

Wisconsin Department of Safety and Professional Services

Office Location: 4822 Madison Yards Way
Madison, WI 53705
Phone Number: (608) 266-2112

LicensE Portal: [License.wi.gov](https://license.wi.gov)
Email: dsps@wisconsin.gov
Website: <http://dsps.wi.gov>

PHARMACY EXAMINING BOARD

INFORMATION REGARDING LICENSURE OF A PHARMACY

Per Wis. Stat. § [450.06 \(1\)](#) no pharmacist or person engaged in the practice of pharmacy under § [450.03 \(1\) \(f\)](#), [\(g\)](#), or [\(i\)](#) may dispense at any location in this state that is not licensed as a pharmacy by the board. No person in this state may use or display the title “pharmacy,” “drugstore,” “apothecary,” or any other title, symbol, or insignia having the same or similar meanings, except for a place of practice which is licensed under this section as a pharmacy by the board.

Per Wis. Stat. § [450.06 \(4\)](#) Any person who fails to license his or her place of practice as required under this section may be assessed a forfeiture of not less than \$25 nor more than \$50 for each separate offense. Each day of violation constitutes a separate offense.

Per Wis. Stat. § [450.09\(1\) \(a\)](#) every pharmacy shall be under the control of the managing pharmacist who signed the pharmacy license application, the most recent license renewal application or the most recent amended schedule of operations. The managing pharmacist shall be responsible for the professional operations of the pharmacy. A pharmacist may be the managing pharmacist of not more than one community and one institutional pharmacy at any time and shall be engaged in the practice of pharmacy at each location he or she supervises. The board shall by rule define community pharmacy and institutional pharmacy for the purposes of this section, but a pharmacy that is operated exclusively as a remote dispensing site shall not be considered a community pharmacy or institutional pharmacy for the purposes of this paragraph.

INSTRUCTION TO APPLICANT FOR LICENSURE OF AN IN-STATE PHARMACY

COMPLETED APPLICATION MUST BE ON FILE AT LEAST 30 DAYS PRIOR TO PROPOSED OPENING DATE.

To license a **NEW PHARMACY** with the Pharmacy Examining Board, please complete steps 1 through 5 below:

1. Complete application and pay \$60.00 credential fee online in LicensE, <https://license.wi.gov/>.
2. Prepare and submit one set of original floor plans, scaled to size, with a description of the various areas designated. Please indicate location of sink and refrigerator. (For specific floor plan requirements, please refer to Wis. Admin. Code ch. [Phar 6](#) pharmacy licenses and equipment.)
3. Complete and submit self-inspection (Form [2550](#)) with the expected dates of compliance.
4. Application, fee(s), and supporting documentation must be received at least 30 days prior to the proposed opening date (Wis. Admin. Code § [Phar 6.01](#)). Requirements and procedures for applying for a pharmacy license are specified in Wis. Stat. § [450.06](#). A pharmacy may not operate unless a pharmacy license has been granted. (For out-of-state pharmacy requirements see Wis. Stat. § [450.065](#).)
5. Contact the Federal Drug Enforcement Administration for registration forms at www.deadiversion.usdoj.gov, (312) 353-1236, DEA, 230 South Dearborn Street, Ste. 1200, Chicago, Illinois 60604.

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To license a pharmacy because of a **CHANGE OF OWNERSHIP** or **LOCATION CHANGE**, please complete steps 1 through 6 below:

1. Complete application and pay \$60.00 credential fee online in LicenseE, <https://license.wi.gov/>.
2. Prepare and submit one set of original floor plans, scaled to size, with a description of the various areas designated. Please indicate location of sink and refrigerator. (For specific floor plan requirements, please refer to Wis. Admin. Code ch. [Phar 6](#) pharmacy licenses and equipment.)
3. Complete and submit self-inspection (Form [2550](#)) with the expected dates of compliance.
4. Application, fee(s), and supporting documentation must be received at least 30 days prior to the proposed opening date (Wis. Admin. Code § [Phar 6.01](#)). Requirements and procedures for applying for a pharmacy license are specified in Wis. Stat. § [450.06](#). A pharmacy may not operate unless a pharmacy license has been granted.
5. Contact the Federal Drug Enforcement Administration for registration forms at www.deadiversion.usdoj.gov, (312) 353-1236, DEA, 230 South Dearborn Street, Ste. 1200, Chicago, Illinois 60604.
6. A Closing Affidavit (Form [606](#)) must be completed and notarized by the former owner and forwarded to the board office within 10 days of actual closure date.

Wis. Stat. § [450.06 \(3\)](#) requires that a new pharmacy license be obtained following a change of ownership.¹ The following chart sets forth when a change of ownership is deemed to have occurred or not occurred. Following the issuance of a new license, that new licensee must also renew that new license at the next required renewal date, regardless of when that new license was issued.

OWNER	TRANSACTION	CHANGE OF OWNERSHIP?
Individual	Sells pharmacy to another	YES
Individual	“Incorporates” him or herself and there are no other shareholders	NO [only a change in business <u>form</u> of owner]
Individual	Incorporates and adds shareholders other than self, or goes into partnership with other(s)	YES
Partnership	Sells pharmacy to another	YES
Partnership	Members of partnership change <u>and</u> dissolves; e.g., individual(s) leaves	YES
Partnership	Members of partnership change, but partners vote not to dissolve unanimously or by partnership agreement	NO
Partnership	Partnership decides to incorporate itself	NO [again, only a change business <u>form</u> —as long as no shareholders added who were not partners before]
Corporation ²	Change in shareholders (including sale of all stock)	NO [Corporation owns pharmacy—not shareholders]
Corporation	Sells all assets (as opposed to stock)	YES [One asset being sold is pharmacy; corporation no longer owns it after asset sale]
Corporation	Becomes a subsidiary or division of another corporation	NO [Corporation still owns pharmacy, regardless of who owns corporation]
Corporation	Merges into/or consolidates with another corporation <u>and</u> loses corporate “identity”	YES

¹ §450.06(3), Stats., provides in relevant part as follows:

No pharmacy may be opened or kept open for practice following a change of ownership . . . unless the pharmacy is licensed for the new owner . . . notwithstanding any remaining period of validity under the pharmacy’s license under the previous owner . . .

² Limited Liability Companies created under Wis. Stat. ch. [183](#) are the same as corporations for change of ownership.