



Misconduct Disclosure Checklist Form

Applicant Information

First Name: _____

Last Name: _____

PTCB Account ID: _____

Email Address: _____

Street Address: _____

City, State, ZIP: _____

Instructions: Individuals are required to disclose misconduct to PTCB in accordance with [PTCB policy](#).

- **For individuals seeking PTCB CPhT Certification:** You must submit this form within 30 days from your application submission date.
- **For renewal applicants:** You must submit this form within 30 days from your application submission date.
- **For PTCB-certified individuals:** You must submit this form to report any information pertaining to any charge, complaint, conviction, or other ethics-related matter concerning you, within sixty (60) days of receiving notification of the matter.

Please submit all of the following required documentation to PTCB for review.

- ☐ **A detailed explanation** of the circumstances related to the misconduct. The explanation must include, if applicable:
 - ☐ Date(s) of the arrest or criminal charge.
 - ☐ Date of the action taken by the court, government agency, State Board of Pharmacy, credentialing organization, or professional association.
 - ☐ Current status of the matter if it is still pending or under review.
 - ☐ Court documents from a government agency, credentialing organization, professional association, or State Board of Pharmacy explaining the criminal charge, civil court complaint, or disciplinary action.
 - ☐ Probationary terms, or final disposition from a government agency, State Board of Pharmacy, credentialing organization, or professional association.
- ☐ State registration and/or licensure, if applicable.
 - ☐ State issued: _____
 - ☐ License number: _____
 - ☐ Status: _____
 - ☐ Expiration Date: _____

- ☐ A signed letter of recommendation from your employer, educator, or supervisor/pharmacist, if applicable.

Submission Instructions

Submit your Misconduct Disclosure Checklist Form, along with supporting documentation, by emailing it to contact@ptcb.org. Once received, PTCB will review your submitted documentation within 30 days of receipt.

For CPhT certification applications: PTCB will not review your application until the required documentation is received. After 30 days, candidates with incomplete applications will receive a refund of any examination fees paid, less an administrative fee of \$50.

For renewal applications: Failure to provide the required documentation within 30 days will result in the suspension of your credential(s).