OREGON BOARD OF PHARMACY
2017/2019 PHARMACIST RENEWAL FREQUENTLY ASKED QUESTIONS (FAQ’S)

Your new license will be valid until June 30, 2019. For more information regarding Continuing Education please click the following link:

1. Q. When will the 2017/2019 Pharmacist Renewal Notice be mailed?
   A. Pharmacist Renewal Notices will be mailed in early April. This will be the only notification that will be mailed. Please be sure your current address has been reported to the Board.

2. Q. How do I renew my Pharmacist license?
   A. Your license number and the last 4 digits of your social security number are needed to begin your online renewal. Once you fill in these required fields, you will be taken to the Online Renewal 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) and click on the online renewal link.

4. Q. What is the biennial renewal fee?
   A. $174.00 if the renewal is received or postmarked no later than May 31st. This includes:
      - $120.00 Biennial Renewal fee
      - $ 50.00 Biennial Prescription Drug Monitoring Program fee
         For more information: www.orpdmp.com
      - $4.00 Biennial Healthcare Workforce Reporting Program fee
         For more information: https://www.oregon.gov/oha/analytics/Pages/Health-Care-Workforce-Reporting.aspx

5. Q. When is the $50.00 delinquent fee assessed?
   A. A delinquent fee is required if your online renewal is submitted after 11:59 pm on May 31st, or if you are mailing your payment to the Board and it is postmarked after May 31st. If the delinquent fee is required, the total amount due to renew your license is $224.00. The delinquent fee cannot be waived.

6. Q. I can’t renew online because I don’t have a computer.
   A. Your local library has computers available for public use. 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.

7. 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.

8. Q. When I submit my payment online, will I receive 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 payment confirmation from U.S. Bank at the email address you have provided.
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 submit 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  
   800 NE Oregon St Ste 150  
   Portland OR 97232

11. Q. Can I elect not to complete the Healthcare Workforce Reporting Survey?  
A. No. Under Oregon 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.

12. 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 that there is a problem with my account. What happens?  
A. All returned checks will be assessed a $35.00 returned check fee. Under these circumstances if your renewal was paid by May 31st, the total fee will be $209.00. If paid after May 31st, the total fee would be $259.00. If your check is returned you will be informed of the total required fee necessary in order to renew your Pharmacist license.

13. Q. I am an Oregon Preceptor. How do I renew my license?  
A. Check the appropriate box when completing the online renewal.

14. Q. I am licensed with Oregon as a Pharmacist, but work out of state. Can I obtain a Preceptor license?  
A. No. Oregon Preceptor licenses are issued to Pharmacists practicing in Oregon. If you are working in another State, you need to follow that state’s laws and rules for Preceptor licensure.

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 obtaining hours. If this is part of the Intern’s school based rotations, then the school is responsible for receiving the Intern hours and the Pharmacist must follow that state’s laws and rules.

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: “I wish to renew (or obtain) my Oregon Preceptor License.” Outside the Pharmacist renewal cycle, submit a Preceptor license application which can be found on the Oregon Board of Pharmacy’s website. You can email a pdf to pharmacy.board@state.or.us or fax the application to the Board at 971/673-0002.

17. Q. Why does the Pharmacist renewal include questions regarding Immunizing Pharmacists?  
A. The Board is collecting information on the Pharmacist renewal about Pharmacists who have obtained certificates from the Oregon Health Authority Immunization Program. Please check the box which indicates that you are a Immunizing Pharmacist per Oregon Administrative Rule 855-019-0270. 

If you have questions concerning the Immunizing Provider requirements or would like more information on training for Immunization Providers, please contact the Oregon Health Authority.
18. Q. Why does the Pharmacist renewal include questions regarding Cultural Competence Continuing Education?
   A. During the 2013 legislative session, House Bill (HB) 2611 passed into law. This law creates requirements for OHA through their Office of Equity and Inclusion (OEI) to provide resources and support for improving the cultural competence of regulated health care professionals in Oregon and to report to the Oregon Legislative Assembly about the level of participation in CE among these professionals. Stat. Auth.: ORS 413.450, 2013 Oregon Law.

