



THE STATE
of **ALASKA**

Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing

PHA

FOR DIVISION USE ONLY

Board of Pharmacy

PO Box 110806, Juneau, AK 99811

Phone: (907) 465-2550

Email: BoardOfPharmacy@Alaska.Gov

Website: ProfessionalLicense.Alaska.Gov/BoardOfPharmacy

Out-of-State Pharmacy Registration Renewal

October 1, 2022 – June 30, 2024

- Your registration lapses after September 30, 2022. There is no grace period — it is illegal to work if your license has lapsed.
- Faxed or emailed applications will not be accepted.
- Make checks and money orders payable to the State of Alaska or use the attached credit card payment form.
- Plan on a 4–6-week processing time for correct and complete renewal applications.

PART I Payment of Fees

Renewal Fees:	<input type="checkbox"/> Biennial Registration Renewal (For registrations first issued on or before June 30, 2021)	\$550.00
	<input type="checkbox"/> Prorated Registration Renewal (For registrations first issued on or after July 1, 2021)	\$275.00

PART II Facility Information

Pharmacy Name: (DBA)			
Is this the same DBA as listed on the current registration? (If no, this registration cannot be renewed. A new registration application must be submitted.)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Alaska Pharmacy Registration Number:		Contact Phone:	
Owner Name:			
Is this the same owner as listed on the current registration? (If no, this registration cannot be renewed. A new registration application must be submitted.)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Mailing Address:	P.O. Box or Street	City	State Zip
Physical Address:	Street	City	State Zip
Is this the same location as listed on the current registration? (If no, this registration cannot be renewed. A new registration application must be submitted.)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
EMAIL AGREEMENT: By choosing to receive correspondence on any matter affecting my license or other business with the Alaska Division of Corporations, Business and Professional Licensing, I agree to maintain an accurate email address through the MY LICENSE web page. I understand that failure to check my email account or to keep the email address in good standing may result in an inability to receive crucial information, potentially resulting in my inability to obtain or maintain licensure.			
Email Address:		Select One:	<input type="checkbox"/> Send my Correspondence Electronically <input type="checkbox"/> Send my Correspondence by Mail
Note: If both boxes are selected above, you will receive correspondence electronically.			

PART III Owner and Services Information

Ownership

☐ Sole Proprietorship ☐ Partnership ☐ Corporation ☐ LLC

Services

Check all services that apply:

☐ Retail ☐ Mail Order ☐ Internet ☐ Institutional
☐ Clinical ☐ Sterile Compounding ☐ Non-Sterile Compounding

PART IV Annual Information Update

The annual information update required by AS 08.80.158(b) is due on this renewal form during even years. In odd years, pharmacies must submit the Annual Information Update form (#08-4484) found at *Pharmacy.Alaska.Gov* before December 31st.

Officers and Pharmacists

There is no requirement to notify the board each time there is a change in principal corporate officers and/or pharmacists.

This section is applicable ONLY to corporate pharmacies with officers who are dispensing or distributing prescriptions to Alaska residents.

☐ None of the principal corporate officers of this pharmacy dispense/distribute prescription drugs to Alaska or this pharmacy is not a corporation (skip to pharmacist list).

Name of Principal Corporate Officer	Title	Location (City, State)

List ONLY the pharmacists who are dispensing/distributing prescriptions to Alaska residents.

Name of Pharmacist	Title	Location (City, State)

PART IV Annual Information Update (continued)

The annual information update required by AS 08.80.158(b) is due on this renewal form during even years. In odd years, pharmacies must submit the Annual Information Update form (#08-4484) found at *Pharmacy.Alaska.Gov* before December 31st.

Copy of License

A copy of a current and valid license is required but does not need to be a certified true copy. Simply make a copy of the current license and submit it with this renewal application.

- ☐ I have attached a copy of a current valid license, permit, or registration to conduct operations in the home jurisdiction from the state below.

State:

Satisfactory Record Keeping/Sworn Statement

By providing my signature below, this pharmacy submits a sworn statement that it maintains its records of prescription drugs dispensed to persons in Alaska. Our records will be readily retrievable from the records of other prescription drugs dispensed by the pharmacy, as demonstrated in one of the following ways (select one):

- ☐ Providing a description of our pharmacy's policies and procedures relating to satisfactory record keeping. (Describe below.)

