

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 FOR IN-STATE PHARMACY APPLICATION

APPLICATION INSTRUCTIONS A completed application must be on file at least 30 days prior to proposed opening date.

To license a “New” pharmacy or remote dispensing site* complete steps 1 through 5 below. (*A remote dispensing site means a pharmacy governed by Wis. Stat. § [450.09\(2\)\(b\)2.](#))

1. For a new or change of ownership/change of location (of an existing in-state pharmacy or remote dispensing site) application, complete the In-State Pharmacy License Application and pay the \$60.00 initial credential fee in the DSPS online LicensE system, <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](#) regarding pharmacy licenses and equipment.) You may upload the floor plans into LicensE, <https://license.wi.gov>.
3. Complete and submit self-inspection ([Form 2550](#)) with the expected dates of compliance per [Wis. Admin. Code ch. Phar 6](#). You may upload the form into LicensE, <https://license.wi.gov>.
4. Convictions and Pending Charges ([Form 2252](#)) is required **if** the managing pharmacist listed in the application has ever been convicted of a misdemeanor, felony, or other violation of federal or state law or **if** he or she has any felony, misdemeanor, or other violation of federal or state law charges pending against him or her in this state or any other. This includes convictions resulting from a plea of no contest, a guilty plea, or verdict. If required, upload Form 2252 and required documentation into LicensE. Pay the associated additional \$8.00 fee in LicensE.
5. Submit the above items to the Pharmacy Examining Board at the address above, at least 30 days prior to the proposed opening date. 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. Board action shall be taken within 60 business days of receipt of a completed pharmacy application, as provided in Wis. Admin. Code § SPS 4.03.
6. Contact the Federal Drug Enforcement Administration (DEA) for registration forms at www.deadiversion.usdoj.gov, (571) 362-6251, U.S. Department of Justice, DEA, 230 S. Dearborn Street, Kluczynski Federal Building, Ste. 1200, Chicago, IL 60604.
7. A Closing Affidavit ([Form #606](#)) must be completed by the former owner and forwarded to the Pharmacy Examining Board Office within 10 days of actual closure date.

PROCEDURE FOR REPORTING THEFT OR LOSS OF CONTROLLED SUBSTANCES:

Wis. Admin. Code § [Phar 8.02\(3\)\(f\)](#) Records: In any instance, that a pharmacy, practitioner, or other DEA registrant authorized to possess controlled substances is required to file with the DEA a report of theft or loss of controlled substances, the pharmacy, practitioner or other DEA registrant shall also send a copy to the board within 2 weeks of filing with the DEA.

Any pharmacy, practitioner, or other drug enforcement administration registrant is responsible for reporting the theft or significant loss of controlled substances to:

1. U.S. Department of Justice, DEA, 230 S. Dearborn Street, Kluczynski Federal Building, Ste. 1200, Chicago, IL 60604 (312) 353-7875; and
2. Wisconsin Pharmacy Examining Board, P.O. Box 8935, Madison, WI 53708-8935, (608) 266-2112.

Report the theft or loss on DEA Form DEA-106, (**Report of Theft or Loss of Controlled Substances**), obtainable from DEA at www.deadiversion.usdoj.gov.

All thefts and any significant losses **must** be reported to the DEA immediately upon discovery of the theft or loss. Notification must be accomplished by completing and filing a DEA Form DEA-106, (**Report of Theft or Loss of Controlled Substances**). The form may be found on the Internet at www.DEADiversion.usdoj.gov or may be obtained from your local DEA office. If the circumstances regarding the theft or loss need clarification before the form can be completed, the registrant can make an initial report via telephone or some other means and file the completed form as soon as the circumstances are known.

CHANGE OF LOCATION OR CHANGE OF OWNERSHIP:

To re-license a pharmacy or remote dispensing site because of a change of ownership or change of location, complete the In-State Pharmacy License Application and pay the \$60.00 credential fee in the DSPS online LicensE system, <https://license.wi.gov>. Items 2 through 5 above also apply.

Wis. Stat. § 450.06 (3), requires that a new pharmacy license be obtained following a change of ownership. The chart on the following page 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.

Wisconsin Department of Safety and Professional Services

| OWNER | TRANSACTION | CHANGE OF OWNERSHIP |
|-------------|--|---------------------|
| Individual | Sells Pharmacy to another | YES |
| Individual | “Incorporates” him or herself and there are no other shareholders | NO |
| 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 |
| Corporation | Change in shareholders (including sale of all stock) | NO |
| Corporation | Sells all assets (as opposed to stock) | YES |
| Corporation | Becomes a subsidiary or division of another corporation | NO |

Wis. Stat. § 450.06(3), 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.

Limited Liability Companies created under Wis. Stat. ch. 183 are the same as Corporations for change of ownership.