

OREGON BOARD OF PHARMACY  
2009 PHARMACIST RENEWAL APPLICATION FREQUENTLY ASKED QUESTIONS (FAQ'S)

**It is the responsibility of every Pharmacist to ensure they read the following information concerning the pharmacist license renewal cycle.**

1. **Q. When was the 2009/2010 Pharmacist Renewal Notices mailed?**  
A. *Pharmacist Renewal Forms were mailed on April 16, 2009 to the address on file.*
2. **Q. Will a second renewal notice be mailed?**  
A. *No*
3. **Q. What is the renewal fee?**  
A. *\$120.00 if the renewal application is post marked no later than May 31<sup>st</sup>.*
4. **Q. If I mail my renewal application and fee after May 31<sup>st</sup>, is there a delinquent fee required?**  
A. *Yes, a delinquent fee of \$50.00 must be mailed, making the total payment of your renewal \$170.00.*
5. **Q. Can I pay with cash, debit or credit card?**  
A. *No. At this time the Oregon Board of Pharmacy can only accept check or money orders.*
6. **Q. Can I submit and pay my renewal on-line?**  
A. *No. At this time the Oregon Board of Pharmacy does not have the capability for on-line renewals.*
7. **Q. If I am late in getting my renewal form and fee mailed, can the \$50.00 delinquent fee be waived?**  
A. *No.*
8. **Q. I submitted payment to the Board of Pharmacy for my renewal but have just been informed by my bank that there is a problem with my account. What happens?**  
A. *All returned checks will be assessed a \$25.00 returned check fee. If paid by May 31<sup>st</sup>, the total fee will be \$145.00. If paid after May 31<sup>st</sup>, the total fee would be \$195.00. You will be informed of the total required fee necessary in order to renew your Pharmacist renewal application, if there is a problem.*
9. **Q. Where do I mail my renewal form and payment?**  
A. *In the yellow envelope that was included with your renewal form. Do not mail your renewal form and payment directly to the Oregon Board of Pharmacy. If you cannot find your yellow envelope, mail your renewal form to the following address:*

*Oregon Board of Pharmacy  
Unit 19  
PO Box 4395  
Portland OR 97208 – 4395*

10. **Q.** There is a spot on the Pharmacist renewal application asking for my e-mail. Do you sell this information to other companies?  
**A.** No. E-mail addresses are only used for Board purposes.
11. **Q.** How do I change my address with the Oregon Board of Pharmacy?  
**A.** Cross out the incorrect information that is on your Pharmacist renewal application and write-in the correct information.
12. **Q.** I am an Oregon Preceptor. How do I renew my license?  
**A.** Check the appropriate box on your Pharmacist Renewal application.
13. **Q.** How long is my Preceptor license valid for?  
**A.** Preceptor licenses are valid for only 1 year. This rule change was adopted last year.
14. **Q.** I am licensed with Oregon as a Pharmacist, but work out of state. Can I obtain a Preceptor license?  
**A.** No. It is the policy of the Oregon Board of Pharmacy to only issue Preceptor licenses to those Pharmacists working in Oregon.
15. **Q.** If I am not licensed as a Preceptor and work out of state, how will an Oregon Intern receive approval of their Intern hours.  
**A.** Oregon Interns must follow the rules of the state in which they are gaining hours. They must report the hours to that State's Board of Pharmacy and have that State Board of Pharmacy certify those hours to Oregon.
16. **Q.** My Preceptor license expired last year. How can I bring it back to an active status?  
**A.** During the Pharmacist renewal cycle, please check the box which states you wish to renew your Preceptor license.  
  
*Outside the Pharmacist renewal cycle, submit a Preceptor license application which can be found on the Oregon Board of Pharmacy's website.*
17. **Q.** I need copies of my Pharmacist License. Can you fax a copy of my license to me?  
**A.** No. Per agency policy, employers are allowed to make photocopies of their employee license only for their employee/office files. **ONLY ORIGINAL LICENSES AND BOARD CERTIFIED COPIES ARE ACCEPTABLE FOR POSTING pursuant to ORS 689.615.**
18. **Q.** How do I obtain copies of my Pharmacist License?  
**A.** List how many copies of your license you require on the Pharmacist license renewal form.
19. **Q.** How do I obtain a copy of the Oregon Newsletter?  
**A.** The Oregon Board of Pharmacy's official Newsletter can be subscribed to by sending an e-mail to the National Association of Boards of Pharmacy. The e-mail address is: OregonBOPNewsletter@nabp.org.
20. **Q.** I do not have access to a computer. Can you mail me a copy of the Oregon Newsletter?  
**A.** Yes. Please send a request in writing to the Board office.

