



**Employee Separation Notification Form**  
**Updated 8-4-2022**

Pursuant to [3796:6-2-09\(G\)](#) of the Ohio Administrative Code, upon termination or when a dispensary employee otherwise ceases to be employed with a dispensary, the employee identification card shall be immediately returned to the dispensary. The dispensary shall ensure the return of the employee identification card and notify the Board within 10 days of the employee's separation.

Instructions:

1. Complete all fields on this form.
2. Print and sign the form.
3. Scan the completed form and save to your computer in a PDF format compatible with the latest version of Adobe Reader.
4. Login into the Board of Pharmacy's website: <https://www.pharmacy.ohio.gov/upload> to upload the completed form. You will need your license number (MMD.07XXXXXX) and eLicense security code to access the Compliance Upload Portal page.
5. Once logged in, complete all fields on the web page.
6. Follow the instructions to upload and submit the completed Employee Separation Notification Form.

Section A – Licensee Information		
<b>A-1. Employee Name</b>		
<b>A-2. Employee License Number</b>		
<b>A-3. Dispensary License Number</b>	<b>A-4. Dispensary City</b>	<b>A-5. Dispensary County</b>
<b>A-6. Separation Date</b>		
<b>A-7. Detailed Reason for Separation</b>		
<b>A-8. Name of Designated Representative</b>	<b>A-9. Date Form Completed</b>	