.....

.....

.....

.....

.....

.....

.....

.....

OR

- ☐ Attaching a copy of our pharmacy's policies and procedures relating to satisfactory record keeping.

PIC Printed Name:

PIC Signature:

Date Signed:

PART V Inspection Attestation

- ☐ I attest that a self-inspection report was completed within the last two years.

AND

- ☐ I also attest that a copy of the self-inspection will be made available upon request.

PART VI Prescription Drug Monitoring Program (PDMP)

Pharmacies dispensing/distributing federally scheduled II - IV controlled substances must report **daily** as required by AS 17.30.200(b) and 12 AAC 52.865. It is the responsibility of the **pharmacist-in-charge** (PIC) to report prescription data on behalf of the pharmacy. If the PIC is unavailable, another pharmacist must report the information.

PIC Name:

License Number:

Phone Number:

Extension:

Email Address:

Dispensing/Distributing Status

The *Certification of No Controlled Substances Dispensed* form and the *Data Reporting Survey* are no longer in use following the mandatory reporting requirement change effective July 2017.

☐ Pharmacy does **NOT** dispense or distribute federally scheduled II - IV controlled substances in/into Alaska. By checking this box, I understand that the reporting mandate does not apply since the pharmacy does not dispense or distribute federally scheduled II-IV controlled substances. I also understand that there is no waiver process to obtain an exemption.

☐ Pharmacy **DOES** dispense or distribute federally scheduled II - IV controlled substances in/into Alaska. By checking this box, I understand this pharmacy is required to comply with the reporting mandate.

DEA Registration
Number:

Issue
Date:

Expiration
Date:

Change in Dispensing/Distributing Status

1. Is this a change of dispensing status since the license was initially issued or since it was last renewed? ☐ Yes ☐ No

2. Check one of the boxes below:

☐ I understand that if this pharmacy is not currently dispensing/distributing controlled substances but begins doing so at any time after this renewal is submitted, the pharmacy must submit the status change form (#08-4841) within 10 days. Our pharmacy will also submit a ClearingHouse account request.

- or -

☐ I understand that if this pharmacy is currently dispensing/distributing but ceases this activity at any time after this renewal is submitted, the pharmacy must submit the status change form (#08-4841) within 10 days.

Attestation

By providing my signature below, I attest that the above information is true and correct. I understand that information supplied with this application is considered public unless required to be kept confidential pursuant to state or federal law.

PIC Signature:

Date Signed:

PART VII Professional Fitness Questions

The following questions must be answered. "Yes" answers may not automatically result in license denial.

For each "yes" response to any question, you must provide an explanation and documentation. Use the letter of explanation form (#08-4752) appended to this application; include full details, dates, locations, type of action, organizations or parties involved, and specific circumstances. A separate letter of explanation form must be provided for each "yes" answer documented below. Documentation includes copies of court orders, charging documents, board, or license actions, etc.

All disciplinary decisions or convictions must be reported to the board within thirty days in accordance with 12 AAC 52.991.

The contents of licensing files are generally considered public records. If you believe that the additional information you are attaching to explain a "yes" answer should be considered confidential, state that in the attachment. A request for confidentiality may or may not be granted.

When in doubt, disclose and explain.

Since the date your last Alaska registration was issued or renewed, has the owner or any employee:

1. Received any disciplinary decisions or adverse actions, including a decision or action resulting in a license being denied, suspended, surrendered, revoked, conditioned, limited, or otherwise restricted by a federal, state, or local government against the pharmacy or facility's present license/registration for the manufacture, distribution, or dispensation of drugs and/or devices? ☐ Yes ☐ No

2. (For an owner of the pharmacy or facility where it is currently physically located and under this specific license or registration) been convicted of a felony? For the purpose of this question, felony convictions apply to the owner of the pharmacy/facility where it is physically located as well as to any individual employed at the pharmacy or facility. This question does not apply to felony convictions of tertiary-level owners (e.g.: grandparent or higher), subsidiary companies (e.g.: holding companies or companies with differing employer identification numbers), or associated companies (e.g.: pharmacies or facilities owned by the same parent company but physically located elsewhere). ☐ Yes ☐ No

If this owner holds more than one license/registration for pharmacies or facilities located in different physical locations, responses to this section must be specific to the licensee/registration this renewal application is being submitted for.