   The Oregon Office of Equity and Inclusion is requiring the Board to annually report the number of Pharmacists who have completed Cultural Competence CE. The report must include the number of those that completed Cultural Competence CE from the OHA approved list available here: http://www.oregon.gov/oha/oei/CCCEACMeetingDocs/Copy%20of%20CCCE%20Registry_102016.pdf

   For more information please see the Office of Equity and Inclusion’s website: http://www.oregon.gov/oha/oei/Pages/ccc-ed-hb2611.aspx

   You can read the Board of Pharmacy’s statement regarding Cultural Competency Continuing Education, dated August 2014: http://www.oregon.gov/pharmacy/Imports/Memos/CulturalCompetencyContinuingEducation.pdf.

19. Q. How do I obtain copies of my Pharmacist License?
   A. Select the number of copies (up to 20) you are requesting when completing your online renewal. The first two copies of your license are free if requested during the online renewal process. If you need more than two copies, there is a $5.00 fee per additional two 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.

20. 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. You may also submit an e-mail, fax or use the online electronic address / employment change form found on the Board’s website: http://www.oregon.gov/Pharmacy/Pages/Address_Change.aspx

21. 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 correct information.

22. Q. I work at several locations? How do I report more than one employer?
   A. When completing the online renewal, simply type in the correct information.

23. Q. When do I have to report a change of my employment or personal information?
   A. Oregon Administrative Rule 855-019-0205(7) states, “A pharmacist must notify the Board in writing, within 15 days, of any change in e-mail address, employment location or residence address.”

24. 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 e-mail or by using the on-line electronic address/employment change form: http://www.oregon.gov/Pharmacy/Pages/Address_Change.aspx
25. 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 that verifies 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. You must also provide a copy of your driver’s license or social security card showing your new name. You can find a name change form at the link below: http://www.oregon.gov/pharmacy/Imports/NameChangeRequestForm.pdf

26. 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 during the renewal cycle. Employers can access the Board of Pharmacy’s Online License Lookup and Verification system to verify that a license has been renewed. After the renewal cycle, if you would like to have a license verification, there is a $10.00 fee (check or money order only) for a paper license verification.

27. Q. Between my last Pharmacist renewal and this renewal cycle, I was in trouble with the law. What do I do?
   A. If you have been arrested or cited for violations of the law other than simple traffic infractions such as speeding or parking tickets, you must provide the following items:
      • A written explanation of the circumstances in detail;
      • Copies of all police reports. Contact the police agency(ies) involved for police reports;
      • Court documents. Contact the court for court documents; and
      • Other related documents

28. 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 a 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.

29. 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 $174.00 for their Pharmacist Renewal.

30. Q. How do I lapse or retire my Pharmacist license?
   A. If you do not wish to renew your license and have been a pharmacist for less than 20 years, please submit a statement to the Board requesting that we lapse your license. If you have been a pharmacist for 20 years or longer, please submit a statement to the Board requesting that we retire your license. Otherwise, simply do not renew your license. Your pharmacist license will automatically lapse or retire on July 1, 2017.
31. 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:

- By payment of the license fees and delinquency fees for all years during which the license was lapsed and for the current year; and
- By providing certification of completion of the continuing education requirements for all years in which the license was lapsed; and
- 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.

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 one year. Please email the Oregon Board of Pharmacy at pharmacy.board@state.or.us for a Pharmacist Renewal Application, fingerprint instructions and information as to the total fees and CE requirements.

32. 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 biennial license fee for the year in which they are seeking to reactivate their license. They will also need to complete the following:

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

The Oregon Board of Pharmacy requires a national fingerprint background check for those individuals who have had a retired license for more than one year. Please contact the Oregon Board of Pharmacy for a Pharmacist Renewal Application, fingerprint-based background check information, and information as to the total fees and continuing education requirements.

33. Q. How do I subscribe to 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 (NABP), with only the word “Subscribe” in the subject heading to: OregonBOPNewsletter@nabp.pharmacy.

34. Q. I am hesitant to provide my e-mail address to the Board. Will the Board share my e-mail address with other companies?
A. The Board will not sell or publish your official e-mail address listed for Board Use Only.

35. 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/Pages/index.aspx.