



CREDENTIAL CLASS TYPE: NON-RESIDENT PHARMACY (NRP)

Your terminal distributor of dangerous drugs (TDDD) license will expire on March 31, 2018.

Failure to renew by the **March 31, 2018** 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 "2018-2019 Renewal for Terminal Distributors." The link will be available beginning January 12, 2018.

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.

- **On September 29, 2017, there was a fee increase for all Licensees.**
 - **Category III TDDD licenses are now \$220.00**
 - **Category II TDDD licenses are now \$160.00**

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 ADDRESS, 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 to the State of Ohio Board of Pharmacy within 30 days of the change. Applications can be found on our website at <http://pharmacy.ohio.gov/Licensing/TDDD.aspx> under "Applications."

NOTE: DUE TO AN INCREASE VOLUME OF APPLICATIONS IT IS STRONGLY SUGGESTED THAT PAPER APPLICATIONS ARE SUBMITTED AS SOON AS POSSIBLE AS PROCESSING TIME MAY TAKE UP TO 30-45 DAYS.



- 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 "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

- Additional questions have been added to the renewal application due to updates to our licensing platform. **PLEASE COLLECT THIS INFORMATION PRIOR TO STARTING THE APPLICATION PROCESS.**
 - Legal Name (name of the business as it appears on the certificate of incorporation, charter, bylaws, partnership agreement or other official document):
 - DBA/Trade/Fictitious Name
 - State of Incorporation or Formation
 - Charter/Entity/Registration Number with the state listed above
 - Federal Tax ID (Social Security Number if Sole Proprietorship)

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.

RENEWAL SUBMISSION REQUIREMENTS:

- If the pharmacy is performing **Sterile and/or non-sterile compounding ONLY** the following must be provided on renewal:
 - The most recent inspection less than 2 years of that demonstrates compliance in USP 797 and/or 795 by a state licensing authority; or
 - The most recent inspection less than 2 years of that demonstrates compliance in USP 797 and/or 795 by an accreditation commission for health care inspection (a.k.a ACHS or AIS); or
 - Proof of a current pharmacy compounding accreditation board (PCAB) accreditation provided by the accreditation commission for health care (ACHC); or
 - The most recent inspection less than 2 years of that demonstrates compliance in USP 797 and/or 795 by NABP; or
 - One-time Extension may be granted after review of supplemental documentation. Contact the State of Ohio Board of Pharmacy for additional information.
- If you were granted a one-time extension upon submitting a new application or during the 2017-2018 renewal cycle you will need to demonstrate USP 797 and/or USP 795 compliance during this renewal cycle.