



Arkansas State Board of Pharmacy

322 South Main Street, Suite 600 Little Rock, AR 72201

P: 501.682.0190 F: 501.682.0195

asbp@arkansas.gov • www.pharmacyboard.arkansas.gov

John Clay Kirtley, Pharm.D., Executive Director



2020

ARKANSAS APPLICATION FOR PHARMACY TECHNICIAN REGISTRATION APPLICATION FEE: \$71.25

The registration you are applying for is the Arkansas Pharmacy Technician Registration.
This registration will expire on December 31st, 2020.

To be eligible for this registration, you must:

- Have a high school diploma, GED, or equivalent;
- Have moral character and temperance and habits;
- Pass a state and federal background check.

1) Read the instructions on the form carefully.

2) Truthfully answer the personal history questions on pages 2 and 3. If you have any “Yes” answers to any of these questions, please use the [“Request for Waiver”](#) form to make sure that you are submitting all required documentation.

3) Check your application to make sure it is complete and you have included everything required. Incomplete applications will not be processed. Your application will expire a year from date of receipt. Application fees will not be refunded. For your application to be considered complete you must include the following documentation:

- A **check or money order** payable to the Arkansas State Board of Pharmacy in the amount of \$71.25
- A copy of your **driver's license**
- A copy of your **Social Security Number card**
- A copy of **one** of these items:
 - high school diploma
 - high school transcript
 - college diploma
 - college transcript
 - G.E.D
 - a letter with a seal and official signature from your school verifying your graduation from high school
- A completed **Criminal Background Check Identity Verification Form**
- A completed **fingerprint card**. **You MUST use a standard FBI fingerprint card, form No. FD-258 used by the FBI for noncriminal fingerprinting.** You can contact the State Board of Pharmacy office to have one sent to you. Email your mailing address to asbp@arkansas.gov or call (501) 682-0190 to request a card. You can also [request a fingerprint card online here](#).
- Any other required documentation if a [Request for Waiver](#) is required.

4) Please allow 3 weeks processing time for your registration. We will run a state and federal criminal background check for this registration.

If you have been registered in Arkansas as a pharmacy technician previously, please go to the website and print off the pharmacy technician reinstatement application.

If you have any questions or concerns, please contact the Arkansas State Board of Pharmacy by phone 501-682-0190 or email asbp@arkansas.gov.



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ARKANSAS APPLICATION FOR PHARMACY TECHNICIAN REGISTRATION

APPLICATION FEE: \$71.25

The Arkansas State Board of Pharmacy is **required** under 42 USC § 666(a)(13) and Ark. Code Ann § 17-1-104 to obtain the social security numbers of all licensees to provide to the Arkansas Office of Child Support to assist in the identification of persons who are delinquent in complying with a child support order, spousal support/alimony order or in the repayment of educational loans. Your social security number will also be used for the required criminal background investigation.

PART I: APPLICANT IDENTIFYING INFORMATION

Social Security Number:		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Race: <input type="checkbox"/> White <input type="checkbox"/> Black/African American <input type="checkbox"/> Asian <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Other: _____			
Ethnicity: <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino			
Name: Last		First	
		Middle	
		Suffix (Jr.)	
Other Names Used: Identify any maiden name, surname, or any other names or aliases you have been known by or used and identify the reason for your name change.			
Date of Birth:		Place of Birth (city, state, county and country):	
Current Home Address: (Street, City, State, Zip)			
Permanent Mailing Address: if different from current address listed above.			
Home Phone Number: ()		Cell Phone Number: ()	
Work Phone Number: ()		Work Fax Number: ()	
Email:			
Citizenship:			
a. Are you a Citizen of the United States?		YES <input type="checkbox"/> NO <input type="checkbox"/>	
b. If you answered NO to the question above, are you: (Please check one of the following.)			
<input type="checkbox"/> a qualified alien (as defined in 8 U.S.C. § 1641.)			
<input type="checkbox"/> a nonimmigrant under the Immigration and Nationality Act (8 U.S.C.A. § 1101 et seq.)			
<input type="checkbox"/> an alien who is paroled into the United States under 8 U.S.C. § 1182 (d)(5) for less than one year.			
<input type="checkbox"/> other – please provide a detailed explanation.			

