



BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS

STATE BOARD OF PHARMACY PHARMACIST AND AUTHORIZATION TO ADMINISTER INJECTABLES FOR A PHARMACIST RENEWAL GUIDE

Instructions to Renew:

Renewals are available approximately 60 days prior to the license expiration date. You will receive an e-mail notification when your renewal is available.

The Board/Commission does not provide or accept any paper renewals.

**PHARMACIST LICENSES AND THE AUTHORIZATIONS
TO ADMINISTER INJECTABLES FOR PHARMACISTS
EXPIRE ON SEPTEMBER 30, 2022**

PENNSYLVANIA LICENSING SYSTEM (PALS)

We've upgraded our online licensing system.

Go to www.pals.pa.gov to renew your license.

**LOGIN**

- You can login using your user ID and password from the previous renewal.
- Use the user ID and password recovery links if you forget your login information.
- You will be asked to verify and update account information during your first login.

**RENEW**

- From your PALS Dashboard, click the "Renew" box located at the top of your screen to be directed to the renewal application or click on the renewal pin located next to the license number under the "Professional License Details" banner.
- Please note that documentation for certain questions must be uploaded with the pharmacist renewal application prior to submission. No uploads are required for the authorization to administer injectables for pharmacists.

- Click “Continue” to review your application and “Add to Cart.” Proceed through the payment process to submit the renewal application to the Board.



- You will receive an email confirming that your license is renewed.
- Paper licenses will arrive in the mail in approximately 15 business days.
- The status of a license may be verified online at www.pals.pa.gov/verify.

HELPFUL INFORMATION

- ▲ Renewal fee for pharmacist license: \$190.00 (non-refundable)
Renewal fee for the authorization to administer injectables for a pharmacist: \$30.00 (non-refundable)
- ▲ If you do not remember your user ID or password, need to update your email address or forgot your registration code, use the links to the right of the login screen. You can also get answers to FAQs by clicking on the link for “Support” in the blue bar above the sign in area at www.pals.pa.gov.
- ▲ **Please note that a “Saved” renewal application is not completed. Click on “Continue” and then “Add to Cart” in order to pay the renewal fee. Please acknowledge the refund policy by placing a checkmark in the appropriate box. An application is only submitted after you complete the payment process.**

SPECIAL NOTES

- When answering “Yes” to a legal question on the pharmacist license renewal application, you must upload a letter of explanation that provides complete details along with copies of relevant legal documents regarding the actions. *No uploads are required for the authorization to administer injectables for a pharmacist renewal application.*
- All pharmacist licenses and authorizations to administer injectables for a pharmacist expire on September 30, 2022. You may monitor the status of the license/authorization at www.pals.pa.gov/verify. If you successfully renew online by September 30, 2022, the \$5.00 per month late fee and the \$25.00 late renewal penalty will not be charged. After September 30, 2022, you will need to submit a reactivation application and pay additional fees in order to renew the permit. Fees are not refundable.
- **Practicing on an expired license/authorization may result in disciplinary action and additional monetary penalties. *Gaps in valid licenses/authorizations may also cause insurance reimbursement difficulties.***
- Remember, your pharmacist license must be successfully renewed before your authorization to administer injectables for a pharmacist can be renewed. You will need to address any discrepancies with the pharmacist license renewal application before the authorization to administer injectables for a pharmacist renewal application can be processed.
- For information on the continuing education requirements for the 2022 renewal, please review the following links.

[Continuing Education Requirements for Pharmacist License Renewal \(PDF\)](#)

[Continuing Education Time Frame for the 2022 Renewal \(PDF\)](#)