



Bureau of Professional Licensing  
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[www.michigan.gov/bpl](http://www.michigan.gov/bpl)  
[BPLHelp@michigan.gov](mailto:BPLHelp@michigan.gov)

**FACILITY MANAGER AFFIDAVIT**

Authority: 1978 PA 368

**Print or Type Clearly**

Facility Manager's Legal Name (First, Middle, Last)	Date of Birth
Email Address	Phone Number
MiPLUS Application Number (5306XXXXXXAPP25/5308XXXXXXAPP25)	Facility Name

For individuals designated as a facility manager, the applicant shall provide the following:

- (i) Proof, in the form of an affidavit, that the facility manager has achieved the following:
  - (A) A high school equivalency education, or higher, defined as 1 of the following:
    - (I) A high school diploma.
    - (II) A GED
    - (III) A parent-issued diploma for home schooled individuals.
    - (IV) Completion of post-secondary education, including an associate's, bachelor's, or master's degree.
  - (B) Completion of a training program that includes, but is not limited to, all of the following subjects:
    - (I) Knowledge and understanding of laws in this state and federal laws relating to the distribution of drugs and devices.
    - (II) Knowledge and understanding of laws in this state and federal laws relating to the distribution of controlled substances.
    - (III) Knowledge and understanding of quality control systems.
    - (IV) Knowledge and understanding of the USP standards relating to the safe storage and handling of prescription drugs.
    - (V) Knowledge and understanding of pharmaceutical terminology, abbreviations, dosages, and format.
  - (C) Experience equal to either of the following:
    - (I) A minimum of 1 year of work experience related to the distribution or dispensing of prescription drugs or devices where the responsibilities included, but were not limited to, recordkeeping.
    - (II) Previous or current employment as a designated representative of a wholesale distributor certified by the VAWD of NABP or of a wholesale distributor-broker
  - (D) Current employment with the applicant.

**Submission Instructions:**

Email the completed affidavit to [BPLData@michigan.gov](mailto:BPLData@michigan.gov) or upload the document to your pending application in MiPLUS.

**CERTIFICATION AND SIGNATURE**

I certify that the statements in this application are true and complete. I also certify that I, as the facility manager for the above-named facility, have the education, training, and experience as required in the Board of Pharmacy Administrative Rules.

\_\_\_\_\_  
 Print Name of Facility Manager

\_\_\_\_\_  
 Signature of Facility Manager

\_\_\_\_\_  
 Date