



CANNON BUILDING
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STATE OF DELAWARE
BOARD OF PHARMACY

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PHARMACIST-IN-CHARGE ACKNOWLEDGMENT

INSTRUCTIONS

If the Pharmacy is **in Delaware**:

- The Pharmacist-in-Charge (PIC) must hold a Delaware Pharmacist license.
- The PIC may serve as a PIC for only one pharmacy at a time.
- If the PIC has not previously served as a PIC in Delaware, he or she must appear personally before the Board within 90 days of assuming the position.
- The PIC must complete the [Pharmacist-in-Charge Self-Inspection](#) form within 30 days of assuming the duties of PIC and by February 1 of each year thereafter.

The Pharmacist-in-Charge must complete the acknowledgement below.

Log onto your Pharmacy's eLicensing Dashboard in [DELPROS](#) to upload this form.

I understand that I am responsible for conducting and managing the prescription department in compliance with all applicable state and federal laws.

- Have you read and understood your responsibilities in Section 3.1 of the Board's [Rules and Regulations](#)? Yes No
- Do you agree to notify the Board of Pharmacy in writing within 10 days of your termination as pharmacist-in-charge?
Yes No
- Are you a Delaware-licensed pharmacist? Yes No If yes, enter Delaware License **A1** - _____

Pharmacist-in-Charge Signature: _____

Email: _____

To receive news and alerts from the Delaware Board, a current email address is *essential*:

- Delaware-licensed Pharmacists can log onto their eLicensing Dashboard at delpros.delaware.gov to update contact information.
- Non Delaware-licensed Pharmacists can log onto their pharmacy's eLicensing Dashboard at delpros.delaware.gov to update contact information.

UPLOAD THIS DOCUMENT WITH YOUR APPLICATION IN DELPROS