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# **INCOMING CHANGE OF PHARMACIST-IN-CHARGE (PIC)**

TSBP ONLINE SUBMISSION



# VERIFY INFORMATION



## TEXAS STATE BOARD OF PHARMACY

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### Categories

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### License & Registration Verifications

*The databases are updated Monday through Friday by 12 noon.*

[Pharmacist Search](#)[Pharmacy Search](#)[Pharmacist Intern Search](#)[Pharmacy Technician / Technician Trainee Search](#)[Temporary Pharmacist License / Pharmacy Technician Registration Search](#)[Download Tables for License Verifications](#)[Open Records Request Form](#)



Texas Behavioral Health Executive Council  
Texas Board of Professional Geoscientists  
Texas Funeral Service Commission  
Texas Optometry Board  
Texas State Board of Dental Examiners  
Texas State Board of Pharmacy  
Texas State Board of Plumbing Examiners

## Welcome to the Online Licensing System

[FAQ](#) | [Public Search](#) | [Contact Us](#)

### Returning User

"\*" are required.

\*User ID:

\*Password:

[Forgot password?](#)

[Forgot user ID?](#)

### New User

[Begin Here For Sign-up](#)



New Users (those who have not applied or renewed online since June 2011) must create an online account to use the Online Licensing System. Opening a second account will not delete the first account.



### Public Search

It is not necessary to register or login to view or search for a license or registration. To search by name, license number, license type, city, or county click on the "Public Search" link above.

### Sign-up and manage your licenses

**Apply for New License:** To apply for an initial license, please sign up using the link to the left. If you have previously registered using this system, it is not necessary to create another user registration to apply for a new license.

**Renew or Maintain Your License:** To renew and/or maintain an existing license, please login with your existing user ID and password, or click on the link to the left to register as a new user.

**Maintenance Window:** Click [here](#) to see our upcoming maintenance schedule

This website is the property of the State of Texas. Unauthorized attempts to upload information or change information are strictly prohibited and may be punishable under the Texas Penal Code Chapters 33 (Computer Crimes) or 33A (Telecommunications Crimes).

Details about information collected on individuals and the process to correct incorrect information may be found on each of the agency's websites.

Payment Issues: 877-452-9060  
Logging In Issues/Technical Support: [Contact Us](#)  
Browser Compatibility Minimum: IE v9, Firefox v27, Chrome v12.X (NO hand-held devices)  
Maintenance Window: Sunday 7pm - 10pm CST

# LOG IN TO YOUR ONLINE ACCOUNT



# SELECT EMPLOYMENT TYPE

[Update Profile](#) | [Logoff](#) | [Contact Us](#)

## Quick Start Menu

If you see your license on the right hand of the screen under the "License Information" section please **DO NOT** click on the "Add License to Registration" link at the bottom as your license is already associated with this online account. You should see your license options listed below.

If you are trying to apply for a license please choose the appropriate option under the "Start a New Application" section.

If you need to add your license to your online account please click on the "Add Licenses To Registration" option below.

### Manage your license information

Licensed Pharmacist #67649

<Choose Application> ▼

Select

### Start a New Application

What are you applying for?

<Choose Board>

<Choose Application> ▼

### Additional Activities

Add Licenses To Registration

Select

### License Information

Show Details

License Number: #12345

License Type **Licensed Pharmacist**

### License Information

Show Details

License Number: #222208

License Type **Pharmacy Technician**

<Choose Application>

Add Pharmacist in Charge

Change of Address

Drop Pharmacist in Charge

Pharmacist Employment Relationships





# INCOMING PHARMACIST IN CHARGE PROCESS

[Update Profile](#) | [Logoff](#) | [Contact Us](#)

Introduction

Name and Personal Details

Contact Information

Pharmacist in Charge Attestation

Pharmacist in Charge Relationship

Summary (pre-fees)

## Drop Pharmacist in Charge - Introduction

Press "Next" to continue.

Press "Cancel" to cancel this application and return to the main menu.

