

 **West-MEC**  
**Pharmacy Technician**  
**Certification Information**

**Guidelines for The Arizona Pharmacy Technician Application:**

Candidates must be at least 18 years of age to be licensed as stated by Arizona law.

Due to changes in state law, the Arizona board of pharmacy will now be fingerprinting NEW licensee applicants, effective Monday, August 4th, 2014. The fingerprinting requirement will extend the issuing of a license by at least 30 days. NO licenses will be issued until all required documents are received and the results of the fingerprints are returned to the Board from DPS & reviewed. The \$22.00 fingerprinting processing fee is in addition to the fees charged by the Board for a license. This fee is what DPS charges the Board to process each card. Application fees paid the Board and the fingerprint-processing fee ARE NOT refundable, as stated under Arizona law.

**Technician Trainee Application (Not PTCB Certified)**

1. Completed application with the requested documentation (items 2 & 3) and fee listed below. \*
2. Proof of Legal US Residency: (one of the following)
  - US Birth Certificate
  - United States Issued Passport or Passport Card (current or expired)
  - Certification Of Birth Abroad Issued By The State Department
  - Naturalization Paper/Certificate Of Citizenship
  - Permanent Resident Card Or Alien Registration Receipt Card
  - Native American Tribal Record
  - IF YOU ARE NOT A US CITIZEN – You MUST Be Able To Provide Proof That You Eligible To Work In The United States: Employment Authorization Card
3. Proof of High School Graduation or Equivalent of High School: (one of the following)
  - High School Diploma
  - Copy of Transcripts Showing Graduation Date
  - Statement from School District Or Board Stating You Graduated On A Specific Date
  - Statement from The Department Of Education Stating You Graduated On A Specific Date
  - GED Certificate
  - GED Test Results Showing That You Have Completed And Passed The Courses
4. Fee
  - \$46.00

**Technician Application (PTCB Certified – see information below on how to obtain PTCB Certification)**

1. Completed Application with the requested documentation (items 2 & 3) and fee listed below.\*
2. Proof of PCTB certification:
  - PTCB Certificate
  - PTCB Wall Card
  - Letter of Passing Score from PTCB
3. Proof of Legal US Residency: (one of the following)
  - US Birth Certificate
  - United States Issued Passport (current or expired)
  - Certification Of Birth Abroad Issued By The State Department
  - Naturalization Paper/Certificate Of Citizenship
  - Permanent Resident Card Or Alien Registration Receipt Card
  - Native American Tribal Record
  - IF YOU ARE NOT A US CITIZEN – You MUST Be Able To Provide Proof That You Eligible To Work In The United States: Employment Authorization Card
4. Fee
  - Pro-Rated Depending on the Month applied (Between \$19 to \$52)

**Pathway to Certified Pharmacy Technician Board Certification :**

- Testing Agency: Certified Pharmacy Technician Board, [www.pctb.org](http://www.pctb.org)

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- Testing Cost:
  - Testing Fee: \$129.00
  - Licensure Fee: see below, licensure fee paid to State of Arizona
- Licensure Information:
  - To achieve PTCB Certification, candidates must satisfy the following eligibility requirements:
  - High school diploma or equivalent educational diploma (e.g., a GED or foreign diploma).
  - Full disclosure of all criminal and State Board of Pharmacy registration or licensure actions.
  - Compliance with all applicable PTCB Certification policies.
  - Passing score on the Pharmacy Technician Certification Exam (PTCE).
  
  - A candidate may be disqualified for PTCB Certification upon the disclosure or discovery of:
    - Criminal conduct involving the candidate;
    - State Board of Pharmacy registration or licensure action involving the candidate;
    - Violation of a PTCB Certification policy, including but not limited to the Code of Conduct.
  - PTCB reserves the right to investigate criminal background, verify candidate eligibility and deny certification to any individual.
  - Once certified, CPhTs must report any felony conviction, drug or pharmacy-related violations, or State Board of Pharmacy action taken against their license or registration at the occurrence and at the time of recertification, to PTCB for review. Disqualification determinations are made on a case-by-case basis.
- Application Procedure:
  - Candidates apply for certification online at [www.pctb.org](http://www.pctb.org)

Cost of certification or licensure testing fee(s) is the responsibility of the student.

Grants and scholarships may be available to assist with certification or licensure testing fee(s).

**For further details regarding certification/licensure application, testing, and fees please contact:  
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