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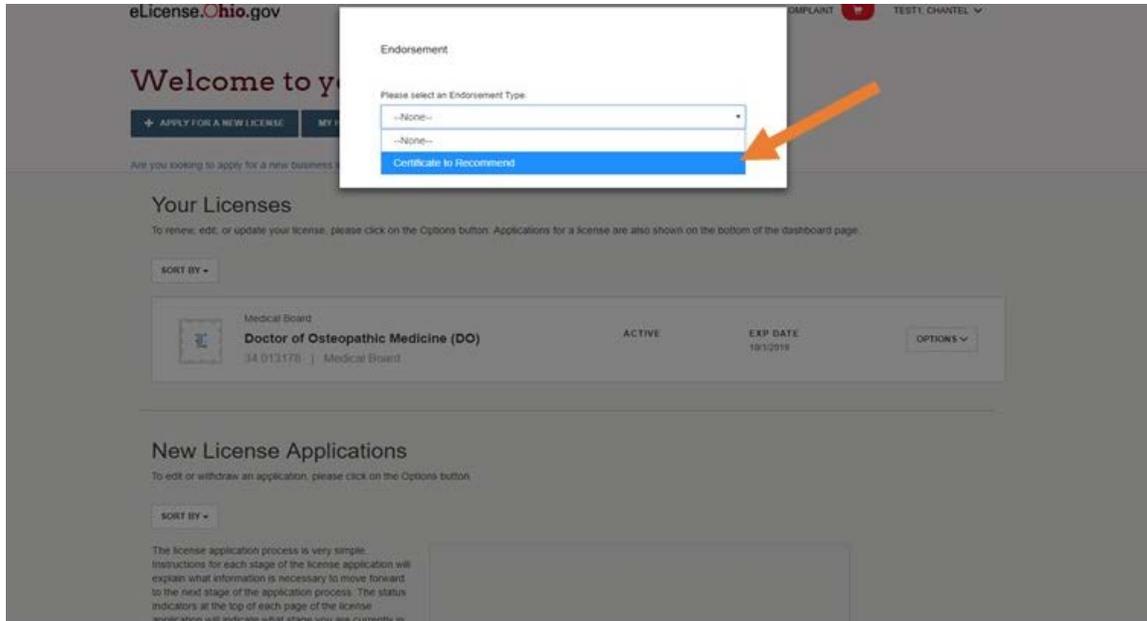
Click on the dropdown **OPTIONS** menu. Choose **Apply for an endorsement**.

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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.

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**.

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

eLicense will let you know if you have missed any of the required fileds. 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.

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.