

**DIVISION OF MEDICAL QUALITY ASSURANCE  
BOARD OF PHARMACY  
4052 BALD CYPRESS WAY, BIN #C-04  
TALLAHASSEE, FLORIDA 32399-3254  
(850) 245-4292**



**SPECIAL STERILE COMPOUNDING PERMIT APPLICATION  
AND INFORMATION**

**May 2013**

Dear Florida Pharmacy Permit Applicant,

Thank you for applying for a pharmacy permit in the State of Florida. The information in this packet has been designed to provide the essential information required to process your application in a timely manner. Your assistance in providing all required information will enable the Florida Board of Pharmacy (the board) staff to process your application as soon as possible. You are encouraged to apply as early as possible, to avoid delays due to a large volume of applicants.

*Florida Statutes* require a completed application and fees before your application can be reviewed. Please read these instructions carefully and fully before submitting the application. You should keep a copy of the completed application and all other materials sent to the board office for your records. When you mail the completed application and fees, use the address noted in the instructions and on the application form.

When your application arrives, your fees will be deposited and verified before the staff review can begin. You will receive a letter acknowledging receipt of your application. The staff will notify you in approximately 7-14 days if any materials are incomplete.

If you need to communicate with the board staff, you are encouraged to email the board staff at [info@floridaspharmacy.gov](mailto:info@floridaspharmacy.gov) , or you may at call us at (850) 245-4292. Phone calls are returned within 24 hours and emails are responded to within 48 hours during normal business hours. Our staff is committed to providing prompt and reliable information to our customers. Many procedures have been streamlined to expedite the processing of applications; we certainly welcome your comments on how our services may be improved.

Sincerely,

The Board of Pharmacy

## **Special Pharmacy Permit Application Information**

A special sterile compounding permit is a type of special permit, which is required before any permitted pharmacy may engage in the preparation of compounding sterile products. The compounding of sterile products must be in strict compliance with the standards set forth in rules 64B16-27.797 and 64B16-27.700.

All permittees, with the exception of stand alone Special Parenteral/Enteral and Special Parenteral/Enteral Extended Scope, that are currently compounding sterile products are required to submit this application and will be issued a new Special Sterile Compounding permit number (in addition to your usual pharmacy permit).

This permit is not required for those that hold an individual Special Parenteral & Enteral Pharmacy permit or a Special Parenteral & Enteral Extended Scope permit.

Non-Resident pharmacies are not required to obtain this permit at this time.

Whether opening a new establishment, changing locations, or changing owners, a pharmacy permit is required prior to operating in the State of Florida. The permit application must be completed and returned to the Florida Board of Pharmacy with the required fee of \$255.00. The application must have the original signatures of the owner or officer of the establishment and the Prescription Department Manager (PDM) or Consultant Pharmacist of Record.

Chapter 465, F.S., requires Special Pharmacies to be under the professional supervision of the PDM or Consultant Pharmacist of Record licensed in the State of Florida. A Florida licensed pharmacist shall perform compounding and dispensing of medicinal drugs.

Community/Special Parenteral & Enteral, and Special Closed/ Parenteral & Enteral permit holders are required to submit this application and will be issued a new Special Sterile Compounding permit number.

## Sterile Compounding Pharmacy Permit Frequently Asked Questions

**Q.** Who is required to apply for the new permit?

**A.** The only exceptions to this new permitting requirement are: 1) Stand-alone Special Parenteral/Enteral pharmacies; 2) Special Parenteral/Enteral Extended Scope pharmacies; 3) pharmacies that only perform non-sterile compounding; and 4) non-resident pharmacies

(Note: Modified II B Institutional Pharmacies who are mixing/compounding strictly for immediate use are not required to obtain this permit.)

**Q.** What is the deadline to obtain this permit?

**A.** The new **Special Sterile Compounding Permit** must be obtained on or before March 21, 2014 in order to continue sterile compounding.

**Q.** Where do I find the application for the Special Sterile Compounding Permit?

**A.** The application can be found online at <http://www.floridaspharmacy.gov/licensing/>

**Q.** Is there an online application available?

**A.** No, paper applications must be submitted at this time.

**Q.** Can the pharmacy continue compounding sterile products during the application process?

**A.** Pharmacies that are compounding sterile products under their current pharmacy permit may continue to do so, but must obtain the new **Special Sterile Compounding Permit** on or before March 21, 2014 in order to continue sterile compounding.

**Q.** What is the fee for the Sterile Compounding Pharmacy permit?

**A.** There will be no fee required for existing licensees. New establishments are required to submit \$255.00 with the application.

**Q.** Will the pharmacy be issued a new license number?

**A.** If you currently hold a combined Community/Special Parenteral & Enteral, or a combined Special Closed/Parenteral & Enteral permit you will also be required to apply for the Special Sterile Compounding Permit and maintain two separate permits. Your current permit will become your Community Permit or your Special Closed Pharmacy Permit. Upon approval of your application, you will be issued a separate **Special Sterile Compounding Permit**. When you renew your existing permit it will be reprinted with just Community or Special Closed Pharmacy.

