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**Out of State Mail Order Pharmacy
Notification of Change of Pharmacist-In-Charge (PIC)**

Pharmacy Name _____

Pharmacy License # **MO** _____ Controlled Substance License# **MI** _____

Address of Pharmacy _____

City _____ State _____ Zip _____ Phone# _____

Incoming PIC
Name _____

Outgoing PIC
Name _____

WV License# _____

WV License# _____

Home Phone# _____

Home Phone# _____

Previous Employer:

New Employer:

***Note: The law states that a pharmacy may have an interim PIC for up to 60 days. If you do not have a West Virginia License pharmacist, by policy, the Board has allowed for a pharmacist licensed in the state where the pharmacy is located to act as an interim PIC. Therefore the incoming PIC has 60 days to get a West Virginia pharmacist license; pharmacist must send proof from NABP that reciprocity process has been started. If a license is not obtained in the 60 day period the company must cease operation into West Virginia until there is a WV licensed pharmacist as PIC.**

An inventory of all controlled substances was taken on: Date _____

As the incoming PIC, I state that I have reviewed my pharmacy's Duties of the PIC and that I have reviewed and fully understand West Virginia Rules §15-1-20. Duties and Responsibilities of the Pharmacist-in-Charge.

Signature of Incoming PIC _____ Date _____

Signature of Outgoing PIC _____ Date _____

****Note:** If the departing and incoming P-I-C are unable to conduct the inventory together, a closing inventory shall be conducted by the departing P-I-C and a separate beginning inventory shall be conducted by the incoming P-I-C.

RE: Controlled Substance Permit: This P-I-C form must be mailed to the Board office with fee of **\$10.00 (Check or money order only)** , and the original CS permit. Make a copy of the original CS permit with a line drawn through the name of the outgoing PIC, write the name of the incoming PIC in indelible ink upon the copied CS permit, and put it on your pharmacy wall until you receive the new CS permit from the Board office.

****Note:** If you hold a **Mail Order License with West Virginia Board of Pharmacy with no Controlled Substance Permit**, no fee is required and you will not need to submit your original permit with this form.