



Certificate to Recommend Application Guide for Physicians

If you have an active, unrestricted doctor of medicine or doctor of osteopathic medicine license from the State Medical Board of Ohio, you are likely eligible to apply for a certificate to recommend medical marijuana.

This is not a separate license- this is classified as an “endorsement” that attaches to your existing physician license. Physicians with an approved certificate to recommend will have the letters CTR after their original license number.

Specific requirements for a certificate to recommend are outlined in Ohio Medical Board rules, posted to medicalmarijuana.ohio.gov.

To begin, log into eLicense.ohio.gov with the same email and password you use to renew your physician license. On your dashboard, locate your active MD or DO license.

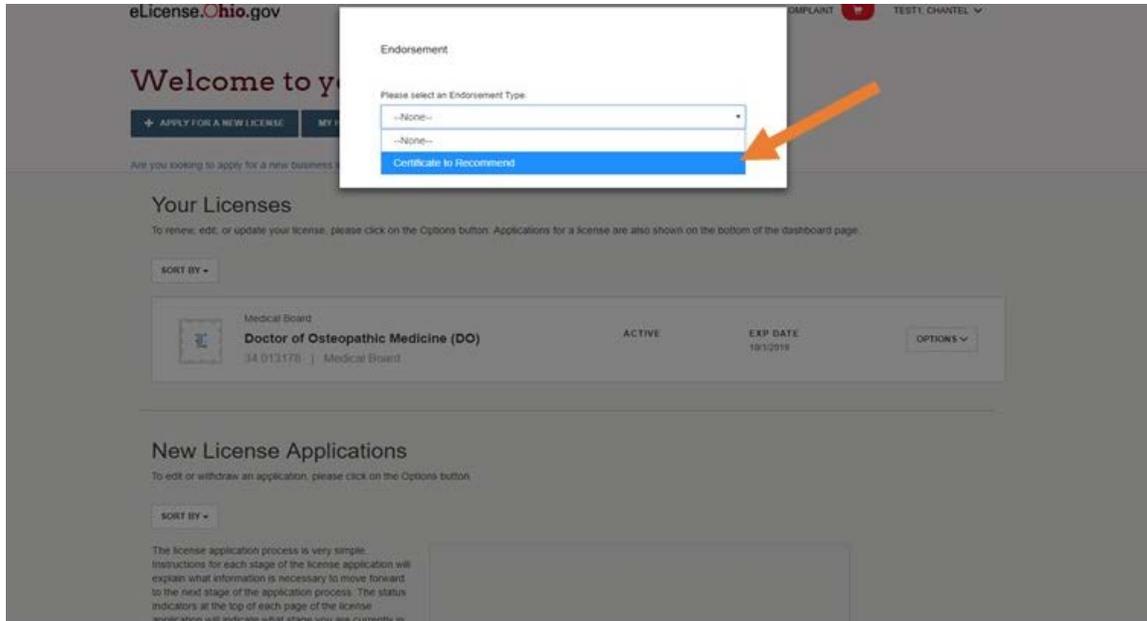
Click on the dropdown **OPTIONS** menu. Choose **Apply for an endorsement**.

The screenshot shows the eLicense.ohio.gov dashboard. At the top, there are navigation links: DASHBOARD, LICENSE LOOK-UP, FILE A COMPLAINT, and TESTS/CHANTEL. Below this is a welcome message: "Welcome to your eLicense Dashboard". There are two buttons: "APPLY FOR A NEW LICENSE" and "MY HISTORY". A sub-header reads "Your Licenses" with a note: "To renew, edit, or update your license, please click on the Options button. Applications for a license are also shown on the bottom of the dashboard page." Below this is a table with one row for a "Doctor of Medicine (MD)" license, which is "ACTIVE" and expires on "10/1/2019". An "OPTIONS" dropdown menu is open for this license, showing a list of actions: Renew, Reinstatement, Apply for an endorsement (highlighted with an orange arrow), Change Address, Change Name, Duplicate Wait Certificate, Send Verification, Submit Additional Documentation, Supervision Agreements, and Continuing Education Waiver. Below the table is a section for "New License Applications" with a "SORT BY" dropdown and a note: "The license application process is very simple. Instructions for each stage of the license application will explain what information is necessary to move forward to the next stage of the application process. The status indicators at the top of each page of the license."



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A pop up box will appear. Select **Certificate to Recommend** from the drop down options, then click **Okay**.



There is a brief overview of the application instructions, be sure to have needed documents ready to upload- including proof of the Ohio-approved 2-hour CME course on recommending medical marijuana.

Your personal information should already be populated from the last license renewal. Take this time to update any contact information that may have changed.

Click **SAVE AND CONTINUE**.



