Board of Pharmacy

School Based Emergency Medicine Class D Clinic Application Manual

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Application for School Based Emergency Medicine Class D Clinic

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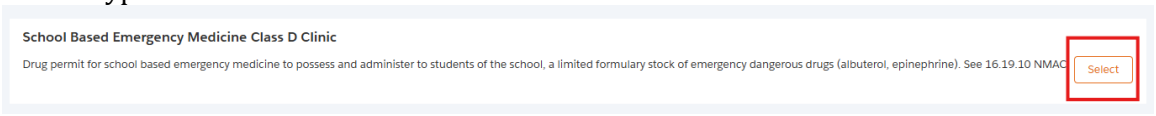
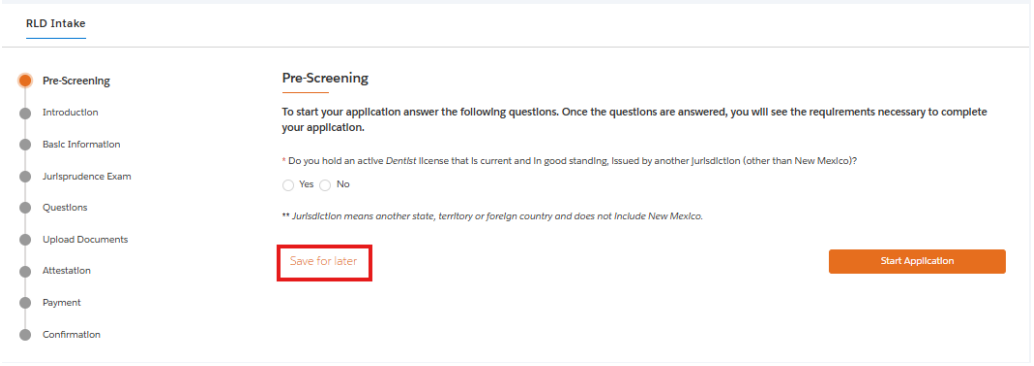
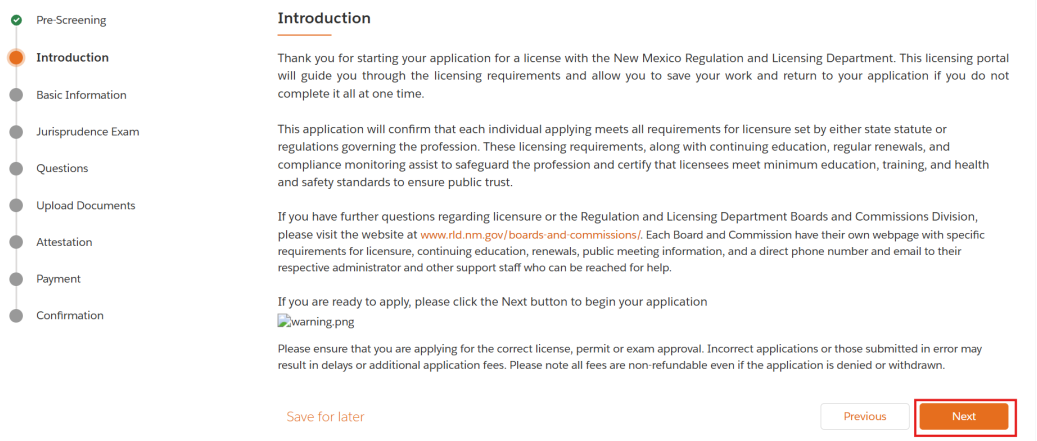
1. Clink the "Select" button to the right of the School Based Emergency Medicine Class D Clinic license type.



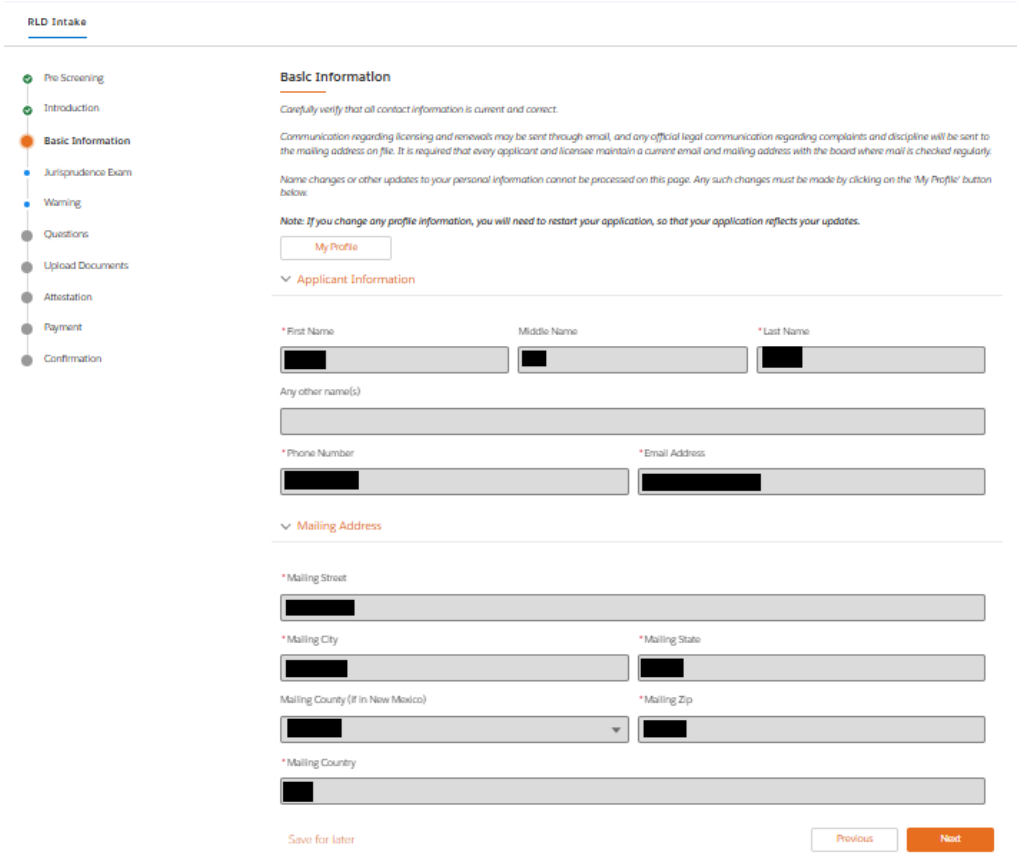
2. At any time of the application, you can select the "Save for later" option to save a draft of the application that you can return to and complete at your convienence. This will ensure you don't loose any progress you have made if you can't complete the application in one sitting.