**Q.** Can I submit a copy of the policy & procedure manual instead of answering the 36 questions listed in the application?

**A.** Do not send the policy and procedure manual to the board office. The board office will approve the policy and procedure manual based upon answers submitted for the questions, where applicable, by using excerpts or summaries from the policy and procedure manual.

**Q.** Will a background check be required to obtain a Sterile Compounding Pharmacy permit?

**A.** Fingerprints are not required for existing licensees, however new establishments will be required to submit fingerprints via Live Scan pursuant to [Chapter 465.022 Florida Statutes](#)

**Q.** Is a separate pharmacy manager required for the new permit?

**A.** No, the existing pharmacy manager will be listed as PIC for both permits.

**Q.** Is an inspection required in order for the permit to be issued?

**A.** An inspection is not required for pharmacies that currently hold a combined Community/Special Parenteral & Enteral or a combined Special Closed/Parenteral & Enteral permit. If applying for a new establishment an inspection is required and an inspector will contact you to set up an inspection date. Upon completion of a passing inspection, a new permit number will be issued.

**Q.** Will I need a new DEA permit for this license?

**A.** For information regarding DEA registration, please contact the DEA at 1-800-667-9752 or 954-306-4654. You may also visit the DEA website at <http://www.DEAdiversion.usdoj.gov>

## **Application Processing**

**Please read all application instructions before completing your application.**

- 1) Please mail the application and the \$255.00 application fee (check or money order made payable to the FLORIDA DEPARTMENT OF HEALTH) to the following address:

Department of Health  
Board of Pharmacy  
P.O. Box 6320  
Tallahassee, Florida 32314-6320

OR, use the following address if you are using express mail:

Department of Health  
Board of Pharmacy  
4052 Bald Cypress Way, Bin C-04  
Tallahassee, FL 32399-3254

**\* There is no fee required for existing pharmacies that are currently engaged in the preparation of sterile products from a period of 180 days of adoption of Rule 64B16-28.100, F.A.C.**

Within 7-14 days of receipt of your application and fees, the board office will notify you of the receipt of your application, any required documents, and your status. If the application is complete, you will be notified that an inspector will contact you to setup an inspection appointment. Please do not contact the board office concerning your inspection date, and allow 30 days for the inspector to contact you. If the inspector has not contacted you within 30 days, then notify the board. If your application is incomplete, you will be notified in writing of what is required to make your application complete.

- 2) Submit fingerprint results- **For new establishments only.**

**New Applicants** - Failure to submit fingerprints will delay your application. All officers, officers and prescription department managers are required to submit a set of fingerprints unless the corporation is exempt under the Section 465.022, Florida Statutes for corporations having more than \$100 million of business taxable assets in this state. These corporations are only required to have the prescription department manager or consultant of record to submit fingerprints. The statute allows the prescription department manager for a corporation having more than \$100 million of business taxable assets in this state to submit results from AHCA if the results were also available to the Department and are within one year of the receipt date of the application. **If fingerprints were previously submitted to DOH they are not required to submit them again.**

Applicants can use any Livescan vendor that has been approved by the Florida Department of Law Enforcement to submit their fingerprints to the department. Please ensure that the Originating Agency Identification (ORI) number is provided to the vendor when you submit your fingerprints. If you do not provide an ORI number or if you provide an incorrect ORI number to the vendor, the Board of Pharmacy will not receive your fingerprint results. The applicant is fully responsible for selecting the vendor and ensuring submission of the prints to the Department.

**1. How do I find a Livescan vendor in order to submit my fingerprints to the department?**

The Department of Health accepts electronic fingerprinting service offered by Livescan device vendors that are approved by the Florida Department of Law Enforcement and listed at their site. You can view the vendor options and contact information at <http://www.doh.state.fl.us/mqa/background.html>

**2. What information must I provide to the Livescan vendor I choose?**

a) If you are an applicant seeking a license for any profession regulated by the Department of Health, which requires a criminal background search as a condition of licensure, you must provide accurate demographic information at the time your fingerprints are taken, **including your Social Security number**. The Department will not be able to process a submission that does not include your Social Security number.

b) You must provide the correct ORI number.

**3. Where do I get the ORI number to submit to the vendor?**

The ORI number for the pharmacy profession is EDOH4680Z

**3) Attestation for Business Taxable Assets- For new establishments only.**

If the applicant has more than \$100 million dollars of business taxable assets in this state, please submit a formal opinion letter from a Certified Public Accountant duly licensed in the state of your principal place of business attesting the corporation has more than \$100 million of business taxable assets in this state for the previous tax year. In lieu of submitting a formal opinion letter from a Certified Public Accountant, the applicant may submit its Florida Corporate Income/Franchise and Emergency Excise Tax Return (Form F-1120, Effective 01/09).

