



## CREDENTIAL CLASS TYPE: CLINIC

**Your terminal distributor of dangerous drugs (TDDD) license will expire on March 31, 2017.** There have been several recent changes to the licensing process the State of Ohio Board of Pharmacy (Board) is bringing to your attention to ensure that your renewal process goes smoothly and to assist you in receiving your renewal in a timely manner.

Failure to renew by the **March 31, 2017** deadline will cause your license to default to a "Failure to Renew" status and you will incur late fees. Please be aware that once a license is placed in "Failure to Renew" status, it is illegal to purchase, possess, store, or dispense dangerous drugs in Ohio.

To initiate the renewal process, the Board will send an e-mail to the contact person on the license that will be needed to renew on the Board's website at [www.pharmacy.ohio.gov](http://www.pharmacy.ohio.gov). The email will contain a User ID and password, and a link to the Board's website labeled "2017-2018 Renewal for Terminal Distributors." The link will be available beginning January 13, 2017.

### PAYMENT

**A CREDIT CARD, PRE-PAID VISA/MASTERCARD, OR AN ELECTRONIC CHECK WILL BE REQUIRED TO PAY THE MANDATORY FEE(S). CHECKS AND MONEY ORDERS WILL NOT BE ACCEPTED.**

### **PRIOR TO RENEWAL, PLEASE DO THE FOLLOWING:**

- Make sure the Board has the current **COMPANY** email address on file for your facility's license. To review your contact information and/or to make changes:
  1. Go to our website: [www.pharmacy.ohio.gov/updateemailaddress.aspx](http://www.pharmacy.ohio.gov/updateemailaddress.aspx)
  2. Enter the User Name and Password
  3. Review/change email address as needed
- Any changes in ownership, business or trade name, and/or license category will not be able to renew online and will require a new paper application accompanied by the required fee, which must be submitted via postal mail within 30 days of the change. Applications can be found on our website at <http://pharmacy.ohio.gov/Licensing/TDDD.aspx> under "Applications". Complete the application and mail it with the required fee to the State of Ohio Board of Pharmacy.
- If there has been a change in Responsible Person and the Board has not yet been notified of this change, fill out the "Change of Responsible Person" Form, and email it to [new.license@pharmacy.ohio.gov](mailto:new.license@pharmacy.ohio.gov). **Wait 7 business days** for the change to occur and then proceed with the ONLINE RENEWAL PROCESS once the renewal cycle is open.
- If there is a change in ADDRESS or BUSINESS TYPE, this information should be changed on renewal application so long as the event occurred within the last 30 days or will occur during the renewal cycle. If the address or business type change is occurring 30 days prior to renewal, please fill out "Change of Address/Business Type" application. Applications can



be found on our website at <http://pharmacy.ohio.gov/Licensing/TDDD.aspx> under "Applications". Complete the application and mail it with the required fee to the State of Ohio Board of Pharmacy.

- If "yes" is answered to any of the legal/disciplinary questions, you are required to submit by mail related legal/disciplinary documents to the Board within 7 business days to:

STATE OF OHIO BOARD OF PHARMACY  
 ATTN: LICENSING DEPARTMENT TERMINAL DISTRIBUTOR RENEWAL  
 LICENSE #: \_\_\_\_\_  
 77 S. HIGH ST., 17<sup>TH</sup> FLOOR  
 COLUMBUS, OHIO 43215

Note: If a company has the same legal issues for multiple locations, i.e. legal/disciplinary history on owners, you may provide the related legal/disciplinary document(s) under **ONE** TDDD number and provide a list of all facilities and their TDDD license numbers to which the legal/disciplinary matter(s) apply.

Please review the new credential class and business types below. The business types that are **bolded & asterisk (\*)** will require additional documentation uploaded prior to renewing online.

New Credential Code	Business Types	Business Type Code	Business Type Definition	Renewal Fee	Responsible Person
CL	Ambulatory Surgical Center	AS	A facility provides outpatient surgery, routinely in the facility, and functions separately from a hospital's inpatient surgical service and from the offices of private physicians, podiatrists, and dentist. ORC 3702.30	Category II- \$112.50  Category III- \$150.00	MD, DO, APRN, DPM, DDS, OD
CL	Clinic	CL	Health Department, Free Clinic, Specialty Clinic	Category II- \$112.50  Category III- \$150.00	MD, DO, APRN, DPM, OD, DDS
CL	Clinical Trials	RT	A facility conducting only clinical research that may use controlled substances in studies approved by a hospital-based institutional review board or an institutional review board accredited by the association for	Category II- \$112.50  Category III- \$150.00	MD, DO

			the accreditation of human research protection programs. (ORC 4731.054)		
CL	Chemical Treatment Facility	CTB-Methadone and/or Buprenorphine	Facilities that assist with alcohol & drug treatment utilizing prescription medications. This may include inpatient and outpatient treatment.	Category II- \$112.50 Category III- \$150.00	MD, DO
CL	Free Standing Hospital Emergency Department	ED	The department of a hospital that is free standing & separate from a hospital that is responsible for the provision of medical and surgical care to patients arriving at the hospital in need of immediate care.	Category II- \$112.50 Category III- \$150.00	MD, DO, RPH
CL	First Aid Department	FA	This is a facility that stocks, administers, and/or uses dangerous drugs in conjunction with the treatment of medical emergencies, except that it does not include the offices of a prescriber. ( <a href="#">OAC 4729-9-03</a> )	Limited Category II- \$112.50 Limited Category III- \$150.00	
CL	Mobile Clinics Note: this includes Helicopter/Aircrafts-Doctors	MC	A mobile medical practice or clinic staffed by medical providers that provides basic medical services to patients. This may include mobile vans, helicopters, & aircrafts	Category II- \$112.50 Category III- \$150.00	MD, DO, APRN, DDS, RPH
CL	Mental Health Treatment Facility	MH	A facility that provides aid in the prevention or treatment of mental disorders.	Category II- \$112.50 Category III- \$150.00	DO, MD

CL	Oncology Clinic	ONC	This facility provides medical oncology, surgical oncology, and/or radiation oncology to patients	Category II- \$112.50  Category III- \$150.00	MD, DO, RPH, APRN
CL	Prescriber Practices  **Note: If there is hospital affiliation (HP) please notate this upon renewal  Refer to the: Terminal Distributor Licensing of Prescriber Practices FAQ- Updated 10/08/2016  <a href="#">Prescriber Practice FAQ</a>	PC	A medical practice that diagnosis, treats, and utilizes medication in the prevention of diseases.  <b>Note: This would include sole practitioners, physician corporations, Hospital affiliation prescriber practices, compounding prescribers</b>	Category II- \$112.50  Category III- \$150.00	MD, DO, APRN, DPM, RPH, DDS
CL	Point of Care	POC	A location within an institutional facility that stores dangerous drugs. The dangerous drugs are not owned by the institution facility where the point of care location is located. The location may be used for the administration, personally furnishing, or dispensing of controlled substances	Category II- \$112.50  Category III- \$150.00	RPH
CI	Sports Training Facility	SC	A prescriber practice that provides medical care to sport teams.	Category II- \$112.50  Category III- \$150.00	DO, MD, DPM, APRN

CL	Urgent Care/Convenience Care Clinics	UR	A facility where immediate medical service offering outpatient care for the treatment of acute and chronic illness and injury. Urgent care does not replace the primary practitioner.	Category II- \$112.50  Category III- \$150.00	DO, MD, APRN, RPH
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