



# Idaho State Board of Pharmacy

PO Box 83720 Boise, Idaho 83720-0067 | Phone: 208-334-2356 | Fax: 208-334-3536  
1199 Shoreline Lane Ste 303 Boise, Idaho 83702-9103 | <http://bop.idaho.gov> | [info@bop.idaho.gov](mailto:info@bop.idaho.gov)

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

### Idaho Code/Rules & Board Policy

**54-1721(b) Unlawful Practice** – Nonresident pharmacist 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 person in charge of a registered nonresident facility must be registered to practice in Idaho

**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. (7-1-18)

**Reporting Requirements** - Individual 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. (7-1-18)

The Board will accept an email to [info@bop.idaho.gov](mailto:info@bop.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.

**Note for outgoing PIC: Per Idaho Code 54-1721(b) the outgoing Non-Resident PIC registration will be cancelled.**

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 [info@bop.idaho.gov](mailto:info@bop.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: \_\_\_\_\_