



**California State Board of Pharmacy**

1625 N. Market Blvd, Suite N219, Sacramento, CA 95834  
Phone (916) 574-7900  
Fax (916) 574-8618  
www.pharmacy.ca.gov

BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY  
DEPARTMENT OF CONSUMER AFFAIRS  
GOVERNOR EDMUND G. BROWN JR.

**DESIGNATED REPRESENTATIVE\*  
REQUIREMENTS AND APPLICATION**

A designated representative\* is an individual who performs clerical, inventory control, housekeeping, delivery, maintenance, or similar functions related to the distribution or dispensing of dangerous drugs or dangerous devices. To work as a designated representative, you must possess and keep a current certificate as a designated representative.

**Active Duty Military -- Spouses or Partners Receive Expedited Review**

The board is required to expedite the licensure process for an applicant whose spouse or partner is an active duty member of the U.S. Armed Forces and meets other criteria. (Business and Professions Code section 115.5.) If you would like to be considered for this expedited review and process, please provide the following required documentation.

1. Are you married to, or in a domestic partnership or other legal union with, an active duty member of the Armed Forces of the United States who is assigned to a duty station in California under official active duty military orders?

If “yes,” please attach a copy of the marriage certificate or certified declaration/registration of domestic partnership filed with the Secretary of State AND military orders establishing duty station in California. For other forms of “legal union” not recognized by California, you may submit other documentary evidence of legal union issued by the State that recognizes your legal union for consideration by the board in meeting this requirement.

2. Do you hold a current license in another state, district, or territory of the United States in the profession or vocation for which you seek licensure from the board?

If “yes,” please attach a copy of the current license in another state, district, or territory of the United States.

**DESIGNATED REPRESENTATIVE CERTIFICATION REQUIREMENTS**

An individual applying to become a designated representative shall meet the following requirements:

- ♦ Be a high school graduate or possess a general education development equivalent,
- ♦ Have a minimum of one year of paid work experience related to the distribution or dispensing of dangerous drugs or dangerous devices **or** meet all of the prerequisites to take the examination required for licensure as a pharmacist by the board, and
- ♦ Complete a training program that, at a minimum, addresses each of the following subjects:
  - (A) Knowledge and understanding of California and federal law relating to the distribution of dangerous drugs and dangerous devices.
  - (B) Knowledge and understanding of California and federal law relating to the distribution of controlled substances.
  - (C) Knowledge and understanding of quality control systems.

- (D) Knowledge and understanding of the United States Pharmacopoeia standards relating to the safe storage and handling of drugs.
- (E) Knowledge and understanding of prescription terminology, abbreviations, dosages and format.

## HOW TO APPLY TO BECOME A DESIGNATED REPRESENTATIVE

Your application must include:

- A non-refundable application fee of \$330.
- A completed *Application for A Designated Representative License (17A-E)*, with all questions answered. You must sign this form and attach a photograph, scanned photos are not acceptable.
- A completed *Designated Representative Experience Declaration (17A-E2)*
- A completed *Designated Representative Training Declaration (17A-E3)*
- A copy of Request for Live Scan Service Form verifying that your fingerprints have been scanned and all applicable fees paid or a set of two completed fingerprint cards and the fingerprint processing fee of \$49.00. (See "Fingerprint Requirements" on next page)
- If you would like notification that the board has received your application, please submit a stamped postcard addressed to yourself.

The board will notify you if additional information is needed to process your application package.

### Fingerprint Requirements

#### California Residents

The board will only accept Live Scan Service Forms from California residents. Live Scan will be accepted from residents of other states if the Live Scan service is performed in California. The board will only accept fingerprint cards from residents outside of California.

#### **Complete a Live Scan Request form and take all 3 copies to a Live Scan site for fingerprint scanning.**

Please refer to the Instructions for completing a "Request for Live Scan Service" form. Live Scan sites are located throughout California. For more information about locating a Live Scan site near you, visit the Department of Justice website at <http://ag.ca.gov/fingerprints/publications/contact.htm> or the sources listed on the bottom of the instructions for completing a "Request for Live Scan Service" form. The lower portion of the Live Scan Request form must be completed by the Live Scan operator verifying that your prints have been scanned and all applicable fees have been paid. Attach the second copy of the form to your application and submit to the board.

