

Vet-Verified Internet Pharmacy Practice Sites™ (Vet-VIPPS™)

Application Instructions

Important Information:

1. **Applications MUST be submitted online.**
2. **We strongly encourage that the application, survey, and annual participation fees be paid by credit card (MasterCard, Visa, or American Express) at time of submission of the online application.**
3. **Payments sent via mail must be received at NABP within 14 days from submission of the application.**
4. **ALL required supplemental documentation and copies of actual policies and procedures (P&Ps) as set forth in the *Vet-VIPPS P&P Guidance Checklist*, which will be provided upon receipt of application and fees, must be provided to NABP within 90 days from application submission date or the application may be cancelled. Note: P&P drafts are NOT acceptable.**
5. **NABP will review P&Ps only upon receiving and confirming ALL supplemental documentation is acceptable.**
6. **NABP will schedule an on-site survey only upon receiving and confirming ALL P&Ps are compliant with Vet-VIPPS criteria.**
7. **Cancelled or withdrawn applications are subject to administrative fees.**

The Vet-VIPPS accreditation process begins with completing the online application and submitting required documentation and appropriate fees. The following instructions are included to help the applicant provide the correct information.

- The Vet-VIPPS Application includes the Vet-VIPPS Criteria for which the National Association of Boards of Pharmacy® (NABP®) requires documentation demonstrating compliance. NABP reviews the submitted documents and specifically looks for certain policies and procedures believed by NABP to be essential to meeting the intent of the Vet-VIPPS criteria. You will be notified, via e-mail, if NABP finds any of the submitted materials unacceptable or in need of clarification. When requested, please send mocked-up forms with fictitious information so that the data demonstrates how the form is actually used. Do not send blank forms. Completed forms help NABP interpret how a form is actually used.
- Business Name is the name that will appear on the Vet-VIPPS information page on NABP's Web site.
- Web site URL must be the Internet address for the pharmacy's home page. It will be used by the public to return to your site after they have visited the Vet-VIPPS Web site to verify your information, whether they entered the Vet-VIPPS-specific Web site by clicking on the Seal or entered the Vet-VIPPS general Web site to

search for an online pharmacy to use.

- Contact person should complete the application form, and will coordinate responses and revisions to policies and procedures, if necessary, and will schedule on-site surveys and will coordinate renewal of accreditation.
- Pharmacy Name is the dispensing facility. If more than one physical location is used, submit the applicable information for each location on a separate sheet.
- Pharmacist-in-Charge (PIC) is the registered pharmacist that oversees the day-to-day operations of the dispensing facility. In most pharmacies, the PIC is the pharmacy manager.
- Phone number for public to report medical and pharmaceutical problems must be toll-free and monitored 24 hours, 7 days/week allowing appropriate response time for a pharmacist or primary care practitioner to intervene in case of a serious drug reaction.
- Name of Owners applies to sole proprietors and partnerships.
- Name of Corporate Entity applies to any for-profit or not-for-profit legal entity that owns or contracts for the pharmacy services. It is the controlling or parent company.
- Major Investors include silent partners, venture capitalists and any person, partnership, or corporation that directly or indirectly owns greater than 10% equity position in the ownership or controlling interest in such organization.
- Services/Products Provided. At the discretion of NABP, some groups or categories of services may not be listed on the Web site. Those categories listed will be searchable fields for the public to use when seeking a Vet-VIPPS-accredited pharmacy licensed to service in-state residents. .
- Ensure all supplemental documentation listed below is submitted.
 - Copy of the pharmacy's DEA certificate of registration (ONLY if pharmacy handles controlled substances)
 - Copies of actual board or agency Disciplinary Orders (if applicable)
 - Copies of actual P&Ps evidencing compliance with the Vet-VIPPS criteria as set forth in the *Vet-VIPPS P&P Guidance Checklist*. P&Ps not submitted in accordance with the *Vet-VIPPS P&P Guidance Checklist* will delay processing the application

Document Submission:

1. All documents should be submitted together at one time rather than individually.
2. To expedite the application process, documents should be uploaded electronically as an individual file during the online application process.
3. When uploading electronic documents please select the appropriate title of the

document in the drop-down menu.

4. Alternatively, the documents may be submitted by one of the following methods; however, the separate submission of materials may result in processing delays
 - a. E-mailing the documents (**as attachments**) to Vet-VIPPS@nabp.net
 - b. Mailing a CD of the documents along with a copy of the receipt page (issued following completion of the online application) via a land carrier to:

ATTN: Vet-VIPPS
National Association of Boards of Pharmacy
1600 Feehanville Drive
Mt Prospect, IL 60056

Please note that NABP reserves the right to share information with its member boards of pharmacy or appropriate regulatory or law enforcement authorities concerning the status of applicant's accreditation application and/or any denial of accreditation.