

ADMINISTRATIVE COSTS ORDINANCE of the Pharmaceutical Society of Hesse and the pension fund

resolved by the Delegates Assembly of the Pharmaceutical Society of Hesse (*Landesapothekerkammer Hessen*) dated 16 September 1993, approved by the Hessian Ministry for Young People, Families and Health (*Hessisches Ministerium für Jugend, Familie und Gesundheit*) on 7 October 1993, published in *Pharmazeutische Zeitung* (PZ) no. 42/1993, pp. 3423 *et seq.*, most recently amended by the resolution of the Delegates Assembly of the Pharmaceutical Society of Hesse on 18 June 2019, approved by the Hessian Ministry for Social Affairs and Integration (*Hessisches Ministerium für Soziales und Integration*) on 31 July 2019, published in *Deutsche Apotheker Zeitung* (DAZ) no. 33/2019, p. 65 and PZ no. 34/2019, p. 61.

§ 1

Costs (fees and charges) shall be levied in accordance with attached general schedule of fees and charges for administrative acts and the use of facilities and equipment, as well as for special services.

§ 2

The provisions of the Hessian Administrative Costs Act (*Verwaltungskostengesetz*, "HVwKostG"), as amended from time to time, shall apply to the levy of fees and charges pursuant to section 5 (3) sentences 4 to 7 and section 8 of the Health Care Professions Act (*Heilberufsgesetz*, "HeilberG"). The provisions of the Hessian Administrative Costs Act as at 11 July 1982, incorporating the amendments of 6 February 1984, 12 July 1978 and 2 April 1981, shall otherwise apply *mutatis mutandis*.

§ 3

The Administrative Costs Ordinance enters into force on 1 January 2002. Amendments shall enter into force on the day after their publication, unless a different date is specified.

Schedule of fees and charges annexed to the Administrative Costs Ordinance of the Pharmaceutical Society of Hesse and the pension fund

1. **General fees**
 - 1.1 Administrative acts for which the Administrative Costs Ordinance does not specify either a specific fee or a fee exemption: EUR 10.00 - EUR 1,000.00
 - 1.2 Approvals, permissions, authorisations, extensions and other administrative acts for the benefit of parties involved, where the Administrative Costs Ordinance does not specify either a specific fee or a fee exemption: EUR 10.00 - EUR 1,000.00
 - 1.3 Information, access to files
 - 1.3.1 Access to files (outside pending administrative proceedings) per hour: EUR 5.00
 - 1.3.2 Sending of files: between EUR 10.00 to EUR 50.00 plus postage
 - 1.4 Certifications, confirmations, certificates, ID cards
 - 1.4.1 Member ID cards: EUR 10.00
 - 1.4.2 Information about the health and social security laws to be complied during professional practice pursuant to section 7 HeilberG: EUR 5.00 - EUR 100.00
 - 1.4.3 Assessment of whether a member of the profession has the level of German language skills required in order to practise the profession (section 7 HeilberG): EUR 10.00 - EUR 50.00
 - 1.4.4 Certification of signatures or handwritten initials: EUR 3.00 - EUR 30.00
 - 1.4.5 Certification of copies and photocopies, etc.: EUR 0.50 per page, minimum fee EUR 2.00
 - 1.4.6 Duplicates of certificates issued upon successful completion of (pharmacy) assistant examinations: EUR 25.00
 - 1.4.7 Issue of a certificate of equivalence to a certificate of successful completion of (pharmacy) assistant examinations based on the submission of suitable evidence of proficiency: EUR 10.00
 - 1.4.8 Certificates of any other kind: between EUR 5.00 and EUR 90.00;
 - 1.5 Provision of information, contract templates, etc.: up to EUR 30.00 plus postage
 - 1.6 Photocopies: EUR 0.50 per page