**Note to Applicants Submitting Fingerprints Via Live Scan:** While the Live Scan forms contained in the board's application package are pre-slugged to indicate level of service at the DOJ and FBI level, please ensure at the time of Live Scan transmission that the Live Scan operator selects both the DOJ and FBI levels of service. If FBI is not selected at the time of original transmission, you may be required to have your Live Scan redone at another time and have to repay for the DOJ and FBI levels of services again. The board has been notified by the DOJ that effective 9/1/07, if the FBI level of service is not requested at the time of original transmission both DOJ and FBI levels of service will have to be redone. Any issue of cost for resubmission should be handled at the Live Scan Site level.

#### Non California Residents

If a designated representative resides out of state they must submit rolled fingerprints on cards provided by the board and include a separate fee of \$49 (\$32 California Department of Justice (DOJ) fee, and \$17 FBI fingerprint processing fee). (Live Scan processing fees are paid directly at the Live Scan site.) You may contact the board to request fingerprint cards at (916) 574-7900. You may also request cards on our website at [www.pharmacy.ca.gov](http://www.pharmacy.ca.gov). Fingerprints submitted on cards should be taken by a person professionally trained in the rolling of prints. Fingerprint clearances from cards take approximately six weeks. Poor quality prints may result in rejection and will substantially delay licensing as additional fingerprint cards will be required from you for processing.



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**MILITARY SPOUSES/ PARTNERS** - Check here if you are relocating to CA as a result of your spouse's/partner's active duty military service.

**APPLICATION FOR A DESIGNATED REPRESENTATIVE\* LICENSE**

Print or type

Name: Last First Middle Former					<b>TAPE A PHOTOGRAPH          TAKEN WITHIN          60 DAYS OF THE FILING OF          THIS APPLICATION            NO POLAROID OR          SCANNED IMAGES</b>
**Address of record: Number		Street			
City		State		Zip Code	
Residence Address: (if different from above) Number			Street		
City		State		Zip Code	
Home telephone number: ( )		Work telephone number: ( )		Fax Number: ( )	
Email address:		Date of Birth		Social Security Number ***	
<b>EDUCATION</b>					
Name of high school attended _____ Location of school (city & state) _____					
Graduate from high school? Yes <input type="checkbox"/> Date: _____ GED _____ Date: _____					
Name that appears on diploma or GED certificate: _____					
<b>PHARMACIST EXAM</b>					
Are you eligible to take the California pharmacist licensure exam? Yes <input type="checkbox"/> No <input type="checkbox"/>					
If "yes," provide the date you applied: _____ Name applied under: _____					

\*Note: Under California law, the name used to describe any individual who is in charge of any wholesale drug premises (in California or elsewhere) will change on January 1, 2006, from the former name, *exemptee*, to *designated representative*. For conventional use, the board will refer to such an individual as a *designated representative* throughout this application.

\*\* Once you are licensed with the board the address of record you enter on this application is considered public information pursuant to the Information Practices Act (Civil Code section 1798 et seq.) and the Public Records Act (Government Code section 6250 et seq.) and will be placed on the Internet upon licensure. If you do not wish your residence address to be available to the public, you may provide a post office box number or a personal mail box (PMB). However, if your address of record is a box number you must also provide your residence address as an alternate address that will not be available to the public.

<b>DO NOT WRITE BELOW THIS LINE</b>				
Live Scan	<input type="checkbox"/>	Training cert	<input type="checkbox"/>	Certification No. _____
Photo	<input type="checkbox"/>	Hours verified	_____	Application fee no. _____
Exp Aff	<input type="checkbox"/>	Enforce	<input type="checkbox"/>	Date Issued _____
FP Clearance	<input type="checkbox"/>	_____	_____	Amount _____
				Date Cashiered _____

**You must provide a written explanation for all affirmative answers. Failure to do so may result in this application being deemed incomplete.**

1. Do you currently engage, or have you been engaged in the past two years, in the illegal use of controlled substances? Yes  No   
  
