



## BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS

# STATE BOARD OF PHARMACY PA PHARMACY AND NONRESIDENT PHARMACY 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.*

**PA PHARMACY PERMITS AND NONRESIDENT PHARMACY  
REGISTRATIONS EXPIRE ON AUGUST 31, 2023**

## PENNSYLVANIA LICENSING SYSTEM (PALS)

**We've upgraded our online licensing system.**

**Go to [www.pals.pa.gov](http://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 application prior to submission.
- Click "Continue" to review your application and "Add to Cart." Proceed through the payment process to submit the renewal application to the Board.

### VERIFY

- 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](http://www.pals.pa.gov/verify).

## HELPFUL INFORMATION

- ▲ Renewal fee: \$125.00 (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](http://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, you must upload a letter of explanation that provides complete details along with copies of relevant legal documents regarding the actions.
- **Out of Business Status:** If the pharmacy has closed, or will be closing before August 31, 2023, do not renew the pharmacy license. Upon closure, please mail to the Board office your pharmacy license along with information on the date of closure and any other required information. No fee is due.
- **To Change the Location or Name of Your Pharmacy:** Changes to the pharmacy’s name or address **cannot** be made online or by using a renewal application. Applications for a change in location and a change in title are posted at [www.dos.pa.gov/pharm](http://www.dos.pa.gov/pharm). Other applications, such as those used for a change in ownership, a change in manager/pharmacist in charge, etc. are also posted there. Note: The Board is in the process of converting all applications to online applications; once that occurs, the applications will be available at [www.pals.pa.gov](http://www.pals.pa.gov).
- All pharmacy permits expire on August 31, 2023. You may monitor the status of the pharmacy license at [www.pals.pa.gov/verify](http://www.pals.pa.gov/verify). If you successfully renew online by August 31, 2023, the \$5.00 per month late fee and the \$25.00 late renewal penalty will not be charged. After August 31, 2023, 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 permit/registration may result in disciplinary action and additional monetary penalties. Gaps in valid permits/registrations may also cause insurance reimbursement difficulties.**