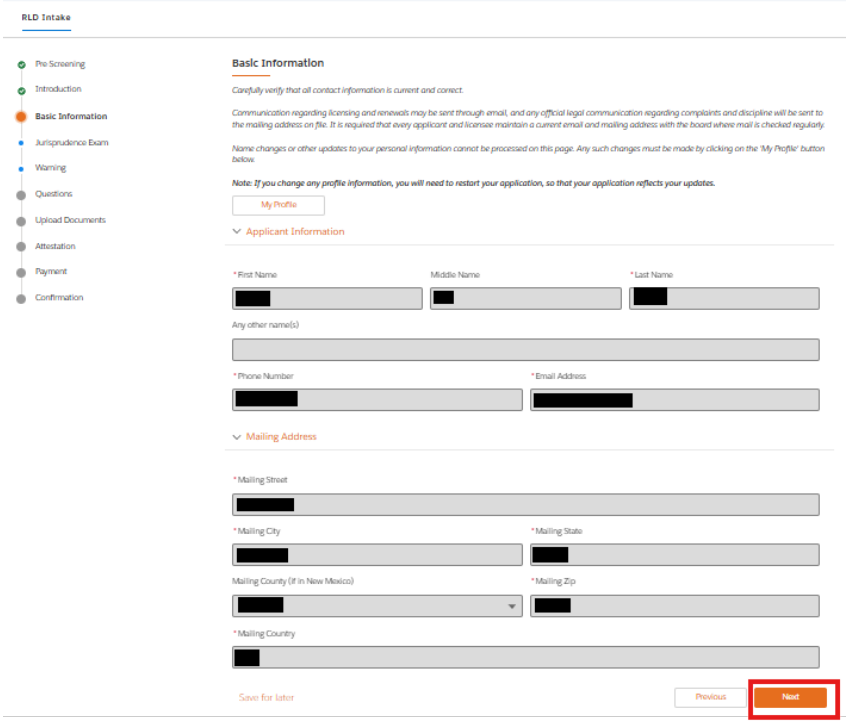
3. On the Introduction page, read through the information and select the "Next" button on the bottom right of the screen when you are done.



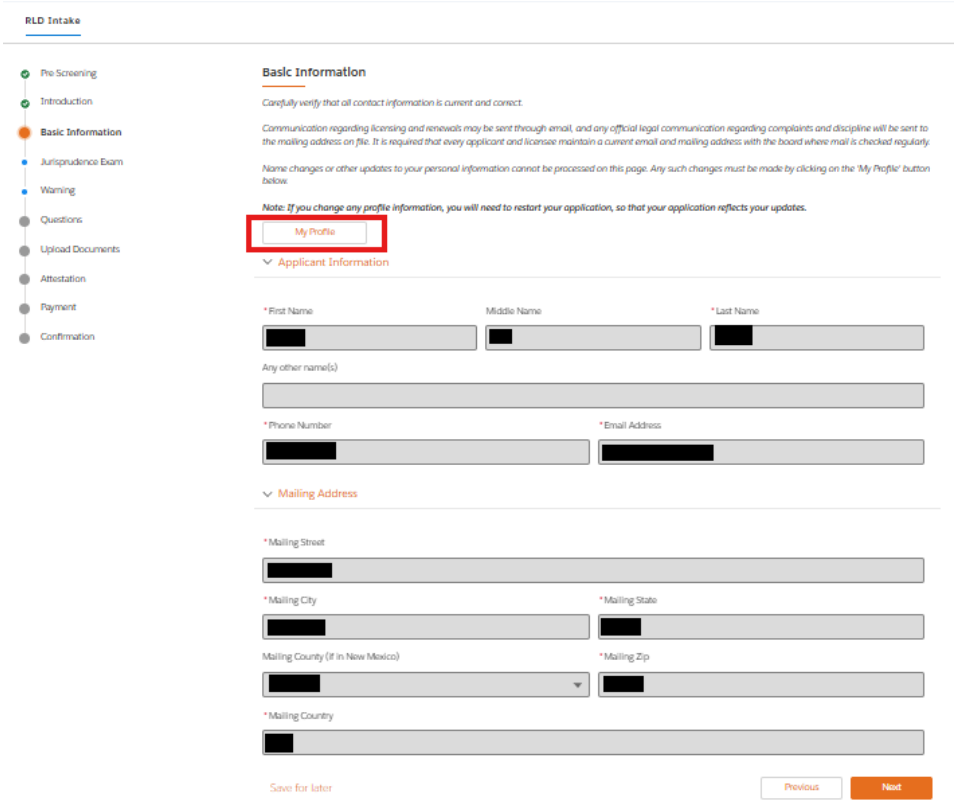
4. On the Basic Information page, verify that all information is valid and up to date.



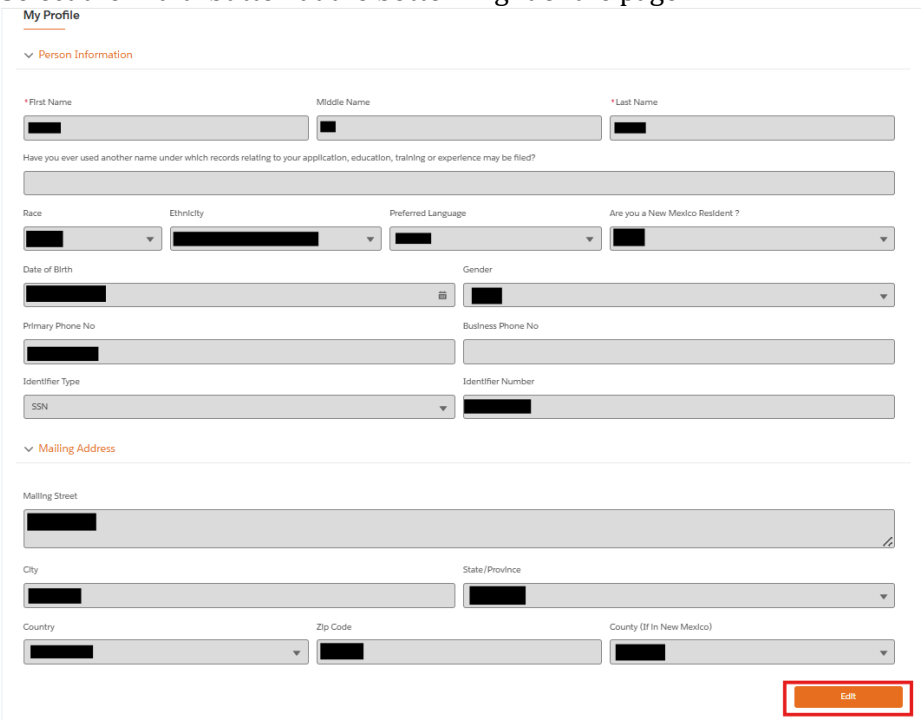
a. If **Yes**, select the "Next" button at the bottom right of the page.



