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## 2023 EMS Terminal Renewal Information and Resources

Dear EMS Terminal Distributor of Dangerous Drugs,

All active terminal distributor with an expiration date of March 31, 2023 will need to file a renewal application and submit the required renewal fee by the expiration date. **Renewal applications will be open for submission beginning Monday, January 30, 2023.** The renewal application cannot be accessed prior to that date. Any license renewed after the expiration date of March 31, 2023 will be assessed a late fee.

\*Please review the detailed information below to prepare for renewing your license(s).

### **Renewal begins January 30, 2023.**

An email notification will be sent to the TDDD on **January 30th** indicating the license can be renewed. Renewal applications cannot be submitted before that date.

### **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](#).

### **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\*

**IMPORTANT** – *The Board does not accept American Express or electronic check payments. Licensees can purchase a pre-paid Visa/MasterCard/Discover card with the total renewal fee amount. Multiple payments cannot be accepted.*

*\*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](#)**

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](#).

[category](#), a Change in Business Description should be submitted.

**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](#).

To verify the responsible person on the terminal distributor license, please utilize the Board's search feature here – [BOP License Lookup](#).

**IMPORTANT:** An EMS that updates their responsible person must also submit an updated drug list signed by the new responsible person/medical director. Updated protocols signed by the new responsible person must be kept in a readily retrievable manner at the licensed location(s).

**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.

**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](http://www.pharmacy.ohio.gov/applicantattest)
- Responsible Person Attestation – [www.pharmacy.ohio.gov/RPattest](http://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. Completed forms can be submitted via email to [new.license@pharmacy.ohio.gov](mailto:new.license@pharmacy.ohio.gov). 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.

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