

Employment Change FAQ

Is there a fee associated with a change of employment?

No, there is cost to change employment. The changes can be made by going to the Boards [online system](#). For instructions and the type of employment changes, see <https://www.pharmacy.texas.gov/changeaddress.asp>.

How do I remove employees from my pharmacy license?

Reporting a change of employment for technicians or staff pharmacists can be accessed online on TSBP's website at <https://www.pharmacy.texas.gov/changeaddress.asp>.

Can I work at more than one pharmacy?

See each class of pharmacy has employment rules, see [Texas Pharmacy Rules](#) pertaining to the class/rank of pharmacy you will be working.

Why did I receive an error message when adding employment?

If you received the error message "Your License does not have the necessary status required by the relationship role" when adding employment, make sure your license is active and not a delinquent, expired or inactive status. Contact TSBP at mailing@pharmacy.texas.gov or call (512) 305-8047 for assistance.

If you received the error message "This application must be cancelled until the current PIC has been removed. Contact TSBP for further information at mailing@pharmacy.texas.gov", the former PIC has not removed their PIC employment at the pharmacy you are requesting to be added to. The former PIC must remove their employment before you will be able to add your new employment to the pharmacy.

What amount of time is a pharmacy allowed to operate without a pharmacist-in-charge (PIC)?

Pharmacies that fail to employ a PIC are not in compliance with TSBP Rules and are subject to potential disciplinary action by TSBP. Any change of PIC must be reported per [§291.3\(e\)\(2\)](#).

Upon a change of PIC, what drugs are required to be inventoried?

Per [§291.17\(g\)](#), an inventory taken at a change of PIC must include all stocks of all controlled substances (including any out-of-date drugs).