



## MIDWESTERN UNIVERSITY

### College of Pharmacy

#### Directions for applying for an Illinois Pharmacy Technician License

All accepted students will need to apply for an Illinois Pharmacy Technician license. All matriculating students must have a valid Illinois Pharmacy Technician license in the state of Illinois to be eligible to participate in the experiential program of the curriculum. Each state has different Regulations and Rules for licensing Technicians and Interns therefore, a license from another state is NOT VALID in Illinois. Applications for an Illinois Pharmacy Technician License are handled by the Illinois Department of Financial & Professional Regulation (IDFPR).

#### **Please follow the directions that apply to your current situation:**

➤ **Do you have a current (expiration date March 31, 2023) Illinois Pharmacy Technician license?**

If yes, please print a copy and write “**3YC Class of 2026**” on the copy. Directions for submission will be provided at the Office of Experiential Education (OEE) Orientation session in early June 2023.

➤ **Do you have an Illinois Pharmacy Technician license that is expired because you are ineligible for renewal?**

If you cannot renew due to not being certified, we will provide directions on how to renew your license at the OEE Orientation session in early June 2023. Directions for submission of your renewed license will also be provided.

➤ **Will this be your first time applying for an Illinois Pharmacy Technician license?**

If yes, please apply now. Apply early, as it may take 8 weeks (or longer) to process your application.

The application can be completed online at: <https://www.idfpr.com/applications/onlinelicensing/>

- ✓ Select “New Application” on the first screen.
- ✓ On the next screen select Register as an Individual and No under Account matching.
- ✓ This will take you to a page to set up an account with IDFPR.

Once you have been issued a license, you will need access it online and print a copy of your license.

The IDFPR will not mail a copy to you. **The link to access your license is:**

<http://idfpr.com/applications/getmylicense/LoginProf.asp?ViewOpt>

If you have passed a recognized technician examination and are an active Certified Pharmacy Technician, you may have that designation added to your license by providing the IDFPR the appropriate proof of active certification. Follow the directions provided by the IDFPR.

**Please note:** You **may not** apply for the Pharmacy Technician Student designation on your license at this time because you are not considered a “Pharmacy Student” until you attend the first day of classes at a college of pharmacy. Directions and required documentation for adding the Student designation to a current Illinois Pharmacy Technician license will be provided at the OEE Orientation session in early June 2023.

If you have any questions, please contact Prof. Linda Haase in the Office of Experiential Education at:

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