



EMS Terminal Renewal Information and Resources

Dear EMS Terminal Distributor of Dangerous Drugs,

In response to the COVID-19 outbreak, the Ohio General Assembly passed HB 404, which requires all licenses/registrations set to expire on or before April 1, 2021 to be extended until July 1, 2021. **Terminal distributors of dangerous drugs (TDDDs) who are set to expire on March 31, 2021 will have their expiration dates extended to July 1, 2021. The renewal period will still open on January 30, 2021 and it is highly recommended to renew as soon as possible.** Renewal applications cannot be submitted before that date. The eLicense Ohio technical team will be updating the expiration dates within the eLicense system this week.

Any license renewed after the expiration date of July 1, 2021 will be assessed a late fee.

All renewal applications must be submitted via the [state's eLicense system](#).

The State of Ohio Board of Pharmacy transitioned to the [state's new licensing system](#) on April 23, 2018. All applications and forms must now be submitted electronically. Any paper applications or forms sent to the Board will be returned and may cause a delay in the license renewal.

eLicense Ohio users must register for an account to renew and manage their licenses.

Individuals who will be renewing a TDDD license must register for an account if they do not already have one for their professional licensure (pharmacist, physician, nurse, dentist, etc.).

For a step-by-step guidance on how to register for an account, please review [this document](#).

Individuals who have an eLicense account but need to associate the terminal distributor license with their profile will need to utilize the unique security code for each license. The Board has developed a search tool to assist users which can be accessed [here](#).

Updating EMS Drug List

You may view your current drug list on file with the Board [here](#). If your drug list needs to be updated, be sure to include the full list of all dangerous drugs with strengths and dosage form and have your Medical Director sign the list. A sample drug list form can be accessed [here](#). Please note, the drug list does not need to be notarized. Submit the updated drug list to the Board for approval by using the [Document Upload page](#).

As a reminder, the Board does not require updated copies of your personnel list or protocols for renewal.

IMPORTANT: If uploading a new drug list, be advised that this will replace the current drug list on file. The list should include all drugs (not just updates) that may be purchased and possessed by the licensee.

Renewal fees must be paid via credit card (Visa, MasterCard, or Discover).

The renewal fee for an EMS TDDD license is as follows:

- Headquarters - Limited Category 2 - \$320.00
- Headquarters - Limited Category 3 - \$440.00
- Satellite - Limited Category 2 or 3 - \$120.00
- eLicense System Transaction Fee: \$3.50*

**The eLicense System Transaction Fee will be assessed on each license that is renewed in the eLicense Ohio system operated by the Ohio Department of Administrative Services. Licensing boards and commissions do not receive revenue from this fee. The transaction fee is nonrefundable.*

If the TDDD has experienced a change in address, ownership, business name, and/or license category, a Change in Business Description should be submitted.

The Change in Business Description will qualify as renewal for the license therefore a renewal application will not be required. For instructions on submitting a Change in Business Description please review this [guidance document](#).

Any changes in Responsible Person should be submitted prior to the renewal of the TDDD license.

Licensees should utilize the Change of Responsible Person service request in eLicense Ohio. Please allow up to 7 business days for processing. For instructions on submitting a Change of Responsible Person, please review this [guidance document](#).

Legal and disciplinary questions will be asked on the renewal application.

The applicant and responsible person should review these questions carefully, as failure to answer truthfully could lead to an investigation and potential action against the TDDD's license. Please review the full list of legal and disciplinary questions along with guidance [here](#).

The Applicant and Responsible Person will be required to sign attestation pages and upload them to complete the renewal application.

The renewal application cannot be submitted without a signed attestation form by the Applicant and Responsible Person. Both forms must be signed even if the Applicant and the Responsible Person is the same individual.

Links to the forms are listed below:

- Applicant Attestation – www.pharmacy.ohio.gov/applicantattest
- Responsible Person Attestation – www.pharmacy.ohio.gov/RPattest

Licenses that are no longer needed, must be discontinued properly.

If a current TDDD license is no longer needed, a Written Notice of Discontinuation of Business form must be completed and submitted to the Board via a License Inactivation request in eLicense. The form is available [here](#).

For assistance registering for an account or resetting a password in eLicense Ohio, please contact the eLicense Customer Service Center, which can be reached by calling 855-405-5514.

The eLicense Customer Service Centers serves all Ohio Boards and Commissions licensees and applicants. Callers may experience hold times or delays during overlapping renewal cycles across the state's Boards and Commissions.

For license or renewal specific questions, please contact the Board's Licensing Department by email at licensing@pharmacy.ohio.gov. Please ensure to include the terminal distributor license number and provide specific details about your question. Board staff are working remotely and monitoring this email inbox during regular business hours, Monday through Friday.