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Carefully read through the Questions section and answer all questions accurately.

Questions

Answer the following questions by selecting the Yes/No option for each question. Once completed, click Save and Continue.

Have you ever been denied a license to prescribe, dispense, administer, supply, or sell a controlled substance by the drug enforcement administration or appropriate issuing body of any state or jurisdiction, based, in whole or in part, on inappropriate prescribing, dispensing, administering, supplying or selling a controlled substance or other dangerous drug?

Yes No

Have you ever had a restriction of a license issued by the drug enforcement administration or a state licensing administration in any jurisdiction, under which you could prescribe, dispense, administer, supply or sell a controlled substance, that was restricted, based, in whole or in part, on inappropriate prescribing, dispensing, administering, supplying, or selling a controlled substance or other dangerous drug?

Yes No

Have you ever been subject to disciplinary action by any licensing entity that was based, in whole or in part, on inappropriate prescribing, dispensing, diverting, administering, supplying or selling a controlled substance or other dangerous drug?

Yes No

Have you completed at least two hours of continuing medical education in a course or courses certified by the Ohio State Medical Association or the Ohio Osteopathic Association that assist physicians in both of the following:

(A) Diagnosing qualifying medical conditions as defined in Section 3796.01 of the Revised Code.

(B) Treating qualifying medical conditions with medical marijuana, including the characteristics of medical marijuana and possible drug interactions?

Yes No

If you answer YES to any of the questions, please upload supporting documentation in the next section

You can electronically attest to your DEA and OARRS registration. For the continuing education click **ADD ATTACHMENT**. If you have multiple documents, you can select them all during upload by using Control and click. Click **SAVE AND CONTINUE**.

Attachments

If applicable, upload the Attachments for your license application by clicking the Add Attachment button(s). If uploading an attachment as a submission, it is necessary that the name of the file attachment is less than 80 characters in length for it to be received successfully. The character limit does include the file attachment extension, such as (.doc) and (.pdf). The (.exe) and (.html) file extensions are not supported for submissions. For documentation that needs to be submitted directly to the Board or by hardcopy, please acknowledge by clicking the Attest button(s). If no attachment or attestation items appear, please click the Save and Continue button.

DEA Registration

Please attach a copy of your current DEA registration.

testDoc1.docx

ADD ATTACHMENT

OARRS Registration

I attest that I hold registration in (OARRS) established and maintain pharmacy.

Attestation complete.

To upload more than one attachment, use Ctrl+click when selecting them from the source

SAVE & FINISH LATER SAVE AND CONTINUE DOWNLOAD



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eLicense will let you know if you have missed any of the required files. You can go back by clicking on the hyperlink for each item.

You can **SAVE AND CONTINUE** through each page of the application... or to return directly to the end, click on **REVIEW AND SUBMIT** along the gray progress bar at the top of the page.

Complete the final attestation and electronically sign your CTR application. Click **SUBMIT**.

When you return to your license dashboard you will see that your CTR application has been submitted.

The screenshot shows the eLicense Ohio dashboard. At the top, there's a navigation bar with "eLicense.Ohio.gov" and several menu items: "DASHBOARD", "LICENSE LOOK-UP", "FILE A COMPLAINT", and "TEST1, CHANTEL". Below the navigation bar is a "Welcome to your eLicense Dashboard" message with two buttons: "APPLY FOR A NEW LICENSE" and "MY HISTORY". A small note asks if the user is looking to apply for a new business license. The main section is titled "Your Licenses" and includes a "SORT BY" dropdown. There are two license entries. The first is for the "Medical Board" with the title "Doctor of Osteopathic Medicine (DO)", ID "34 013178", status "ACTIVE", and expiration date "10/1/2019". The second entry is for a "Certificate to Recommend" with ID "LE-00022440" and status "SUBMITTED". An orange callout box points to the "SUBMITTED" status of the CTR application.

eLicense.Ohio.gov

DASHBOARD LICENSE LOOK-UP FILE A COMPLAINT TEST1, CHANTEL

Welcome to your eLicense Dashboard

APPLY FOR A NEW LICENSE MY HISTORY

Are you looking to apply for a new business license? First, add your business by clicking here before applying

Your Licenses

To renew, edit, or update your license, please click on the Options button. Applications for a license are also shown on the bottom of the dashboard page.

SORT BY

Medical Board	Doctor of Osteopathic Medicine (DO)	ACTIVE	EXP DATE 10/1/2019	OPTIONS
My Endorsements		APPLY FOR A NEW ENDORSEMENT		
Certificate to Recommend	LE-00022440	SUBMITTED	EXP DATE	

You will see on the dashboard screen that your CTR application has been submitted. You will not receive a submission confirmation email, only an application approval email.