



# Board of Pharmacy

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## Fee Change Notice - Effective September 30, 2025

Dear Ohio Licensed Terminal Distributor,

**Several license application fees will change effective September 30, 2025.** These changes were authorized by the Ohio General Assembly with the passage of the state's biennial budget (H.B. 96, 136th General Assembly). Please review this email to understand how these changes may impact your license.

### License Fees and Sub-categories

Beginning September 30, 2025, the Ohio Board of Pharmacy will begin assessing the following fee amounts for the applicable license types:

- Category 2 - \$360.00
- Category 3 - \$460.00
- Reduced Fee (EMS satellites, Veterinary Medicine, and sole prescriber-owned entities) - \$160.00

Additionally, the Board will begin recategorizing some terminal distributors' sub-category to better align with the Board's rules and inspection guides. The updates will be made by the Board's licensing staff and will take up to a month to complete. Licensees will receive communication once their sub-category has been updated. **NOTE:** The new sub-category will be reflected on the [eLicense Ohio License Look-up](#) page, but a new wall certificate will not be reissued or required.

### Change of Responsible Person Requests and Fee

Additionally, beginning September 30, 2025, the Ohio Board of Pharmacy will charge a fee of \$15.00 for each change of responsible person (RP) request filed by a licensee as required in [OAC 4729:5-2-01](#). All change of RP requests must be submitted in the [eLicense Ohio system](#) and the licensee will be directed to submit payment as part of the request process. The change request will not be considered submitted and notification as required in rule until payment has been successfully submitted.

Licensees are encouraged to verify the individual designated as the responsible person on their Ohio license prior to September 30th. Visit the Board's license look-up page here:

<https://www.pharmacy.ohio.gov/Licensing/LicenseLookup> and input the license number (begins with 02). If the responsible person is not correct, the licensee should submit a change request in the [eLicense Ohio system](#). Helpful step-by-step instructions can be referenced here: [www.pharmacy.ohio.gov/ChangeRP](https://www.pharmacy.ohio.gov/ChangeRP).

### General Reminders

- Only applications or requests submitted on or after September 30, 2025 will be assessed the new fee amount, if applicable.
- All application and fee payments must be submitted electronically via the [eLicense Ohio system](#). The Board does not accept check payments to the Board office. Valid payment methods for all license fees include Visa, MasterCard, and Discover. The Board does not

accept electronic checks or American Express.

### Questions

For questions on terminal distributor license requirements, change requests, or other concerns, please visit [www.pharmacy.ohio.gov/contact](http://www.pharmacy.ohio.gov/contact).

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*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.*

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

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