



California State Board of Pharmacy

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BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY
DEPARTMENT OF CONSUMER AFFAIRS
GOVERNOR EDMUND G. BROWN JR.

DESIGNATED REPRESENTATIVE APPLICATION INSTRUCTIONS

A person applying for a designated representative license must demonstrate he/she meets the requirements for licensure pursuant to Business and Professions Code section 4053.

HOW LONG WILL IT TAKE TO PROCESS MY APPLICATION?

- Please allow the board 45 days to process your application.
- You will be notified by mail if your application is not complete.
- Please do not contact the board to check on your application unless it has been on file for over 60 days.
- If your check has cleared your bank, the board has received your application.
- To check if your license was issued, go to www.pharmacy.ca.gov. Select "Verify a License" and enter your name. It takes four to six weeks from the date a license is issued to receive the license in the mail.

WHAT MAKES AN APPLICATION COMPLETE?

Use the check boxes below to be sure your application is complete before mailing it.

- If your application is not complete, you will receive a "Deficiency Letter" in the mail.
- You will then have 60 days to submit the required item(s).
- If you do not submit the required item(s) within 60 days, you may have to file a new application with new fees and meet any new requirements.

- ☐ **APPLICATION FEE PRIOR TO JULY 1, 2017 \$330:** When you send your application, include a check or money order for \$330 made payable to the Board of Pharmacy. The application fee is non-refundable and the application must be received in the office no later than June 30, 2017 in order to pay the processing fee of \$330. *Applications received after June 30, 2017, with the payment of \$330 may be returned for the new application fee of \$150.*

APPLICATION FEE AS OF JULY 1, 2017 \$150: When you send your application, include a check or money order for \$150 made payable to the Board of Pharmacy. The application fee is non-refundable. Applications received on or after July 1, 2017, must submit the processing fee of \$150.

- ☐ **APPLICATION FOR A DESIGNATED REPRESENTATIVE LICENSE** (form 17A-E): Complete the entire application. *A licensed pharmacist is not required to be licensed as a designated representative to act as a designative representative-in-charge for a wholesaler if he/she is licensed as a pharmacist in the home state in which the wholesale facility is located.*

AVOID COMMON MISTAKES

- **Look at your state issued driver's license or state issued identification card prior to completing the application.** The name on each form listed below must be **EXACTLY THE SAME** as the name on your state driver's license or state issued identification card. If you have a hyphenated name, two last names or two first names, you need to list your name on each of the following documents to match that of your state issued identification:
 - ✓ Designated Representative Application
 - ✓ Request for Live Scan form or fingerprint cards
- Have you ever used a different name? List each prior name on the application under Previous Names.
 - ✓ Did you have a maiden name, married name, former name, AKA?



- ✓ Have you ever used Jr., Sr., II, etc., with your name?
- ✓ If you do not list all of your previous names, the board may not be able to locate, match or verify your documents.
- Do not leave anything blank: Use "N/A" if a question doesn't apply to you.
- You must sign and date the application. No one else can sign it for you. Signatures must be original and dated within 60 days of filing the application. No electronic, stamped, copies or faxed signatures will be accepted.

☐ **U.S. Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN):** Disclosure of your U.S. social security number or individual taxpayer identification number is mandatory and must be included on the application.

☐ **PHOTO:** Attach a passport-style photo to page 1 of the application (glossy, color photo 2"x2") taken within 60 days of filing the application. **DO NOT** provide scanned images, Polaroids, or black-and-white photos.

☐ **MILITARY EXPEDITE:** The board will expedite review of an application that meets one of the following criteria (A, B, or C).

A. Serving in the Military: Are you currently serving in the United States military?

- ✓ Please attach some evidence of your current service, such as, a copy of your military identification.

B. Military Veteran: Have you ever served in the United States military? Were you honorably discharged?

- ✓ Please attach a copy of your DD214 with your application.

C. Active Duty Military-Spouses or Partners: If your spouse or partner is an active duty member of the U.S. Armed Forces and you hold a current license in another state, please provide the following:

- ✓ A copy of your current license in another state, district, or territory of the United States documenting the profession or vocation for which you seek license from the board.
- ✓ A copy of the marriage certificate, or certified declaration/registration of domestic partnership, or other evidence of legal union.
- ✓ A copy of your spouse or partner's military orders establishing duty station in California.

☐ **BASIC EDUCATION:** You must be a high school graduate or have a General Education Degree certificate equivalent. Attach **ONE** of the following (A, B, C, or D):

- A. U.S. High School Graduate: Attach an official, embossed transcript (academic record) or notarized copy of your high school transcript. It must have the graduation date on it. To get a copy of your high school transcript, contact your high school or its school district office.
- B. Foreign High School Graduate: Attach a notarized copy of your foreign secondary school diploma or certificate **OR** a notarized copy of your foreign secondary school transcripts. If not in English, then include a certified translation in English. The translation may be from an evaluation service that states your education is equal to graduating high school in the U.S.
- C. California High School Equivalency Test: Attached 1, 2, or 3 to show documentation of completing one of the three California High School Equivalency Tests.
 - 1. General Educational Development (GED): Attach an official transcript of your test results or equivalent. GED test results are official only if they are earned through an

authorized GED Testing Center. To get your GED transcripts, go to <http://www.gedtestingservice.com/testers/gedrequest-a-transcript>. If your GED is from another state, you may need to request an official transcript of your GED test results from the agency in that state.

