

**Oregon Board of Pharmacy
2014
Renewal Frequently Asked Questions
Wholesalers**

1. Q: Are we able to renew our Wholesaler registration online?

A: Yes. To complete your renewal online please go to the Board's website at: www.pharmacy.state.or.us and click on the link located at the top of the home page that states, "Click here to start your license renewal." You will need to:

- Select your registration type from the drop-down menu.
- Enter your registration number (numbers only). Leading zeros are NOT required.
- Enter the Renewal ID # found on your renewal notice and click "Log-in."

2. Q: We need to provide some additional documents to complete our online renewal. How should we submit them?

A: You may email PDFs to rene.sanders@state.or.us, fax to 971-673-0002, or mail them to our physical address:

Oregon Board of Pharmacy
800 NE Oregon St Ste 150
Portland, OR 97232

3. Q: How do we pay for the online renewals?

A: At the end of each renewal you will be prompted to choose your payment method. If you are paying online, you will be redirected to US Bank's secure payment site. **Visa, MasterCard, or electronic check are accepted.** Please be sure to correctly enter your e-mail address as you will receive a payment confirmation by email from the US Bank processing system. This will be your receipt for payment.

If you would like to mail in a paper check or money order, you **MUST** print the renewal confirmation page, sign and date it, and mail it with the correct fees to the address on the form.

If you would like to renew more than one registration you will need to complete this process for each registration. However, if you are paying by check, you may submit one check for the grand total along with the confirmation page for each renewal.

4. Q: Our online renewal has been completed; can you submit the payment for me?

A: No. For security reasons, DO NOT submit your credit card number via mail, fax, e-mail or phone to the Oregon Board of Pharmacy. Either submit the payment by check, or try your online payment again later.

5. Q: Are we still able to mail our renewal forms and payment to the Board Office?

A: Yes. Renewal forms were mailed the week of July 8th. If you have not received your renewal forms, please request them in writing via email or fax. Provide your registration number(s) and the appropriate return email or fax information.

6. **Q:** I do not have the original Supplemental Information Form where can I obtain an additional copy?
- A:** You may obtain an additional Supplemental Information Form by going to the Board's website. Click on the link "Need to renew your license? Click here". Then scroll down to your appropriate license type.
7. **Does the Supplemental Information Form have to be submitted on the green paper that was mentioned in the Renewal Notice?**
- A:** No. Plain white printer paper is sufficient.
8. **Q. Why are the attestations required for renewal?**
- A:** The attestations serve as a reminder of the Oregon Administrative Rules for your registration type. Links to the full text of the Board's Administrative Rules can be found on our website: www.pharmacy.state.or.us under the "Laws and Rules" tab. Division 65 specifically pertains to Wholesalers, and can be found here: http://arcweb.sos.state.or.us/pages/rules/oars_800/oar_855/855_065.html; Oregon State Pharmacy Statute Chapter 475: Controlled Substances; Illegal Drug Cleanup; Paraphenalia; Precursors <http://landru.leg.state.or.us/ors/475.html>; Oregon State Pharmacy Statute Chapter 689: Pharmacists, Outlets; Sale <http://landru.leg.state.or.us/ors/689.html>
9. **Q: Must we check every box for the attestations?**
- A:** Yes. It is the registrant's responsibility to ensure that all drug and prescription medical device transactions are with entities that are legally authorized to engage in those transactions.
10. **Q: What happens if our renewal is received after the postmark deadline?**
- A:** Any renewal submitted online or postmarked after 11:59 pm on August 31, 2014 **MUST** include the assessed \$100.00 delinquent fee.
11. **Q: How will I know that our registration has been renewed?**
- A:** To verify that your registration has been renewed, please go to the Oregon Board of Pharmacy's "Online License Lookup & Verifications" system available on the Board's website and search for your outlet by registration number. The letters and dash that appear before the numbers are considered part of the registration number. If your expiration date appears as September 30, 2015, your registration has been renewed and you should receive it shortly. Please allow 10-14 business days for the processing of your renewal.
12. **Q. What is the Oregon Wholesaler Self-Inspection Form?**
- A.** Oregon law requires each Wholesale Facility to conduct an annual self-inspection of their establishment and document the inspection by completing a self-inspection report by September 1st annually. The Self-Inspection Form must be retained for three years and be readily available for inspection or upon request by the Board at all times. You may obtain this form at: <http://www.oregon.gov/pharmacy/Pages/InspectionForms.aspx>

13. Q. Can an individual be a Designated Representative of more than one facility?

A. Per OAR 855-065-0009(1) the Designated Representative must “be employed in a full-time managerial position by the wholesale distributor and may not be listed as the Designated Representative for more than one registrant without the specific written authority of the Board.” To submit an exception request under this rule please provide the Board with the following:

- A detailed description summarizing how the Designated Representative will manage more than one facility.
- The hours that the individual will be physically present at each location.
- The addresses of each location, as well as the primary location of the designated representative. (If the individual is responsible for other facilities not registered with the Oregon Board of Pharmacy, please also include them).
- If your exception request is approved by the Board, you will receive a letter that confirms this. Please note that most exceptions that are approved are time limited for a period of five years. If you have made any changes they must be submitted to the Board for consideration.

14. Q. Will you accept my resident state Board of Pharmacy’s inspection process in lieu of VAWD or an additional accreditation program?

A. Provided below is a link that lists the out-of-state inspection reports that have been approved by the Board. If you have been inspected within the last three years and your resident state’s inspection practices have been approved by the Board, VAWD or an additional accreditation program is not required. Please note that this only applies to out-of-state facilities.

<http://www.oregon.gov/pharmacy/Imports/Memos/State.Inspections.pdf>

15. Q. What accreditation programs will be accepted by the Oregon Board of Pharmacy?

A. VAWD is currently the only approved accreditation program that the Board is accepting. The Board may recognize other accredited programs and inspection services, however, documentation must be submitted for Board approval and consideration.

16. Q. How do I obtain a surety bond?

A. For information on what is required to obtain a surety bond or irrevocable letter of credit, please contact your insurance carrier or financial institution.

17. Q. What is the Oregon requirement for a surety bond?

A. A Class 1 Wholesaler must provide evidence that it has obtained a bond or equivalent means of security for at least \$100,000 that provides direct access to the Board to secure payment of any administrative penalties that are not paid within 30 days of becoming final. See OAR 855-065-0006(8).

18. Q. In what form must the “evidence” of a surety bond or irrevocable letter of credit be?

A. Typically the Board would expect to see an original letter from an insurance company or other financial institution.

New questions and answers will be added to the end of this document as needed.