If “yes,” are you currently participating in a supervised rehabilitation program or professional assistance program which monitors you in order to assure that you are not engaging in the illegal use of controlled dangerous substances? **Attach a statement of explanation.**
2. Has disciplinary action ever been taken against your pharmacist license, intern permit or exemption certificate in this state or any other state? **If “yes,” attach a statement of explanation to include circumstances, type of action, date of action and type of license, registration or permit involved.** Yes  No
3. Have you ever had an application for a pharmacist license, intern permit or exemption certificate denied in this state or any other state? **If “yes,” attach a statement of explanation to include circumstances, type of action, date of action and type of license, registration or permit involved.** Yes  No
4. Have you ever had a pharmacy permit, or any professional or vocational license, certification or registration denied or disciplined by a governmental authority in this state or any other state? **If “yes,” provide the name of company, type of permit, type of action, year of action and state.** Yes  No
5. Have you ever been convicted of or pled no contest to a violation of any law of a foreign country, the United States or any state laws or local ordinances? You must include all misdemeanor and felony convictions, regardless of the age of the conviction, including those which have been set aside under Penal Code sections 1210.1 or 1203.4. Traffic violations of \$500 or less need not be reported. **If “yes,” attach an explanation including the type of violation, the date, circumstances, location and the complete penalty received.** Yes  No
6. Are you currently or have you previously been listed as a corporate officer, partner, owner, manager, member, administrator or medical director on a permit to conduct a pharmacy, wholesaler, or any other entity licensed in this state or any other state? If yes, provide company name, type of permit, permit number and state where licensed. Yes  No
7. Do you have, or have you had in the last 5 years, any direct or indirect beneficial interest in any other premises licensed by the Board of Pharmacy? Yes  No
8. Have you ever been in violation of any provisions of pharmacy law? Yes  No
9. Are you currently or have you previously been associated in business with any person, partnership, corporation or other entity, or shared a financial or community property interest with any person whose permit or any professional or vocational license was denied, suspended, revoked, or placed on probation or other disciplinary action taken by this or any other governmental authority in this state or any other state by a federal regulatory agency? Yes  No

**Please read carefully and sign below.**

*I understand that falsification of the information on this form may constitute grounds for denial or revocation of the license. I hereby certify under penalty of perjury under the laws of the State of California to the truth and accuracy of all statements, answers and representations made in this application, including all supplementary statements. I also certify that I personally completed this application and have read and understand the instructions attached to this application.*

\_\_\_\_\_  
Signature of applicant (in full—no initials)

\_\_\_\_\_  
Date signed

\*\*\*Disclosure of your social security number is mandatory. Business and Professions Code section 30 and Public Law 94-455 (42 USCA 405(c)(2)(C) authorize collection of your social security number. Your social security number will be used exclusively for tax enforcement purposes of compliance with any judgement or order for family support in accordance with section 11350.6 of the Welfare and Institutions Code. If you fail to disclose your social security number, your application for license will not be processed AND you will be reported to the Franchise Tax Board, which may assess a \$100 penalty against you.

All items of information in this application are mandatory. Failure to provide any of the requested information will result in the application being rejected as incomplete. The information will be used to determine qualifications for registration under the California Pharmacy Law. The official responsible for information maintenance is the executive officer, telephone (916) 574-7900, 1625 N. Market Blvd., Suite N-219, Sacramento, CA 95834. The information may be transferred to another governmental agency such as a law enforcement agency if necessary for it to perform its duties. Each individual has the right to review the files or records maintained on them by our agency, unless the records are identified as confidential information and exempted by Civil Code section 1798.3.

NOTICE: Effective July 1, 2012, the State Board of Equalization and the Franchise Tax Board may share taxpayer information with the board. You are obligated to pay your state tax obligation. This application may be denied or your license may be suspended if the state tax obligation is not paid.

**MANDATORY REPORTER**

Under California law each person licensed by the Board of Pharmacy is a "mandated reporter" for both child and elder abuse or neglect purposes.

California Penal Code section 11166 and Welfare and Institutions Code section 15630 require that all mandated reporters make a report to an agency specified in Penal Code section 11165.9 and Welfare and Institutions Code section 15630(b)(1) [generally law enforcement, state, and/or county adult protective services agencies, etc... ] whenever the mandated reporter, in his or her professional capacity or within the scope of his or her employment, has knowledge of or observes a child, elder and/or dependent adult whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or elder abuse or neglect. The mandated reporter must contact by telephone immediately or as soon as possible, to make a report to the appropriate agency(ies) or as soon as is practicably possible. The mandated reporter must prepare and send a written report thereof within two working days or 36 hours of receiving the information concerning the incident.

