



State of Idaho
Division Of Occupational and Professional Licenses
Board of Pharmacy

BRAD LITTLE
Governor
RUSSELL BARRON
Administrator

11341 W Chinden Blvd.
P.O. Box 83720
Boise, ID 83720-0063
(208) 334-3233
dopl.idaho.gov

Non-Resident PIC Change Notification
for Idaho Licensed Non-Resident Pharmacies

Idaho Code/Rules & Board Policy

54-1721(b) Unlawful Practice – Nonresident pharmacists who are actively licensed in their state of residence may practice pharmacy into Idaho if employed by or affiliated with and practicing for an Idaho-registered nonresident drug outlet. Only the PIC of a registered nonresident facility must be registered to practice into Idaho

IDAPA.24.36.01.210.02 – Practice for an Idaho Registered Drug Outlet. A nonresident pharmacist serving as the PIC for an Idaho registered nonresident drug outlet must be registered to practice into Idaho. All other nonresident pharmacists who are employed by, or affiliated with, and practicing for the Idaho registered nonresident drug outlet, but who are not the PIC, are exempt from license and registration requirements for practice into Idaho.

IDAPA.24.36.01.501.02 Reporting Requirements - Individual and Outlet Information Changes. Changes in employment or changes to information provided on or with the initial or renewal application must be reported to the Board within ten (10) days of the change. The Board will accept an email to bop-info@dopl.idaho.gov for the ten (10) day notification.

Board Policy - All applications regarding employment or changes to information provided on or with the initial or renewal application must be received by the Board within **30 days of the date of change**.

Step 1: To be completed by outgoing Non-Resident PIC:

1. Complete the fields in the document indicated below named '**Notification of Change in Non-Resident PIC Change for Idaho Licensed Non-Resident Pharmacy**' - If there are any incomplete fields in that section, the request will not be processed.
2. **Save the form in a PDF format** in a place where it can easily be retrieved to attach to an email
3. Email a copy of the completed form to bop-info@dopl.idaho.gov

Subject line of the email should include the following;

- Change in PIC
- Name of the Idaho License Pharmacy & Outgoing PIC

Step 2: To be completed by incoming Non-Resident PIC:

1. New Non-Resident PIC must submit (unless actively registered) a completed Non-Resident PIC Registration Application as per the above referenced code
2. If actively registered, no further action is required.



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Notification of Change in Non-Resident PIC
For Idaho License Non-Resident Pharmacy

Outgoing Non-Resident PIC Registration Information:

Date No Longer Non-Resident PIC: _____

Idaho Non-Resident PIC Registration #: PR _____

Name: _____

Personal Contact Email Address: _____

Signature: _____ Date: _____

New Non-Resident PIC Registration Information:

Date Non-Resident PIC duties began: _____

Name: _____

Idaho Non-Resident PIC Registration: PR _____ (if actively registered in Idaho)

Associated Idaho License Non-Resident Pharmacy Information:

Idaho License #: _____

Name: _____

City: _____ Zip + 4: _____ - _____

Phone #: _____ Fax #: _____

Pharmacy Contract Email Address: _____