**All Applicants Must Complete the Following Questions.**

The Consultant Pharmacist of Record is responsible for developing and maintaining a current policy and procedure manual. The permittee must make available the policy and procedure manual to the appropriate state or federal agencies upon inspection. Do not send the policy and procedure manual to the board office. The board office will approve the policy and procedure manual based upon answers submitted for the following questions, where applicable, by using excerpts or summaries from the policy and procedure manual.

List the following:

Firm Name:

Doing business as (d/b/a):

Telephone number:

Address:

Permit number:

- 1) Explain the practice setting of the proposed facility.
- 2) What are the objectives and purpose of the permittee? Give detailed explanation of the services of the facility scope and practice.
- 3) What are the experience, qualifications, special education, and/or training of the compounding pharmacist? Please provide a resume.
- 4) What is the ratio of supportive personnel to each pharmacist? How will the supportive personnel be utilized? Include a job description for any such supportive personnel.
- 5) What categories of parenteral/enteral products will be prepared (i.e. IV, enteral, irrigating, and oncology products)? Include sample labels.
- 6) What is the policy regarding the delivery of parenteral/enteral products to the patient? Describe methods used and trace the path the product takes from the time it leaves the permittee until it reaches the patient. Describe how products are protected from extreme temperature conditions.
- 7) Address the policy and procedure, special equipment and special techniques to dispense sterile preparations for parenteral therapy/nutrition. If this type of dispensing will not be performed, please state so accordingly.
- 8) What are the policy and procedure, special equipment and special techniques to dispense sterile jejunostomy feeding/sterile irrigation solutions? If this type of dispensing will not be performed, please state so accordingly.
- 9) What is the policy and procedure, special equipment and special techniques to dispense cytotoxic or anti-neoplastic agents. If this type of dispensing will not be performed, please state so accordingly.
- 10) What is the procedure for the annual review and updating of the policy and procedure manual?
- 11) Include the layout/floor plan of the pharmacy. The drawing must include the dimensions of the clean room and the pharmacy, location of the hood, sink, and other equipment. The drawing must also show the location of the clean room relative to other pharmacy and storage areas.
- 12) Include a sample copy of a patient profile.
- 13) What aseptic techniques are utilized?
- 14) Describe the Quality Assurance Program.
- 15) Describe with detail the policy and procedure for patient education, including the personnel involved.
- 16) What are the policy and procedures for handling waste and returns?
- 17) Describe the type of certified laminar flow hood(s) to be used and the frequency of certification.
- 18) Describe the refrigerator/freezer to be used.
- 19) Describe appropriate waste containers for:
  - a. Used needles and syringes.
  - b. Cytotoxic waste including disposable apparel used in preparation.

- 20) Address the following supplies to be used: gloves, mask, gowns, needles, syringes, disinfectant cleaning agents, clean towels, hand-washing materials with bactericidal properties, vacuum containers/transfer sets, and spill kits for cytotoxic agent spills.
- 21) How will you utilize the following reference material to ensure patient safety?
  - a. Chapters 465 and 893, F.S., and Rule Title 64B16, F.A.C.
  - b. Authoritative Therapeutic Reference.
  - c. Handbook of Injectable Drugs by American Society of Health-System Pharmacists.
- 22) What steps will be taken to ensure safe handling of cytotoxic drugs related to the Occupational Safety and Health Administration guidelines.
- 23) Describe the individual responsibilities of the Special- Parenteral/Enteral Extended Scope Permit and the supplied institutional pharmacy permits, if applicable.
- 24) What are the protocols for the maintenance of patient profiles and the offer to counsel if dispensing to outpatients?
- 25) Describe the system for the maintenance of compounding records.
- 26) What percentage of your business is related to sterile compounding?
- 27) Describe the types of sterile products you will compound.
- 28) Are the products you will be compounding:
  - a. be pursuant to a patient-specific prescription
  - b. be prepared in bulk (compounding multiple doses from a single source or batch)
  - c. be prepared in bulk for office use.
- 29) Will your pharmacy ship sterile compounded products to other states?  
If yes, provide a list of states to which your pharmacy will ship.
- 30) Provide the total number of pharmacy staff and indicate how many will be preparing sterile products;
  - a. Pharmacists
  - b. Pharmacy Interns
  - c. Pharmacy Technicians
- 31) Provide the number of clean rooms in your pharmacy.
- 32) Provide the number of laminar flow hoods in your pharmacy.
- 33) When was the last time your clean room was certified by an independent contractor for National Sanitation Foundation Standard 49? Provide a copy of the most recent inspection and the name and address of the independent contractor.
- 34) When was the last time your laminar flow hood was certified by an independent contractor for National Sanitation Foundation Standard 49? Provide a copy of the most recent inspection and the name and address of the independent contractor.
- 35) Has your company ever recalled a sterile compounded product due to a compounding error? If yes, list the name (s) of the drug and the reason for the recall.

