 2017.**