

## Oregon Pharmaceutical Representative license – initial application checklist:

### [License webpage](#)

#### Checklist:

1. The **license application** is submitted through [NIPR.com](#). The license fee is \$750 plus a processing fee. There is a step-by step guide to the initial application on the license webpage.
2. Included in the step-by-step guide are directions for uploading a **“business activities” document** to NIPR.com. This is steps 32 through 41 in the guide. This document is a short 2-3 sentence job description that the applicant creates and uploads . There is an example of what is asked for at step 32. Starting at step 32 does not require logging in or redoing the application. Starting directly at step 32 is a standalone process for uploaded the document.
3. **10 hours of pre-license education** is required for an initial application. This can be completed either prior to or after submitting the license application. If it is not completed at the time of the application, the application will pend for 30 days until this is completed. Directions for locating a list of available courses at [statebasedsystems.com](#) is found on the license webpage. Course providers set their own fees, which are separate from the license fee.

#### Notes:

1. Once an application is submitted, an applicant has 30 days to upload the business activities document and complete the 10 pre-license education hours. The application will pend until these are completed. One reminder email will be sent to the applicant’s emails if either of those parts remain unfinished. **The application will be denied if incomplete after 30 days, and the licensing fee will not be refunded.** If denied, an applicant would need to resubmit another application and fee payment to obtain the license.
2. The license is for a calendar year. Regardless of when the license is issued, it will expire on the following dec. 31<sup>st</sup>.
3. The disclosure log requirement for the license is a separate process from the license application. Information on maintaining and submitting disclosure logs is on the license webpage.

#### State Contacts:

General Inquiries

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