**Licensure Process-** For new establishments only.

Once the application is deemed complete, the board staff authorizes an inspection. Upon completion of the inspection, the inspector notifies the board office as to whether the inspection was satisfactory or unsatisfactory. If the inspection is satisfactory, a permit number is issued within 10 days. **Please wait 15 days from your satisfactory inspection before checking on the status of your permit.** You may lookup your license number on our website at <http://www.doh.state.fl.us/mqa> under “Lookup Licensee.”

### **Drug Enforcement Administration (DEA)**

**The DEA will not issue a registration until the Florida Board of Pharmacy has issued a pharmacy permit.**

If controlled substances will be involved in your pharmacy practice, you must make an Application for Registration under the Controlled Substance Act of 1970 with the DEA. If possible, you are encouraged to use the on-line form system provided by the DEA. Information is available by visiting their website at <http://www.DEAdiversion.usdoj.gov>. DEA Form 224 may be obtained in paper form by writing to:

Drug Enforcement Administration  
Attn: ODR  
PO Box 2639  
Springfield, VA 22152-2639

Form 224 should be completed and mailed via U.S. Postal service to the address listed on the form.

Contact DEA at 1-800-667-9752 or 954-306-4654 for information on change of location or change of name.

If your pharmacy does change locations, you are required to have a pharmacy inspection prior to operating in the new location.

### **For Existing Permittees Only**

Applicants must complete and submit answers to the policy and procedure questions beginning on page 4 of the application. The Consultant Pharmacist of Record is responsible for developing and maintaining a current policy and procedure manual. The permittee must make available the policy and procedure manual to the appropriate state or federal agencies upon inspection. Do not send the policy and procedure manual to the board office. The board office will approve the policy and procedure manual based upon answers submitted for the questions, where applicable, by using excerpts or summaries from the policy and procedure manual. Once the application is deemed complete, the board staff will issue the new license number. The actual copy of your license should arrive within 7 days of the issue date.

## PRE-INSPECTION CHECKLIST FOR NEW ESTABLISHMENTS

- \_\_\_\_\_ Is there an adequate sink in workable condition that is easily accessible to the prescription counter that will be available during the hours when the prescription department is normally open for business pursuant to Rule 64B16-28.102, F.A.C.?
- \_\_\_\_\_ Is the pharmacy department equipped an area suitable for private patient counseling if applying for a community pharmacy permit pursuant to Rule 64B16-28.1035, F.A.C.?
- \_\_\_\_\_ Are all required signs displayed?
- Daily operating hours pursuant to Rule 64B16-28.1081, F.A.C.
  - “Consult your pharmacist regarding the availability of a less expensive generically equivalent drug and the requirements of Florida law” pursuant to Section 465.025(7), F.S.
  - Prescription Department Closed pursuant to Rule 64B16-28.109, F.A.C.
  - Pharmacist meal breaks pursuant to Rule 64B16-27.1001(6), F.A.C.
  - Patient Consultation Area pursuant to Rule 64B16-28.1035, F.A.C.
- \_\_\_\_\_ Is your pharmacy compliant with Standards for Compounding Sterile Preparations pursuant to Rule 64B16-27.797, F.A.C.?

You may download a copy of the inspection form from the website at [http://doh.state.fl.us/mqa/enforcement/enforce\\_forms.html](http://doh.state.fl.us/mqa/enforcement/enforce_forms.html)

**IMPORTANT NOTICE:** The department or board shall deny an application for a pharmacy permit if the applicant or an affiliated person, partner, officer, director, or prescription department manager or consultant pharmacist of record of the applicant:

- (a) Has been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under chapter 409, chapter 817, or chapter 893, or a similar felony offense committed in another state or jurisdiction, since July 1, 2009.
- (b) Has been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under 21 U.S.C. ss. 801-970 or 42 U.S.C. ss. 1395-1396 since July 1, 2009.
- (c) Has been terminated for cause from the Florida Medicaid program pursuant to s. 409.913, unless the applicant has been in good standing with the Florida Medicaid program for the most recent 5-year period.
- (d) Has been terminated for cause, pursuant to the appeals procedures established by the state, from any other state Medicaid program, unless the applicant has been in good standing with a state Medicaid program for the most recent 5-year period and the termination occurred at least 20 years before the date of the application.
- (e) Has obtained a permit by misrepresentation or fraud.
- (f) Has attempted to procure, or has procured, a permit for any other person by making, or causing to be made, any false representation.
- (g) Has been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a crime in any jurisdiction which relates to the practice of, or the ability to practice, the profession of pharmacy.
- (h) Has been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a crime in any jurisdiction which relates to health care fraud.
- (i) Is currently listed on the United States Department of Health and Human Services Office of Inspector General's List of Excluded Individuals and Entities.
- (j) Has dispensed any medicinal drug based upon a communication that purports to be a prescription as defined by s. [465.003](#)(14) or s. [893.02](#) when the pharmacist knows or has reason to believe that the purported prescription is not based upon a valid practitioner-patient relationship that includes a documented patient evaluation, including history and a physical examination adequate to establish the diagnosis for which any drug is prescribed and any other requirement established by board rule under chapter 458, chapter 459, chapter 461, chapter 463, chapter 464, or chapter 466.