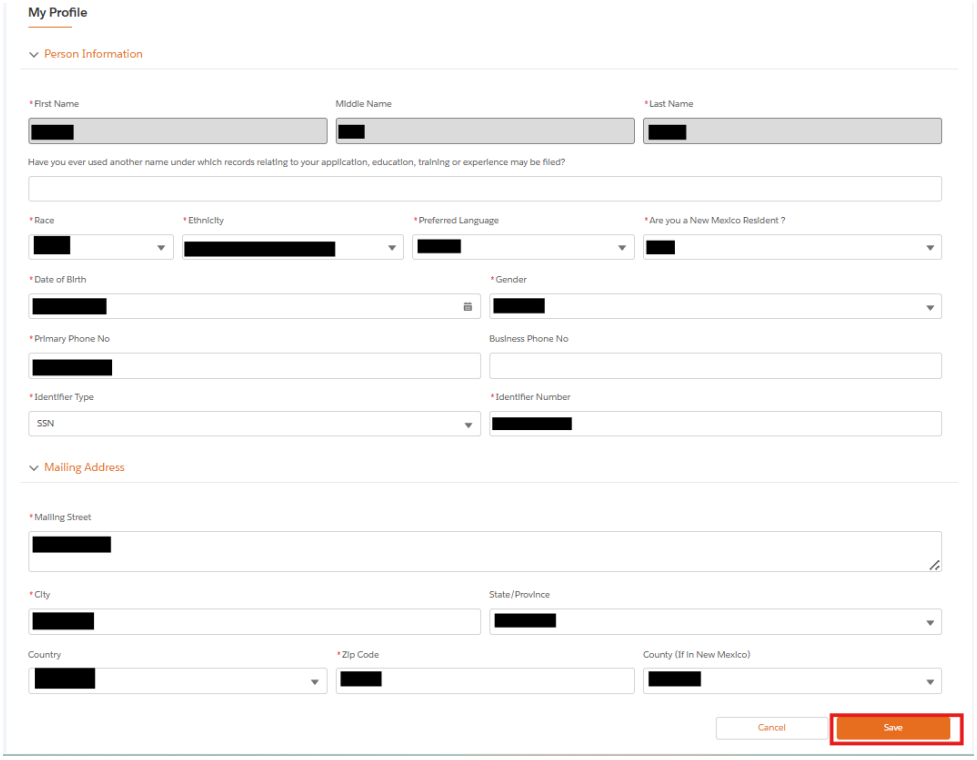
b. If **No**, select the "My Profile" button at the top left to udpate your information.



i. Select the "Edit" button at the bottom right of the page.

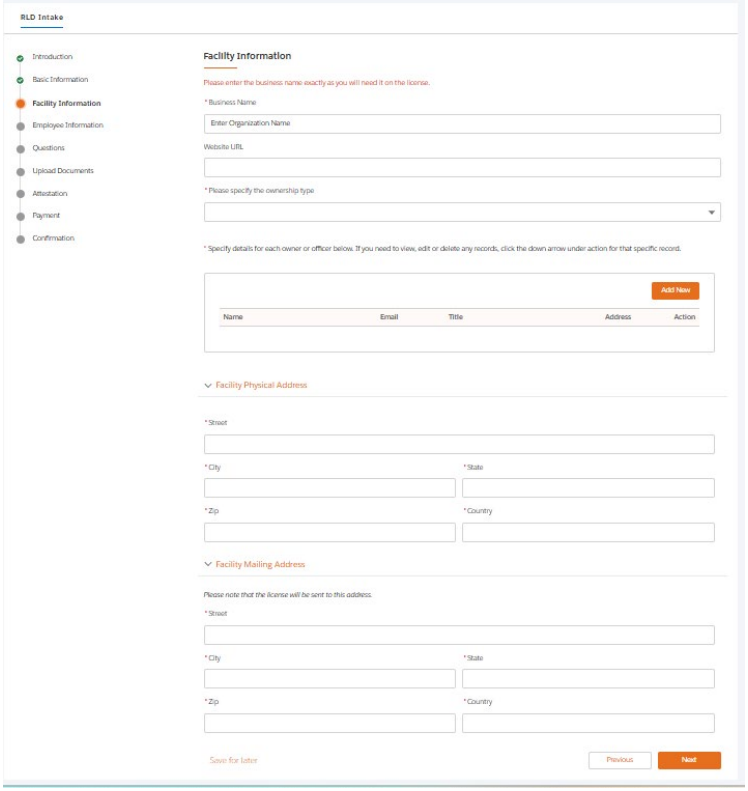


ii. Enter in all relevant updated data and select "Save" at the bottom right when completed.

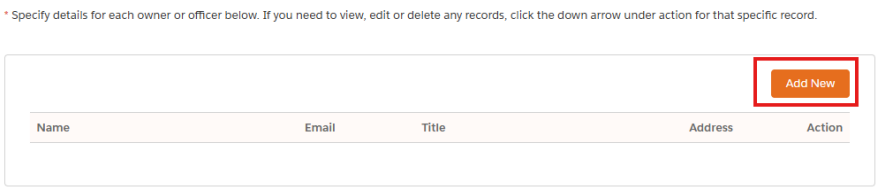


iii. You will need to restart your application to ensure the updated data is listed. Return to "Step1: Select School Based Emergecy Medicine Class D Clinic Application" to continue.

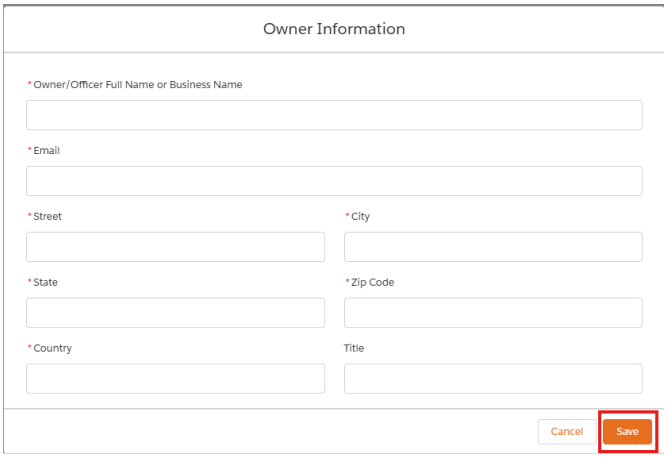
5. On the Facility Information Page, fill out all information about your Facility.