3. (If yes to above, due to felony convictions of an owner is the owner also individually licensed by the Alaska Board of Pharmacy under AS 08.80?) For the purpose of this question, an owner is a sole-proprietor owner, individual owner, managing officer of a corporation, association, or joint-stock company owner. ☐ Yes ☐ No ☐ N/A

4. Been convicted of a crime that affects the licensee or registrant's ability to practice safely or competently? ☐ Yes ☐ No

"Yes" Answers

If you answered "yes" to any question above, you must provide an explanation and documentation. Use the letter of explanation form (#08-4752) appended to this application; include full details, dates, locations, type of action, organizations or parties involved, and specific circumstances.



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Signature Page

Registrant Name:

PART VIII Agreement

I hereby certify that I am the registrant herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted herewith are true and correct.

I understand that any falsification or misrepresentation of any item or response in this application, or any attachment hereto, or falsification or misrepresentation of documents to support this application, is sufficient grounds for denying, revoking, or otherwise disciplining a license, certificate, or permit to practice in the state of Alaska.

I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

Signature:

Date Signed:

PHA Information

LICENSE TERM:

There is no “inactive” status. If you choose not to renew your license, it will lapse. Licenses are issued for a two-year period and expire on June 30 of even-numbered years, regardless of the date of issuance, except licenses issued within 90 days of the expiration date are issued to the next biennial expiration date. One renewal notice will be mailed at least 30 days before license expiration to the last known address of record.

ALASKA PRESCRIPTION DRUG MONITORING PROGRAM (PDMP):

Mandatory reporting for pharmacies dispensing federally scheduled II - IV controlled substances began on July 17, 2017. Additional information can be found at PDMP.Alaska.Gov

DISCIPLINARY DECISION OR CONVICTION REPORTING REQUIREMENT:

A licensee shall report in writing to the board any disciplinary decision or conviction, including conviction of a felony or conviction of another crime that affects the applicant's or licensee's ability to practice competently and safely, issued against the licensee in another jurisdiction not later than 30 days of the date of the disciplinary decision or conviction. 12 AAC 52.991

General Information

APPLICATION PROCESSING:

The average time to process a paper application varies by program but can take several weeks from the date it is received in this office complete with all correct forms, supporting documents and appropriate fees paid. When the application is complete and correct, and all supporting documents have been received and all fees have been paid, the license will be issued. Start the process far enough in advance to allow for processing time. Applications are reviewed in order of receipt in our office, and walk-in customers should not expect immediate review.

PROFESSIONAL FITNESS QUESTIONS:

A “yes” response in the application does not mean your application will be denied. If you have responded “yes” to any professional fitness questions in the application, be sure to submit a signed and dated explanation, and the charging document and judgement.

RANDOM AUDIT:

If your program requires continuing education, the Division will audit a percentage of the license renewals. If your license is randomly selected for audit, a letter will be sent with instructions to submit documentation as proof you satisfied the continuing competency requirements as stated on this renewal form. Licensees are randomly selected by computer and may be randomly selected as often as the computer program chooses. You must save your documents for at least four years so you can respond to audits.

ADDRESS OR NAME CHANGE:

In accordance with 12 AAC 02.900, it is the applicant's/licensee's responsibility to notify the Division, in writing, of changes of address or name. Name and address change notification forms are available on the Division's website. The address of record with the division will be used to send renewals and all other official notifications and correspondence. The name appearing on the license must be your current legal name.

SOCIAL SECURITY NUMBERS:

AS 08.01.060 and 08.01.100 require that a U.S. Social Security Number be on file with the division before a professional license is issued or renewed for an individual. If you do not have a U.S. Social Security Number, please complete the Request for Exemption from Social Security Number Requirement form (#08-4372) located at ProfessionalLicense.Alaska.Gov or contact the division for a copy of the form. This form is required with every application if you do not have a U.S. Social Security Number.

PUBLIC INFORMATION:

Please be aware that all information on the application form will be available to the public, unless required to be kept confidential by state or federal law. Information about current licensees, including mailing addresses, is available on the division's website at ProfessionalLicense.Alaska.Gov under License Search.

