

## BOARD OF PHARMACY

### Pharmacy Technician Registration and Vaccine Administration

December 2025

#### Frequently Asked Questions

**1. How do I submit an application?**

Applications can be dropped off in person or mailed to the DCCA Professional & Vocational Licensing Branch Office:

Deliver in Person:

335 Merchant St., Room 301  
Honolulu, HI 96813

Mail to:

Board of Pharmacy  
DCCA, PVL Licensing Branch  
P.O. Box 3469  
Honolulu, HI 96801

Pharmacy Technician Registration and Vaccine Administration forms are not accepted online at this time.

**2. What do I need to submit a Pharmacy Technician Registration and/or Vaccine Administration Application?**

For more information on the instructions, requirements, and fees, please see the [Pharmacy Technician Registration](#) and [Vaccine Administration](#) forms.

Please note: To apply for Vaccine Administration, you must first hold a Pharmacy Technician registration that is “current, valid, and in good standing” with the Board of Pharmacy. If you are not yet registered, you may submit the Pharmacy Technician Registration and Vaccine Administration applications at the same time.

**3. As a pharmacy, can I submit bulk applications?**

Yes. To ensure timely processing:

- Submit a separate check for each application (do not use a bulk check).
- Attach each check to its corresponding application with a paper clip (do not staple).
- For Pharmacy Technician Registration and Vaccine Administration applications, place them in an envelope labeled “Attention: PVL Licensing Branch Manager.”

#### 4. **How do I ensure my application is processed in a timely manner?**

To ensure timely processing:

- Check the PVL website for the most current version of the forms before submitting, as they may change.
- Carefully read the instructions and fully complete the form.
- Include the correct fee for each application.
- Submit one check per application (use a paper clip to attach the check, not a staple).
- Ensure all information is correct. Missing or incorrect information, or incorrect fees, will delay the process.

#### 5. **How do I check the status of my application?**

For Pharmacy Technician Registration Applications, you can use the [Public License Search](#) feature on PVL's website or contact PVL at (844) 808-DCCA (3222).

For Vaccine Administration Applications, you can contact PVL at (844) 808-DCCA (3222).

#### 6. **How do I confirm if I am registered as a Pharmacy Technician and/or approved to administer vaccines?**

Once you are approved as a Registered Pharmacy Technician, you will receive a Notice of Registration by email or mail. This notice includes your name, registration number, and effective and expiration dates. It serves as confirmation that you are registered in Hawaii.

Once your Vaccine Administration application is approved, you will receive a Notice of Approval by email or mail. This notice will include your name, registration number, vaccine administration privilege, and effective and expiration dates.

You may also verify both Pharmacy Technician registration and Vaccine Administration approval using the [Public License Search](#) feature on PVL's website.

#### 7. **How long does a Pharmacy Technician Registration and/or Notice of Approval for Vaccine Administration remain valid?**

Each remains valid from its effective date through the expiration date listed on the registration certificate or notice of approval.

#### 8. **What if I have other questions?**

For more information visit the [Board of Pharmacy page](#) or contact PVL at (844) 808-DCCA (3222).