

Virginia Department of Labor and Industry
Pharmacy Technician Work-Training Written Agreement

DocuSign Process

DocuSign is a Contract Lifecycle Management (CLM) software that DOLI suggests using for the written agreement portion of the VDOE/DOLI Pharmacy Technician Work-Training Written Agreement.

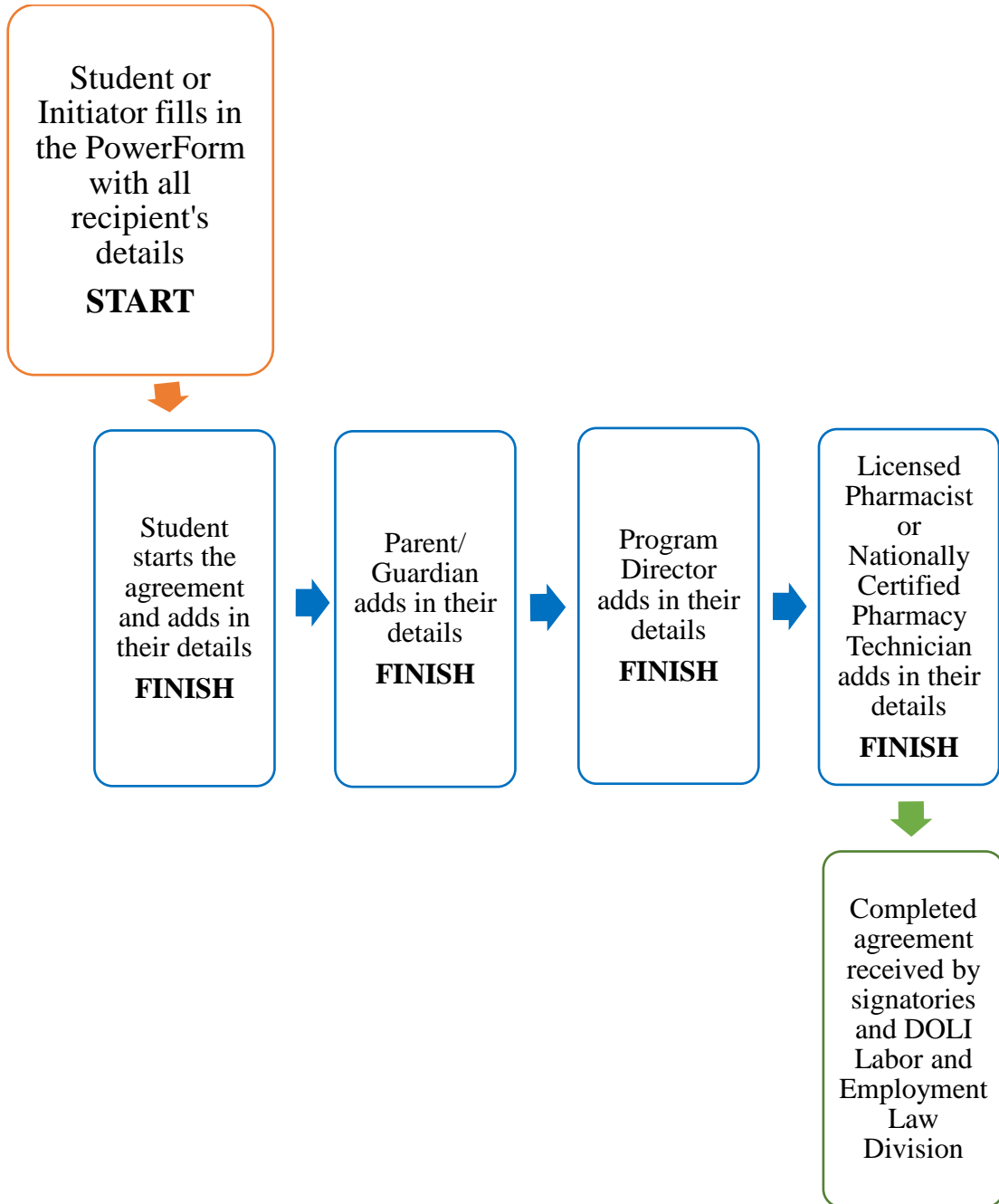
NOTE: While the following is a summary of the ideal workflow, any person in the workflow can initiate the PowerForm.

Ideal Workflow:

1. The student initiates the process by clicking on the link provided on the DOLI website, the VDOE CTE website and/or email communication with the student. This will open a DocuSign [PowerForm](#) letting the student fill in the contact details (name and email address) of each recipient, i.e. Student, Parent/Guardian, School Program Director and Licensed Pharmacist or Nationally Certified Pharmacy Technician. The DOLI Work-Training Written Agreement will then pull data provided in the PowerForm.
2. The next step is for the student to press **START** and begin the process of going through the written agreement. The STUDENT will add their date of birth, name, address, phone number, pharmacy technician trainee license number, and add a signature; and then press **FINISH**. DocuSign will forward it to the next person assigned in the signing order, the parent/guardian.
3. The next person to receive the written agreement will be the PARENT/GUARDIAN, who will fill out their name, address, phone number and add a signature, and then press **FINISH**. DocuSign will forward it to the next person assigned in the signing order, the School Program Director.
4. The next person to receive the written agreement will be the PROGRAM DIRECTOR, who will fill out the name of the high school, their name, school address, phone number, Pharmacist or Pharmacy Technician License Number, and add a signature, and then press **FINISH**. DocuSign will forward it to the last person assigned in the signing order, the Licensed Pharmacist or Nationally Certified Pharmacy Technician.
5. The last person to receive the written agreement will be the LICENSED PHARMACIST OR NATIONALLY CERTIFIED PHARMACY TECHNICIAN, who will fill out the name of the pharmacy, their name, Pharmacist or Pharmacy Technician License Number, pharmacy address, phone number, and add a signature and then press **FINISH**.

6. Once the fields of the written agreement are filled out and all signatures are received, DocuSign will push the completed agreement to DOLI's Labor and Employment Law Division, the student, the student's parent/guardian, the student's school, and the participating pharmacy.

The DocuSign Process



Benefits of DocuSign:

- While the ideal workflow of the agreement would be:

Student →

Parent/Guardian →

Program Director →

Licensed Pharmacist or
Nationally Certified
Pharmacy Technician,

DocuSign allows for any person in the flow to initiate the process, and the order does not have to be serialized. The DocuSign link can be shared on different platforms.

- Each fillable field can be required or optional.
- The form can be customized and updated by DOLI without having to contact DocuSign to conduct any updates or replace details.
- Once the written agreement is completed, DocuSign can forward the agreement to Excel Online, Power BI or a Teams folder for storage.
- To build the written agreement, DocuSign estimates the turnaround time will be about one week.
- If anyone abandons their application, DocuSign will send reminders to their email address to complete it.
- VITA has already approved DocuSign to be an approved vendor, so there are no Personally Identifiable Information (PII) IT security concerns for transmission of the data across platforms.
- DocuSign has an option to incorporate as an attachment the Department of Juvenile Justice (DJJ) [Juvenile Records Request](#) form so that the parent/guardian can request it when they fill out the PowerForm. DOLI plans on implementing this process, and will discuss it further with DJJ.

