



Government of the District of Columbia  
Department of Health  
Health Regulation and Licensing Administration



**Checklist of Requirements for Pharmacy Technician Registration:**

- Complete signed application for DC Registration
- Two recent and identical passport-size photos of the applicant's face (approx. 2 x 2")
- Social Security Number or if an applicant **does not have a social security number**;
  - A sworn affidavit stating that he or she does not have a social security number
  - Proof that the applicant is legally authorized to work in the United States
- If applicant's **name has changed** at any point since first attendance of high school, college or university, then the applicant must also provide a copy of legal name change document for EACH time that it has changed. Acceptable documents for individuals are marriage certificates, divorce decrees, or court orders
- One (1) clear photocopy of a U.S. government-issued photo ID, such as driver's license, as proof of identity. (Must be at least 17 years old)
- A FBI and State criminal background check <http://www.11enrollment.com/>
- Obtained a high school diploma or its equivalent, or has passed a Board-approved examination that proves that he or she has achieved competency in the educational skills required to perform the function of a pharmacy technician
- Clear copy of current Pharmacy Technician Certificate from:
  - The Pharmacy Technician Certification Board (PTCB);
  - The National Healthcareer Association (formerly ICPT); or
  - Another state certifying organization approved by the Board; or
  - Complete a Board approved pharmacy technician training programs, which shall include a Board-approved exam
- Check, Money, Order or Certified Check made payable to DC Treasurer Application fee of \$50.00

**Checklist of Requirements for Pharmacy Technician Registration Obtained  
by Grandfathering:**

- Complete signed application for DC Registration
- Two recent and identical passport-size photos of the applicant's face (approx. 2 x 2")
- Social Security Number or if an applicant **does not have a social security number**;
  - A sworn affidavit stating that he or she does not have a social security number
  - Proof that the applicant is legally authorized to work in the United States
- If applicant's **name has changed** at any point since first attendance of high school, college or university, then the applicant must also provide a copy of legal name change document for EACH time that it has changed. Acceptable documents for individuals are marriage certificates, divorce decrees, or court orders
- One (1) clear photocopy of a U.S. government-issued photo ID, such as driver's license, as proof of identity. (Must be at least 17 years old)
- A FBI and State criminal background check <http://www.l1enrollment.com>
- Proof that applicant has worked as a pharmacy technician as full-time or substantially full-time for at least twenty-four (24) consecutive months immediately prior to 11/20/2015
- A letter from a licensed pharmacist or pharmacists who has supervised the applicant for at least 6 months immediately prior to 11/20/2015 attesting the applicant has competently performed the functions of a pharmacy technician
- Check, Money, Order or Certified Check made payable to DC Treasurer Application fee of \$50.00

## **Checklist of Requirements for Pharmacy Technician Registration Obtained by Reciprocity:**

- Complete signed application for DC Registration
- Two recent and identical passport-size photos of the applicant's face (approx. 2 x 2")
- Social Security Number or if an applicant **does not have a social security number**;
  - A sworn affidavit stating that he or she does not have a social security number
  - Proof that the applicant is legally authorized to work in the United States
- If applicant's **name has changed** at any point since first attendance of high school, college or university, then the applicant must also provide a copy of legal name change document for EACH time that it has changed. Acceptable documents for individuals are marriage certificates, divorce decrees, or court orders
- One (1) clear photocopy of a U.S. government-issued photo ID, such as driver's license, as proof of identity. (Must be at least 17 years old)
- A FBI and State criminal background check <http://www.11enrollment.com/>
- Proof of current licensure, registration, or certification, in good standing to practice as a pharmacy technician in another state
- Verification from each state in which the applicant holds or has ever held a pharmacy technician registration, that the registration is current and in good standing, or if the registration is no longer active, that it was in good standing immediately prior to its expiration. The registration verification form must be sent directly to the Board, by the verifying board
- Check, Money, Order or Certified Check made payable to DC Treasurer Application fee of \$50.00

**Checklist of Requirements for Pharmacy Technician Registration Obtained  
by Pharmacy Technician Trainee**

- Complete signed application for DC Registration
- Two recent and identical passport-size photos of the applicant's face (approx. 2 x 2")
- Social Security Number or if an applicant **does not have a social security number**;
  - A sworn affidavit stating that he or she does not have a social security number
  - Proof that the applicant is legally authorized to work in the United States
- If applicant's **name has changed** at any point since first attendance of high school, college or university, then the applicant must also provide a copy of legal name change document for EACH time that it has changed. Acceptable documents for individuals are marriage certificates, divorce decrees, or court orders
- One (1) clear photocopy of a U.S. government-issued photo ID, such as driver's license, as proof of identity. (Must be at least 17 years old)
- A FBI and State criminal background check <http://www.l1enrollment.com/>
- Copy of high school diploma or its equivalent
- Document showing enrollment in Board-approved pharmacy technician training program or employment as pharmacy technician trainee
- Letter from pharmacist/training program showing that a Pharmacy Technician Trainee shall perform duties that commensurate with the training and experience he or she has received
- No Fee \$0.00