

FAQS FOR LICENSE RENEWAL APPLICATIONS: REPORTING CRIMINAL CONVICTIONS/DISCIPLINARY ACTION

1. I have a criminal conviction. Do I have to report it on my renewal application?

Yes, if it occurred during your last renewal. For the purposes of completing the renewal application, a criminal conviction means a plea or verdict of guilty or a conviction following a plea of nolo contendere. This includes misdemeanors and felonies.

2. Do I have to report a criminal conviction that occurred outside of California?

Yes. Criminal convictions in another state or in United States District Court must be reported if they occurred during your last renewal period.

3. My criminal conviction did not involve drugs or alcohol. Do I still have to report it on my renewal?

Yes.

4. What documents should I provide if I report a criminal conviction on my renewal application?

A written statement, arrest report, court documents, and proof of compliance with court-ordered probation.

5. Do I have to report a citation issued for a traffic infraction?

Traffic infractions not involving alcohol, dangerous drugs, or controlled substances do not need to be reported.

6. I have a criminal conviction. The Board of Pharmacy is already aware of the conviction and issued a citation and fine or Letter of Admonishment. Do I still have to report the conviction on my renewal application?

Yes. If you renew by mail, please provide a copy of the citation/fine letter or Letter of Admonishment in addition to the renewal application. If you no longer have this documentation, please provide a written statement including the conviction date, court location, and conviction charges.

7. I reported a criminal conviction and provided supporting documents with my renewal application. Then I received a letter from the Department of Consumer Affairs requesting the same documentation. Do I have to provide the documentation twice?

The Department of Consumer Affairs automatically sends a letter to licensees who mark "Yes" to the criminal conviction question on their online renewal application. You may disregard this notice if you have already provided the requested documents to the board.

8. I have a pending criminal conviction case. Do I have to report it to the board on my renewal application?

No. You may voluntarily report this information to the board, but it is not required. Please contact enfapprove@dca.ca.gov if you have further questions.

9. My driver's license was suspended. Is this considered formal discipline against a license?

No. Suspension against a driver's license does not need to be reported on a renewal application.

10. Why do I have to provide documentation for a criminal conviction?

The California Board of Pharmacy is a consumer protection agency that is mandated to conduct investigations on all licensees with criminal history pursuant to Business and Professions Code section 4301.

11. What does the board define as "formal disciplinary action"?

For the purposes of a renewal application, "formal disciplinary action" means an adverse action that resulted in a restriction or penalty being placed on the license, such as revocation, suspension, probation or public reprimand or reproval.

12. My license was formally disciplined by the California State Board of Pharmacy. Do I have to report this on my renewal?

Yes. If your license was placed on probation or issued a letter of public reprimand or reproval, please provide your administrative case number along with your renewal application.

13. I was issued a citation and fine by the California State Board of Pharmacy for a non-criminal conviction related issue. Do I have to report this on my renewal?

No. If the citation and fine was issued for a non-criminal matter, it does not need to be reported on the renewal application.

14. Another state board of pharmacy took action against a license I have in another state. Do I have to report this on my renewal application?

If formal disciplinary action was taken against your professional license in another state, it must be reported on your renewal application.

15. What documents should I provide if I need to report discipline by another state or federal agency on my renewal application?

Please provide the charging document (ex: Accusation, Complaint, etc.) and any final documents showing the case outcome (ex: Settlement Agreement, Consent Order, etc.).

16. Who can I contact if I have questions about my renewal application?

For questions regarding reporting criminal convictions or formal disciplinary action on a renewal application, please contact enfapproval@dca.ca.gov. For general questions regarding renewals, please contact renewalstatus@dca.ca.gov.