FOR OFFICE USE ONLY:

License #: PT

Date Issued:

Fee Paid:

\$71.25

Check No.:

PART II: EDUCATION INFORMATION

Check one of the following qualifications:

<input type="checkbox"/> High School Diploma or College Transcript or College Diploma What year did you receive your high school diploma? Name of High School: City: _____ State: _____ * Please contact your local school district or the state Department of Education if you have any issues locating proof of graduation. *
<input type="checkbox"/> G.E.D. (Paperwork must show a passing score.) What month and year did you receive your G.E.D.? What state issued your G.E.D.?

PART III: PERSONAL HISTORY INFORMATION

You must respond fully and truthfully to these questions and, if the answer is “Yes” to any part of these questions, you **must submit a Request for Waiver and provide the required documentation.**

You must fully and truthfully report your criminal history whether or not the arrest/citation was dismissed, dismissed through drug court diversion, expunged under the first offender act, alternative sentencing act, Act 531, Act 305, or Act 346 or it happened over 5 years ago. This criminal history includes all DWI, DUI, and MIP (Minor in Possession) violations, possession of controlled substances, theft, shoplifting, domestic violence, assault violations, or any other violation of any state or federal law, whether misdemeanor or felony, and regardless of the state or territory in which it happened. Please note that failure to appear (FTA) and failure to pay fines may constitute a criminal offense in Arkansas and must be reported.

If you do not fully and truthfully report your history, your application will be denied and/or you will be subject to other sanctions. Please contact the Arkansas State Board of Pharmacy at 501-682-0190 if you do not understand the above information.

Have you ever been found in any civil, administrative, or criminal proceeding to have: a. Possessed, used, or distributed controlled substances or prescription drugs in any way other than for legitimate or therapeutic purposes; b. Diverted controlled substances or prescription drugs; c. Violated any state, federal, or local drug law; d. Dispensed controlled substances for yourself; e. Violated any state or federal law or rule regulating a health care profession?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever had any certificate, license, registration or other privilege to practice a health care profession denied, revoked, suspended, restricted, reprimanded, censured, or placed on probation by a state, federal, or foreign authority or have you ever surrendered such credential in connection with or to avoid action by such authority?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever been cited, arrested for, charged with, or convicted of (including a nolo contendere plea or guilty plea) a criminal offense in any state or in federal court (other than minor traffic violations) whether or not sentence was imposed or suspended?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever had a record expunged or sealed?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Is there any disciplinary action pending or any unresolved or pending complaints against you by any licensing jurisdiction, the USDA, Drug Enforcement Agency, or any state drug enforcement authority?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you currently have an alcohol or other substance abuse problem?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you currently engaged in the unlawful use of controlled substance(s)? (Unlawful use of controlled substances means the use of controlled substances obtained illegally (e.g. marijuana, meth, heroin, cocaine) as well as the use of legally obtained controlled substances, not taken in accordance with the directions of a licensed health care provider.)	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you been treated for a drug, alcohol addiction, mental health disorder or participated in a rehabilitation program in the last 5 years?	YES <input type="checkbox"/> NO <input type="checkbox"/>

PART IV: EMPLOYMENT

Check one of the following:

<input type="checkbox"/> I am currently <u>not employed</u> in a pharmacy and obtaining my pharmacy technician registration to apply for a job.
<input type="checkbox"/> I am currently <u>employed</u> in a pharmacy and awaiting a pharmacy technician registration before I can start performing technician duties. I am employed by: Name of Pharmacy: Pharmacy License #: Address of Pharmacy:

PART V: CERTIFICATIONS

Please read carefully and sign below.

I hereby certify that I have read this application, that I understand all instructions and questions and that all information I have provided is true, correct, and complete. I understand that falsifying an application, supplying misleading information, or withholding relevant information is grounds for denial or revocation of a license and/or other sanctions. I authorize the Arkansas State Board of Pharmacy to review any documents relevant to my registration and practice, including law enforcement records, administrative records, employment records, motor vehicle records, and court documents to confirm the accuracy and completeness of the information provided herein. This application and signature shall act as authorization of entities in possession of applicable information to release such information to the Arkansas State Board of Pharmacy.

