

PHARMACIST RENEWAL NOTICE 2019

Your current license is due to expire on December 31, 2018. You are required by Ph307.03 to submit your renewal no later than December 15th. Please go to <http://nhlicenses.nh.gov> to renew your license. You will need your last name, license number and your registration code **which was emailed** to complete this process. You can keep track of your renewal by going to <https://nhlicenses.nh.gov/verification> once you see the expiration date change here, you should receive your license in your email within a day or two. Do not call the office until 14 days **after** you submitted your renewal, if you have not received your emailed permit.

2019 RENEWAL INSTRUCTIONS FOR PHARMACIST WITHOUT IMMUNIZATION AUTHORIZATION

\$125.00 renewal fee

1. **FOLLOW THE INSTRUCTIONS IN THIS NOTICE.** DO NOT USE AN IPHONE OR IPAD
2. Select: Create an Account for a Person
3. Enter; Last name, License Number and Registration Code. (If you copy and paste the registration code, please be aware, it saves an extra space).
4. Once you select 'search' you will see your name and address *greyed out*. At the bottom of the page you will need to create a user name, password and a password question. (keep this information for your records).
5. Once this is created, you will see a message 'Registration Success'
6. Select Login Page on the left under the Menu
7. Here you will enter your New User ID and Password and select Log-In to get started. If your information does not appear, then the information you entered is not accurate, **start over from #1**.
8. Once logged into the renewal, on the LEFT under Menu; select *RENEW LICENSE*.
9. Select 'Continue' in the green bar and then READ and follow all the instructions on each page, selecting submit or continue once each page is completed.
10. **PAYMENTS:** Only **MasterCard OR Visa** is accepted. If you do not have one, a local store will have a pre-paid credit card (NOT gift card) that you can purchase and pay for your renewal. That is the only option as we have moved to only online renewals.
11. If you currently do not have the immunization authorization, but wish to have it. Please go to our website and print the immunization application and submit it along with all the documentation as requested by the application itself. The office will not issue this authorization until after your renewal has been completed and your license has been issued.
12. You will have the ability to upload the NABP CPE Monitor into our database during renewal.

2019 RENEWAL INSTRUCTIONS FOR A PHARMACIST WHO CURRENTLY HAS THE IMMUNIZATION AUTHORIZATION ON THEIR LICENSE: \$135.00 renewal fee

1. If you are a pharmacist who is currently authorized to immunize in New Hampshire, you will need to upload the following documents during the renewal process:
 - a. A copy of your current, 'Hands On' CPR from the American heart Association, or Red Cross.
 - b. A copy of your current professional liability insurance.
2. When you log in, you will see at the bottom two separate panels; one for Pharmacist and one for Immunization Endorsement, you will be required to complete each separately and pay each separately.