

About the Pharmaceutical Representatives License

A Regulated Business License is required for the following activity:

“Pharmaceutical Representative” (MCC 4-6-310) – is a person who markets or promotes pharmaceuticals to health care professionals while both are within the City of Chicago for more than fifteen calendar days per year. Exemptions include Medical Science Liaisons and Wholesale Distributors. There is also an exemption for pharmaceutical representative managers or supervisors who do not interact directly with health care professionals while in the City of Chicago.

- “Pharmaceutical” - means a medication that may legally be dispensed only with a valid prescription from a health care professional.

License and Professional Educational Requirements:

- License application fee is \$750.00 per individual, based on a one-year term. The license must be renewed annually.
- Completion of an online professional education course at time of license application (provided as part of the license application process) and completion of five hours of approved continuing education annually thereafter, for license renewals.

How do I apply?

STEP 1: LICENSE APPLICATION

Apply online at www.cityofchicago.org/bacp, and then click on [Apply for a License](#) to access the Chicago Business License Application System (CBLAS).

Application – Additional information required.

- In addition to the requirements set forth in Section 4-6-310, a pharmaceutical representative license application shall be accompanied by the following information:

- √ Applicant’s full name, residence address, residence telephone number and email address
- √ Full business name and address of applicant’s employer

STEP 2: PROFESSIONAL EDUCATIONAL REQUIREMENTS

- After beginning an online license application, pharmaceutical representatives will be directed from within CBLAS to an online educational course that must be completed as part of the licensing process. The course will provide an introduction to the pharmaceutical representative license and an overview of the ethical standards and disclosure requirements of the license.
- Upon successfully completing this course, a Certificate of Completion will be immediately issued.

STEP 3: COMPLETE LICENSE APPLICATION and SUBMIT PAYMENT

- After completing the online educational course, the pharmaceutical representative must log back into CBLAS to complete the 'in process' business license application. The pharmaceutical representative will be required to upload their Certificate of Completion, and submit payment.

STEP 4: LICENSE ISSUANCE and FUTURE RENEWAL

- The pharmaceutical representative license will be issued and mailed to the applicant's provided address once all requirements have been approved.
- All outstanding debt and license account holds must be resolved prior to actual license issuance.
- Approximately 45 days prior to the expiration of the license, the pharmaceutical representative will be notified via the email address used with the original license application of the online renewal process.
- In order to renew the license, pharmaceutical representatives must complete five hours of approved continuing professional education annually. At time of license renewal, the applicant will affirm that he or she has completed five hours of continuing education during the previous year. The continuing education must be provided by an institution approved by the Chicago Department of Public Health to provide such education. To identify approved institutions, go to www.cityofchicago.org/health.

RESOURCES:

- [Pharmaceutical Representative License Ordinance](#)
- [Press Release](#)
- [Rules](#)
- [Chicago Department of Public Health](#)
- [File a complaint](#)