

# Presbyterian College School of Pharmacy

*Steps to Applying for Initial Pharmacist Licensure*



PRESBYTERIAN COLLEGE  
SCHOOL *of* PHARMACY

# Steps for Applying for Initial Licensure:


- Download **and read** the NAPLEX/MPJE Registration Bulletin available at [https://nabp.pharmacy/wp-content/uploads/2019/03/NAPLEX MPJE Bulletin April 2020.pdf](https://nabp.pharmacy/wp-content/uploads/2019/03/NAPLEX_MPJE_Bulletin_April_2020.pdf)

## *Applying for the NAPLEX and MPJE – New, Two-Step Process*

### **Step 1: Apply for Eligibility to Take the Exam**

To apply for eligibility to take the exam, you must first log in to your NABP e-Profile, choose the jurisdiction(s) for which you are seeking eligibility, and submit a \$100 non-refundable fee for each jurisdiction selected. Once eligibility has been granted, you will receive an email prompting you to purchase the exam(s). You may also log in and check the status of your application at any time. (Note: for the NAPLEX, you select one primary jurisdiction; for the MPJE, you may select multiple jurisdictions.)

If you do not have an NABP e-Profile, you can create one by following the steps on page 4 of this *Bulletin*.

 **Note:** A Social Security number is required to create an e-Profile to apply for the NAPLEX or MPJE. If you do not have a Social Security number, contact NABP Customer Service Monday through Friday, 9 AM to 5 PM Central Time, at 847/391-4406, or by email at [help@nabp.pharmacy](mailto:help@nabp.pharmacy).

### **Step 2: Purchase the Exam**

Once eligibility has been granted for the jurisdiction, you may purchase the exam(s). You must log in to your NABP e-Profile to pay the applicable fees (NAPLEX – \$475; MPJE – \$150 per jurisdiction). Once you purchase the exam(s), you will receive your Authorization to Test (ATT), which will allow you to schedule your exam(s).

- You should have an e-profile already due to the PCOA, but select Presbyterian College School of Pharmacy from the school list if/when asked.
- The current fees associated with registration for these exams are as follows:
  - NAPLEX \$100 nonrefundable application fee & \$475 examination fee
  - MPJE \$100 nonrefundable application fee per jurisdiction & \$150 examination fee per jurisdiction

# Steps for Applying for Initial Licensure

- Students are responsible for completing the application for licensure for each state (and/or the District of Columbia) in which they wish to become licensed.
- The South Carolina application can be located at:  
[https://llr.sc.gov/bop/PFORMS/Phar\\_App\\_Exam\\_\(package\).pdf](https://llr.sc.gov/bop/PFORMS/Phar_App_Exam_(package).pdf)
- Students wishing to become licensed in another state, should visit that state's board to find information about applying for licensure there. Links to the Boards can be found at:  
<https://nabp.pharmacy/boards-of-pharmacy/>
- The current SC application fee is \$100

# Applying for Licensure:

## Notes About Applying for Licensure Outside of South Carolina

- If you are applying for licensure in another state, let Mrs. Cindy Bodie ([cmbodie@presby.edu](mailto:cmbodie@presby.edu)) know as soon as possible so that the appropriate forms can be completed.
- Be sure that you carefully read the application for the state to which you are applying, paying special attention to their requirements and due dates as each state has different requirements and processes.
- Make sure you have met the hours required for practical experience for your state. Each state has different requirements for this as well.
- **Affidavits (or other application requirements), which must be provided from the School (specific to the Board of Pharmacy of each state that the individual student has indicated intent to apply for licensure with), will be provided to the student just prior to graduation during the NAPLEX/MPJE Review which is held at the School**

# Tips for Completing Your State's Board of Pharmacy Application

## Tips for Completing Your State's Application:

### What is Your Name?

It is very important that, on all forms related to applying for your pharmacist license, you list your name EXACTLY as it appears on the government issued identification (ex: your driver's license) that you intend to present when you arrive for testing.

# Tips for Completing Your State's Application:

## Certification of Clinical Experience

- The Dean's Office will be completing:
  - Certification of Clinical Experience
- The above will be provided to you by the Dean at the time of your graduation (usually during the NAPLEX/MPJE Review held at the School).
- The student is responsible for completing all other parts of the application.