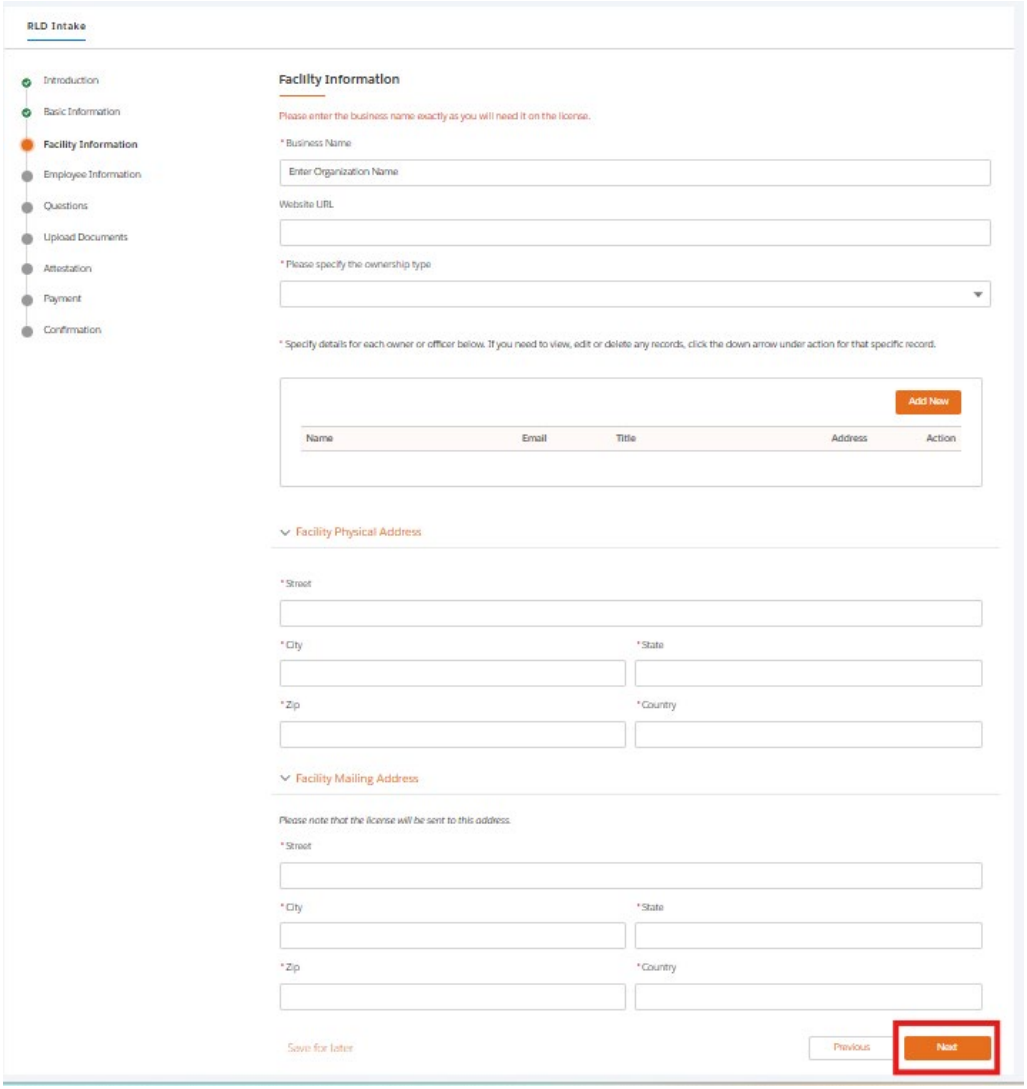
a. To add owner details, select the orange "Add New" button



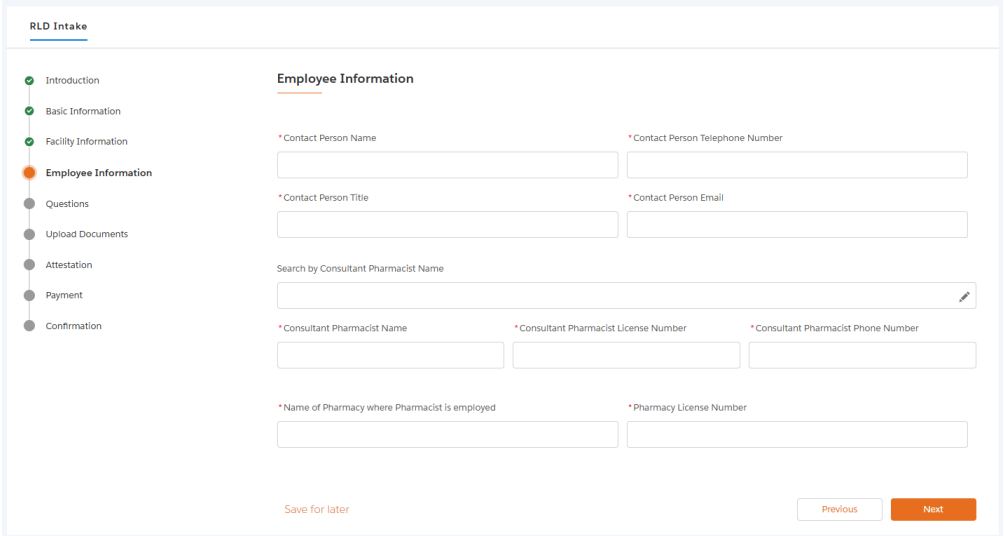
b. Add relevant data and select the "Save" button to complete.



c. To complete the Facility Information page, select the orange "Next" button to continue.