Next

Cancel App

Introduction

Name and Personal Details

Contact Information

Pharmacist in Charge Attestation

Pharmacist in Charge  
Relationship

Summary (pre-fees)

## Drop Pharmacist in Charge - Contact Information

☐ Main Address (Apartment (Apt), Unit, Lot, Suite (Ste) numbers should be included if applicable)

Copy From:

Copy

Street Number:

321

\* Address: ?

RIVERBEND COVE

\* Zip Code:

78728

\* City:

AUSTIN

\* State:

TEXAS

County:

TRAVIS

Country:

United States

Phone  
Number:

(512) 555-1212

(999) 999-9999

Extension:

E-mail:

Personal@email.com

Contact #:

Web Address:

# INCOMING PHARMACIST ATTESTATION



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Introduction

Name and Personal Details

Contact Information

Pharmacist in Charge  
Attestation

Pharmacist in Charge  
Relationship

Summary (pre-fees)

## Add Pharmacist in Charge - Information

### Pharmacist in Charge Attestation

\* Are you the incoming or departing Pharmacist in Charge?

Incoming Pharmacist in Charge ▼

Have you completed an inventory as specified in rule §291.17?

▼

Date the inventory was conducted.

(mm/dd/yyyy)

\* By my response, I acknowledge that I am the Pharmacist-in-Charge of this pharmacy and attest that I have read and understand the laws and rules relating to this class of pharmacy.

▼

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Cancel App



# ADD RELATED LICENSE TO YOUR ACCOUNT

[Update Profile](#) | [Logoff](#) | [Contact Us](#)

Introduction

Name and Personal Details

Contact Information

Pharmacist in Charge Attestation

Pharmacist in Charge Relationship

Summary (pre-fees)

## Add Pharmacist in Charge - Pharmacist in Charge Relationship

Enter in the license numbers for the required related licenses in the bottom section if required. You can delete any related licenses by clicking the Delete hyperlinks.

Add any other Pharmacist in Charge related licenses using the Add a New Relationship section below. Any other employment type will need to be added in a new application.

### Add a New Relationship

Type of Relationship

Pharmacist in Charge [I am the: Pharmacist in Charge]

\* License Type of Pharmacy

\* License Number

Add

Back

Next

Cancel App



# VERIFY PHARMACY ADDITION



Personal Details

Information

Pharmacist in Charge Attestation

Pharmacist in Charge

Registration Fees

Update

Add Pharmacist in Charge - Pharmacist in Charge Relationship

Enter in the license numbers for the required related licenses in the bottom section if required. You can delete a relationship by clicking the Delete hyperlinks.

Add any other Pharmacist in Charge related licenses using the Add a New Relationship section below. Any other type will need to be added in a new application.

Related Licenses

Relation Name: Pharmacist in Charge (Required: N )

Your Role: Pharmacist in Charge

Other Party Role: Pharmacy  
2920 ER  
Pharmacy - Licensed Pharmacy - 28176  
Active - 2022-08-31

Add a New Relationship

Type of Relationship Pharmacist in Charge [I am the: Pharmacist in Charge]

\* License Type of Pharmacy

\* License Number 

Add

# APPLICATION SUMMARY

## Application

License Type: Licensed Pharmacist Application Date: 07/30/2021

## Personal Details

Full Name: [REDACTED]  
Social Security Number: [REDACTED]  
Birthdate: 02/04/1992 Gender: Female  
Race: Black or African American

[Edit](#)

## General Addresses

Main Address (Apartment (Apt),  
Unit, Lot, Suite (Ste) numbers

[Edit](#)

## Pharmacist in Charge Attestation

Are you the incoming or departing  
Pharmacist in Charge? Incoming Pharmacist in Charge  
Have you completed an inventory as  
specified in rule §291.17? Yes, I attest I have completed the  
inventory.  
Date the inventory was conducted.  
(mm/dd/yyyy) 01/04/2021  
By my response, I acknowledge that I am the  
Pharmacist-in-Charge of this pharmacy and  
attest that I have read and understand the  
laws and rules relating to this class of  
pharmacy. Yes

[Edit](#)

## Related Licenses

Relation Name Pharmacist in Charge (Required:N)  
Your Role Pharmacist in Charge  
Other Party Role Pharmacy  
Other Party Name: 2920 ER  
Pharmacy - Licensed  
Lic Type: Pharmacy Lic Number: 28176  
Lic Status: Active Lic Expiry: 08/31/2022

[Edit](#)

# ATTEST TO THE STATEMENT

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Introduction

Name and Personal Details

Contact Information

Pharmacist in Charge Attestation

Pharmacist in Charge Relationship

Summary (pre-fees)

## Add Pharmacist in Charge - Certification

Press "Previous" to return to the previous section.