Signature of applicant (Full Legal Name)

Date signed

Check your application to make sure it is complete and you have included all required documentation. Incomplete applications will delay the processing of the application. The application will expire one year from date of receipt.

Application fees will not be refunded.

To complete your application, you must include the following documentation:

- A **check or money order** payable to the Arkansas State Board of Pharmacy in the amount of \$71.25
- A copy of your **driver's license**
- A copy of your **Social Security Number card**
- A copy of **one** of these items:
 - high school diploma
 - high school transcript
 - college diploma
 - college transcript
 - G.E.D
 - a letter with a seal and an official signature from your school verifying your graduation from high school
- A completed **Criminal Background Check Identity Verification Form**
- A completed **fingerprint card**. You **MUST** use a standard FBI fingerprint card, form No. FD-258 used by the FBI for noncriminal fingerprinting. You can contact the State Board of Pharmacy office to have one sent to you. Email your mailing address to asbp@arkansas.gov or call (501) 682-0190 to request a card.
- Any other required documentation if a [Request for Waiver](#) is required (See Part III of the application).

Failure to fill out this form correctly will result in your application being mailed back to you, delaying the processing time.

Please read the directions carefully before going to get your fingerprints taken.

Criminal Background Check Identity Verification Form Instructions

Criminal Background Check Identity Verification Form:

- Fill out all the required boxes on the fingerprint card using the information below prior to taking the fingerprints.
- Fill out all the required information on the Criminal Background Check Identity Verification Form prior to taking the fingerprints.
- Once fingerprinted, have the person that took your prints fill out the "Fingerprint Technician Information" portion of the Criminal Background Check Identity Verification Form and seal the fingerprint card and the Criminal Background Check Identity Verification Form in a signed envelope. You'll submit this sealed and signed envelope with your completed application to the Board of Pharmacy.

FBI Fingerprint Card:

- **You MUST use a standard FBI fingerprint card, form No. FD-258 used by the FBI for noncriminal fingerprinting.** You can contact the State Board of Pharmacy office to have one sent to you. Email your mailing address to asbp@arkansas.gov or call (501) 682-0190 to request a card.
- Have fingerprints done by someone **APPROPRIATELY TRAINED** to collect them. A delay in the processing of your FBI criminal background check is commonly caused by incomplete FBI fingerprint cards and poor quality of fingerprints.
 - Your local police or sheriff's department may be willing to accommodate you. There may or may not be a fee involved. The Arkansas State Police ID Bureau in Little Rock, on Geyer Springs Road at I-30, will do your fingerprints **WITHOUT** charge Monday through Friday from 8:30 a.m. to 4:30 p.m.
- **DO NOT BEND OR FOLD THE FBI FINGERPRINT CARD.**
- **DO NOT CONTACT the Arkansas State Police or the FBI** about the status of your criminal background check. Those agencies will notify the Arkansas State Board of Pharmacy.

Fields to be completed on the Fingerprint Card

(Type or print, black ink only - Fingerprints must be done in **BLACK** Ink.)

- Last name, First name, Middle name
- Signature of person fingerprinted – be sure to sign this field in front of the fingerprint technician
- Aliases (other names you have used, including nicknames, maiden names, other married names, etc.)
- Date of birth (MM/DD/YYYY)
- Residence of person fingerprinted (street address or post office box, city, state, zip)
- Citizenship (i.e., United States, England, Mexico)
- Sex: M= Male, F= Female
- Race: A=Asian; W=White; B=Black; I=American Indian, H=Hispanic, U=Unknown
- Height (foot' inches")
- Weight (in pounds)
- Eyes: BLU=Blue; BRO=Brown; BLK=Black; GRY=Gray; GRN=Green; HAZ=Hazel; XXX=Unknown
- Hair: BAL=Bald; BRO=Brown; BLK=Black; SDY=Sandy; GRY=Gray; WHI=White; BLN=Blond; RED=Red; XXX=Unknown
- Place of birth (city/state or foreign country)
- Employer and address ("none" if you are unemployed)
- Reason Fingerprinted - **This block MUST read: Arkansas State Board of Pharmacy – ACA § 17-92-317**
- Social Security Number
- Leave all other spaces blank (i.e., OCA, FBI, MNU)
- If an individual is missing one or more fingers, a notation in the fingerprint block(s) indicating why a partial or missing image exists must be written in. Handwritten notation recommended for fingerprint submissions include: AMP=amputated; TI=tip amputated; Missing at Birth; Cut off; Shot off; Deformed; and Missing.



