# Application Checklist

Verified Pharmacy Program® (VPP®)

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| Step 1: CONFIRM PHARMACY ELIGIBILITY   * If any of the following questions are answered “**No,**” the pharmacy may not be eligible to apply for VPP. If so, please contact VPP staff at [vpp@nabp.pharmacy](mailto:vpp@nabp.pharmacy) prior to submitting an online application. * If all of the answers to the following questions are “**Yes,**” the pharmacy may proceed with submitting an online application. | |
| Has the pharmacy been fully operational\* for at least 30 days?  *\*If compounding, pharmacy must have also been compounding for at least 30 days prior to applying.* |  |
| The pharmacy is not currently the subject to one or more serious health care-related disciplinary or criminal proceedings or regulatory or law enforcement investigations including, without limitation, product, or document seizures. |  |
| If the pharmacy is doing sterile compounding, does the pharmacy have certification reports dated within six months of application payment date? |  |

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| Step 2: CREATE A BUSINESS e-Profile Account | |
| Log in to NABP e-Profile, select the Create Business e-Profile tile, and follow the steps to set up your account.  Make sure your business e-Profile ID is associated with your username (email address). | [e-Profile](https://dashboard.nabp.pharmacy/#/login) Log In |
| If the business e-Profile is not associated with your username:   1. Click on the My Business e-Profile tile. 2. Request business e-Profile be associated with your username. 3. Enter the requested information to obtain a business e-Profile ID. | Requested information:   * Legal Business Name * Doing Business As Name * Pharmacy Address (including suite) * FEIN * NCPDP * Resident State License Number * Phone Number |

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| Step 3: DOCUMENTS TO GATHER | | TIPS & TEMPLATES |
|  | Pharmacy schematic diagram | Make sure all key areas of the pharmacy are visible and clearly labeled. |
|  | Photo of the facility storefront | Please ensure the pharmacy name and entrance are visible. |
|  | Update licenses in system or complete the template provided with all licenses held by the pharmacy (closed, inactive, pending, DEA, controlled substance and wholesale distributor licenses, etc) | [Facility license instructions](https://nabp.pharmacy/wp-content/uploads/2020/04/Facility-Upload-Instructions-2020.pdf)  [Facility license template](https://nabp.pharmacy/wp-content/uploads/2019/08/VPP-Facility-License-Template.csv) |
|  | Gather the licenses and e-Profile IDs for all licensed staff (including nonresident designated pharmacists) | To avoid application delays, staff pharmacists should update their license information in their individual e-Profile prior to filling out the application. |
|  | List of the top drugs dispensed by the pharmacy, including dosage forms. | Provide top five non-compounded, top five nonsterile compounded, and top five sterile compounded drugs, as applicable. |
|  | List of the pharmacy’s non-manufacturer prescription drug suppliers for the past two years. | [Source list template](https://nabp.pharmacy/wp-content/uploads/2019/08/VPP-Source-List.xls) |
|  | List of the pharmacy’s active pharmaceutical ingredient suppliers for the past two years, if applicable. |  |
|  | Certification Reports, if sterile compounding. | ***Note:*** reports must be from within the last six months, to request an inspection.  Must include:   * Primary engineering controls certification report * Secondary engineering controls certification report * Viable air testing report * Viable surface testing report * Technician notes * Summary |
|  | Scanned copies of the most recent state, federal, or third-party pharmacy inspection reports and any responses provided by the pharmacy, if available. | All documentation submitted must be free of any Protected Health Information (PHI) or Personally Identifiable Information (PII). If any PHI or PII is included, the application will be considered incomplete and the review will be delayed.  ***Note****: PHI and PII include, but are not limited to: patient names, prescription numbers, social security numbers, etc.* |
|  | All documents related to investigations and/or pending disciplinary, criminal, and legal history for the pharmacy, pharmacy owners, and resident and nonresident pharmacists-in-charge. | All documentation submitted must be free of any Protected Health Information (PHI) or Personally Identifiable Information (PII). If any PHI or PII is included, the application will be considered incomplete and the review will be delayed.  ***Note****: PHI and PII include, but are not limited to: patient names, prescription numbers, social security numbers, etc.* |

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| Step 4: LOG IN TO SUBMIT A VPP APPLICATION  [LOG IN TO COMPLETE A VPP APPLICATION.](https://dashboard.nabp.pharmacy/#/login) |
| * Chrome is the preferred internet browser. |
| * Username will be the email address used to set up the account. |
| * It is strongly recommended that the “My Business e-Profile” information is updated before starting an application. This information will prepopulate many of the fields in the application. |
| * Multiple applications can be created and managed through this portal. |
| * The application must be submitted within 60 days or the application will expire and be purged. |
| * Once the application is submitted with payment, the pharmacy will receive an email confirmation that the application is under review. |
| * As a reminder, all documentation submitted must be free of any Protected Health Information (PHI) or Personally Identifiable Information (PII). If any PHI or PII is included, the application will be considered incomplete and the review will be delayed.   ***Note****: PHI and PII include, but are not limited to: patient names, prescription numbers, social security numbers, etc.* |