

**Pharmacist and Pharmacy Technician Renewal 2019**  
**Frequently Asked Questions**

1. It is time to renew my license. What are the options?

- a. **Renew** your license.
- b. **Renew then place license on Paid Inactive status.**

When your license is in *Inactive* status:

- i. The license will never expire.
  - ii. You are not required to complete Continuing Education during the time in which your license is in an *Inactive* status.
  - iii. You will be required to pay a renewal fee.
  - iv. You may place your license back on *Active* status by paying the \$34 fee.
- c. **Let license expire.** If you allow your license to expire then seek to reinstate your license, you will be required to submit all of the documentation that a new applicant must submit to receive an initial DC license.

If you choose to have an *Active* license, or if you decide to place your license in paid *Inactive* status, in either scenario, you must complete the renewal application online because you can place a license on *Inactive* status only if it is currently an *Active* license. Licensees will also need to pay the requisite fee at the end of the renewal process. If the licensee wishes to completely cancel their license with the District, he/she may allow the license to naturally expire. It is not required to contact the Board to cancel the license.

2. What is the link to renew my Pharmacist License or Pharmacy Technician Registration?

<https://dohlicenseinfo.secure.force.com/dchealthrenewals/>

3. I've tried to enter in my username and password that was used in previous years and it is not allowing me to access my online account. Should I try to click on "forgot my password"?

No, you must sign up on the new portal and create a new account.

4. The renewal system is asking me to submit an NABP E-profile Number. Where can I get an NABP E-profile Number?

In order to register for an NABP e-Profile Number, please visit <https://dashboard.nabp.pharmacy/>.

5. What is the associated fee of renewal for a pharmacist?

For a pharmacist, the fee for renewing your pharmacist license is \$310.00 and \$50.00 for the vaccination and immunization certification. Additionally, you must also complete a criminal background check name search which is an additional \$50.00.

6. What is the associated fee of renewal for a pharmacy technician?

For a pharmacy technician, the fee for renewing your technician registration is \$50.00. Additionally, you must also complete a criminal background check name search which is an additional \$50.00.

7. Can I renew my immunization and vaccination certification prior to renewing my primary license?

No. You must renew your pharmacist license before renewing your immunization and vaccination certification.

8. What is required to renew my immunization and vaccination certification?

You must maintain current CPR certification for health care providers and complete two (2) hours of continuing education relevant to the administration of immunizations and vaccinations.

9. Does the CPR certification for immunization and vaccination certification renewal have to be done through a live session or can it be completed through an online course?

The CPR certification course has to have a live/in person component.

10. Will I be required to enter my CPR expiration date when I renew my immunization and vaccination certification? Yes.

11. Where can I find continuing education courses to fulfill the requirements for my license renewal?

DC Health offers DCRx, which is a service that offers free online continuing education courses for all DC health care professionals. To access those modules, please visit <https://dchealth.dc.gov/dcrx> .

Other options for completing continuing education courses include:

- American Council for Pharmacy Education  
<https://plan.acpe-accredit.org/>
- American Society of Health-System Pharmacists, PharmTech CE  
<http://elearning.ashp.org/subscriptions/1000/PharmTechCE>
- Pharmacy Times Continuing Education  
<https://www.pharmacytimes.org/>
- National Pharmacy Technician Association  
<http://www.pharmacytechnician.org/ce/>

12. What are the specific continuing education credits needed for a pharmacist? For a pharmacy technician?

**For Pharmacists (40 hours)**

- i. At least two (2) hours in Human Immunodeficiency Virus (HIV)
- ii. At least two (2) hours in medication/dispensing errors
- iii. At least two (2) hours in cultural competency or specialized clinical training focusing on patients or clients who identify as lesbian, gay, bisexual, transgender, gender non-conforming, queer, or question their sexual orientation or gender identity and expression (“LGBTQ”)
- iv. A minimum of ten (10) contact hours of the required forty (40) continuing education credits shall be obtained by attendance at live continuing education programs

**For Pharmacy Technicians (20 hours)**

- i. At least two (2) contact hours of continuing education credit in pharmacy law
- ii. At least two (2) contact hours in medication safety
- iii. At least two (2) hours in cultural competency or specialized clinical training focusing on patients or clients who identify as lesbian, gay, bisexual, transgender, gender non-conforming, queer, or question their sexual orientation or gender identity and expression (“LGBTQ”)
- iv. Required 20 hours of continuing education credits

13. Are continuing education credits required for a first-time renewal?

No.

14. I am not able to upload my documents. What can I do?

This can be attributed to a number of factors, including use of a browser that has a firewall attached; and use of browsers other than Firefox, or Google Chrome. To eliminate these factors, avoid completing the renewal process on a computer at your worksite, and ensure that you are using Firefox or Google Chrome to complete the process. If the problem persists, please submit a case so that we may investigate the issue.

To submit a case, click on the [contact us](#) link located at the bottom of the home page of the renewal system.

15. I completed my renewal process, but I have not received any documentation via mail. What happened?

You will receive an electronic license at the email address associated with your online account.

Please check your spam filter if you have not received your emailed license or registration.