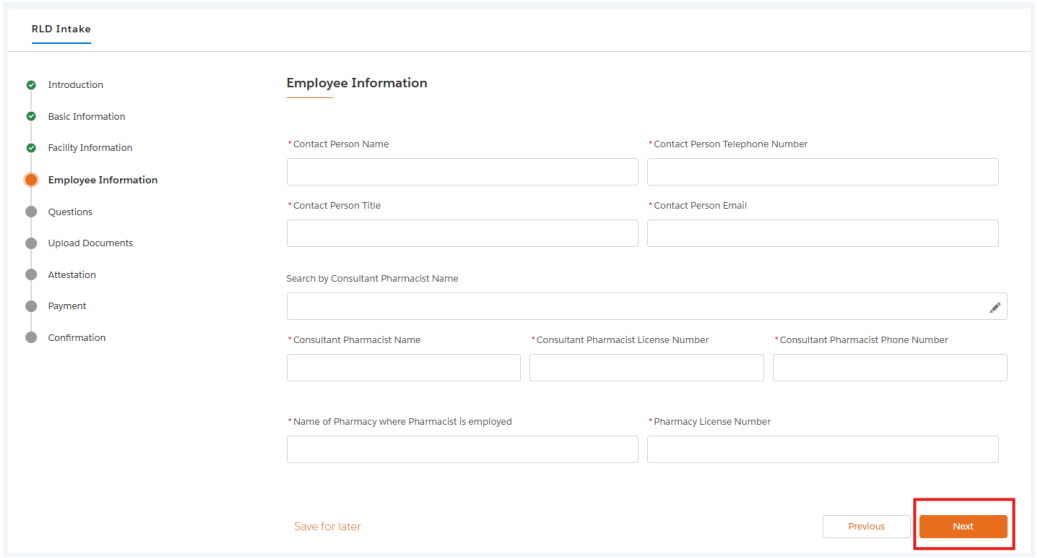


6. On the Employee Information page, enter all required data with the most recent information.

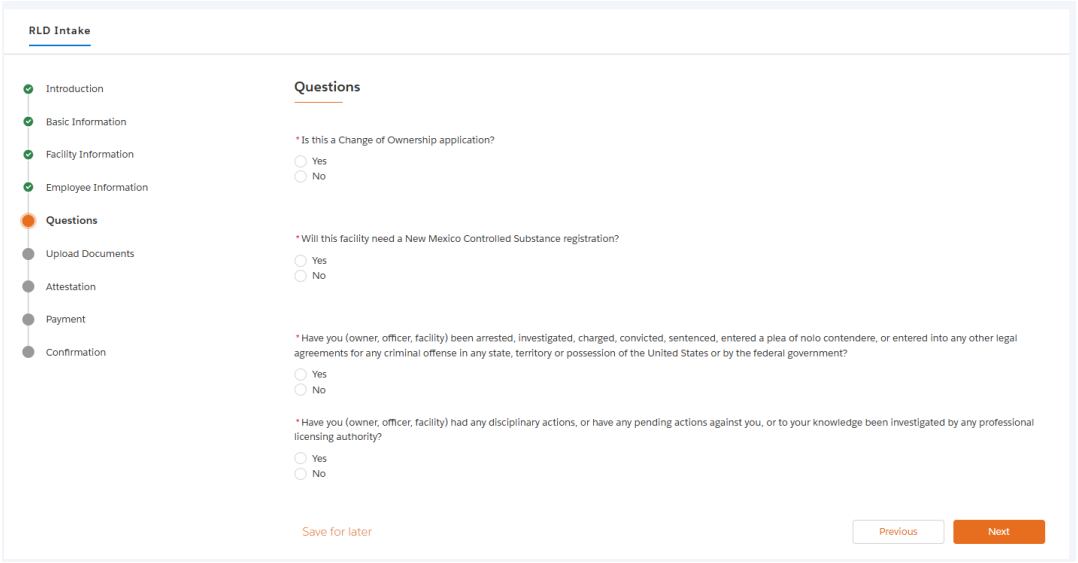


   a. To complet the Employee Information Page, select the orange “Next” button to

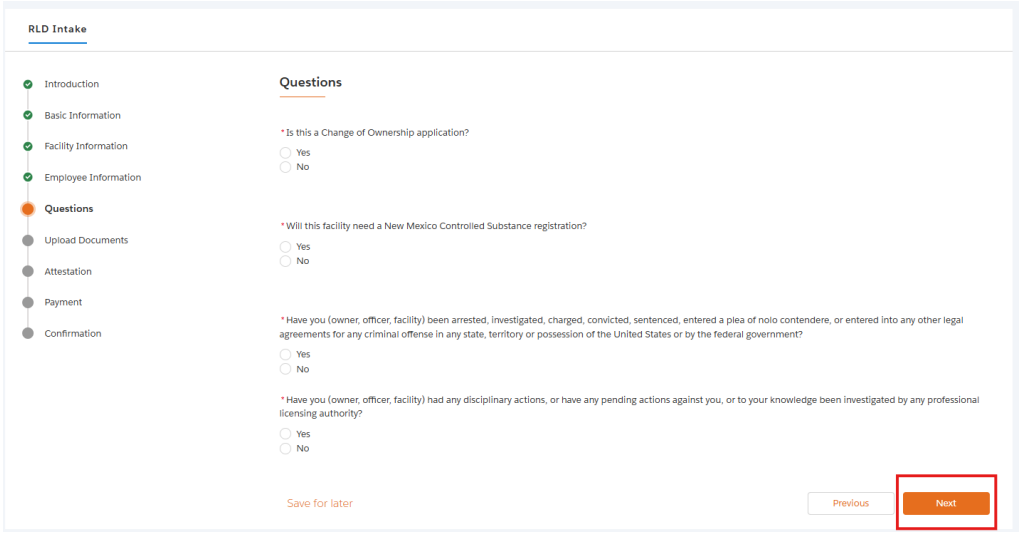
continue.



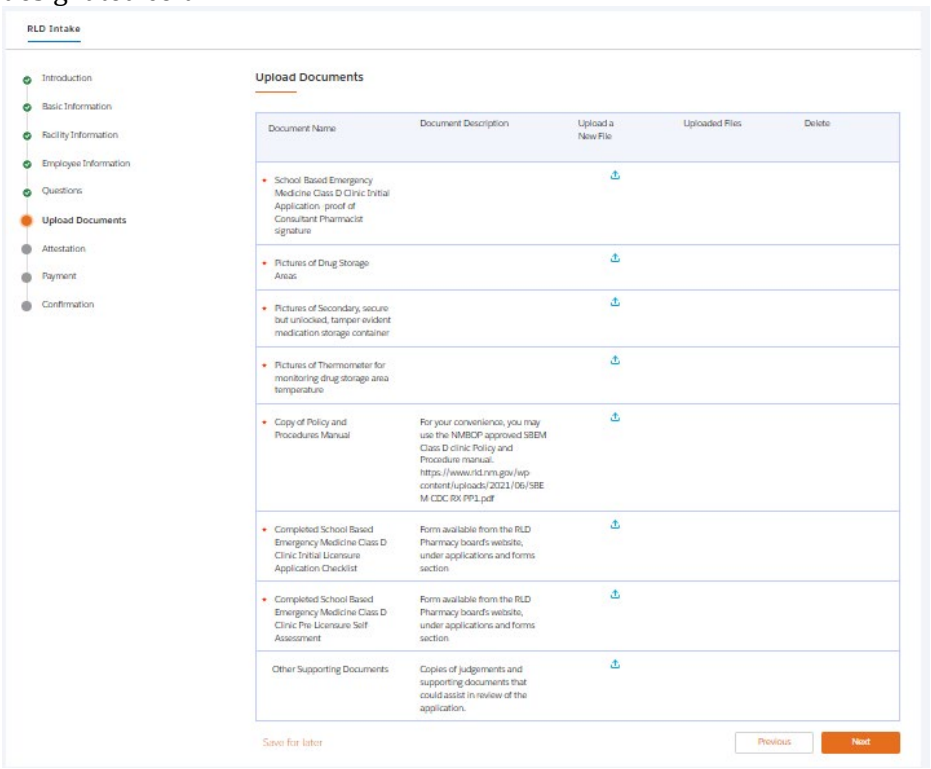
7. On the Questions page, please answer all questions accurately with the most recent information.