Failure to comply with the requirements of Section 11166 and Section 15630 is a misdemeanor, punishable by up to six months in a county jail, by a fine of one thousand dollars (\$1,000), or by both that imprisonment and fine.

For further details about these requirements, consult Penal Code sections 11164 and Welfare and Institutions Code section 15630, and subsequent sections.



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## DESIGNATED REPRESENTATIVE\* TRAINING DECLARATION

### TO BE COMPLETED BY APPLICANT

(Please print or type)

Name of Applicant	Last	First	Middle	Former
Residence Address	Number and Street	City	State	Zip Code
Home telephone number		Work telephone number		

### TO BE COMPLETED BY THE PERSON HAVING DIRECT KNOWLEDGE OF APPLICANT'S TRAINING

The individual applying for certification as a designated representative in California has completed training required by Section 4053 of the California Business and Professions Code that addressed, at a minimum:

- Knowledge and understanding of California and federal laws regarding the distribution of dangerous drugs and dangerous devices;
- Knowledge and understanding of California and federal laws regarding the distribution of controlled substances;
- Knowledge and understanding of United States Pharmacopoeia standards for the safe storage and handling of drugs;
- Knowledge and understanding of quality control systems; and
- Knowledge and understanding of prescription terminology, abbreviations, dosages and format.

### THIS TRAINING WAS PROVIDED BY

(Please print or type)

Name of company, school or individual providing the training				
Name of Person Having Direct Knowledge of Training				
Address	City	State	Zip Code	Telephone Number

From \_\_\_\_\_ to \_\_\_\_\_ Number of hours \_\_\_\_\_  
 (month/day/year) (month/day/year)

**DO NOT use "current, present or still employed" (use exact dates)**

I declare under penalty of perjury under the laws of the State of California that all statements given herein are true and correct.

\_\_\_\_\_  
 Signature of Person Having Direct Knowledge of Applicant's Training

\_\_\_\_\_  
 Position

\_\_\_\_\_  
 Date

\*Note: Under California law, the name used to describe any individual who is in charge of any wholesale drug premises (in California or elsewhere) will change on January 1, 2006, from the former name, *exemptee*, to *designated representative*. For conventional use, the board will refer to such an individual as a *designated representative* throughout this application.



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## DESIGNATED REPRESENTATIVE EXPERIENCE DECLARATION

### TO BE COMPLETED BY APPLICANT

(Please print or type)

Name of Applicant	Last	First	Middle	Former
Residence Address	Number and Street	City	State	Zip Code
Home telephone number		Work telephone number		

### TO BE COMPLETED BY THE PERSON HAVING DIRECT KNOWLEDGE OF APPLICANT'S EXPERIENCE

(Please print or type)

\_\_\_\_\_ (Name of Applicant)

was employed for at least one year of paid experience related to the distribution or disposition of dangerous drugs or dangerous devices.

from \_\_\_\_\_ to \_\_\_\_\_ Number of years \_\_\_\_\_  
 (month/day/year) (month/day/year)

**DO NOT state "current, present or still employed" (use exact dates)**

### NAME AND ADDRESS OF EMPLOYER

Name of Business	Board of Pharmacy License Number
Address	Number and Street
City	State
Zip Code	
Name of Person Having Direct Knowledge (please print)	Telephone Number

I declare under penalty of perjury under the laws of the State of California that all statements given herein are true and correct.

\_\_\_\_\_  
 Signature of Person Having Direct Knowledge  
 of Applicant's Work Experience

\_\_\_\_\_  
 Position

\_\_\_\_\_  
 Date

**INSTRUCTIONS FOR COMPLETING A  
"REQUEST FOR LIVE SCAN SERVICE" FORM  
(California Residents)**

The following instructions are provided to assist you in completing this form accurately. Please follow all instructions carefully and print clearly; failure to do so may result in processing delays of your application.

**NOTE TO APPLICANT and LIVE SCAN OPERATOR:** The applicant's name, date of birth, and US social security number must be entered in at the time of the Live Scan transmission in order for the results to be accepted by the Board of Pharmacy. If any of the required information indicated below is not entered at the time of Live Scan transmission, the applicant may be required to have a new Live Scan transmission completed.

