

## MICHIGAN REMOTE PHARMACY LICENSING GUIDE

### LICENSURE REQUIREMENTS CHECKLIST

(Listed below are the minimum requirements needed to obtain a remote pharmacy license.)

#### APPLICATION AND FEES

- Online Application For a Remote Pharmacy License - Complete all fields, answer all questions and upload any supporting documentation. Online application can be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus), select **MiPlus Login**, select “**Modification**” next to the parent pharmacy license number and then select “**Remote Pharmacy Application.**”

- Application Fee (Application fee + 2-year license fee) (Must be paid by Visa, Mastercard, or Discover credit or debit card.)

The remote pharmacy license runs concurrently with the parent pharmacy license. The appropriate fee will be applied based on the next expiration date of the parent pharmacy license.

Remote Pharmacy License:

- 0-12 months: \$102.65
- 13-24 months: \$162.10

Remote Pharmacy Controlled Substance License:

- 0-12 months: \$91.90
- 13-24 months: \$173.00

#### THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS

- Both the parent pharmacy and the remote pharmacy must be located in Michigan.
- Criminal Background Check – Once the online application is completed and submitted you will be emailed an Application Confirmation letter containing instructions to complete the Criminal Background Check.

The individuals listed below for a remote pharmacy license are required to undergo a Criminal Background Check (CBC):

- An individual, if the person applying is an individual.
- All partners and any individual who will manage the day-to-day operations, if the person applying is a partnership.
- An individual who will manage the day-to-day operations, if the person applying is a privately held corporation. This subdivision only applies to a privately held corporation that in the aggregate owns fewer than 75 pharmacies, manufacturers, or wholesale distributors on the date the corporation submits its license application.

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An individual is not required to obtain a CBC if one has been obtained for the individual(s) within the 2 years preceding the date of application for a new pharmacy, manufacturer, or wholesale distributor license. If fingerprints have been obtained within the two years preceding the date of the application, the individual(s) must submit proof of the previous criminal history check with the application for a remote pharmacy license. Relicensure applications lapsed less than 3 years are also not required to obtain a CBC.

- Criminal/Disciplinary History Questions – Criminal conviction and/or disciplinary documentation will be required if you answer “yes” to either question.
- If your pharmacy is a partnership, corporation, or is operating under an assumed name, you must submit business documentation showing the business ownership structure, including partnership certificates, corporate articles, assumed name certificate, list of partners, stockholders, officers, and members of the board of directors.
- Submit documentation showing that the parent pharmacy and the remote pharmacy share common ownership.
- Submit a copy of the policy and procedure manual related to the practice of pharmacy at the remote pharmacy, in compliance with [MCL 333.17742b](#).
- The remote pharmacy location must not be located within 10 miles of another pharmacy. Submit documentation, including a map showing the nearest licensed pharmacy to the proposed remote pharmacy location. The mileage requirement may be waived by the Board of Pharmacy upon request. This requirement is also waived for remote pharmacies located within a hospital or mental health facility.
- A licensed remote pharmacy must have a pharmacist in charge (PIC) licensed in Michigan. The PIC of the remote pharmacy must be the same as the PIC of the parent pharmacy. If you need to update the PIC of the parent pharmacy, that should be done prior to submitting the remote pharmacy application.
- A remote pharmacy must have an operational [telepharmacy system](#) in place between the parent pharmacy and the remote pharmacy.
- If your pharmacy has an NABP E-Profile Identification Number, you may enter it on the application.
- You may apply for a controlled substance license by completing the controlled substance license fields on the application. Be sure that the controlled substance license address matches the pharmacy address. If you do not apply for a controlled substance license on your initial application, you must wait for the remote pharmacy license to be issued before applying for a controlled substance license.
- The remote pharmacy will be subject to a pre-licensure inspection.

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### ADDITIONAL REQUIREMENTS FOR THOSE APPLYING FOR RELOCATION

- A remote pharmacy with a current Michigan license that is moving to a new address must complete the Online Application For a Remote Pharmacy License - Complete all fields, answer all questions and upload any supporting documentation. Online application can be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus), select **MiPlus Login**, select “**Modification**” next to the parent pharmacy license number and then select “**Remote Pharmacy Application.**”
- Be sure to select “yes” to the question “Is this an existing Michigan licensed facility that is changing location?” and provide the remote pharmacy license number.

### REQUIREMENTS FOR CHANGING PHARMACIST-IN-CHARGE OR CHANGING FACILITY OWNERSHIP

- A pharmacy must notify the department of a change in pharmacist-in-charge within 30 days of the change. This can be done by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus) and submitting a modification to the parent pharmacy license. Choose the Pharmacy PIC Change option. Please note that your pharmacist-in-charge must be have a Michigan pharmacist license.
- A pharmacy that has changed ownership must notify the department within 30 days of the change. In order to notify the department, the **new owner** must submit a Pharmacy Facility Change of Ownership application by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus).

### RENEWAL REQUIREMENTS CHECKLIST

- Online Application For a Pharmacy Renewal – Can be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus)
- Renewal Application Fee (2-year license fee) (Must be paid by Visa, Mastercard, or Discover credit or debit card.)

The remote pharmacy must be renewed separately from the parent pharmacy, but will expire on the same date as the parent pharmacy. In order to avoid delays in processing the renewal applications, the parent pharmacy should be renewed before the remote pharmacy.

Pharmacy Renewal Fee: \$118.90  
Controlled Substance Renewal Fee: \$162.20
- Renewal Cycle: 2 years

## HELPFUL RESOURCES AND FORMS

- By visiting [www.michigan.gov/healthlicense](http://www.michigan.gov/healthlicense) and clicking on the pharmacy link you can access the following helpful resources and forms:

Resources:

- Public Health Code
- Administrative Rules for Pharmacy