Press "Next" to continue.

Press "Cancel" to cancel this application and return to the main menu.

I hereby attest to the fact that the information on this form is true and correct. I understand that providing false or incorrect information constitutes a violation of the Texas Pharmacy Act and subjects me to the penalties set forth, up to and including denial of my registration application.

☒ Yes

☐ No

Previous

Next

Cancel



Introduction

Name and Personal Details

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Pharmacist in Charge Attestation

Pharmacist in Charge Relationship

**Summary (pre-fees)**

### Add Pharmacist in Charge - Certification

Press "Previous" to return to the previous section.

Press "Next" to continue.

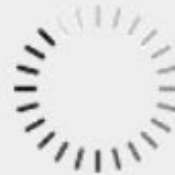
Press "Cancel" to cancel.

I hereby attest to the accuracy of the information provided, which constitutes a violation of the rules of the application.

☒ Yes

☐ No

Please wait while your application is processed...



I understand that providing false or incorrect information constitutes a violation of the rules of the application, up to and including denial of my registration.

Previous

Next

Cancel

### Fee and Summary Report

Your application data has been submitted. Click on "View PDF Summary Report" and print this report for your records.

Press "Return" to return to the main menu.

Return

View PDF Summary Report



## Application Summary - Ref Id: I701158.R329.C7004



tor\_noreply@irondata.com

To 



SummaryPDF\_DATE210730110907\_2446068754286022265.pdf

5 KB



Thank you for submitting your Change of Pharmacist-in-Charge through the Texas State Board of Pharmacy at [www.pharmacy.texas.gov](http://www.pharmacy.texas.gov).

A copy of the application summary is attached to this email. Adobe Reader is necessary to view the PDF.

\*\*\* Note: This is an automated email. Do NOT reply to this message.







# ERROR MESSAGE

Introduction

Name and Personal Details

Contact Information

Pharmacist in Charge Attestation

Pharmacist in Charge Relationship

Summary (pre-fees)

## Error

- Your license does not have the necessary status required by the relationship role.

### Add Pharmacist in Charge - Pharmacist in Charge Relationship

Enter in the license numbers for the required related licenses in the bottom section if required. You can delete any related licenses by clicking the Delete hyperlinks.

Add any other Pharmacist in Charge related licenses using the Add a New Relationship section below. Any other employment type will need to be added in a new application.

#### Add a New Relationship

Type of Relationship

Pharmacist in Charge [I am the: Pharmacist in Charge]

\* License Type of Pharmacy

A: Community Pharmacy ▼

\* License Number

31460

Add

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Cancel App

# ERROR MESSAGE

[Update Profile](#) | [Logoff](#) | [Contact Us](#)

Introduction

Name and Personal Details

Contact Information

Pharmacist in Charge Attestation

Pharmacist in Charge Relationship

Summary (pre-fees)

## Error

- This application must be cancelled until the current PIC has been removed. Contact TSBP for further information at [mailing@pharmacy.texas.gov](mailto:mailing@pharmacy.texas.gov).

## Add Pharmacist in Charge - Pharmacist in Charge Relationship

Enter in the license numbers for the required related licenses in the bottom section if required. You can delete any related licenses by clicking the Delete hyperlinks.

Add any other Pharmacist in Charge related licenses using the Add a New Relationship section below. Any other employment type will need to be added in a new application.

## Add a New Relationship

Type of Relationship

Pharmacist in Charge [I am the: Pharmacist in Charge]

\* License Type of Pharmacy

A: Community Pharmacy

\* License Number

30522

Add

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Cancel App