21. **Q.** Is there a fee to have the Oregon Newsletter mailed to me?  
**A.** *Not at this time.*
22. **Q.** I am a little nervous in providing my e-mail address to NABP. Will NABP provide my e-mail address to other companies?  
**A.** *No. NABP will not sell or publish any e-mail address collected.*
23. **Q.** I am a Veteran. Where do I obtain more information on Oregon Veterans' Benefits?  
**A.** *You can access the Oregon Department of Veterans' Affairs by going to the following address: <http://www.oregon.gov/ODVA/BENEFITS/>. You may also indicate on your Pharmacist Renewal application that you wish to have more information concerning Oregon Veterans' Benefits. The Oregon Board of Pharmacy will collect this information and contact the Oregon Department of Veterans' Affairs.*
24. **Q.** I have been called to active duty with the armed forces. How do I renew my Pharmacist license?  
**A.** *If you are in the military, please provide a copy of your Armed Forces Identification Card or copy of your Leave and Earnings Statement. If you are in the National Guard or Reserves and are called to active duty, please provide a copy of the documentation showing that you have been activated.*
25. **Q.** I am serving as a pharmacist with the US Department of Health and Human Services and wear a military uniform. Am I exempt from paying the pharmacist renewal fee?  
**A.** *No. Oregon Revised Statute 408.450 is the law concerning duty to pay fees during military service. This law is only for those individuals in the military, naval services, auxiliary corps thereof, or National Guard or Reserves who have been called to active duty.*
- Members of the US Department of Health and Human Services are not part of the US military service and are required to submit payment of \$120.00 for their Pharmacist Renewal.*
26. **Q.** I have a change of employment, how do I update this information with the Board?  
**A.** *If there are any changes to be made, please note them on your Pharmacist Annual Renewal Application.*
27. **Q.** I work at several locations. How do I report more than one employer?  
**A.** *The Oregon Board of Pharmacy can only list one employment location and phone number on renewals. If you previously reported that you are working at more than one location, it is recommended that you still report these locations on your renewal form. Please indicate which location is the "Primary" employment address.*
28. **Q.** When do I have to report a change of my employment?  
**A.** *Oregon Administrative Rule 855-019-0200(1) states, "A pharmacist shall notify the Board in writing, within 15 days, or any change in employment location or residence address."*
29. **Q.** Can I call you with the change of employment or address information?  
**A.** *No. The Oregon Board of Pharmacy requires changes to be updated via mail, e-mail or fax.*

30. **Q.** I recently had a name change, how do I report this to the Board?  
**A.** The Board requires a copy of the legal document showing your name has been legally changed. Documents accepted include copies of Marriage Certificates, Divorce Decrees, or Court Documents showing your name has been legally changed.
31. **Q.** How many hours of CE are required per year?  
**A.** Oregon requires fifteen hours of continuing education per renewal period. At least eleven of the required fifteen hours of continuing education credit must be earned in the area of therapeutics. At least one of the fifteen hours must be in the area of law.
32. **Q.** During what dates must the CE be earned?  
**A.** CE must be earned from June 1, 2008 through May 31, 2009 and before submitting your renewal to the Board.
33. **Q.** I obtain CE from out of state as part of my other state licensing requirements as a Pharmacist. Will Oregon accept CE from out of state?  
**A.** Yes, as long as it is ACPE accredited; that it was earned from June 1, 2008 through May 31, 2009 and before submitting your renewal to the Board.
34. **Q.** Can the law CE be earned from another source besides the one provided on the Oregon Board of Pharmacy's website?  
**A.** Yes. The Oregon Board of Pharmacy will accept another state's law CE, or any law CE that is ACPE accredited.
35. **Q.** Is the law CE provided on the Oregon Board of Pharmacy's website mandatory?  
**A.** No. This CE is offered for Pharmacists as a resource in obtaining the 1 hour of required law CE.
36. **Q.** I completed the required 7 hours of Pain Management CE last year, am I required to complete Pain Management CE again?  
**A.** No. All pharmacists are required to have completed a one time requirement of Pain Management CE within 24 months of their first license renewal after January 1, 2006.
37. **Q.** I completed the Pain Management CE, but see that there is a box on the Pharmacist renewal form asking if I have completed it. What do I do?  
**A.** Check the box that you have completed the Pain Management CE. Note: this will be a regular question on the renewal form annually as all new licensees have two years to complete this requirement.
38. **Q.** I am newly licensed as a Pharmacist in Oregon. How long do I have to complete the Pain Management CE?  
**A.** You have two years from your first renewal application to complete the one time requirement of obtaining 7 hours of Pain Management CE.
39. **Q.** Where can I obtain Pain CE?  
**A.** 1 of the 7 hours of Pain Management CE must be earned from the Oregon Pain Management Commission. This 1 hour mandatory Pain Management CE can be found on their website at: [www.oregon.gov/DHS/pain](http://www.oregon.gov/DHS/pain).