2. **HiSET**: Attach an official transcript of your test results or equivalent. HiSET test results are official if they are earned through an authorized HiSET Testing Center. To request your HiSET transcripts, go to www.diplomasender.com.

3. **TASC**: Attach an official transcript of your test results or equivalent. TASC test results are official if they are earned through an authorized TASC Testing Center. To request your TASC transcripts, go to <http://www.tasctest.com/>.

D. **Certificate Equivalent** – Attach an official “Certificate of Proficiency” showing you passed the California High School Proficiency Examination (CHSPE). To request a copy, go to <https://www.chspe.net/cert-trans/> or call (866) 342-4773.

☐ **REQUIRED EXPERIENCE:** Submit **ONE** of the following (A or B).

A. **Designated Representative Experience Affidavit** (form 17A-E2):

Submit this form documenting completion of a minimum of one year of paid work experience in the past three years, related to the distribution or dispensing of dangerous drugs or dangerous devices in a licensed pharmacy, drug wholesaler, drug distributor, or drug manufacturer. Do NOT include all employment dates, only paid work experience dates. An applicant may not sign as the person with direct knowledge of the applicant’s experience.

- If the one year of paid work experience was gained at multiple facilities, submit an experience affidavit form (form 17A-E2) for each facility where paid work experience was gained.
- If your paid work experience was obtained in a facility not licensed by the California State Board of Pharmacy, you must request a License Verification to be completed by the appropriate authority which licensed the facility.

B. **Eligible for Pharmacist Examination**: Include documentation that clearly identifies that you meet the prerequisites to take the examination required for licensure as a pharmacist. This may include your examination eligibility letter that identifies the date you were deemed eligible to sit for the examination.

☐ **REQUIRED TRAINING:** **Designated Representative Training Affidavit** (form 17A-E3). Submit this form documenting that you have completed a training program pursuant to Business and Professions Code section 4053. An applicant may not sign as the person with direct knowledge of the applicant’s training.

☐ **VERIFICATION OF LICENSE IN ANOTHER STATE** (form 17A-16): If you are currently licensed or have held a license in another state as a designated representative, intern pharmacist, pharmacy technician, and/or another health care professional, you must request each appropriate state agency to verify your license by completing the required Verification of License in Another State (form 17A-16).

☐ **FINGERPRINTS:**

- California residents must use Live Scan. Non-residents can visit California to complete a Live Scan or must submit professionally rolled fingerprints on cards supplied by the board.
- **DO NOT** complete the Live Scan service or fingerprint cards until you are ready to send in your application.
- You must submit a copy of your Live Scan receipt or two rolled fingerprint cards with your application.



- Each application requires you to complete a new Live Scan or submit new rolled fingerprint cards.
- The Live Scan site may charge a processing fee.
- The board will accept fingerprint responses only from the California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI).

Complete and attach **ONE** of the following (A or B):

A. California Resident: Attach completed Live Scan receipt. The receipt shows you completed the Live Scan.

- California residents must use Live Scan only.
- To find a Live Scan location, go to <https://oag.ca.gov/fingerprints/locations>
- Live Scan operators can make mistakes. You should ensure the information the operator enters is correct before they transmit your prints.

Make sure the following information is correct when you complete your Live Scan:

- **Type of License/Certification/Permit or Working Title:** Pharmacy Wholesaler – Section 4305.5.
- **Full Name:** Must be EXACTLY THE SAME as the name on your state issued driver's license or state issued identification card. (Jr., II, etc., must be included). It also must be EXACTLY THE SAME as the name on your application.
- **Date of Birth:** Must be correct.
- **Social Security Number (SSN) or Individual Tax Identification Number (ITIN):** Include your SSN or ITIN number. If left blank you may have to reprint. If you have an ITIN, enter this number in the SSN field.
- **Level of Service:** Must include both DOJ and FBI.

B. Non-California Resident: You may visit California and complete Live Scan, if you cannot then you must submit two rolled fingerprint cards with your application.

- You must use fingerprint cards from the Board of Pharmacy.
- Request fingerprint cards through the board's online services at https://www.dca.ca.gov/webapps/pharmacy/pubs_request.php or email rxforms@dca.ca.gov.
- Fee: Include fingerprint card processing fee of \$49 (\$32 DOJ and \$17 FBI), made payable to the Board of Pharmacy.
- You can send one check or money order for both the application processing fee and fingerprint processing fee.
- Print legibly or type your personal information on the fingerprint cards. If your personal information is not legible and DOJ enters your information incorrectly, you will be responsible to submit new fingerprint cards and pay the \$49 fingerprint processing fee again.
- Fingerprints must be taken by a person professionally trained to roll prints.
- Fingerprint clearances from cards take about six weeks longer than Live Scan.
- Poor quality prints will be rejected and will cause delay because new fingerprint cards will be required.