DC | HEALTH
Health Regulation & Licensing Administration

GOVERNMENT OF THE DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

Checklist of Requirements for Pharmacy Technician License:

To ensure prompt processing of your NEW LICENSE APPLICATION be sure to submit all supporting documents listed below.

- ⌋ Completed online application for licensure.
- ⌋ One (1) recent passport size photo (2" X 2")
- ⌋ A Social Security Number or a sworn affidavit and proof that the applicant is legally authorized to work in the United States.
- ⌋ Name change documents (Marriage Certificate, Divorce Decree or Court Order).
- ⌋ One (1) clear photocopy of a US Government-issued photo ID, such as a driver's license, or US passport photo page as proof of identity (applicant must be at least 17 years old).
- ⌋ A Criminal Background Check
- ⌋ An official high school or college transcript, or a GED certificate directly from the institution of higher learning recognized by an accrediting body approved by the Secretary of the United States Department of Education.
- ⌋ Clear copy of current Pharmacy Technician Certificate from one of the following:
    - The Pharmacy Technician Certification Board (PTCB)
    - The National Health Career Association (formerly ICPT)
    - A Board-approved pharmacy technician training program
    - Another state certifying organization approved by the Board.
- ⌋ An application fee of $50.00 (fees are non-refundable).

Rev. 05/2023

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Checklist of Requirements for Pharmacy Technician Registration Obtained by Reciprocity:

To ensure prompt processing of your NEW LICENSE APPLICATION be sure to submit all supporting documents listed below.

- ⌋ A completed online application for licensure.
- ⌋ One (1) recent passport size photo (2" X 2")
- ⌋ A Social Security Number OR a Sworn Affidavit and proof that the applicant is legally authorized to work in the United States.
- ⌋ Name Change Documents (Marriage Certificate, Divorce Decree or Court Order).
- ⌋ One (1) clear photocopy of a US Government-issued photo ID, such as a driver's license, or US passport photo page as proof of identity (applicant must be at least 17 years old).
- ⌋ A Criminal Background Check
- ⌋ Proof of current licensure, registration, or certification, in good standing to practice as a pharmacy technician in another state. (Copy of Pharmacy Technician License)
- ⌋ Official 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.
- ⌋ An application fee of $50.00 (fees are non-refundable).

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Checklist of Requirements for Pharmacy Technician Trainee Registration:

To ensure prompt processing of your NEW LICENSE APPLICATION be sure to submit all supporting documents listed below.

- ⌋ A completed online application for licensure.
- ⌋ One (1) recent passport size photo (2" X 2")
- ⌋ A Social Security Number or a sworn affidavit and proof that the applicant is legally authorized to work in the United States.
- ⌋ Name change documents (Marriage Certificate, Divorce Decree or Court Order).
- ⌋ One (1) clear photocopy of a US Government- issued photo ID, such as a driver's license or US passport photo page as proof of identity (applicant must be at least 17 years old).
- ⌋ A Criminal Background Check.
- ⌋ An official high school or college transcript, or a GED certificate in a sealed envelope directly from an institution of higher learning recognized by an accrediting body approved by the Secretary of the United States Department of Education).
- ⌋ Proof of enrollment in a Board-approved pharmacy technician training program.
- ⌋ An official letter from Pharmacist/Training Program Manager showing that the Pharmacy Technician Trainee shall perform duties that commensurate with the training and experience he/she received.
- ⌋ No application fee. ($0.00)