40. **Q.** Where can I obtain the other 6 hours of required Pain Management CE?  
**A.** The Oregon Pain Management Commission website provides links to other sites that offer Pain Management CE.
41. **Q.** Is “Live” CE required?  
**A.** At this time, there is no requirement to have attended a “Live” CE session for Oregon.
42. **Q.** Do I submit copies of my completed CE to the Oregon Board of Pharmacy with my renewal form?  
**A.** No. Do not forward copies of your CE Certificates to the Board as they are not required. If you are randomly selected for a CE Audit, you will receive a letter after completion of the pharmacist renewal cycle pursuant to OAR 855-021-0050(2).
43. **Q.** When do I submit copies of my completed CE to the Oregon Board of Pharmacy?  
**A.** If you are randomly selected for a CE audit, you will have approximately 1 month to submit your completed CE Certificates to the Board.
44. **Q.** I have been selected for an audit but cannot find copies of my completed CE. What do I do?  
**A.** If you cannot find copies of your CE Certificates, contact the CE provider for copies, as they are required to keep completed CE on file for at least 3 years.
45. **Q.** I need a license verification showing I have renewed my license. Can I get a letter from the Board of Pharmacy showing my updated status?  
**A.** Due to the heavy volume of renewals during this time, the Board of Pharmacy will not be issuing license verifications. Employers can access the Board of Pharmacy’s Online License Lookup and Verification to see if your license has been renewed.
46. **Q.** How do I lapse my Pharmacist license?  
**A.** If you do not wish to renew your license and have been a pharmacist for less than 20 years, please write “Lapse My License” across the face of your renewal form and return it to the Oregon Board of Pharmacy.
47. **Q.** How do I retire my Pharmacist license?  
**A.** If you do not wish to renew your license and have been a pharmacist for more than 20 years, check the box on the front of the Pharmacist Renewal Application that states you wish to “Retire” your license.
48. **Q.** I previously lapsed my Pharmacist license. How do I bring it back to an active status?  
**A.** A pharmacist who fails to renew their license by the deadline may reinstate their license as follows:
- 1) By payment of the annual license fees and delinquency fees for all years during which the license was lapsed and for the current year; and
  - 2) By providing proof of completion of the continuing education requirements for all years in which the license was lapsed; and

3) If their license has been lapsed for more than one year, pass the Oregon Multistate Pharmacy Jurisprudence Examination (MPJE) with a score of not less than 75.

Please contact the Oregon Board of Pharmacy for a Pharmacist Renewal Application and more information as to the total fees and CE requirements.

49. **Q. I previously retired my Pharmacist license. How do I bring it back to an active status?**  
A. A pharmacist in good standing who retired from the practice of pharmacy after having been licensed for at least 20 years need only pay the annual license fee for the year in which they are seeking to reactivate their license. They will also need to complete the following:

1) Provide proof of completion of the continuing education requirements for all years in which the license was retired; and

2) If license has been retired for more than one year, pass the Oregon Multistate Pharmacy Jurisprudence Examination (MPJE) with a score of not less than 75.

Contact the Oregon Board of Pharmacy for more information.

50. **Q. Since my last Pharmacist renewal, I have been arrested or cited for an infraction. Do I need to report this to the Oregon Board?**  
A. Yes. Pursuant to Oregon Administrative Rule 855-019-0200(10), "A pharmacist shall notify the Board in writing, within 15 days, if they are arrested, or receive a citation for anything other than a minor traffic offense. This includes any arrest or citation which involves a drug or alcohol."

A minor traffic offense may include speeding tickets, failure to signal, improper lane changes or careless driving. Minor traffic offenses does not include open containers, reckless driving, evading police, etc.

51. **Q. What do I do if, since my last renewal was submitted, I moved or did not receive a renewal form?**  
A. It is the responsibility of each pharmacist to notify the Oregon Board of Pharmacy of any updates to their address. If you do not receive a renewal form by May 15<sup>th</sup>, contact the Board of Pharmacy in writing (fax, e-mail or mail) to request another renewal form. The Oregon Board of Pharmacy must receive your application postmarked no later than May 31<sup>st</sup>. Applications received after May 31<sup>st</sup> will be subject to the \$50.00 delinquent fee. The Board cannot waive the delinquent fee.