

**POLICY AND PROCEDURE MANUAL
PHARMACY SERVICES**

CODE: 9.05.0
DATE: 1/5/82
REVISED: 1/27/17, 4/19/22
APPROVED: Thinkh Tran, Pharm.D.
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SECTION: **PERSONNEL RELATED POLICIES**

SUBJECT: **CERTIFICATION OF LICENSURE AND RE-LICENSURE**

POLICY

Pharmacists

1. Newly hired pharmacists must bring in current pharmacy license upon reporting for duty.
2. A photocopy of each pharmacist's current pocket license will be kept in each pharmacist's individual personnel file.
3. Pharmacists will be responsible for their own continuing education to be eligible for license renewal.
4. Pharmacists must provide a copy of their renewed pocket license to their Pharmacy Supervisor as soon as it is received.
5. Any lag time in receiving valid renewed license will require Pharmacy management to contact the State Board of Pharmacy and/or access the online Board of Pharmacy license verification website to validate whether the pharmacist request for renewal has been accepted. Section 121 of the Business and Professions Code addresses this issue:

No licensee who has complied with the provisions of this code relating to the renewal of his or her license prior to expiration of such license shall be deemed to be engaged illegally in the practice of his or her business or profession during any period between such renewal and receipt of evidence of such renewal which may occur due to delay not the fault of the applicant..

Pharmacy Technicians

1. Newly hired pharmacy technicians must bring in a current pharmacy technician license upon reporting for duty.
2. Current licenses will be kept on file.
3. Monies for renewal are sent to the California State Board of Pharmacy as soon as technician receives renewal form in the mail.
4. Any lag in receiving the renewed license from the State will require Pharmacy management to contact the State Board of Pharmacy and/or access the online Board of Pharmacy license verification website to validate whether the technician request for renewal has been accepted. Section 121 of the Business and Professions Code addresses this issue:

Reviewed: 7/28/2014bdk, 11/19/2018bdk, 4/19/2022 TT

Approved By: 

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5. Per the Pharmacy Technician class specification (effective May 23, 2013) a current certification by the Pharmacy Technician Certification Board (PTCB) is required and must be maintained.