

OREGON BOARD OF PHARMACY  
2012/2013 PHARMACIST RENEWAL 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 2012/2013 Pharmacist Renewal Notices mailed?**  
A. *Pharmacist Renewal Notices were mailed on April 5, 2012.*
  
2. **Q. How do I renew?**  
A. *You were mailed a renewal information letter. You will need your license number and the last 4 digits of your social security number to begin your online renewal. Once you fill in the two required fields, you will be taken to the Online Renewal Form Information Page. Answer the required questions for each section, and pay by credit card or electronic check. You also have the option to print your renewal confirmation page and pay by check or money order.*
  
3. **Q. Where do I go to renew online?**  
A. *You will need to go to the Oregon Board of Pharmacy's website ([www.pharmacy.state.or.us](http://www.pharmacy.state.or.us)) and click on the [online renewal link](#).*
  
4. **Q. Will a second renewal notice be mailed?**  
A. *No.*
  
5. **Q. What is the renewal fee?**  
A. *\$227.50 if the renewal is completed no later than May 31<sup>st</sup>. This includes:*
  - *\$200.00 Renewal fee.*
  - *\$25.00 Prescription Drug Monitoring Program fee.*  
*For more information: [www.orpdmp.com](http://www.orpdmp.com)*
  - *\$2.50 Healthcare Workforce Demographic Survey fee.*  
*For more information: [www.oregon.gov/OHPPR](http://www.oregon.gov/OHPPR)*
  
6. **Q. When is the \$50.00 delinquent fee required?**  
A. *A delinquent fee is required if your online renewal is processed after 11:59 pm on May 31<sup>st</sup>, or if you are mailing your payment to the Board and it is postmarked after May 31<sup>st</sup>. If the delinquent fee is required, the total amount due to renew your license is \$277.50.*
  
7. **Q. I can't renew online because I don't have a computer.**  
A. *If you do not have a computer, please go to your local library. They have computers available for public use. Or, you can contact your children/grandchildren or a friend for help in completing the online renewal.*

*You can also contact the Oregon Board of Pharmacy at 971/673-0001 to schedule an appointment to come to the Board office to complete your online renewal.*

8. **Q. How do I make my payment online?**  
A. *After completing the renewal online, you will be directed to US Bank's secure website where you can pay by credit card (MasterCard/Visa) or by electronic check. Be sure you have correctly entered your email address. A payment confirmation will be sent to the email you provide.*
9. **Q. Can I give the Board my credit card number and mail my renewal information to you?**  
A. *Under no circumstances can the Oregon Board of Pharmacy collect your credit card number or account information. Do not mail, fax, e-mail or write your credit card information on anything you mail to the Board.*
10. **Q. Can I renew online but mail in my confirmation sheet with a check/money order?**  
A. *Yes. After completing your renewal, click the option to pay by mail. You must print out your renewal confirmation page, sign and date it, and mail with your check or money order to:*

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

11. **Q. What is a Healthcare Workforce Demographic Survey?**  
A. *The Oregon Board of Pharmacy is required to collect healthcare workforce data from each pharmacist before a license can be renewed. This information will be gathered and given to the Office for Oregon Health Policy and Research.*
12. **Q. Can I elect not to complete the Healthcare Workforce Demographic Survey?**  
A. *Under the law, the Oregon Board of Pharmacy cannot approve a renewal of a license until the applicant completes the survey. The survey is included in the online renewal process.*
13. **Q. Can I submit and pay my renewal via paper copy?**  
A. *No. All renewals must be completed online.*
14. **Q. If I am late in getting my renewal form and fee to the Board, can the \$50.00 delinquent fee be waived?**  
A. *No.*
15. **Q. How do I change my address with the Oregon Board of Pharmacy?**  
A. *When completing the online renewal, simply type in the correct information. Outside the renewal cycle you may submit an e-mail, fax or use the on-line electronic address / employment change form found on the Board's website: [http://oregon.gov/Pharmacy/Address\\_Change.shtml](http://oregon.gov/Pharmacy/Address_Change.shtml). You can also mail your updated address to the Board office.*
16. **Q. I have a change of employment, how do I update this information with the Board?**  
A. *When completing the online renewal, simply type in the corrected information.*

17. **Q. I work at several locations? How do I report more than one employer?**  
A. *Type in the correct information on your online renewal.*
18. **Q. When do I have to report a change of my employment?**  
A. *Oregon Administrative Rule 855-019-0205(7) states, "A pharmacist must notify the Board in writing, within 15 days, of any change in employment location or residence address.*
19. **Q. If I submit my payment online, will I receive a confirmation of payment?**  
A. *Yes. When you complete your renewal payment, you will have the option of printing an online renewal confirmation page which will include payment information. You will also receive a confirmation email from US Bank. Please check your email before resubmitting any payment if you are unsure if your payment was processed.*
20. **Q. I submitted my renewal online and haven't received my license yet. What should I do?**  
A. *Due to the heavy volume of renewals, please allow 14-21 business days for the processing and mailing of your license.*
- To see if your license has been renewed, please go to the Oregon Board of Pharmacy's [Online License Lookup & Verifications system](#). If your expiration date shows June 30, 2013, your license has been renewed and you should receive your license soon.*
21. **Q. I submitted a check/money order (or submitted payment by e-check) to the Board of Pharmacy with my renewal confirmation sheet, but have just been informed by my bank there is a problem with my account. What happens?**  
A. *All returned checks will be assessed a \$35.00 returned check fee. If paid by May 31<sup>st</sup>, the total fee will be \$262.50. If paid after May 31<sup>st</sup>, the total fee would be \$312.50. You will be informed of the total required fee necessary in order to renew your Pharmacist renewal application if there is a problem.*
22. **Q. There is a spot on the Pharmacist renewal application asking for my e-mail. Do you provide information to other companies?**  
A. *Yes. E-mail addresses are considered public information. The Oregon Board of Pharmacy is required by law to provide e-mail addresses to anyone who requests it. However, the e-mails that you previously provided to the Board are now in an "Official E-Mail Address for Board Use Only" and will be kept confidential. If you wish to list an e-mail as publicly disclosable, please list it at the space provided for this option.*
23. **Q. I am an Oregon Preceptor. How do I renew my license?**  
A. *Check the appropriate box when completing the online renewal.*
24. **Q. How long is my Preceptor license valid for?**  
A. *Preceptor licenses are valid for up to 1 year and expire June 30th.*
25. **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. If you are working in another State, you need to follow that State's laws and rules for licensure.*