**REQUIRED INFORMATION**

- **Type of License/Certification/Permit OR Working Title:** It is important that you print out the Live Scan form that goes with your application, as this information is already entered on the form for you. It is important that the Live Scan operator types in this information exactly into their system or at least the numeric section.
- **Name:** Enter your name as it appears on your U.S. government photo identification (ID). The name on your ID must match identically to the name you enter on your application. If you change your name, you are required to notify the board within 30 days of the change.
- **Other Name (AKA):** Enter all other names you have used, including your maiden name.
- **Date of Birth:** (month/day/year).
- **SEX:** Mark the appropriate gender box (male or female)
- **Driver's License Number:** California Driver's License Number.
- **Height:** Your height in feet and inches.
- **Weight:** Your weight in pounds.
- **Eye Color:** Color of your eyes
- **Hair Color:** Color of your hair
- **Place of Birth:** Enter your place of birth
- **Social Security Number (Mandatory):** Enter your US Social Security Number
- **Misc. Number:** Other identification number
- **Home Address:** Your residence address
- **Level of Service:** While the Live Scan forms contained in the board's application package are pre-slugged to indicate level of service at the DOJ and FBI level, please ensure at the time of Live Scan transmission that the Live Scan operator selects both the DOJ and FBI levels of service. If FBI is not selected at the time of original transmission, you may be required to have your Live Scan redone at another time and have to repay for the DOJ and FBI levels of services again. The board has been notified by the DOJ that effective 9/1/07; if the FBI level of service is not requested at the time of original transmission both DOJ and FBI levels of service will have to be redone. Any issue of cost for resubmission should be handled at the Live Scan Site level.

**Take the completed form** to your nearest Live Scan site for fingerprint scanning. There are more than 130 Live Scan sites throughout the state. An up-to-date Live Scan site list is on the Department of Justice's (DOJ) Internet web page at <http://ag.ca.gov/fingerprints/publications/contact.php> or call your local police or sheriff's department.

Contact the live scan service for hours of operation, an appointment (if necessary), acceptable forms of payment and identification requirements. Be prepared to pay **ALL applicable fees** (DOJ processing fee of \$32, FBI processing fee of \$17, and fingerprint scanning service fee) at the time your prints are taken. The live scan fingerprinting service fee varies from about \$5 to \$20. The cost to electronically submit your fingerprints is determined by the local Live Scan agency and the agency can charge a fee sufficient to recover its costs. The lower portion of the Request for Live Scan Service form must be completed by the live scan operator. Please print three copies of the Request for Live Scan Service form. The original of the form is retained by the scanning service; the second copy is to be attached to your application and submitted to the board; and the third copy is for your records.

**FINGERPRINTING AUTHORITY**

Section 144(b) of the Business and Professions Code authorizes the Board of Pharmacy to require an applicant for licensure to furnish a full set of fingerprints for purposes of conducting criminal history record checks. Fingerprints are required in order for the DOJ/FBI to conduct background checks for criminal convictions.





## REQUEST FOR LIVE SCAN SERVICE

### Applicant Submission

ORI (Code assigned by DOJ)

Authorized Applicant Type

Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

### Contributing Agency Information:

Agency Authorized to Receive Criminal Record Information

Mail Code (five-digit code assigned by DOJ)

Street Address or P.O. Box

Contact Name (mandatory for all school submissions)

City State ZIP Code

Contact Telephone Number

### Applicant Information: **Live Scan Operator – The Board of Pharmacy requires you to enter the applicant's SSN.**

Last Name First Name Middle Initial Suffix

Other Name (AKA or Alias) Last First Suffix

Date of Birth Sex  Male  Female

Driver's License Number

Height Weight Eye Color Hair Color

Billing Number (Agency Billing Number)

Place of Birth (State or Country) Social Security Number - **MANDATORY**

Misc. Number (Other Identification Number)

Home Address Street Address or P.O. Box

City State ZIP Code

Your Number: OCA Number (Agency Identifying Number)

Level of Service:  DOJ  FBI

If re-submission, list original ATI number:  
(Must provide proof of rejection)

Original ATI Number

### Employer (Additional response for agencies specified by statute):

Employer Name

Mail Code (five digit code assigned by DOJ)

Street Address or P.O. Box

City State ZIP Code

Telephone Number (optional)

### Live Scan Transaction Completed By:

Name of Operator

Date

Transmitting Agency LSID

ATI Number Amount Collected/Billed