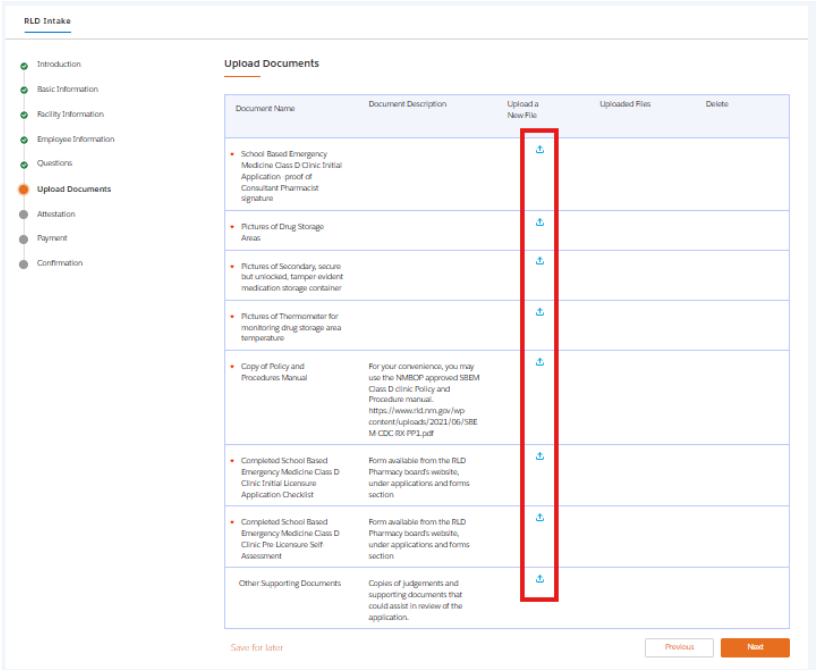
   a. To complete the Questions page, select the “Next” button at the bottom right of the page.



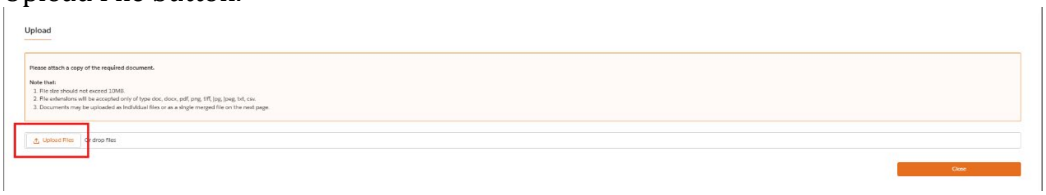
8. On the Upload Documents page, attach all requested and relevant documents to their designated column.



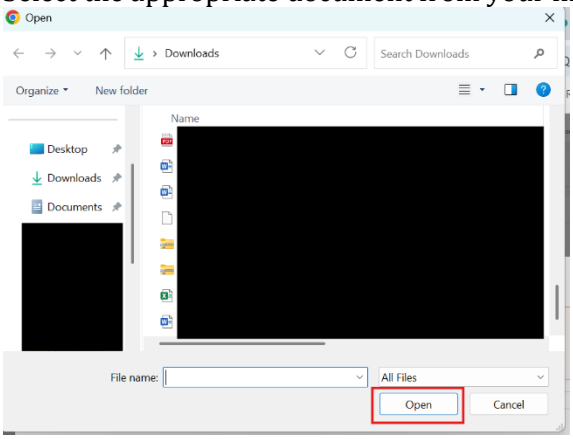
a. Select the blue upload icon in each section to upload a document.



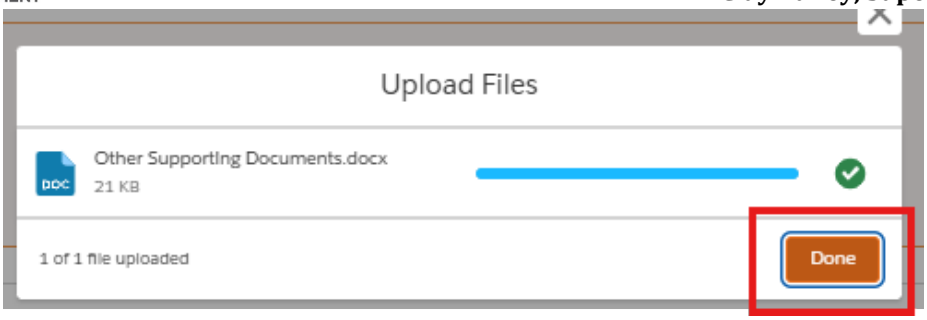
b. Review the document size and type requirements before uploading, then select the Upload File button.



c. Select the appropriate document from your files and then select “Open”

