



Board of Pharmacy

Pharmacy Intern Renewal Reminder

Renewal Process

License renewal began on **Thursday, July 17, 2025**. Any license renewed after the expiration date of **September 15, 2025** will expire and the pharmacy intern will not be eligible to practice pharmacy in the state of Ohio.

Renewal Fees

Pharmacy intern licenses transitioned to a biennial (two-year) cycle in 2019. All licenses that are successfully renewed will receive a two-year license with an expiration date of **September 15, 2027**.

The biennial renewal fee for an intern license is **\$30.00** and the eLicense System Transaction Fee of \$3.50*. All renewal fees must be paid via Visa, Discover or MasterCard.

**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.*

Reminder: Pharmacy interns may verify their renewed license at https://elicense.ohio.gov/oh_verifylicense.

Reporting Employment to the Board

Is your employment information on file with the board up-to-date? Ohio rules require all pharmacy interns to report their employment and any changes to employment to the Board within thirty (30) days – OAC 4729:2-2-08 (E).

To review your employment information, navigate to your Ohio eLicense Dashboard and select “Manage Affiliations” from the Options menu on your license tile. If the information is not current, please update it by utilizing the “Add New Affiliation” link to add your current employment. If you are unemployed or not currently working in Ohio or a pharmacy setting, you are still required to report your employment information. Step-by-Step guidance can be found here: www.pharmacy.ohio.gov/employmentchange.

IMPORTANT: If your employment information is updated but still listed as Pending, you may proceed with the renewal application.

eLicense Ohio

All renewal applications must be filed via the state's online licensing system – [eLicense Ohio](#). All licensees are required to have an account to renew and manage their Ohio pharmacist license.

Individuals who already have an account but forgot their password may reset the password by selecting "Forgot your password?". A password reset link will be emailed to you. The link expires after 24 hours, so reset your password as soon as possible!

Individuals who already have an account but have not logged on in the last 12 months may be required to reset their password. Follow the on-screen instructions to reset your password.

It is highly recommended to use Google Chrome to access eLicense Ohio and when submitting the renewal application.

For step-by-step guidance on how to register for an account on the eLicense site, visit: www.pharmacy.ohio.gov/elicenseinstruct.

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.



People call, text, and chat the 988 Lifeline to talk about a lot of emotional needs—not just thoughts of suicide. Whatever your reason, the #988Lifeline is there to help. There is hope.

Ohio Board of Pharmacy
Mike DeWine, Governor | **Steven W. Schierholt**, Executive Director

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