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

Pharmacy Name \_\_\_\_\_

Pharmacy License # MO \_\_\_\_\_

Address of Pharmacy \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone# \_\_\_\_\_

Incoming PIC \_\_\_\_\_

Outgoing PIC \_\_\_\_\_

Name \_\_\_\_\_

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 §15-1-16. 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.

\*Note: This P-I-C form must be mailed to the Board office along with the fee of **\$10.00 (Check or money order only)**, and the original permit. Make a copy of the original 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 permit, and put it on your pharmacy wall until you receive the new permit from the Board office.