2. **Prescription deposit boxes** (section 24 of the German Regulation on Pharmacy Operation (*Apothekenbetriebsordnung*, "ApBetrO"))
 - 2.1 Grant of approval to operate a prescription deposit box: EUR 150.00 plus postage and fee for collection of payment
 - 2.2 Refusal of an application for approval to operate a prescription deposit box: EUR 75.00 plus postage and fee for collection of payment
 - 2.3 Return of approval prior to the commencement of the approval period: Fee under 2.1 reduced to EUR 75.00
 - 2.4 Withdrawal of an application prior to a decision being made: EUR 50.00
 - 2.5 Withdrawal of an application prior to the application being processed: no fee

3. **Standby duty** (23 ApBetrO, German Act on Hours of Trading (*Ladenschlussgesetz*))
 - 3.1 Approval of closures for holiday periods: EUR 25.00 plus postage
 - 3.2 Exemption from standby duty: EUR 10.00 - EUR 100.00 plus postage

4. **Attainment of qualifications**
 - 4.1 Fee for interim examination: EUR 25.00
 - 4.2 Fee for final examination: EUR 35.00
 - 4.3 Fee for registering participation in a traineeship to become a pharmacy assistant or pharmacy administration assistant in the Traineeships Register (*Verzeichnis der Berufsausbildungsverhältnisse*) and for supporting and supervising the traineeship: EUR 140.00
If the training contract is cancelled during the probationary period, the fee is reduced to EUR 30.00
No new fee is charged where the training contract is taken over by a new training supervisor by mutual agreement.
Cancellation of the traineeship:
 - prior to registration in the Traineeships Register: no fee
 - after registration in the Traineeships Register: EUR 30.00
 - 4.4 Assessments of equivalence: EUR 50.00

5. **Continuing education**
 - 5.1 Continuing education events for pharmacists are free of charge, except for
 - 5.1.1 half-day seminars, placements and similar events: up to EUR 75.00
 - 5.1.2 whole day or multi-day seminars, placements and similar events: up to EUR 200.00 per day

- 5.1.3 Participation in pharmaceutical excursions according to time spent: up to EUR 100.00 per day
- 5.1.4 Organisation of visits to pharmaceutical companies and similar institutions: up to EUR 100.00 according to time spent and extraneous costs
- 5.1.5 Participation in examinations as part of certified continuing education: EUR 100.00
- 5.1.6 Utilising the support of a tutor in connection with Athina: EUR 60.00
- 5.2 Continuing education events for technical pharmacy assistants (PTA)
- 5.2.1 Presentations: up to EUR 10.00
- 5.2.2 Half-day seminars: EUR 25.00 - EUR 50.00
- 5.2.3 Full-day seminars: EUR 50.00 - EUR 75.00
- 5.3 Continuing education events for pharmacy assistants
- 5.3.1 Presentations: up to EUR 10.00
- 5.3.2 Half-day seminars: EUR 25.00 - EUR 50.00
- 5.3.3 Full-day seminars: EUR 50.00 - EUR 75.00
- 5.4 The fees under 5.1 to 5.3 are to be paid following receipt of confirmation of attendance, however no later than 6 weeks prior to the beginning of the event.
- 5.5 Event accreditation up to EUR 100.00
- 6. Professional development for pharmacists**
- 6.1 Processing an application for recognition to enable use of a specialist title (field, sub-field or area): EUR 50.00
- 6.2 Participation in a professional development seminar: EUR 25.00 per hour of the seminar
- 6.3 Examination fees: up to EUR 150.00
- 6.4 Reduced fee for repeated examination: EUR 100.00
- 6.5 If the application is also lodged for permission to use a specialist title for multiple fields, sub-fields or areas, the fee under 6.1 is payable separately for each field, sub-field or area.
- 6.6 If accepted to sit the examination for multiple fields or sub-fields, the fee under 6.3 is payable separately for each field or sub-field.
- 6.7 Processing of an application for authority to participate in professional development in a certain field: EUR 15.00
- 6.8 The fees are payable
- a) upon lodgement of the application in the case of 6.1 and 6.7
- b) no later than 6 weeks prior to the commencement of the specified professional development date in the case of 6.2
- c) upon being accepted to sit the examination in the case of 6.3 and 6.4.
- 6.9 The fees are charged again if an application is refused and a new application is lodged or participation in a seminar is repeated.
- 7. Measures associated with professional conduct**
- 7.1 Conduct of investigations as referred to in section 57 (3) HeilberG EUR 150.00
- 8. Arbitration and mediation**
- 8.1 Mediation: EUR 50.00 - EUR 1,000.00
- 8.2 The fees for the members of the arbitration tribunal are governed by the Rules of Arbitration (*Schiedsgerichtsordnung*): Minimum fee EUR 250.00
The minimum fee may be reduced if the application is withdrawn, the matter is settled or otherwise resolved without an arbitration award.
- 8.3 Additional flat rate charge for personnel expenses (administrative office): EUR 50.00
- 8.4 Office supplies, postage, document service costs and other expenses: at cost, minimum fee EUR 25.00

