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## Dispensary Licensee Newsletter - September 2018

**Editor's Note:** This is the first monthly newsletter from the Board of Pharmacy regarding dispensary updates. Each month, the newsletter will highlight important topics and reminders from all aspects of provisional licensing.

This month we bring you reminders on licensing requirements, scanner purchases, and guidance on the advertising & marketing submission portal.

- Board of Pharmacy's MMCP Staff

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## LICENSING

### Dispensary Employee Licensing FAQ

As dispensaries are currently submitting applications for Associated Key Employees and Key Employees in the eLicense system, MMCP staff wanted to respond to a number of questions that have been asked by PDLs, and provide further guidance/clarification to dispensaries by providing this [Dispensary Employee Licensing FAQ](#).

The intent is to ensure PDLs are able to register the employees under the correct license type, and provide the relevant supporting documentation needed for these licenses to be processed and approved within the timeframes that are given in Ohio Administrative Code Chapter 3796:6-2.

### Associated Key Employee Application Update

Board of Pharmacy licensing staff are reviewing Associated Key Employee applications for accuracy and completeness. More information will be provided at a later date.

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## TECHNOLOGY & SYSTEMS

### Scanner Reminder

Confirmation of an individual's active Registry Card will require the use of a scanner that interfaces with the Patient and Caregiver Registry. Consequently, [Rule 3796:6-3-08 of the Ohio Administrative Code](#) requires dispensaries to use scanners approved by the Board for dispensary operations.

The Board, through Appriss Health—the developer of the Patient & Caregiver Registry—is providing each provisional dispensary licensee with **one** scanner per dispensary location.

In order to receive your scanner at no cost, please email Abbi Renfro, at [arenfro@apprisshealth.com](mailto:arenfro@apprisshealth.com), with the following information:

Dispensary Name  
Contact Name  
Street Address 1  
Street Address 2  
City  
State, Zip  
# of Locations

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# COMPLIANCE

## What To Expect During An Inspection

In the coming weeks, the Board of Pharmacy will be releasing a document outlining what to expect during a compliance inspection. This document will provide a high-level overview of the inspection process for both the licensee and the compliance agent. As stated at the June meeting, our compliance agents are available for a pre-compliance site visit for inspection. Please email [mmcp@pharmacy.ohio.gov](mailto:mmcp@pharmacy.ohio.gov) to contact your compliance agent or contact your agent directly.

## Contact Information Reminder

Additionally, if you have updated contact information, including an identified Designated Representative, please remember to send the contact information to the Board of Pharmacy if you have not already. Compliance agents will be reaching out soon to introduce themselves and discuss next steps towards becoming operational.

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## DISPENSARY OPERATIONS

### Advertising / Marketing Materials

Please remember all advertising material is required to be submitted for approval prior to usage. The following, but not limited to are considered advertising materials: logos, direct mail, webpage, paid search advertising, print advertising, or print media, signage, social media.

If you haven't yet requested a user account for the [Advertising Marketing Materials Submission Web Portal](#), please send an email with the following information [mmcp@pharmacy.ohio.gov](mailto:mmcp@pharmacy.ohio.gov):

- First Name, Last Name
- Title
- Phone
- Email
- Related License(s)

The username will be the email address provided when requesting the new User Account. A temporary password will be sent to this email address once the new account has been created. Users will be prompted to reset their passwords once they have initially accessed the account. Before submitting advertising / marketing materials for review, please refer to [Rule 3796:6-3-24 of the Ohio Administrative Code](#).

Please review the [Advertising / Marketing Materials Submission Guidance Document](#) for step-by-step assistance for the submission process.

### Training and Continuing Education

We are pleased to inform you the submission process for Training and Continuing Education materials is live! Materials for approval are to be emailed to [MMCPTraining@pharmacy.ohio.gov](mailto:MMCPTraining@pharmacy.ohio.gov). The following are required for approval:

- [Training & Continuing Education Submission Form](#)
- [Foundational Training Attachment](#) and/or [General Continuing Education Attachment](#)
- [Healthcare Training Attestation Form](#) (if training is healthcare related)
- Training material

The following are documents to assist submitting Training and Continuing Education materials for approval:

- [Training & Continuing Education Submission Guidance Document](#): This document provides step-by-step assistance for the submission process.
- [Training & Continuing Education Submission FAQs](#)

\*Please remember all training materials submitted for approval must be submitted 60 days prior to the date of presentation of the intended training.

In the next couple of weeks, a Foundational Training Resource Guide will be available. The purpose of this document will be to provide PDLs with training material resources. The guide is not an exhaustive list of materials that can be used by dispensaries to meet Foundational Training requirements. The links and information outlined in this guide are examples of resources that meet the Foundational Training requirements. Additionally, a webinar will be made available for use by PDLs to enable employees to satisfy some of the Foundational Training requirements.