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Criminal Background Check Identity Verification Form

FINGERPRINT REASON:		Authority: ACA § 17-92-317		Agency ID: AR 920450Z	
		Agency Name: ST BD OF PHARMACY, LITTLE ROCK, AR			
APPLICANT INFORMATION (Please fill out all the fields below BEFORE going to be fingerprinted):					
Full Name:					
Last		First	Middle	Maiden / All Other Married Names	
Social Security #:		Date of Birth:		State of Birth:	
Sex:	Race:	Height:	Weight:	Eyes:	Hair:
Driver's License #:			State of Issuance (of driver's license):		
Mailing Address:					
Street Address		City	State	Zip	
I understand that my personal information and fingerprints submitted by agency are used to search against criminal identification records from both Arkansas Crime Information Center (ACIC) and Federal Bureau of Investigation (FBI). I hereby authorize the release of any records to the person or agency listed above. I further understand ACIC and the FBI may also retain the submitted information and fingerprints as permitted by the Privacy Act of 1974, 5 USC § 552a, for routine uses beyond the principal purpose listed above.					
Signature of Applicant				Date	

ATTENTION FINGERPRINT TECHNICIAN: Please follow the instructions below for fingerprinting this applicant.

1. Please ensure that the applicant has filled out all the information on the fingerprint card and the information below for "APPLICANT INFORMATION" prior to taking the fingerprints.
2. Request a valid, unexpired government-issued photo ID from the applicant and compare the physical descriptors on the applicant's photo ID to the applicant and to the information on the fingerprint card.
3. Please fill out the information in the boxes below for "FINGERPRINT TECHNICIAN INFORMATION". Please print clearly.
4. Once the prints have been taken, make sure the applicant signs the "Signature of Person Fingerprinted" field. Place the fingerprint card and this form into the envelope and seal it. Please write your name or identification across the edge of the seal. Return the sealed envelope to the applicant. Do not give the applicant the card without first sealing it inside the envelope.

FINGERPRINT TECHNICIAN INFORMATION:	
Date Fingerprints were Taken:	
Type of Photo ID provided: <input type="checkbox"/> Driver's License <input type="checkbox"/> Passport <input type="checkbox"/> Military ID <input type="checkbox"/> Other:	
Fingerprint Technician's Agency/Company Name:	
Printed Name of Fingerprint Technician	Signature of Fingerprint Technician
** Ensure that the correct fingerprinting reason code and agency ID are used.	

FOR ASBP OFFICE USE ONLY:

CBC Identity Verification Form & Instructions – December 2019

Envelope? Y N Sealed? Y N Signed? Y N Completed? Y N Initials & Date:

Privacy Act Statement

Privacy Act of 1974, 5 USC § 552a

This privacy act statement is also located on the back of the FD-258 fingerprint card.

- **Authority:** The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.
- **Principal Purpose:** Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.
- **Routine Uses:** During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Procedure to obtain change, correction, or updating of identification records

28 CFR § 16.30 through 16.34

If, after viewing his/her identification record, the subject thereof believes that it is incorrect or incomplete in any respect and wish changes, corrections, or updating of the alleged deficiency, he/she should make application directly to the agency which contributed the questioned information.

The individual can contact Arkansas Crime Information Center (ACIC) at (501) 682-7444 or Arkansas State Police at (501) 618-8000. The subject of a record may also direct his/her challenge as to the accuracy or completeness of any entry on his/her record to the:

[FBI, Criminal Justice Information Service \(CJIS\) Division](#)

ATTN: SCU, Mod. D2
1000 Custer Hollow Road
Clarksburg, WV 26306

The FBI will then forward the challenge to the agency which submitted the date requesting that agency to verify or correct the challenged entry. Upon the receipt of an official communication directly from the agency which contributed the original information, the FBI CJIS Division will make any changes necessary in accordance with the information supplied by that agency.