

KENTUCKY BOARD OF PHARMACY

*Newsletter to Promote Pharmacy
and Drug Law Compliance.*

Pharmacy Permit, 3PL, and Outsourcer Facility Renewals

Pharmacy permits, third-party logistics provider (3PL) licenses, and outsourcer facility licenses expire on June 30, 2026. You must renew your permit/license online via the Licensure Gateway Portal. To begin the renewal process, you must be registered and designated as the facility administrator.

Pharmacies must verify or provide a complete listing of all licensed or registered employees. Paper renewal applications will no longer be accepted. All online renewals must be completed by 11:59 PM EDT on June 30. All renewals received after June 30 will be assessed a delinquent fee.

SB 116 and PA Prescribing Update

*Access the National
Pharmacy Compliance News*

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One of the many pieces of legislation passed during the 2026 Legislative Session of the Kentucky General Assembly was Senate Bill (SB) 116, sponsored by Senator Scott Madon, which was signed by Governor Andy Beshear on April 10, 2026. This legislation makes numerous changes to the physician assistant (PA) statutes. One of the major changes involves the amending of Kentucky Revised Statute (KRS) 311.844 and KRS 311.858

to include Schedule II controlled substances (CS) in the list of CS that authorized PA license holders may prescribe.

Pursuant to the language in SB 116, the limitations on PA prescribing and administering Schedule II CS include the following:

- Prescriptions issued by a PA for narcotic Schedule II CS classified under KRS 218A.060, except for hydrocodone combination

SB 116 and PA Prescribing Update

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products as defined in KRS 218A.010, shall be limited to a 72-hour supply without any refill.

- Prescriptions issued by a PA for hydrocodone combination products as defined in KRS 218A.010, nonnarcotic Schedule II CS, and Schedule III CS, as defined in KRS 218A.060 and 218A.080, shall be limited to a 30-day supply without refill.

SB 116 becomes effective on **July 15, 2026**, and PAs must hold a Drug Enforcement Administration registration in Kentucky.

For any questions regarding a PA prescribing CS, please contact the Kentucky Board of Medical Licensure at [KBML Contact Us](#).

Licensure Gateway Portal: Key Tasks You Can Complete Online

The Kentucky Board of Pharmacy's Licensure Gateway serves as the central online portal for pharmacists, pharmacy technicians, pharmacies, and other regulated facilities to manage licenses, permits, registrations, and required updates. If you hold a credential issued by the Board, or manage a licensed facility, the Gateway should be your first stop for many routine compliance tasks.

For Individual Licensees and Registrants	
Pharmacists, pharmacy interns, and pharmacy technicians can use the Gateway to complete the following activities:	
License/Registration Applications	<ul style="list-style-type: none">• initial pharmacist licensure applications• reciprocal pharmacist licensure applications• pharmacy technician initial registration applications• other individual credential applications as available through the portal
Renewals and Reinstatements	<ul style="list-style-type: none">• renew pharmacist licenses• renew pharmacy technician registrations• submit reinstatement requests for expired technician registrations• pay associated renewal fees online
Profile and Compliance Updates	<ul style="list-style-type: none">• update mailing address• update contact information and email address• report employment changes• submit name change requests with supporting legal documentation• maintain current records required by Board rules• certificates and documentation• print current license or registration certificates• access renewal receipts and confirmation records
Additional Professional Requests	<ul style="list-style-type: none">• apply for pharmacist opioid antagonist dispensing certification• submit requests to become a preceptor

Licensure Gateway Portal: Key Tasks You Can Complete Online

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For Pharmacies and Facilities	
Resident and nonresident pharmacies, wholesalers, manufacturers, outsourcing facilities, and other permit holders can use the Gateway for a wide range of administrative and compliance actions.	
Facility Applications and Renewals	<ul style="list-style-type: none"> • submit new facility license or permit applications • renew existing permits and licenses • pay applicable fees • print updated permits and certificates
Facility Changes and Amendments The Board directs facilities to complete modifications through the Gateway, including:	<ul style="list-style-type: none"> • facility name changes • location changes/relocations • ownership changes • pharmacist-in-charge (PIC) changes • facility contact person updates • officer/member updates • hours of operation changes • employee roster updates
Administrator Access Management	<ul style="list-style-type: none"> • register facility administrators • request administrator access for an existing facility • add multiple authorized administrators where permitted
Closures Facilities may also use the Gateway to submit required notices regarding closure, including:	<ul style="list-style-type: none"> • advance notice of closure • final cessation date • final CS inventory (when applicable)

Why This Matters for Compliance

Using the Gateway promptly helps ensure that Board records remain accurate and reduces risk during inspections, audits, renewals, and investigations. Delays in updating addresses, employment, ownership, PIC status, or facility operations can create avoidable compliance issues.

