



Idaho State Board of Pharmacy

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Instructions & Required Documents for Certified Technician & Pharmacy Technician Applications

Idaho Board of Pharmacy e-Gov User Account

New - Applicants that **have never applied** with the Idaho State Board of Pharmacy review the following: Login Instructions; https://bop.idaho.gov/wp-content/uploads/sites/99/forms/2019_05_28_Person_Registration_Instructions.pdf

Prior - Applicants that **have applied or have been previously registered** with the Board of Pharmacy prior to 07/01/2018, Send an email to info@bop.idaho.gov for further assistance

Resources

- Idaho Board of Pharmacy Online Application Requirements & forms - see below
- Certified Pharmacy Technician Application – Additional Required Documents
- Idaho Law regarding reporting changes to the Board – see below
- Applicable Idaho Code & Rules <https://bop.idaho.gov/pharmacy-code-administrative-rules/>

Idaho Board of Pharmacy Online Application Requirements

Certified Pharmacy Technician and Pharmacy Technician

1. **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. **Non-Criminal Justice Privacy Statement & Fingerprint Card Options**– Applicants that are required to submit fingerprints, must read the Non-Criminal Justice Privacy Statement.
 - To review the statement & Fingerprint Card Options, refer to the Fingerprint Cards page on our website <https://bop.idaho.gov/fingerprint-cards/>
4. **Fingerprint Card** - After submitting a completed online application, mail the completed fingerprints to our office to either of the addresses indicated above. Fingerprints must have been taken within 6 months of the date of application.

Certified Pharmacy Technician application – Additional Required Document

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