Clarification of Dispensary Registration Certificate Expiration Date
Arizona Administrative Code (A.A.C.) Title 9, Chapter 17, Article 3, Dispensaries and Dispensary Agents

This substantive policy statement is advisory only. A substantive policy statement does not include internal procedural documents that only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules made in accordance with the Arizona Administrative Procedure Act. If you believe that this substantive policy statement does impose additional requirements or penalties on regulated parties, you may petition the agency under Arizona Revised Statutes § 41-1033 for a review of the statement.

The purpose of this substantive policy statement is to provide the public with clarification of the Arizona Department of Health Services’ (Department’s) interpretation of the allocation process for dispensary registration certificates and the expiration date of a dispensary registration certificate.

The Department accepts applications for dispensary registration certificates under Arizona Revised Statutes (A.R.S.) § 36-2804(A) and (B) and Arizona Administrative Code (A.A.C.) R9-17-304. The Department reviews the applications according to the requirements in A.A.C. R9-17-107. An applicant is eligible to receive a dispensary registration certificate if the application is complete and in compliance with applicable statutes and rules. However, according to A.R.S. § 36-2804(C), the Department may not issue more than one dispensary registration certificate for every 10 pharmacies in the state. Therefore, an applicant eligible for a dispensary registration certificate must be allocated a dispensary registration certificate under A.A.C. R9-17-303 to ensure compliance with A.R.S. § 36-2804(C).

If an applicant is allocated a dispensary registration certificate, the Department provides the applicant with written notification of the allocation, containing the dispensary’s registry identification number, as required in A.A.C. R9-17-107(F). The applicant does not receive the actual dispensary registration certificate until a dispensary agent registry identification card is issued to a principal officer or board member of the applicant. The Department considers the date the dispensary’s registry identification number is provided to the applicant in the notification required in A.A.C. R9-17-107(F) to be the date the dispensary registration certificate is issued.

According to A.R.S. § 36-2804.06, a dispensary registration certificate expires one year after the date of issue. Therefore, the expiration date of a dispensary registration certificate is one year after the date of the written notification of the allocation.