



Government of the District of Columbia
Department of Health



Health Regulation and Licensing Administration

October 22, 2015

PHARMACEUTICAL DETAILER RENEWAL

Dear Colleague,

Your pharmaceutical detailer license is due for renewal by February 28, 2016. For your convenience, beginning December 1, 2015, you may renew your license online at www.hpla.doh.dc.gov. Select the option "Online License Renewal" and follow the instructions. If you choose to use the paper-based renewal method, contact the Health Professional Licensing Administration to obtain a copy of the application at 1-877-672-2174.

The renewal fee is \$175.00.

Continuing Education Requirement

17 DCMR 8306 requires that an applicant for renewal of a license shall have completed a minimum of fifteen (15) contact hours of approved continuing education credit during the two (2) year period preceding the date the license expires. You must complete required continuing education during the period between March 1, 2014 -February 28, 2016. Do not send continuing education statements of credit unless requested specifically during the audit period. **NOTE: Indicating that you completed the required continuing education hours if you have not, subjects you to disciplinary action.**

Questions

In the event that you have any questions or need any further assistance, please contact the following:

To request a Paper Renewal Application, please call 1-877-672-2174 for an application
To place your license in PAID INACTIVE Status, please call 1-877-672-2174 for an application
To review regulations for Pharmaceutical Detailers, visit the [DC Board of Pharmacy website \(http://doh.dc.gov/bop\)](http://doh.dc.gov/bop)