

BOARD MEMBERS

David Bowyer, President
Jenna Misiti*, Vice President
James Rucker*, Secretary
Dennis Lewis
Brian Sayre
Rob Duncan

(*Public Member)

Office Address

1207 Quarrier Street, 4th Floor
Charleston, WV 25301

Phone: (304)558-0558

Fax: (304)558-0572



STAFF

Michael L. Goff
-Executive Director &
CSMP Administrator
Michael C. LeMasters
-Director of Licensure &
Compliance
John P. Smolder
-CFO/COO
Matthew D. Morris
-General Counsel
Krista D. Capehart
-Director of Professional
& Regulatory Affairs

Website: www.wvbop.com

April 27, 2026

Open renewal period will begin on May 1st and run through June 30th.

Per Rule §15-15-5, renewal forms must be RECEIVED in our office by June 15th in order to allow time to process by June 30th.

All renewal forms RECEIVED in our office after June 30th will be required to pay a late fee. Late renewal period will run from July 1st-August 31st.

If renewal form has not been RECEIVED by August 31st licensee must complete a reinstatement form to reactivate their license/registration.

Online Renewals:

- Beginning May 1st online renewals can be completed on our website at www.wvbop.com.
- Online renewals will be processed within 5 to 7 business days.
- Online renewals are payable by credit/debit payments only. These payments will be subject to a 2.25% processing fee.
- If a confirmation of renewal has not been received by the applicant after 14 days from submission of the renewal application, an applicant may contact the Board by phone for a status update.

Paper Renewals:

- If you wish to submit a paper renewal, you may CONTACT the Board to obtain a paper copy of the renewal form. Once completed you must mail your renewal to:
West Virginia Board of Pharmacy, 1207 Quarrier Street, Suite 400, Charleston, WV 25301.
- Paper renewals will be processed within 1 to 2 weeks after receipt at the Board office.
- Paper renewals are payable to West Virginia Board of Pharmacy by check or money order only.
- If a confirmation of renewal has not been received by the applicant after 14 days from submission of the renewal application, an applicant may contact the Board by phone for a status update.

Renewals will not be accepted before May 1st. Any renewal received prior to May 1st will be returned to applicant. The Board has 30 days to process any renewal received after June 15th.

Emails with the link to login and print your renewed permit will be sent out to the email address provided on your renewal within 5 to 7 business days of review/approval. Licensees can use the [online verification](#) page prior to receipt of the email as proof of status/expiration date.

If denied, an email or letter will be sent to the applicant detailing the reason for denial of the application. No incomplete renewal will be held. If a submitted renewal application is incomplete or missing required documentation, the renewal will be denied. If a renewal is denied, the renewal must be resubmitted with all required documentation and the necessary payment of associated fees.

License Renewal Links

Practitioners:

[Intern Renewal](#)

[Pharmacy Technician Renewal](#)

[Pharmacist Renewal](#)

[Immunization Renewal](#)

[Consultant Renewal](#)

Facilities:

[Manufacturer Renewal](#)

[Wholesale Distributor Renewal](#)

[Limited Pseudoephedrine Distributor Renewal](#)

[Third Party Logistics Provider Renewal](#)

[Facility Registration w/ Consultant Pharmacist No Controlled Substances App/Renewal](#)

[Drug Donation Repository Notification/Renewal](#)

Renewals will not be accepted before May 1st. Any renewal received prior to May 1st will be returned to applicant.
The Board has 30 days to process any renewal received after June 15th.