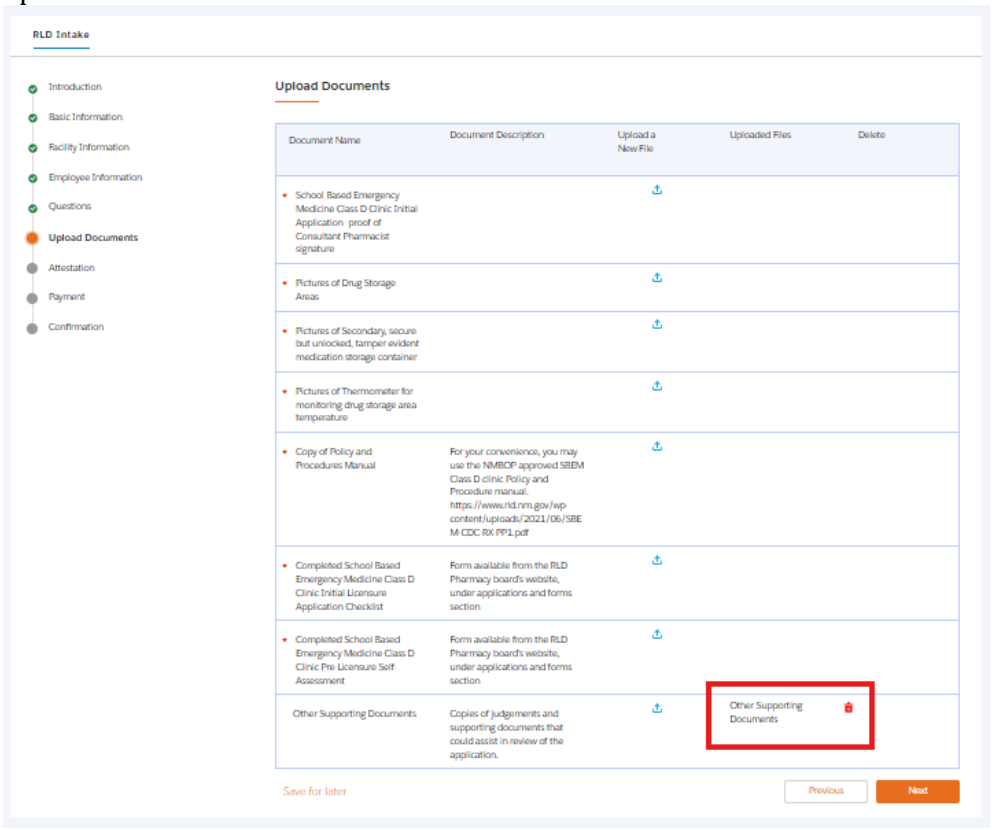


d. The file will notify you when it’s completed. Select the “Done” button when it’s completed.

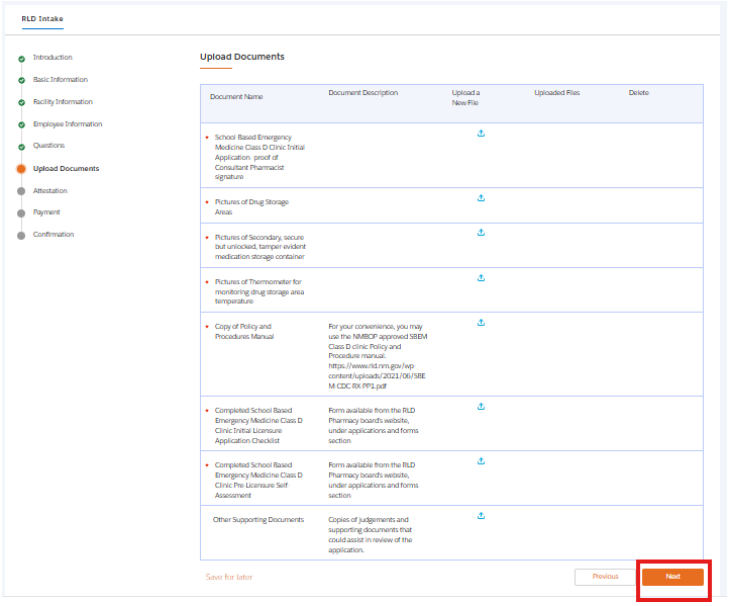


e. You will be able to see your document added and can then select the "Close" option.

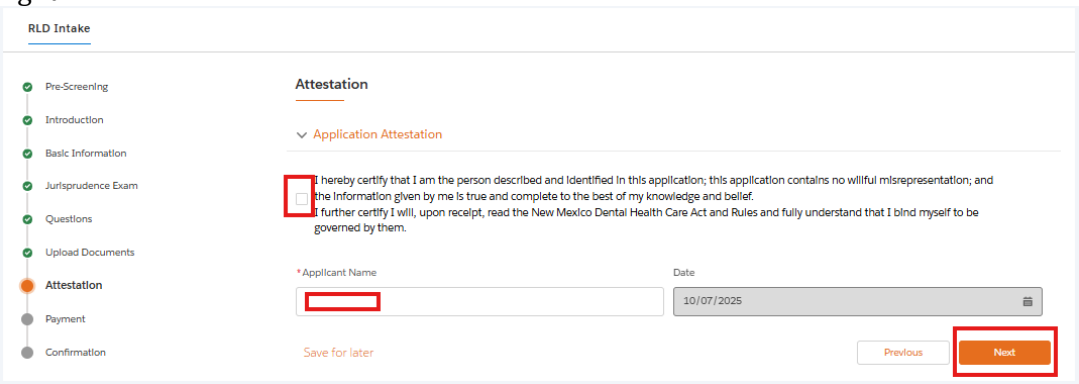
f. You will be able to see the documents in each section once you have completed the uploads.



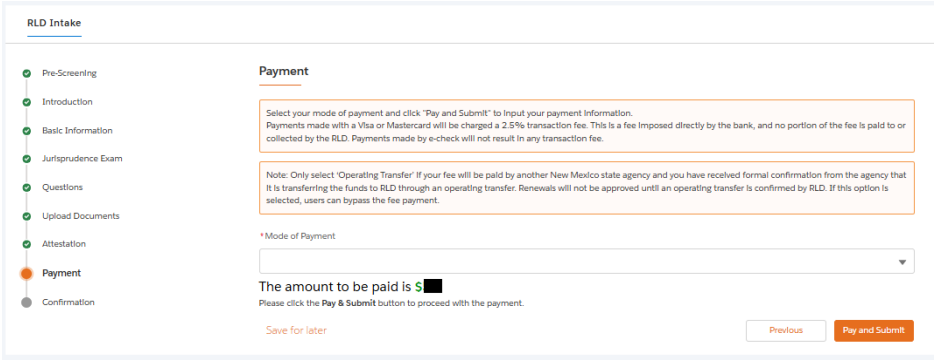
g. Once all documents are added, select the orange "Next" button.



9. On the Attestation page, review the statement on the screen. Then select the checkbox to certify your agreement. After, enter your name and select the "Next" button at the bottom right.



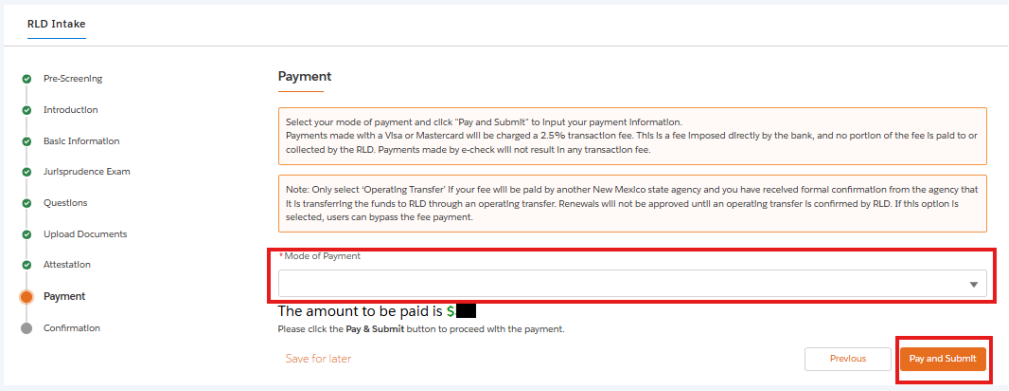
10. On the Payment page, review the notice before making any selections.



