



CREDENTIAL CLASS TYPE: FACILITIES

Your terminal distributor of dangerous drugs (TDDD) license will expire on March 31, 2017. There have been several recent changes to the process we want to make you aware of to ensure that your renewal goes smoothly and 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. Once a license expires, it is also illegal to purchase, possess, store, or dispense dangerous drugs in Ohio.

To initiate the process, the Board of Pharmacy will send an e-mail to the contact person on the license that you will need to renew online on our website at www.pharmacy.ohio.gov. The email will contain a User ID and password, and a link to our 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 RENEW ONLINE AND PAY THE MANDATORY FEE(S). CHECKS AND MONEY ORDERS WILL NOT BE ACCEPTED.

PRIOR TO RENEWAL, PLEASE DO THE FOLLOWING:

- Make sure the Board of Pharmacy has your most current **COMPANY** email address on file for your facility license. To review your contact information and/or to make changes:
 1. Go to our website: 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 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 is a change in Responsible Person. Fill out the "Change of Responsible Person" Form, and email it to 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, you may change this on renewal if the event has 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 questions, you are required to submit legal documents to the State Board of Pharmacy within 7 business days by mail to:

STATE OF OHIO BOARD OF PHARMACY
 ATTN: LICENSING DEPARTMENT TERMINAL DISTRIBUTOR RENEWAL
 LICENSE #: _____
 77 S. HIGH ST., 17TH FLOOR
 COLUMBUS, OHIO 43215

Note: If a corporation has the same legal issues for multiple locations, i.e. legal on owners, you may provide the legal document under **ONE** TDDD number and provide a list for all facilities & their TDDD's that the legal matter(s) will apply too.

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 Type & Requirements	Business Type Code	Business Type Definition	Renewal Fee	Responsible Person
FCY	<p>*Animal Control</p> <p>**If A LIMITED LICENSE you provide an updated & complete drug list & protocol signed and notarized by the responsible person ONLY if there has been a change to the drug list and/or protocol or there is a new responsible person</p>	AC	<p>Facility operated by a humane society or any society organized under Chapter 171; ORC or dog pound operated by Chapter 955; ORC.</p> <p>This will include humane societies and animal control</p>	<p>Limited Category II- \$112.50</p> <p>Limited Category III- \$150.00</p> <p>Category II- \$112.50</p> <p>Category III- \$150.00</p>	DVM
*FCY	<p>*Animal Euthanasia/Shelter</p> <p>** Provide an updated & complete drug list & protocol signed and notarized by the responsible person ONLY if there has been a change to the drug list and/or protocol or there is a new responsible person</p>	AE	<p>Facility that may administer animal euthanasia in accordance with Chapter 110 of the revised code</p> <p>OAC 4729-14-03 ORC 4729.531</p>	Limited Category III- \$150.00	CET, DVM, Dog Warden

FCY	Blood Banks	BB	A facility where supplies of blood or plasma for transfusion are stored.	Category II- \$112.50 Category III- \$150.00	MD, DO
FCY	Custodial Care/ Group Home/Pediatric Respite Care NOTE: Pediatric Respite Care: (ORC 3712) means a program operated by a person or public agency that provides inpatient respite care and related services, including all the following services, only to pediatric respite care patients and, as indicated below, pediatric respite care patients' families, to meet the physical, psychological, social, spiritual, and other special needs that are experienced during or leading up to the final stages of illness, dying, and bereavement: short-term care or nursing care by or under the supervision of a registered nurse	CC	Facility that is supportive care that is provided on a long-term basis, usually for convalescent and chronically ill individuals. This may include board, personal assistance, room, orphanages and group homes.	Limited Category II- \$112.50 Limited Category III- \$150.00 Category II- \$112.50 Category III- \$150.00	MD, DO, RPH
FCY	Correctional Institutions	CI	A Facility that is a prison or a reformatory. Note: Pharmacy within a CI will be listed as a PMY Pharmacy supplied contingency stock within a CI will be listed as a PSCS	Category II- \$112.50 Category III- \$150.00	MD, DO, APRN, RPH
FCY	*Dog Trainer **Must provide a signed & notarized	DG	Organization that trains K-9's for law enforcement use	Limited Category II- \$112.50	**LENA- Law Enforcement Agent

