

TO: Pharmaceutical Sales Representative Licensees

The option to renew your Oregon Pharmaceutical Sales Representative license for 2023 is available starting December 2nd, 2022. Renewals can be applied for at [NIPR.com](https://www.nipr.com). A step by step tutorial for the application process can be found [here](#).

Please read the following information before applying:

1. Approved of your renewal application is contingent on completing continuing education (CE) required by the license. A list of approved courses can be found [here](#), and further information can be found at the [license website](#). Course providers had up to 2 weeks to submit course information to the state. Course completion certificates can be emailed to DFR.PharmaSalesRep@dcbs.oregon.gov for faster approval.
 - If you applied for your 2022 license after July 15th, 2022 and have previously done 10 hours of pre-license education, you will need to complete 5 hours of CE in order to renew.
 - If you applied prior to July 15th, 2022 you will need to complete 15 hours CE in order to renew.

Your renewal application will not process until the CE hours are uploaded to NIPR. Course providers have up to 15 days to upload CE. The renewal application will error at step 14 in the tutorial if this is the case. You can also look up whether CE has been submitted to your license prior to starting your renewal by looking up your license information [here](#).

2. Your initial application required you to submit a business activities document, that stated your job description. If your job description has changed since you submitted this document, you are required to submit an updated business activities document. If nothing has changed, you do not need to submit a new document for your renewal.
3. The option to renew your license for 2023 will start on December 2nd, 2022 and be available for all of 2023. If you do not renew the license in 2023 you will need to reapply for the license afterwards rather than renew it.
4. As part of the renewal application, you will be able to update your phone and email if necessary. If you have changes to your address you will need to email those to DFR.PharmaSalesRep@dcbs.oregon.gov to get updated.

If your application is incomplete, your application will be held for 30 days and an email will be sent to your listed business email notifying you of the issue(s). Renewal applications that remain incomplete after 30 days will be denied, and

fees retained. A new application and fee will be needed after that to obtain this license.

If you have any questions please contact us at
DFR.PharmaSalesRep@dcbs.oregon.gov or 503-947-7981.