

PHARMACY RENEWAL NOTICE

March 2021

To Whom It May Concern:

Please be advised that all DC pharmacy licenses issued by the District of Columbia Department of Health (DC Health) will expire on **May 31, 2021**. The renewal portal will open at the end of March 2021. We encourage pharmacies to complete and submit the renewal application and fee at least 30 (thirty) days prior to the expiration of the license. Resident Pharmacy licenses and Controlled Substance Registrations must be renewed before the May 31, 2021 deadline.

The 2021 renewal will take place online **only**. No paper applications will be accepted. A link to the renewal portal is available at <https://dchealth.dc.gov/node/1019322>.

Fees

The Resident Pharmacy license renewal fee is \$900.

The Controlled Substance Registration renewal fee is \$130.

The online renewal portal includes a payment page, which will allow pharmacies to pay for the renewal by card. Fees are non-refundable.

Prescription Drug Monitoring Program

According to [DCMR Title 17 Chapter 103 section 10301 and 10302](#), pharmacies are required to submit:

- Daily controlled substance II-IV prescription dispensations, as well as cyclobenzaprine, butalbital, and gabapentin dispensations, or a daily zero report to the PDMP's Appriss Clearinghouse or
- A [Dispenser Waiver Form](#) (available at <https://dchealth.dc.gov/page/pmp-awarxe>) to the DC PDMP at doh.pdmp@dc.gov

As a resident pharmacy, you are likely to already be submitting to the DC PDMP. If you are not, please review the [PMP AWARxE™ Data Submission Dispenser Guide](#) (available at <https://dchealth.dc.gov/page/pmp-awarxe>) for guidance on setting up an Appriss Clearinghouse account to start submitting before May 31, 2021. If you are exempt, please send in a new waiver by May 31, 2021 in accordance with the new cycle. If you have any other questions or concerns about submitting, please contact Appriss technical support directly at **855-932-4767** or doh.pdmp@dc.gov.

Contact Information

For assistance with the Pharmacy license renewal process please contact Ms. Latasha Gaskin at Latasha.Gaskin2@dc.gov, Ms. Sabrina Lewis at Sabrina.Lewis@dc.gov or Ms. Brittany Allen at Brittany.Allen2@dc.gov.

Thank you for your cooperation,

Shauna White, PharmD, RPh, MS

Executive Director – District of Columbia Board of Pharmacy
Program Manager – Pharmaceutical Control Division
Health Regulation and Licensing Administration