



Idaho State Board of Pharmacy

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Instructions & Required Documents for Certified Technician & Pharmacy Technician Applications

Before beginning an online application review the following:

Access to e-Gov Account

- ❖ Applicants that **have never applied with** the Idaho State Board of Pharmacy:
 - **e-Gov Registrations Instructions form** https://bop.idaho.gov/wp-content/uploads/sites/99/forms/2019_05_28_Person_Registration_Instructions.pdf
 - **Requirements section below** – Review thoroughly
 - **Applicable Idaho Code & Rules** <https://bop.idaho.gov/pharmacy-code-administrative-rules/>
- ❖ Applicants **that have previously applied** with the Board of Pharmacy prior to 07/01/2018, contact our office via info@bop.idaho.gov to assist with e-Gov registration;

Important Note: According to **IDAPA 27.01.01.501.02 Individual Information Changes**. Changes in employment or changes to information provided on or with the **initial or renewal application must be reported to the Board within ten (10) days of the change**

- ❖ **Types of Changes that must be reported** - Registrants/Licensees must update via their e-Gov account.
 - **Home & email address change** –The email address provided is how the Board will mainly be contacting you regarding your registration
 - **Employment Change**

Requirements Section:

Submit an on-line application via e-Gov - To login <https://idbop.mylicense.com/eGov/Login.aspx>

Required Documents for Certified Pharmacy Technician and Pharmacy Technician application

1. **Copy of Proof of High School Graduation, equivalent, or greater** – upload a copy of one of the following:
 - High School Diploma
 - GED completion
 - High School transcripts that indicate a date of graduation
 - College Transcripts showing enrollment
2. **Current government issued photo ID** – Upload a legible copy of a State ID, Driver's License or Passport
3. **Fingerprint Card** - After submitting a completed online application, mail the completed fingerprints to our office to either of the addresses indicated above

Required Documents specific to Certified Pharmacy Technician application

- **Proof of Current National Certification** (either PTCB or NHA) - Upload a copy of the Certificate