

The WV BOP has updated the process for pharmacist consultant permits/applications.

Please carefully read the entirety of this notice.

Pharmacist consultants will no longer be issued a permit for each location at which consulting services are performed. Those registering as a pharmacist consultant will only be issued one pharmacist consultant permit, which will allow consulting services to be performed throughout the state. The pharmacist consultant **IS REQUIRED to notify** the Board of **each** institution, place, or person to whom consulting services are provided.

- If you are already registered as a pharmacist consultant, you will submit the consultant renewal with one \$20.00 fee online at [Consultant Renewal](#). You will be provided with all the current consulting facilities to be updated at this time. PLEASE NOTE: If an incorrect facility name, address, or WV BOP CS permit license number is provided, the application will not be able to be processed. The application WILL BE DENIED/REFUNDED and must be resubmitted in its entirety.
- You will only be able to submit an initial consultant application if you are not currently registered as a pharmacist consultant. You will submit the initial consultant application with one \$20.00 fee online at [Consultant Application](#). You will be provided with a place to enter the information for each institution, place or person to whom consulting services are provided during the application process. PLEASE NOTE: If an incorrect facility name, address, or WV BOP CS permit license number is provided, the application will not be able to be processed. The application WILL BE DENIED/REFUNDED and must be resubmitted in its entirety.
- If you are already registered as a pharmacist consultant, you **ARE REQUIRED** to keep the Board updated of **each** institution, place, or person to whom consulting services are provided. A notification must be submitted each time consulting services are initiated or discontinued for an institution, place, or person by a pharmacist consultant. A separate notification must be submitted for each of the aforementioned entities. PLEASE NOTE: If an incorrect facility name, address, or WV BOP CS permit license number is provided, the notification will not be able to be processed. The notification WILL BE DENIED and must be resubmitted in its entirety. At this time, notifications will not be available as an online notification and must be submitted by using the [Consultant Notification/Update](#) and submitted by email to boardofpharmacy@wv.gov

When submitting any of the above items, the pharmacist consultant is responsible for obtaining and submitting the correct information for each institution, place, or person where consulting services are performed. The required information can be found on the WV BOP Permit held by and posted at each institution, place, or person to whom the consulting services are provided.