

## **Instruction for Change of Pharmacist-in-Charge (PIC)**

### **In-State Retail Pharmacies/Hospitals/Charitable Clinics**

In order to become PIC of an In-State Retail Pharmacy/Hospital/Charitable Clinic, you must:

- Complete the PIC/Preceptor Exam
- Submit the Change of PIC form (this form is available at [www.arkansas.gov/asbp](http://www.arkansas.gov/asbp) under **Forms and Instructions**)
- Submit the \$35 fee (This fee is waived for Charitable Clinics)
- Submit an inventory of Schedule II, III, IV and V drugs. The inventory is to be signed by both the exiting and the new PIC of this facility. The inventory should be done on the last day of employment (or last day of work as PIC) of the exiting PIC. (If both pharmacists are not present for the inventory, the new PIC may either sign the inventory of the exiting PIC, or perform a new inventory at the beginning of business on the first day of employment if a few days have passed since the exiting PIC's inventory was taken.) (This requirement is waived for Charitable Clinics)
- Submit the facility license with the outgoing PIC's name

Once all of these are complete, a new facility license will be mailed naming the new PIC.

Each facility has 30 days to name a new PIC. If at the end of 30 days a PIC has not been named, the pharmacy manager will need to write a letter to the Board requesting a 30 day extension. The pharmacy manager will be notified by phone as to whether the request was approved or denied.

If you have any questions about the exam or the above mentioned procedures, please feel free to call our office at 501-682-0190

### **Out-of-State Retail Pharmacies**

In order to become PIC of an Out-of-State Retail Pharmacy, you must:

- Submit the Change of PIC form (this form is available at [www.arkansas.gov/asbp](http://www.arkansas.gov/asbp) under **Forms and Instructions**)
- Submit the \$35 fee
- Submit the facility license with the outgoing PIC's name

Once all of these are complete, a new facility license will be mailed naming the new PIC.

The PIC for an out-of-state retail facility is an Arkansas licensed pharmacist with whom the Arkansas Board may correspond with. The PIC/Preceptor Exam is not required for out-of-state facilities.

A controlled substances inventory is not required for Out-of-State Retail Pharmacies.



**Arkansas State Board of Pharmacy**  
**101 East Capitol, Suite 218**  
**Little Rock, AR 72201**  
**501-682-0190 Fax 501-682-0195**  
[www.arkansas.gov/asbp](http://www.arkansas.gov/asbp)

***Change of Pharmacist In Charge Form – Fee: \$35***

1. Facility Name:	
2. Facility License Number: (AR, HP, OS, CC #####)	
3. Physical Location of Facility (street, city, zip code):	
4. Telephone Number (area code):	5. Fax Number (area code):
6. Date of change of PIC:	
7. Name of Exiting PIC:	8. License Number of Exiting PIC: (PD#####)
9. Will the exiting pharmacist in charge continue working in this facility? <input type="checkbox"/> Yes <input type="checkbox"/> No If the answer is <b>NO</b> , what is the last date worked?	
10. Name of the New PIC:	11. License Number of the New PIC: (PD#####)
12. Email of New PIC:	
13. Has the New PIC taken the PIC/Preceptor Exam? <input type="checkbox"/> Yes <input type="checkbox"/> No  (This is a requirement for <b>In State Retail Pharmacies/Hospitals/Charitable Clinics</b> only. If you need an exam, or are unsure if the exam has been taken, please contact the Board office)	
14. Facility Hours of Operation: (Total Hours per Week)	15. Number of hours per week the new PIC will be working:
16. Name of person with whom the State Board of Pharmacy can correspond regarding this change (please print name):	
17. Email of person with whom the State Board of Pharmacy can correspond regarding this change:	

**For In State Retail Pharmacies/Hospitals:** Please attach an inventory of Schedule II, III, IV and V drugs. The inventory is to be signed by both the exiting and the new PIC of this facility. The inventory should be done on the last day of employment (or last day of work as PIC) of the exiting PIC. (If both pharmacists are not present for the inventory, the new PIC may either sign the inventory of the exiting PIC, or perform a new inventory at the beginning of business on the first day of employment if a few days have passed since the exiting PIC's inventory was taken.)

\_\_\_\_\_  
 Printed name of Owner or Owner's Representative (may be PIC)

\_\_\_\_\_  
 Signature of Owner or Owner's Representative (may be PIC)

\_\_\_\_\_  
 Date