



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, N.Y. 12234

BOARD OFFICE for PHARMACY
89 Washington Avenue, 2nd Floor, Albany, NY 12234-1000
Tel. (518) 474-3817, ext. 130; Fax (518) 473-6995
E-mail: pharmbd@nysed.gov; Web: www.op.nysed.gov

[Insert today's date here]

Business Name
C/o: Contact Name
Address Line One
City, State, Zip Code
NABP e-Profile Number:

Re: Proposed Registration

Dear [insert contact name here]:

Your registration application has been forwarded for purposes of scheduling the required on-site inspection of the above-referenced facility. The New York State Education Department (NYSED) is collaborating with the National Association of the Boards of Pharmacy (NABP®) this year to facilitate pharmacy inspections throughout the State of New York via its Verified Pharmacy Program® (VPP®).

In preparation for your upcoming inspection, you will be required to register your facility for an on-site inspection by submitting an online application and other supplemental documentation to NABP® in advance. Not submitting documents in advance can cause a delay in the processing of your application and may also extend the length of your on-site inspection. It is important to note that registration for the inspection will require the e-Profile number listed above. Failure to request an inspection may result in the administrative withdrawal of your application. For more information on how to request a State Inspection via VPP, please reference the directions listed at the bottom of this letter.

All inspections will be unannounced and will occur during normal business hours. At the start of the inspection, NABP® inspectors will present photo identification badges, as well as a letter permitting them to conduct inspections of pharmacies within New York State. NABP® inspectors may, at any point, be accompanied by one or more representatives from NYSED.

Within 30 days of your facility's on-site inspection, the person to whom this letter is addressed to will receive a copy of the VPP inspection report from NABP® and will have an opportunity to respond to any deficiencies listed within the report. A copy of the inspection report and any subsequent deficiency responses will also be provided by NABP® to NYSED for its review. Please be advised that, while NABP® will be assisting NYSED in completing on-site inspections, NYSED has sole decision-making authority over whether the pharmacy's inspection report and its response(s) to any noted deficiencies are satisfactory.

Inspections and inspection reports alone do not equate an approval to operate. NYSED must review the inspection report, in addition to all requested documents and photographs, before any official determinations pertaining to a facility's registration can be made.

Any questions pertaining to this letter or your facility's proposed registration should be sent to Pharmbd@nysed.gov – please be sure to include your facility's name in the subject line and registration number (if applicable). Questions pertaining to the instructions outlined below should be emailed to VPP@nabp.pharmacy. Please include your facility's name, phone number, and business e-Profile ID in the email.

Sincerely,

The Office of the New York State Board of Pharmacy

Instructions for Requesting an NABP® State Inspection via VPP®:

1. Create or login to your username under the “Individual or Business Customers” tile on a Chrome web browser: <https://dashboard.nabp.pharmacy/#/login>
2. Request access to the e-Profile by clicking on the “Create Business e-Profile” tile.
Users already connected to the below e-Profile ID can skip to step three.
 - a. Select “Request Business Access” on the top right corner.
 - b. When asked “Do you know the e-Profile ID of the business you want to connect with?” click “Yes”
 - c. Enter the business e-Profile ID: e-Profile ID and click “Save”. The user will receive an email notifying them that they have been successfully connected to the e-Profile.
3. Update/Complete the business details by selecting the “My Business e-Profile” tile.
4. Create Application by clicking on the “Applications” tile on the home dashboard then select “State Inspection via VPP” under the Inspection Type.
5. Submit the application, no payment will be required.

DRAFT