If applicable to you, please provide the documentation to the Florida Board of Pharmacy.



**FLORIDA BOARD OF  
PHARMACY**  
 P.O. Box 6320  
 Tallahassee, FL 32314-6320  
 Telephone (850) 245-4292  
 www.floridaspharmacy.gov

**STERILE COMPOUNDING PHARMACY PERMIT APPLICATION**

Application Type – Please choose one of the following:

\_\_\_\_ New Establishment \$255 fee (1020)

\_\_\_\_ Existing Permit (\$255 fee) (1024) \_\_\_\_\_ Existing Permit Number

\_\_\_\_ Change of Location \$100 fee (3011) \_\_\_\_\_ Existing Sterile Compounding Permit Number

\_\_\_\_ Change of Ownership (a new permit number will be issued) \$255 fee (1022 create new file)

\_\_\_\_\_ Existing Sterile Compounding Permit Number

Will the Pharmacy Dispense Schedule II and/or III Controlled Substances? \_\_\_ Yes \_\_\_ No

Please list your Federal Employer Identification Number \_\_\_\_\_

<b>1. Corporate Name</b>	<b>Telephone Number</b>

<b>2. Doing Business As (d/b/a)</b>	<b>E-Mail Address</b>

<b>3. Mailing Address</b>	

<b>City</b>	<b>State</b>	<b>Zip</b>

<b>4. Physical Address</b>	

<b>City</b>	<b>State</b>	<b>Zip</b>

<b>City</b>	<b>State</b>	<b>Zip</b>

<b>City</b>	<b>State</b>	<b>Zip</b>

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<b>City</b>	<b>State</b>	<b>Zip</b>



**13. Has anyone listed in 12.d had an ownership interest of 5% or more in a pharmacy or any other business permit which was disciplined, suspended, revoked, or closed involuntarily within the past 5 years?**

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please provide a signed affidavit disclosing the reason the entity was closed.

**13a Has anyone listed in 12.d had an ownership interest of 5% or more in a pharmacy or any other business permit which was voluntarily relinquished or closed voluntarily within the past 5 years?**

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please provide a signed affidavit disclosing the reason the entity was closed.

**14. Has anyone listed in 12.d ever obtained a pharmacy permit by misrepresentation or fraud or been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a crime in any jurisdiction which relates to health care fraud?**

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please provide documents concerning this conviction.

**Pursuant to Section 456.0635(2) and 465.022(5), *Florida Statutes*, questions 15 through 23 are being asked. If you answer yes to any of the following questions, explain on a separate sheet providing accurate details and submit copies of supporting documentation.**

**15. Has the applicant or any principal, officer, agent, managing employee, or affiliated person of the applicant been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under Chapter 409, Chapter 817, or Chapter 893, Florida Statutes; or a similar felony offense in another state or jurisdiction since July 1, 2009? (If yes, provide court documents concerning this conviction)**

Yes \_\_\_\_\_ No \_\_\_\_\_

**15a. If “yes” to 15, for the felonies of the third degree, has it been more than 10 years from the date of the plea, sentence and completion of any subsequent probation? (This question does not apply to felonies of the third degree under Section 893.13(6)(a), Florida Statutes).**

Yes \_\_\_\_\_ No \_\_\_\_\_

**15b. If “yes” to 15, for the felonies of the third degree under Section 893.13(6)(a), Florida Statutes, has it been more than 5 years from the date of the plea, sentence and completion of any subsequent probation?**

Yes \_\_\_\_\_ No \_\_\_\_\_

**15c. If “yes” to 15, has the applicant or any principal, officer, agent, managing employee, or affiliated person of the applicant successfully completed a drug court program that resulted in the plea for the felony offense being withdrawn or the charges dismissed? (If “yes”, please provide supporting documentation).**

Yes \_\_\_\_\_ No \_\_\_\_\_

**16. Has the applicant or any principal, officer, agent, managing employee, or affiliated person of the applicant been convicted of, or entered a plea of guilty or nolo contendere to, regardless**

**of adjudication to a felony under 21 U.S.C. ss.801-970 or 42 U.S.C. ss. 1395-1396 since July 1, 2009?**

Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes, explain on a separate sheet providing accurate details)

