

As part of the University of Utah Pharmacy Technician Training program, it will be necessary for you to obtain your Pharmacy Technician Trainee License. The Professional Education Department at the University of Utah will be assisting you in this process. There will be no cost to you to complete the process but it will require that you complete some forms and come on campus to have your fingerprints taken.

Application for Criminal History – [Download Here](#)

The first step to get your Pharmacy Technician Trainee License is to have your Utah criminal background check, which is required.

- To complete this process, you must have a Valid Government Picture ID. This would include, passport, state ID card, consulate ID card or driver license. A Utah Driving Privilege Card will not be accepted as a valid government ID.
- Complete the first section of the application up to the Fingerprint Instructions. If you need assistance a member of our staff will meet with you prior to your appointment to have your fingerprints taken.
- Schedule a time to have your fingerprints taken at the Public Safety Office on campus. Fingerprints are only done on Thursday and by appointment only. You must schedule an appointment by clicking on this link: <https://calendly.com/usafetyfingerprints/30min>
- Bring your completed *Application for Criminal History* Form to your fingerprint appointment. Please plan for your appointment to be approximately 30 minutes.
- After having your fingerprints taken a member of Professional Education team will have you sign the *Third Party Release* form. This provides permission for us to submit and receive your background history and submit it for your Pharmacy Technician Trainee Licenses.
- The member of the Professional Education team will keep your *Application for Criminal History* Form and *Third Party Release* form and we will pay and submit the application for you.
- We will notify you when we have received your criminal history report. Once we receive your criminal history report and you have started the Pharmacy Technician Training Program, we can submit your Pharmacy Technician Trainee Application.

Pharmacy Technician Trainee Application – [Download Here](#)

- Complete the first page of the application by print the information requested. Read the *Affidavit and Release* on the bottom of the page and sign and date.
- If you do not have a US Drivers License or a valid state ID card you must provide a legible copy of your current valid government issued document(s) showing that you are authorized to work in the United States.
- Complete the *Qualifying Questionnaire* on the 2nd page of the application.
- If you answered yes to any of the questions you must provide details about the situation. If you specifically answer yes to questions 9, 10, 11, or 12 you must personally explain the situation, a police report(s), court record(s) and or a probation/parole officer report (s).



- Do not complete the *Training Program* section. This will be completed by Professional Education at the University of Utah.
- Complete the *Medical Qualifying Questionnaire* on page 3. If you answer yes to any of the questions, please attach additional information about the circumstances.
- Professional Education at the University of Utah will submit and pay for the processing fee for the first application submitted. If it is necessary to resubmit the application, the applicant will be responsible for paying the non-refundable application-processing fee.