26. **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. If this is part of their school based rotations, then the school is responsible for receiving the intern hours.
27. **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: "I wish to renew (or obtain) my Oregon Preceptor Registration."

Outside the Pharmacist renewal cycle, submit a Preceptor license application which can be found on the Oregon Board of Pharmacy's website. You can fax the application to the Board at 971/673-0002.

28. **Q.** What is the Certified Immunizing Pharmacist?
- A. The Board is collecting information on the Pharmacist renewal about those Pharmacists certified by the Oregon Health Authority. Please check the box which indicates that you are a Certified Immunizing Pharmacist per Oregon Administrative Rule 855-019-0270. If you have questions concerning the Certified Immunizing Pharmacist requirements or would like more information on how to become a Certified Immunizing Pharmacist, contact the [Oregon Health Authority](#).
29. **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.
30. **Q.** How do I obtain copies of my Pharmacist License?
- A. List how many (up to 20) copies of your license you require on the Pharmacist license online renewal. The first 2 copies of your license are free. If you need more than 2 copies, there is a \$5.00 fee per additional 2 copies. To obtain copies outside of the online renewal process, download the order form off our website and pay your fee via check or money order.
31. **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.
32. **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 \$227.50 for their Pharmacist Renewal.

33. **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.
34. **Q.** How many hours of CE are required per year?  
**A.** Oregon requires fifteen hours of continuing education per renewal period. At least one of the fifteen hours must be in the area of pharmacy and drug law. At least one hour of continuing education credit must be earned in the area of patient safety or medication error reduction.
35. **Q.** During what dates must the CE be earned?  
**A.** CE must be earned from June 1, 2011 through May 31, 2012 and before submitting your online renewal to the Board.
36. **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 was earned from June 1, 2011 through May 31, 2012 and before submitting your renewal to the Board.
37. **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.
38. **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.
39. **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.
40. **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.
41. **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: <http://www.oregon.gov/OHPPR/PMC/index.shtml/training>.
42. **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. See <http://www.oregon.gov/OHPPR/PMC/index.shtml/training> for more information.

43. **Q. Is “Live” CE required?**  
A. *At this time, there is no requirement to have attended a “Live” CE session for Oregon.*
44. **Q. Do I submit copies of my completed CE to the Oregon Board of Pharmacy?**  
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).*
45. **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.*
46. **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.*
47. **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 renewal. There is a \$10.00 fee for a paper license verification.*
48. **Q. Between my last Pharmacist renewal and this renewal cycle, I was in trouble with the law. What do I do?**  
A. *Pursuant to Oregon Administrative Rule 855-019-0205(3), “A pharmacist must report to the Board within 10 days if they: (a) Are convicted of a misdemeanor or a felony; or (b) If they are arrested for a felony.*
49. **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, submit a statement to the Board requesting that we lapse your license. Otherwise, simply do not renew your license. Your pharmacist license will automatically be lapsed on July 1, 2012.*
50. **Q. How do I retire my Pharmacist license?**  
A. *If you do not wish to renew your license and have been a pharmacist for not less than 20 years, submit a statement to the Board requesting that we retire your license. Otherwise, simply do not renew your license. Your pharmacist license will automatically be retired on July 1, 2012.*
51. **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 per Oregon Administrative Rule 855-019-0170(1):*

*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 certification 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.

Effective February 1, 2011, the Oregon Board of Pharmacy requires national fingerprint background checks for all new applicants and for those individuals who have had a lapsed license for more than 1 year. Please contact the Oregon Board of Pharmacy for a Pharmacist Renewal Application, fingerprint instruction packet and information as to the total fees and CE requirements.

52. **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.

Effective February 1, 2011, the Oregon Board of Pharmacy requires a national fingerprint background check for those individuals who have had a retired license for more than 1 year. Please contact the Oregon Board of Pharmacy for a Pharmacist Renewal Application, national fingerprint-based background check packet and information as to the total fees and CE requirements.

53. **Q.** What do I do, 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.

The Oregon Board of Pharmacy must receive your online renewal no later than May 31<sup>st</sup>, or your renewal confirmation and payment must be postmarked no later than June 1<sup>st</sup> to avoid the \$50.00 delinquent fee. The Board cannot waive the delinquent fee.

54. **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 e-mail, fax or by using the on-line [electronic address/employment change form](#). You can also mail your updated address to the Board office.

55. **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, with only the word "Subscribe" in the subject heading to: [OregonBOPNewsletter@nabp.net](mailto:OregonBOPNewsletter@nabp.net).

56. Q. I do not have access to a computer. Can you mail me a copy of the Oregon Newsletter?  
A. Yes. The fee is a \$5.00 per edition (paid via check or money order) for a paper copy of the Oregon Newsletter. Please send a request in writing to the Board office.
57. 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. The Board has been told that NABP will not sell or publish any e-mail address collected. We recommend you use your Official E-Mail Address for Board Use Only.
58. 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/VENEFITS/>.