**16a. If “yes” to 16, has it been more than 15 years before the date of application since the sentence and any subsequent period of probation for such conviction or plea ended?**

Yes \_\_\_\_\_ No \_\_\_\_\_

**17. Has the applicant or any principal, officer, agent, managing employee, or affiliated person of the applicant ever been terminated for cause from the Florida Medicaid Program pursuant to Section 409.913, Florida Statutes? (If no, do not answer 18.)**

Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes, explain on a separate sheet providing accurate details)

**18. If the applicant or any principal, officer, agent, managing employee, or affiliated person of the applicant has been terminated, has the applicant been reinstated and in good standing with the Florida Medicaid Program for the most recent five years?**

Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes, explain on a separate sheet providing accurate details)

**19. Has the applicant or any principal, officer, agent, managing employee, or affiliated person of the applicant ever been terminated for cause, pursuant to the appeals procedures established by the state or federal government, from any other state Medicaid program or the federal Medicare program? (If no, do not answer 20 and 21)**

Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes, explain on a separate sheet providing accurate details)

**20. Has the applicant been in good standing with a state Medicaid program or the federal Medicare program for the most recent five years?**

Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes, explain on a separate sheet providing accurate details)

**21. Did the termination occur at least 20 years prior to the date of this application?**

Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes, explain on a separate sheet providing accurate details)

**22. Is the applicant or any principal, officer, agent, managing employee, or affiliated person of the applicant listed on the United States Department of Health Human Services Office of Inspector General’s List of Excluded Individuals and Entities?**

Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes, explain on a separate sheet providing accurate details)

**23. I have been provided and read the statement from the Florida Department of Law Enforcement regarding sharing, retention, privacy and right to challenge incorrect criminal history records and the “Privacy Statement” document from the Federal Bureau of Investigation. (Found on Page 9 of this application.)**

Yes \_\_\_\_\_ No \_\_\_\_\_

**24. Are you currently registered or permitted in any other states? If yes, provide the state, permit type, and permit number for each permit. *Attach a separate sheet if necessary.***

Yes \_\_\_\_\_ No \_\_\_\_\_

State	Permit Type	Permit Number
<p><b>25. Has the applicant, affiliated persons, partners, officer, directors, or PDM or Consultant Pharmacist of Record ever owned a pharmacy? If yes, provide the name of the pharmacy, the state where the pharmacy is located and the status of the pharmacy. Attach a separate sheet if necessary.</b></p>		
<p>Yes _____ No _____ (If yes, please list them below, you may provide additional sheet)</p>		
Pharmacy Name	State	Status
<p><b>26. Has any disciplinary action ever been taken against any license, permit or registration issued to the applicant, affiliated persons, partners, officers, directors or Consultant Pharmacist of Record in this state or any other?</b></p>		
<p>Yes _____ No _____ (If yes, explain on a separate sheet providing accurate details and submit documentation from the licensing agency who took the disciplinary action)</p>		
<p><b>27. Has the applicant, or any officer, member or partner ever been convicted of a felony or misdemeanor, excluding minor traffic convictions?</b></p>		
<p>Yes _____ No _____ (You must include all misdemeanors and felonies, even if adjudication was withheld by the court, so that you would not have a record of conviction. Driving under the influence or driving while impaired is <u>NOT</u> a minor traffic offense for the purposes of this question.)</p>		
<p><b>28. Is there any other permit issued by the Department of Health located at the physical location address on this application?</b></p>		
<p>Yes _____ No _____ (If yes, explain on a separate sheet providing accurate details)</p>		
<p><b>29. Does the applicant, affiliated person, partner, officer, director have any outstanding fines, liens or overpayments assessed by a final order of the department? If yes, please answer 29a.</b></p>		
<p>Yes _____ No _____ (If yes, explain on a separate sheet providing accurate details)</p>		
<p><b>29a. Does the applicant, affiliated person, partner, officer, director have a repayment plan approved by the department?</b></p>		
<p>Yes _____ No _____</p>		
<p><b>30. Is the policy and procedure manual for preventing controlled substance dispensing based on fraudulent representation or invalid practitioner-patient relationship available for inspection by DOH?</b></p>		
<p>Yes _____ No _____</p>		

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**ALL QUESTIONS MUST BE ANSWERED OR YOUR APPLICATION WILL BE RETURNED**

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Section 456.013(1), F.S., requires that applicants supplement their applications as needed to reflect any material change in any circumstances or conditions stated in the application, which takes place between the initial filing of the application and the final grant or denial of the license, which might affect the decision of the department.

I certify that the statements contained in this application are true, complete, and correct and I agree that said statements shall form the basis of my application and I do authorize the Florida Board of Pharmacy to make any investigations that they deem appropriate and to secure any additional information concerning me, and I further authorize them to furnish any information they may have or have in the future concerning me to any person, corporation, institution, association, board, or any municipal, county, state, or federal governmental agencies or units, and I understand according to the Florida Board of Pharmacy Statutes that a Pharmacy Permit may be revoked or suspended for presenting any false, fraudulent, or forged statement, certificate, diploma, or other thing, in connection with an application for a license or permit, as set forth in Section 465.015(2)(a), F.S.