	contract with an Ohio law enforcement agency, provide a signed and notarized drug list approved by the LENA			Limited Category III- \$150.00	Responsible Person: Management
FCY	Dialysis Unit	DU	A facility for dialyzing patients with advanced renal disease.	Category II- \$112.50 Category III- \$150.00	MD, DO, APRN
FCY	*EMS (Headquarters) ** provide an updated & complete drug list signed and notarized by the Medical director ONLY if there has been a change to the drug list or there is a new medical director	EM	EMS refers to the treatment and transport of people in crisis health situations that may be life threatening. OAC 4729-33-02 EMS FAQ	Limited Category II- \$112.50 Limited Category III- \$150.00	MD, DO, RPH
FCY	*EMSS (Satellite) ** provide an updated & complete drug list signed and notarized by the Medical director ONLY if there has been a change to the drug list or there is a new medical director	EMSS	EMS refers to the treatment and transport of people in crisis health situations that may be life threatening. This includes satellite locations, SWAT, and Helicopter/Aircrafts OAC 4729-33-02 EMS FAQ	Limited Category II- \$112.50 Limited Category III- \$150.00	MD, DO, RPH
FCY	Hospice	HC	Facility that provides services that are designed to give supportive care to people in the final phase of a terminal illness and focus on comfort and quality of life, rather than cure. ORC 3712	Limited Category II- \$112.50 Limited Category III- \$150.00 Category II- \$112.50 Category III- \$150.00	MD, DO, RPH

FCY	Home Health Care ** provide an updated & complete drug list signed and notarized by the Medical director ONLY if there has been a change to the drug list or there is a new medical director	HH	Facility that is supportive care that may be provided in the home for an illness or injury. Care may be provided by licensed healthcare professionals who provide medical care needs or by professional caregivers who provide daily care to help to ensure the activities of daily living (ADL's) are met.	Limited Category II- \$112.50 Limited Category III- \$150.00	MD, DO, RPh
FCY	Infusion Center	IC	A facility where patients can receive intravenous infusions, therapeutic injections, and wound care in a safe, professional, and comfortable environment.	Category II- \$112.50 Category III- \$150.00	DO, MD, APRN, RPH
FCY	Imaging	IM	A facility that provides medical imaging needs	Category II- \$112.50 Category III- \$150.00	MD, DO
FCY	*Laboratory/Research **Must provide proof of a degree in one of the following: chemistry, biochemistry, forensic science, biology, microbiology, or related pure applied science	LA	a Facility that is conducting research or investigations utilizing dangerous drugs and/or controlled substances for scientific purposes OAC 4729-13-03	Category II- \$112.50 Category III- \$150.00	DO, MD, PHD, Chemist, RPH, Management

FCY	<p>*Nursing Home Drug Stock</p> <p>** provide an updated & complete drug list & protocol signed and notarized by the responsible person ONLY if there has been a change to the drug list and/or protocol or there is a new responsible person</p>	ND	Nursing home facility that stores its own drug stock for administration to a patient pursuant to a valid prescription order.	<p>Limited Category II- \$112.50</p> <p>Limited Category III- \$150.00</p>	DO, MD, APRN
FCY	Peritoneal Dialysis Center	PD	Facility that may ship peritoneal dialysis solutions at retail to patients only pursuant to an order from a prescriber. OAC 4729-27-03	Limited Category II- \$112.50	Management
FCY	<p>*Physical Therapy</p> <p>** provide an updated & complete drug list & protocol signed and notarized by the responsible person ONLY if there has been a change to the drug list and/or protocol or there is a new responsible person</p>	PT	Facility that provided treatment of disease, injury, or deformity by physical methods such as massage, heat treatment, and exercise rather than by drugs or surgery	<p>Limited Category II- \$112.50</p> <p>Limited Category III- \$150.00</p>	DO, MD, APRN, RPH, DPM
FCY	<p>*Teaching Institutions</p> <p>** provide an updated & complete drug list & protocol signed and notarized by the responsible person ONLY if there has been a change to the drug list and/or protocol or there is a new responsible person</p>	TE	Facility that provides education for healthcare related activities	<p>Limited Category II- \$112.50</p> <p>Limited Category III- \$150.00</p>	<p>DDS, DO, MD, APRN, DPM, RPH, RN (HEAD OF PROGRAM)</p> <p>*injecting into humans RESP must be a DDS, DO, MD, DPM, RPH, AND/OR APRN</p>

FCY	Veterinary Hospital/Zoo	VP	<p>Veterinary Hospital: A facility that relates to veterinary medicine; concerned or connected with the medical or surgical treatment of animals, especially domestic animals</p> <p>Zoo: an establishment that maintains a collection of wild animals, typically in a park or gardens, for study, conservation, or display to the public</p>	<p>Category II- \$112.50</p> <p>Category III- \$150.00</p>	DVM
FCY	Veterinary Facility	VT	Veterinary Practice that provides medical care and treatment of animals	<p>Category III- \$40.00</p>	DVM
FCY	Waste Disposal	WD	A facility that provides services to destroy drug waste, pharmaceutical waste, unused or expired medication, unused or expired drugs	<p>Category II- \$112.50</p> <p>Category III- \$150.00</p>	Management