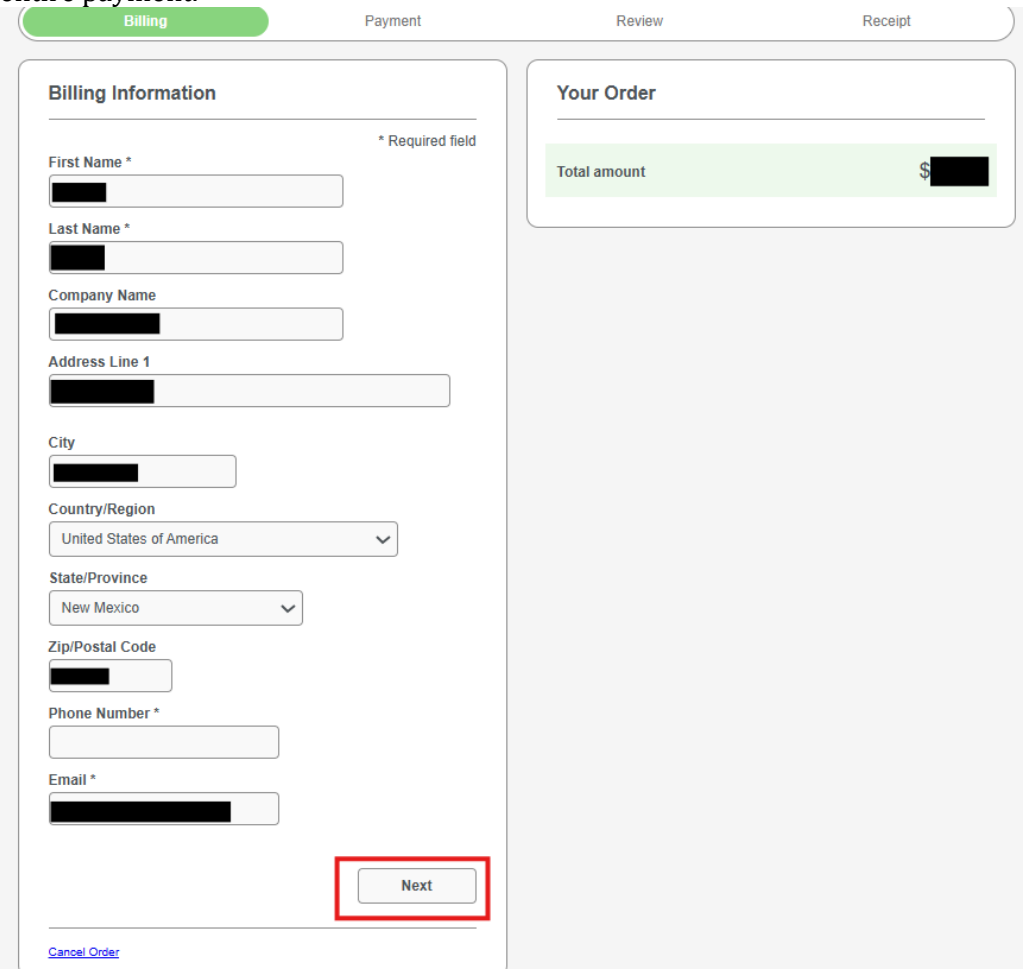
a. Select a Mode of Payment then the "Pay and Submit" button. When selecting either Credit Card (Visa or Mastercard) or E-Check as your payment method, a new tab will open directing you to the Cybersource Payment Gateway screen. Please disable any pop-up blockers to ensure the page opens correctly in the new tab.

Note: Payment is a separate system and your credit card info is not stored or saved by

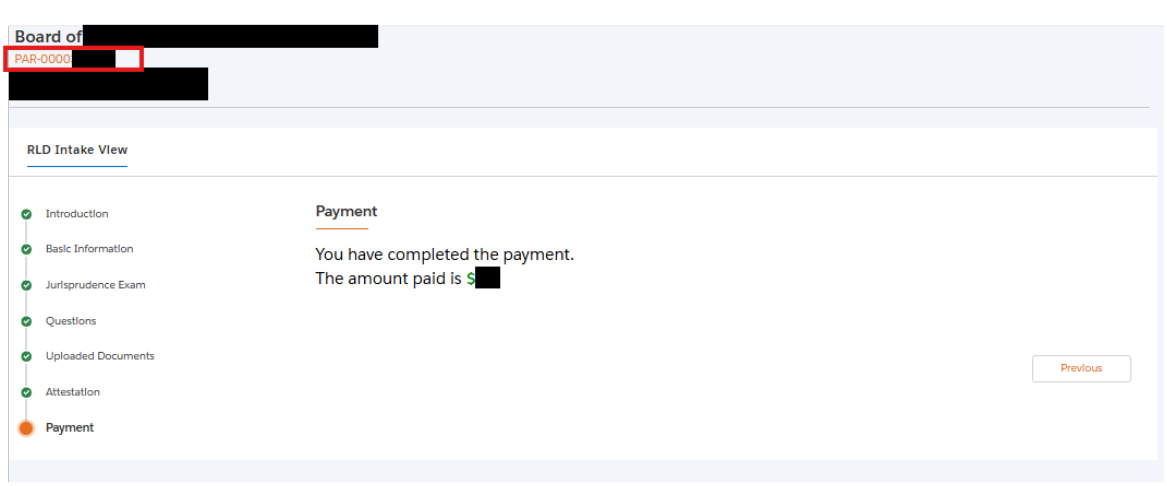
RLD. Cybersource is a SoNM billing platform, and this is not phishing or other malware. Upon payment completion, you will receive a payment receipt to the email address you have entered in the Payment Gateway.



b. Ensure all required fields are completed and click "Next" button to proceed through entire payment.



11. Once your payment is completed, your application is now complete and will be submitted for approval. To check the status of your application, please contact your board or division directly. Please be sure to reference your application number, which begins with **PAR-** and can be found at the top of your application.



12. On the home page, the application will appear under My Applications with **Submitted** status.