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## Terminal Renewal Information and Resources

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Dear Terminal Distributor of Dangerous Drugs,

All Terminal Distributor of Dangerous Drugs licenses expire on **March 31, 2019**.

Important information and guidance about the upcoming renewal cycle is included below. Please review this information before beginning Terminal Distributor license renewal.

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**Renewal begins  
February 4, 2019.**

An email notification will be sent to the Terminal Distributor on **February 4th** indicating the license can be renewed. Renewal applications cannot be submitted before that date.

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**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.

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

Individuals who will be renewing a Terminal Distributor 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](#).

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**Effective for the 2019  
renewal, Terminal  
Distributor licenses will  
transition to a biennial  
(two-year) cycle.**

All licenses that are successfully renewed will receive a two-year license with an expiration date of **March 31, 2021**.

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**Renewal fees must be  
paid via credit card or  
electronic check.**

The renewal fee for a Terminal Distributor license is as follows:

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

*\*The reduced fee applies to the following license types: Terminal - Clinic - Sole Practitioner/Dentist, Terminal - Facility - Veterinary Medicine, Terminal - EMS (Satellite locations ONLY).*

*†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.*

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**If the Terminal Distributor 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](#).

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**Any changes in Responsible Person should be submitted prior to the renewal of the Terminal 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](#).

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**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 Terminal Distributor's license. Please review the full list of legal and disciplinary questions along with guidance [here](#).

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**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)

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

If a current Terminal Distributor 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](#).

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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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