Under penalty of perjury I have read the foregoing document and that the facts stated in it are true. I recognize that providing false information may result in disciplinary action against my license or criminal penalties.

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_ DATE \_\_\_\_\_  
Owner/Officer

## **PHARMACY PERMIT APPLICATION CHECKLIST**

**Keep a copy of the completed application for your records.**

It is recommended that you use the following checklist to help ensure that your application is complete. Failure to attach any required document, or to have required documentation sent to the Board, will result in an incomplete application. Final approval for inspection cannot be granted until the application is complete. Faxed applications will not be accepted.

- \_\_\_\_\_ **Application completed (all questions answered)**
- \_\_\_\_\_ **Application signed**
- \_\_\_\_\_ **Consultant Pharmacist of Record/Prescription Department Manager Listed with Signature**
- \_\_\_\_\_ **\$255.00 Fee Attached (Fee required for new establishments only)**
  
- \_\_\_\_\_ **Copy of Articles of Incorporation from the Secretary of State's Office (Required for new establishments)**
- \_\_\_\_\_ **Fingerprints have been submitted via live scan for all officers and owners and the prescription department manager or consultant pharmacist of record. (Required for new establishments)**
- \_\_\_\_\_ **Attach proof from AHCA of fingerprint results if applicable for prescription department manager or consultant pharmacist of record. (Required for new establishments)**
- \_\_\_\_\_ **Attestation for Business Taxable Assets of \$100 million if applicable**
- \_\_\_\_\_ **Bill of Sale is required for Change of Ownership**
- \_\_\_\_\_ **Policy & Procedure Questions Answered**

Electronic Fingerprinting

**Take this form with you to the Live Scan service provider. Please check the service provider's requirements to see if you need to bring any additional items.**

- Background screening results are obtained from the Florida Department of Law Enforcement and the Federal Bureau of Investigation by submitting to a fingerprint scan using the live scan method;
- You can find a Livescan service provider at: <http://www.doh.state.fl.us/mqa/background.html>;
- Failure to submit background screening will delay your application;
- Applicants may use any Livescan service provider approved by the Florida Department of Law Enforcement to submit their background screening to the department;
- If you do not provide the correct Originating Agency Identification (ORI) number to the livescan service provider the Board office will not receive your background screening results;
- You must provide accurate demographic information to the livescan service provider at the time your fingerprints are taken, **including your Social Security number (SSN)**;
- If you do not have a SSN you will need to contact the Board office for a fingerprint card then return the card to the Board office;
- The ORI number for the Board of Pharmacy is EDOH4680Z
- Typically, background-screening results submitted through a Livescan service provider are received by the Board within 24-72 hours of being processed.
- If you obtain your livescan from a service provider who does not capture your photo, you may be required to be reprinted by another agency in the future.

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Aliases: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
(MM/DD/YYYY)

Citizenship: \_\_\_\_\_ Race: \_\_\_\_\_ (W-White/Latino (a); B-Black; A-Asian;  
NA-Native American; U-Unknown)

Sex: \_\_\_\_\_ Weight: \_\_\_\_\_ Height: \_\_\_\_\_  
(M=Male; F=Female)

Eye Color: \_\_\_\_\_ Hair Color: \_\_\_\_\_

Address: \_\_\_\_\_ Apt. Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Transaction Control Number (TCN#): \_\_\_\_\_  
(This will be provided to you by the Live Scan Service provider.)

Keep this form for your records.

## **FLORIDA DEPARTMENT OF LAW ENFORCEMENT**

### **NOTICE FOR APPLICANTS SUBMITTING FINGERPRINTS WHERE CRIMINAL RECORD RESULTS WILL BECOME PART OF THE CARE PROVIDER BACKGROUND SCREENING CLEARINGHOUSE**

#### **NOTICE OF:**

- **SHARING OF CRIMINAL HISTORY RECORD INFORMATION WITH SPECIFIED AGENCIES,**
- **RETENTION OF FINGERPRINTS,**
- **PRIVACY POLICY, AND**
- **RIGHT TO CHALLENGE AN INCORRECT CRIMINAL HISTORY RECORD**

This notice is to inform you that when you submit a set of fingerprints to the Florida Department of Law Enforcement (FDLE) for the purpose of conducting a search for any Florida and national criminal history records that may pertain to you, the results of that search will be returned to the Care Provider Background Screening Clearinghouse. By submitting fingerprints, you are authorizing the dissemination of any state and national criminal history record that may pertain to you to the Specified Agency or Agencies from which you are seeking approval to be employed, licensed, work under contract, or to serve as a volunteer, pursuant to the National Child Protection Act of 1993, as amended, and Section 943.0542, Florida Statutes. "Specified agency" means the Department of Health, the Department of Children and Family Services, the Division of Vocational Rehabilitation within the Department of Education, the Agency for Health Care Administration, the Department of Elder Affairs, the Department of Juvenile Justice, and the Agency for Persons with Disabilities when these agencies are conducting state and national criminal history background screening on persons who provide care for children or persons who are elderly or disabled. The fingerprints submitted will be retained by FDLE and the Clearinghouse will be notified if FDLE receives Florida arrest information on you.