Best Practice Reminder

Assign responsibility within your organization for routinely reviewing Gateway records and renewing credentials well before deadlines. Facilities should also confirm that administrator access is current so that urgent updates can be submitted without delay.

Access the Portal

The Kentucky Board of Pharmacy Licensure Gateway is available through the Board's website and remains the official portal for most credentialing and maintenance transactions.

Use Kentucky Board Inspection Templates to Strengthen Compliance Readiness

The Board provides inspection templates and inspection-related resources on its website to serve as valuable compliance tools for pharmacies, outsourcing facilities, and other permitted entities. Rather than viewing these materials only as forms used by inspectors, facilities should treat them as practical guides for internal readiness and continuous quality improvement.

For pharmacies engaged in sterile, nonsterile, or hazardous drug compounding, reviewing inspection templates is especially important. These operations are subject to heightened documentation, environmental, training, and quality assurance (QA) expectations. Inspection templates often reflect the types of records, observations, and operational controls regulators may evaluate during an inspection.

Why Inspection Templates Matter

Inspection templates can help facilities better understand how regulators assess compliance areas such as:

- licensure and permit status
- personnel qualifications and training records
- policies and procedures
- compounding documentation and formulas
- environmental cleaning and monitoring logs
- equipment maintenance and calibration records
- temperature monitoring and storage conditions
- hazardous drug handling practices
- security and CS safeguards
- QA and incident response processes

By reviewing these templates in advance, facilities can identify gaps before an actual inspection occurs.

Best Practice for Compounding Facilities

For compounding operations, compliance should not begin when an inspector arrives. Facilities should proactively compare current practices against inspection

criteria and ensure all required records are complete, organized, and readily retrievable.

Particular attention should be given to:

- standard operating procedures for sterile and nonsterile compounding
- staff competency assessments and training intervals
- master formulation and compounding records
- beyond-use dating support and documentation
- cleaning, disinfecting, and environmental monitoring programs
- garbing, hand hygiene, and workflow practices
- equipment certification and preventive maintenance
- hazardous drug containment and employee safety controls

Establish a Mock Inspection Program

One of the most effective compliance strategies is implementing a routine mock inspection process. Facilities should adopt written policies and procedures that outline how internal inspections will be conducted, documented, and corrected.

A mock inspection program should include:

- scheduled quarterly or semiannual inspections
- use of Kentucky Board inspection templates as the audit tool
- interviews with responsible staff members
- review of required logs and records
- physical walk-through of workspaces and storage areas
- immediate correction of minor deficiencies
- written corrective action plans for larger findings
- follow-up verification that issues were resolved

Use Kentucky Board Inspection Templates to Strengthen Compliance Readiness

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Benefits of Mock Inspections

Facilities that conduct mock inspections are often better positioned to:

- detect deficiencies early
- improve staff awareness and accountability
- reduce disruption during official inspections
- maintain inspection-ready documentation
- strengthen patient safety and product quality
- demonstrate a culture of compliance


Leadership Responsibility

Owners, PICs, designated persons, and compounding supervisors should ensure that inspection readiness is

an ongoing operational priority. Compliance programs are strongest when leadership regularly reviews findings, allocates resources, and expects timely corrective action.

Final Takeaway

The Board inspection templates are more than regulatory paperwork – they are a roadmap for readiness. Facilities, especially those engaged in compounding, should routinely review these templates, align operations accordingly, and implement formal mock inspection procedures. The best time to prepare for an inspection is well before one is scheduled.



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*Christopher P. Harlow, PharmD, RPh - State News Editor
Lemrey "Al" Carter, PharmD, MS, RPh - National News Editor & Executive Editor
Megan Pellegrini - Publications and Editorial Manager*

State Office Building Annex, Suite 300 | 125 Holmes Street | Frankfort, KY 40601
