

## Important information and instructions regarding your renewal application.

Please read before you call. More information on reverse side.

### When must my renewal application be sent?

All renewal applications must be POSTMARKED by the United States Postal Service on or before October 31, 2013. Renewal applications postmarked after October 31, 2013 will be assessed a **late fee**. You are given 45 days to renew your license and it is your choice as to when you complete that duty. This deadline is to avoid late fees **ONLY** & do **NOT** expect to be considered active on November 1 if you mail it on the deadline. If you choose to wait until the last day then YOU will be accountable to your employer, NOT the pharmacy board.

**\*Any renewal application sent without being 100% complete will be returned and will not be considered received until it arrives at the board office with complete information, resulting in a delay of renewing your license.**

### How can I renew my license?

ON-LINE - **bop.nv.gov** (no www). If you renew on-line, payment is by **CREDIT CARD ONLY**. You must have your renewal application available to input your information. **First time users:** You must enter the characters exactly the way they appear on the form (all lower case/numeric). Careful of "l", "i" or "1" and "o" and "0". The pattern to your USER ID is 2 ltr's, 2#'s, 2 ltr's, 2#'s and your PASSWORD is 3 or 5 ltr's and 3#'s.

**If you renewed on-line in the past**, your user name is your e-mail address and your password will show \*\*\*\*\* for security purposes. **Only you know your password**. If you have forgotten it then simply click "**Forgot Password**" and a new one will be emailed to you (check your **SPAM** under a **DoNotReply** email). If you are using Netscape Navigator or other browser besides Internet Explorer you will need to go to Internet Explorer. Type the on-line address shown above into your browsers address line only; using a Google search will impair your access to our site. While the Board makes every effort to maintain the on-line convenience during the renewal period, our service provider may experience unforeseen technical difficulties from time to time. If you choose to wait until the last day and the Web site is not available, then you will be responsible for the consequences of your failure to renew in a timely manner. Why take the chance? Please do not wait until the last minute. Licenses renewed on-line will be mailed within 3-5 business days, barring any technical difficulties.

BY MAIL - Using the enclosed form, payment must be by **CASHIER'S CHECK or MONEY ORDER**. **NO PERSONAL OR BUSINESS CHECKS, NO CASH AND NO CREDIT CARDS ACCEPTED BY MAIL.** \*\*Payment is made out to: *Nevada State Board of Pharmacy*. If you elect to use the form, we suggest you submit your completed application and fee to the Board office *no later than October 11, 2013*. If it is important for you to know when your form is received at the Board office, we suggest you use a mailing service with tracking options. Licenses renewed with the form will be mailed within 2-3 weeks, depending on the volume of forms received.

IN PERSON - **RENO OFFICE ONLY**. If you renew in person, payment must be by Cashier's Check or Money Order. **NO PERSONAL OR BUSINESS CHECKS, NO CASH & NO CREDIT CARDS.**

\*If you have mailed the form and fee & DO NOT RENEW ON LINE & **No refunds** will be issued if you pay twice.

\*You may pay for multiple renewals with one cashier's check or money order. If paying for more than 10 renewals, please attach a list with names and license numbers.

### Common reasons renewal applications are returned!

- \*Renewal fee not enclosed.
- \*Renewal fee was something other than a **Cashier's Check or Money Order**.
- \*Renewal application postmarked after October 31, 2013 without enclosing the late fee.
- \*Marking "I Have" to **any** numbered question and **not** providing an explanation **and** supporting documentation.
- \*Incomplete renewal applications, i.e., signature and/or date missing, or any other section not completed.
- \*A copy of the renewal application was sent instead of the original. Signature must be original (no copies or stamps accepted.)

### NEVADA NOW OFFERS INACTIVE STATUS

- **Who qualifies?:** Pharmacists who are **NOT** practicing in Nevada!
- **Why change to inactive status?:** Continuing Education credits need **NOT** be completed for Nevada's renewal time period with inactive status.
- **Do I still owe the Renewal fee with inactive status?:** Fees must be paid to maintain the license.
- **Should I change to inactive status?:** If CE has been completed then having an Active license may be better as fees apply either way. There are additional steps that must be completed prior to re-activating the license from inactive status, prohibiting the immediate practice of pharmacy in Nevada. Check off the **Active box** in section 3 if CE has been completed and Active Status is preferred.
- **How do I change to inactive status?:** If qualified for inactive status and interested in maintaining your Nevada pharmacist license, then **mail** your **payment** along with your completed renewal form in the enclosed blue envelope. Be sure to check the box for inactive in section 3. If you want inactive status then **DO NOT** check both boxes just because you have completed the required number of CE within the applicable time frame. You will confuse the staff and cause your application to be returned, delaying processing of your renewal. Choose only one!
- **Can I practice as a pharmacist in Nevada with an inactive license?:** NO, you must bring your license to an active status prior to practicing in Nevada.
- **Will this affect other states licenses?:** You will need to check with the individual state you are interested in. We cannot know how inactive status might affect other states.
- **Can I renew on-line if I want to change to inactive status?:** NO, you will be required to mail your fee and form to the Reno office (see enclosed envelope).
- **How do I change back to active status from inactive?:** See NAC 639.219 (NRS 639.070)
- **Where can I see the applicable inactive laws?:** Below is a copy of the laws.

#### NAC 639.new

1. A registered pharmacist may apply to the Board to have his certificate of registration placed on inactive status.
2. A registered pharmacist who wishes to have his certificate of registration placed on inactive status must submit to the Board:
  - a. A completed application on a form provided by the Board; and
  - b. A statement certifying that he:
    - i. Is not engaged in the practice of pharmacy in this State; and
    - ii. Will not engage in the practice of pharmacy in this State during the period that his certificate of registration is placed on inactive status.
3. If the Board places the certificate of registration of a registered pharmacist on inactive status, the pharmacist:
  - a. May not engage in the practice of pharmacy in this State during the period that his certificate of registration is placed on inactive status;
  - b. Must renew his certificate of registration biennially;
  - c. Is not required to complete continuing education during the period that his certificate of registration is placed on inactive status, except as otherwise required to return the certificate of registration to active status pursuant to subparagraph (1) of paragraph (b) of subsection 2 of NAC 639.219; and
  - d. May apply to the Board pursuant to NAC 639.219 to have his certificate of registration returned to active status.