Your Social Security Number (SSN) is needed to keep records accurate because other people may have the same name and birth date. Disclosure of your SSN is imperative for the performance of the Clearinghouse agencies' duties in distinguishing your identity from that of other persons whose identification information may be the same as or similar to yours.

Licensing and employing agencies are allowed to release a copy of the state and national criminal record information to a person who requests a copy of his or her own record if the identification of the record was based on submission of the person's fingerprints. Therefore, if you wish to review your record, you may request that the agency that is screening the record provide you with a copy. After you have reviewed the criminal history record, if you believe it is incomplete or inaccurate, you may conduct a personal review as provided in s. 943.056, F.S., and Rule 11C-8.001, F.A.C. If national information is believed to be in error, the FBI should be contacted at 304-625-2000. You can receive any national criminal history record that may pertain to you directly from the FBI, pursuant to 28 CFR Sections 16.30-16.34. You have the right to obtain a prompt determination as to the validity of your challenge before a final decision is made about your status as an employee, volunteer, contractor, or subcontractor.

Until the criminal history background check is completed, you may be denied unsupervised access to children, the elderly, or persons with disabilities.

The FBI's Privacy Statement follows on a separate page and contains additional information.  
US Department of Justice, Federal Bureau of Investigation,  
Criminal Justice Information Services Division

## Privacy Statement

**Authority:** The FBI's acquisition, preservation and exchange of information requested by this form is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include numerous Federal statutes, hundreds of State statutes pursuant to Pub.L.92-544, Presidential executive orders, regulations and/or orders of the Attorney General of the United States, or other authorized authorities. Examples include, but are not limited to: 5 U.S.C. 9101; Pub.L.94-29; Pub.L.101-604; and Executive Orders 10450 and 12968. Providing the requested information is voluntary; however, failure to furnish the information may affect timely completion of approval of your application.

**Social Security Account Number (SSAN):** Your SSAN is needed to keep records accurate because other people may have the same name and birth date. Pursuant to the Federal Privacy Act of 1974 (5 USC 552a), the requesting agency is responsible for informing you whether disclosure is mandatory or voluntary, by what statutory or other authority your SSAN is solicited, and what uses will be made of it. Executive Order 9397 also asks Federal Agencies to use this number to help identify individuals in agency records.

**Principal Purpose:** Certain determinations, such as employment, security, licensing and adoption, may be predicated on fingerprint based checks. Your fingerprints and other information contained on (and along with) this form may be submitted to the requesting agency, the agency conducting the application investigation, and/or FBI for the purpose of comparing the submitted information to available records in order to identify other information that may be pertinent to the application. During the processing of this application, and for as long hereafter as may be relevant to the activity for which this application is being submitted, the FBI( may disclose any potentially pertinent information to the requesting agency and/or to the agency conducting the investigation. The FBI may also retain the submitted information in the FBI's permanent collection of fingerprints and related information, where it will be subject to comparisons against other submissions received by the FBI. Depending on the nature of your application, the requesting agency and/or the agency conducting the application investigation may also retain the fingerprints and other submitted information for other authorized purposes of such agency(ies).

**Routine Uses:** The fingerprints and information reported on this form may be disclosed pursuant to your consent, and may also be disclosed by the FBI without your consent as permitted by the Federal Privacy Act of 1974 (5 USC 552a(b)) and all applicable routine uses as many be published at any time in the Federal Register, including the routine uses for the FBI Fingerprint Identification Records System (Justice, FBI-009) and the FBI's Blanket Routine Uses (Justice/FBI-BRU). Routine uses include, but are not limited to, disclosures to: appropriate governmental authorities responsible for civil or criminal law enforcement counterintelligence, national security or public safety matters to which the information may be relevant; to State and local governmental agencies and nongovernmental entities for application processing as authorized by Federal and State legislation, executive order, or regulation, including employment, security, licensing, and adoption checks; and as otherwise authorized by law , treaty, executive order, regulation, or other lawful authority. If other agencies are involved in processing the application, they may have additional routine uses.

**Additional Information:** The requesting agency and/or the agency conducting the application investigation will provide you additional information pertinent to the specific circumstances of this application, which may include identification of other authorities, purposes, uses, and consequences of not providing requested information. In addition, any such agency in the Federal Executive Branch has also published notice.