

# Steps to Participation for the Verified Pharmacy Program<sup>®</sup> (VPP<sup>®</sup>)



## Steps to VPP Participation

Pharmacies that must obtain or renew an out-of-state license to remain compliant with pharmacy practice regulations will find that VPP complements this process by acting as a supplement, providing verified pharmacy data and a uniform inspection service when requested.

Please allow sufficient time to complete the entire process – the time can vary depending on the applicant and the board of pharmacy. The basic steps are as follows:

### 1. Ensure pharmacy is eligible for VPP.

In order to apply for VPP:

- The pharmacy must be fully operational for at least 30 days.
- If compounding, the pharmacy must also have been compounding preparations for at least 30 days prior to applying.

### 2. Create an account and submit a [VPP application online](#) (with payment) for review.

NABP's review of the online application includes verifying the pharmacy's licensure information, disciplinary actions, and inspection history, as well as the licensure information of key personnel linked to the pharmacy, among other things. A pharmacy e-Profile containing this information will be created or updated. **Note:** Once you have submitted an application, your pharmacy may be inspected at any time. Please do not apply to VPP unless your pharmacy is prepared to have an unannounced inspection.

### 3. NABP determines if a qualified inspection exists or if an inspection is needed.\*

Once the application and supplemental information is successfully processed, NABP will ensure that a qualified inspection has taken place or will schedule an unannounced qualified inspection to take place by a designated agent. **Note:** By participating in VPP, the pharmacy understands that it may be subject to a re-inspection in addition to the initial unannounced inspection. Please see the [VPP Terms and Conditions](#) below for more information.

\*NABP is working with its member boards of pharmacy to further define and finalize the criteria by which an existing inspection will be determined as "qualified" for the purposes of VPP. Until this criteria is finalized, an unannounced VPP inspection will need to be conducted for all pharmacies applying to the program. See the [FAQ section](#) for more details on what to expect in the inspection.

### 4. NABP makes the completed inspection report and verified pharmacy data available to the applicable state boards of pharmacy.

Upon completion of the VPP application process, NABP will provide, via the e-Profile or other means, the appropriate pharmacy information to the state boards of pharmacy. This information



may contain an inspection report, a licensure verification summary, and, if applicable, any disciplinary information as well as all pharmacy detail originally provided by the applicant. The applicant must then follow up with each state board of pharmacy regarding licensure status as well as specific state regulations, as all licensing authority is left to each state board of pharmacy.

If a VPP inspection occurred, the applicant will also receive an electronic copy of the completed inspection report via email. Applicants are asked to review the inspection report and provide responses to any of NABP's findings listed in the report, which may include steps taken to correct any noncompliant items. It is the applicant's responsibility to be compliant with all applicable state and federal rules, regulations, and laws. Responses must be submitted within 30 calendar days. (No responses will be received after that time and no extensions will be granted.) This follow-up documentation will then be made available to the state boards of pharmacy. See the [FAQ section](#) for more information on response documentation.

**NABP does not make the final determination of licensure.** NABP conducts a thorough survey, authentication of the pharmacy's licenses, and validation of other information and provides this to the boards of pharmacy as verified data. NABP has been and continues to be in close discussions with the state boards of pharmacy to further develop VPP so that it meets their needs; however, it is still left to individual states receiving the inspection reports to make licensing/renewal decisions based on complete information and the verified data in the pharmacy's VPP e-Profile.

VPP is a service to help streamline the nonresident licensure process by allowing the state and jurisdictional boards of pharmacy and pharmacy regulators to access and use verified pharmacy licensure details and other required information in connection with regulatory activities.

By participating in VPP, the pharmacy understands that it may be subject to a re-inspection in addition to the initial unannounced inspection as follows:

1. randomly selected as part of the NABP compliance review process;
2. as requested by the pharmacy; and
3. as required by the state or VPP (for example, a re-inspection due to deficiencies or failure of the prior inspection).

Should a pharmacy undergo a re-inspection based on scenario 1, the pharmacy will not be responsible for the cost of the second re-inspection; however, should a pharmacy or its facility or facilities undergo a re-inspection based on scenarios 2 or 3, the cost will be charged to the pharmacy.

