



STATE OF TENNESSEE
DEPARTMENT OF HEALTH
BUREAU OF HEALTH LICENSURE AND REGULATION
DIVISION OF HEALTH RELATED BOARDS
227 FRENCH LANDING, SUITE 300
HERITAGE PLACE METRO CENTER
NASHVILLE, TENNESSEE 37243
PHONE: (615) 741-2718 FAX: (615) 741-2722
<http://health.state.tn.us/boards/pharmacy/>

In-State Pharmacy Application

A new application and fee must be submitted anytime there is:

1. a pharmacy opening;
2. a change in name;
3. a change in ownership; or
4. a change in location

Step #1 Complete the Tennessee Board of Pharmacy Application

- You may fill out the Tennessee Board of Pharmacy applications online. Once the application is complete and notarized, please mail application with fees to:

Tennessee Board of Pharmacy
227 French Landing, Suite 300
Nashville, TN 37243

- Items to be completed with your application:
 1. List of the Board of Directors, Owner or Partners
 2. List the Tennessee Licensed Pharmacist-in-Charge
 3. List hours of Operation
 4. List Reference Books
 5. A copy of the latest home state inspection or a letter stating your state does not inspect pharmacies.
 6. A Copy of the Home State Pharmacy License
 7. A Copy of DEA Certification (*If applicable*)

Be sure that the application is signed and all signatures are notarized.

- Please include registration fees:

With Controlled Substance Fee: \$168 (Registration Fee) + \$ \$40 (Controlled Substance Fee) = \$208.00

Without Controlled Substance Fee: \$168(Registration Fee)

Step #2 Tennessee Rules

- By submitting an application, you indicate that your facility has met all the requirements necessary for licensure. You may access these rules [1140-1-.08] electronically at <http://www.state.tn.us/sos/rules/1140/1140.htm>.

Step #3 Submit a copy of your Drug Enforcement Agency (DEA) Registration

- The DEA application is now available on-line. Please access the DEA website located at <http://www.deadiversion.usdoj.gov>

Step #4 Complete Pharmacy Technician Registration Forms, *(if applicable)*

- Rule 1140-2-.02 can be accessed at <http://www.state.tn.us/sos/rules/1140/1140.htm>
This states that any person acting as a pharmacy technician shall register with the Board. You may access and print this application on-line at http://health.state.tn.us/Downloads/Pharm_TechnicianApplication.pdf
- Submit the signed and notarized application to the Tennessee Board of Pharmacy with a check for fifty (\$50.00) dollars.
- The Affidavit Form is to be kept on location at the pharmacy practice site.
- Once the application is approved, a Certificate of Registration and a wallet card will be sent to the address furnished on the application. The Certificate must be displayed at the Technician's place of employment.
- The Registration is good for two (2) years.

Tennessee will accept personal checks. Checks should be made out to the Tennessee Board of Pharmacy.

It is the Board's policy that all applications still not approved after one (1) year will expire. If you wish to reapply for Pharmacy licensure, you will be required to submit a new application with registration fee.

Out-of-State Pharmacy Application

A new application and fee must be submitted anytime there is:

1. a pharmacy opening;
2. a change in name;
3. a change in ownership; or
4. a change in location

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 6. A Copy of the Home State Pharmacy License
 7. A Copy of DEA Certification *(If Applicable)*

Be sure that the application is signed and all signatures are notarized.

- Please include registration fees:

With Controlled Substance Fee: \$168(Registration Fee) + \$40 Controlled Substance Fee) = \$208.00

Without Controlled Substance Fee: \$168(Registration Fee)

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Step #3 Submit a copy of your Drug Enforcement Agency (DEA) Registration

- The DEA application is now available on-line. Please access the DEA website located at <http://www.deadiversion.usdoj.gov>

Step #4 License a Pharmacist-in-Charge for the practice site

- Rule 1140-3-.14(2) states: The designated Pharmacist-in-Charge at any Out-of-State Pharmacy location must have a valid license with the State of Tennessee. A preliminary application to start for reciprocity is needed along with the pharmacy business application. The Pharmacy practice site application will **NOT** be approved until the PIC is licensed in Tennessee.
- Change of Pharmacist in Charge: Rule 1140-3-.14(4) can be found at <http://www.state.tn.us/sos/rules/1140/1140.htm>. This requires an inventory of all controlled substances. The Board should be notified in writing. You may print out the Change in Pharmacist in Charge form and faxed (615-741-2722) or mailed to the Board of Pharmacy.

Tennessee will accept personal checks. Checks should be made out to the Tennessee Board of Pharmacy.

It is the Board's policy that all applications still not approved after one (1) year will expire. If you wish to reapply for Pharmacy licensure, you will be required to submit a new application with registration fee.