ABANDONED APPLICATIONS:

Under 12 AAC 02.910, an application is considered abandoned when 12 months have elapsed since correspondence was last received from or on behalf of the applicant. An abandoned application is denied without prejudice. At the time of abandonment, the division will send notification to the last known address of the applicant, who has 30 days to submit a written request for a refund of biennial license and other fees paid. The application fee will not be refunded. If no request for refund is received within that timeframe, no refund will be issued, and all fees will be forfeited.

PAYMENT OF CHILD SUPPORT:

If the Alaska Child Support Enforcement Division has determined that you are in arrears on child support, you may be issued a nonrenewable temporary license valid for 150 days. Contact Child Support Services at (907) 269-6900 to resolve payment issues.

STATUTES AND REGULATIONS:

The complete set of statutes and regulations for this program are available by written request or online at the division's website:
ProfessionalLicense.Alaska.Gov

If you would like to receive notice of all proposed regulation changes for your program, please send a request in writing with your name, preferred contact method (mail or email), and the specific program you want to be updated on to the address below.

Regulations Specialist
Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
EMAIL: *RegulationsAndPublicComment@Alaska.Gov*



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Letter of Explanation for a Professional Fitness “Yes” Answer

Use this form only to explain and document any professional fitness “Yes” answers. A “Yes” answer is not necessarily disqualifying but concealing one may be.

Each “Yes” answer requires a separate explanation and associated documentation. Submit all relevant documentation with this form, even if you have previously provided it.

- **Explanations** include full details, dates, locations, type of action, organizations or parties involved, and specific circumstances. If the space provided is insufficient, make additional copies as needed.
- **Documentation** includes copies of court orders, charging documents, board or license actions, decisions against your professional certification, satisfaction of consent agreements (fines paid, community service completed, off probation, etc.), and fitness to practice letters (statement from your provider that you are safe to practice if you check “Yes” to any of the questions regarding mental or physical health, or drug or alcohol abuse or addiction).
- **Disciplinary actions** may include but not be limited to: suspension, surrender, revocation, probation, academic probation, reprimand, censure, restricted license, limited license, conditioned license, or letters of counseling, concern, advice, warning, caution, admonishment, or reprimand.

If you have multiple “Yes” answers or multiple incidents for any professional fitness question, you must use a separate copy of this form and provide a full explanation and documentation for each incident.

The contents of licensing files are public records. If you believe that the additional information you are attaching to explain a “Yes” answer should be considered confidential, state that in the attachment. A request for confidentiality may or may not be granted according to state law.



Write the professional fitness question number you are answering “Yes” to in the box.

Location of Incident:	Date of Incident:
Explanation of Incident:	
When in doubt, disclose and explain. Make copies as necessary.	

Did you attach all applicable documents associated with this incident?

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Court orders | <input type="checkbox"/> Consent agreements | <input type="checkbox"/> Disciplinary actions | <input type="checkbox"/> Charging documents |
| <input type="checkbox"/> Court records | <input type="checkbox"/> Fitness to practice | <input type="checkbox"/> All other documentation related to this incident | |
| <input type="checkbox"/> I have additional incidents for this “Yes” answer, or “Yes” answers to other Professional Fitness questions and have attached a separate copy of this form for each incident. | | | |

Full Name:	PL Code:
Signature:	Date:

You must submit one form for each “Yes” answer. Make copies of this form as necessary.



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Credit Card Payment Form

All major credit cards are accepted. For security purposes, do not email credit card information. Include this credit card payment form with your application.

Name of Applicant or Licensee: _____

Program Type: _____ License Number (if applicable): _____

I wish to make payment by credit card for the following (check all that apply): **AMOUNT**

☐ Application Fee: _____

☐ License or Renewal Fee: _____

☐ Other (name change, wall certificate, fine, duplicate license, exam, etc.): _____

1. _____

2. _____

TOTAL: _____

Name (as shown on credit card): _____

Mailing Address: _____

Phone Number: _____ Email (optional): _____

Signature of Credit Card Holder: _____

08-4438

Rev 12/26/18

Credit Card Payment Form (all major cards accepted)

CREDIT CARD INFO: Your payment cannot be processed unless all fields are completed!

1. Account Number: _____

2. Expiration Date: _____

3. Billing ZIP Code: _____

4. Security Code: _____

All four fields **MUST**
be completed!

This section will be
destroyed after the
payment is processed.