9. **Administrative appeals**
- 9.1 Decision dismissing an appeal: 75% of the assessed amount in the decision under appeal, minimum fee EUR 25.00, maximum fee EUR 25,000.00
- 9.2 If the administrative act under appeal relates to a refusal to pay or a demand for pension benefits: 5% of the amount unsuccessfully appealed, minimum fee EUR 25.00
- 9.3 If no fee was specified for the administrative act under appeal, it was fee-exempt or the appeal was lodged by a third party: minimum fee EUR 25.00, maximum fee EUR 2,500.00
If the appeal is lodged by a third party, only one fee applies if it is dismissed as inadmissible.
- 9.4 In the case of an appeal lodged solely against a decision on costs: 20% of the assessed amount subject to the unsuccessful appeal, minimum fee EUR 12.50
- 9.5 Withdrawal of an appeal before completion of the administrative act, 50% of the assessed amount in the decision under appeal, minimum fee EUR 12.50, maximum fee EUR 12,500.00
If the administrative act under appeal relates to the refusal to pay or a demand for a cash payment: 2.5% of the amount unsuccessfully appealed, minimum fee EUR 12.50
If no fee was specified for the administrative act under appeal, the administrative act was fee-exempt or the appeal was lodged by a third party: minimum fee EUR 12.50, maximum fee EUR 1,250.00
If the appeal is lodged solely against the decision on costs: EUR 12.50
If the authority has not yet begun processing the case: no fee
10. **Assessment of proficiency of foreign pharmacists with foreign qualifications from countries outside the European Union**
- 10.1 Assessment procedure and management for the Assessment Board (*Prüfungskommission*): EUR 100.00
- 10.2 Fee for assessing the proficiency of pharmacists with foreign qualifications from countries outside the European Union: EUR 50.00
- 10.3 Fee for repeating the examination: EUR 50.00
- 10.4 Fee for a certificate relating to the proficiency assessment (recording the outcome of the proficiency assessment): EUR 25.00
- 10.5 Office supplies, postage and other expenses, at cost, minimum fee EUR 25.00
- 10.6 The fees of the members of the Assessment Board are governed by the guidelines for the reimbursement of examination and travel expenses for members of the Examination Committee (*Prüfungsausschuss*) of the Hessian Ministry for Social Affairs and Integration.
11. **Assessment of foreign pharmacists' technical language proficiency**
- 11.1 Assessment procedure and management for the Assessment Board: EUR 100.00
- 11.2 Fee for assessing the technical language proficiency of pharmacists: EUR 50.00
- 11.3 Fee for repeating the examination: EUR 125.00
- 11.4 Fee for a certificate relating to the technical language proficiency assessment (recording the outcome of the technical language proficiency assessment): EUR 25.00
- 11.5 Office supplies, postage and other expenses, at cost, minimum fee EUR 25.00
- 11.6 The fees of the members of the Assessment Board are governed by the guidelines for the reimbursement of examination and travel expenses for members of the Examination Committee of the Hessian Ministry for Social Affairs and Integration.
12. **Pension fund**
- 12.1 Adjustment of pension calculation: EUR 80.00
- 12.2 Notional calculation in the event of divorce: EUR 80.00
13. **Hardship clause**
Upon application, fees or charges may be deferred, reduced or waived in order to avoid extreme hardship.
14. **Due date for payment**
Unless specified otherwise, costs become payable when notification of the decision on costs is sent to the party liable to pay the costs.