# Helpful Facts for Completing the South Carolina Application...



# In addition to your completed application, you will need to gather...

- Copy of your Driver's License, State Issued ID, Passport or Military ID
- Copy of your social security card
- Certified copy of your birth certificate
  - See next slide for information on ordering your birth certificate if you were born in SC
- Certification of Clinical Experience
  - Supplied at graduation by School of Pharmacy
- Photographs and Character Voucher Form  
*and*
- Have undergraduate and School of Pharmacy transcripts sent directly to Board office @  
110 Centerview Drive Columbia SC, 29210

Order School of Pharmacy transcript at:

<http://www.presby.edu/academics/registrar/request-transcripts/>

# South Carolina Birth Certificates

- Obtain a certified copy of your birth certificate (this will not be returned to you).
- Birth certificates may be obtained, in South Carolina, from:  
<http://www.scdhec.gov/VitalRecords/BirthCertificates/>
  - DHEC State Vital Records Office  
2600 Bull Street, Columbia, SC 29201  
(803) 898-3630  
Hours: 8:30-4:00 weekdays
  - Processing:
    - Mail order takes 2-4 weeks
    - Walk-ins will take approximately 30-45 minutes
    - Fee: \$12
    - Phone (1-877-284-1008) or online ([https://www.vitalchek.com/order\\_main.aspx](https://www.vitalchek.com/order_main.aspx)) orders take 5-7 business days
    - Fee: \$17 + \$10.50 VitalChek fee
- If you are from another state, you will need to contact your respective home state to obtain a certified copy of your birth certificate.

# Education

(Page 2 of South Carolina Application)

- You will need to have transcripts sent to the Board from any undergraduate program you attended *as well as the School of Pharmacy*.
- Again, transcript requests can be made for Presbyterian College and the School of Pharmacy at:  
<http://www.presby.edu/academics/registrar/request-transcripts/>

# Intern Hours

(Page 2 of South Carolina Application)

- If you earned your 500 intern hours in South Carolina, check the “yes” box here
- If you earned hours in another state, you will need to **contact that state’s Board of Pharmacy** to have them send verification of those hours to the South Carolina Board of Pharmacy

# Previous Examination Record

## Previous Licensure as Pharmacist

(Page 2 of South Carolina Application)

- If none, state N/A
- Full disclosure: If you have ever taken the Board examination for pharmacist licensure in any state, you must disclose the place(s), date(s), and your result(s).

# Personal History

(Page 2 of South Carolina Application)

- Answer the questions asked by checking the “yes” or “no” blocks
- Be sure to sign this portion of the form.
- You must have the form notarized by a Notary Public.

# Affidavit

(Page 3 of South Carolina Application)

- Be sure to sign this portion of the form in front of a Notary Public.
- You must have the form notarized by a Notary Public.

# Lawful Presence

(SC Application)

- Be sure to complete the blanks with your name and address and check the appropriate box regarding your presence in the country
- Read and sign the attestation on this form
- Again, you should sign this attestation in front of a Notary Public
- You must have the form notarized by a Notary Public.



# Character Vouchers

(South Carolina Application)

- Attach a passport style phot to this form
- Character Vouchers A&B will need to be completed and signed by licensed pharmacists.

# Certification of Clinical Experience

- Will be completed by the School and signed by the Dean and provided to you upon graduation.
- If you are applying for licensure in another state, you will need to complete this form and send to:

South Carolina Board of Pharmacy  
PO Box 11927  
Columbia, SC 29211-1927

Or hand deliver to:

110 Centerview Drive, Suite 201  
Columbia, SC 29210

# Application Submission

- Submit your COMPLETE Application for Examination by:

Mail:

South Carolina Board of Pharmacy

PO Box 11927

Columbia, SC 29211-1927

Or hand deliver to:

110 Centerview Drive, Suite 201

Columbia, SC 29210

Or online: <https://llr.sc.gov/bop/pharmacists.aspx>

- Be sure to:
  - Pay the \$100 fee.
  - Enclose a copy of your birth certificate.
  - Enclose the Certification of Clinical Experience signed by the Dean.

---Your licensure application is valid for **ONE** year.---

# Application Submission

- Also, be sure to enclose an attachment stating you have completed the NAPLEX/MPJE registration with the National Association of Boards of Pharmacy (NABP). See example below:

I, \_\_\_\_\_, have completed the registration for the NAPLEX/MPJE with the National Association of Boards of Pharmacy (NABP).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

After Your Application Has Been  
Approved By Your State's Board of  
Pharmacy...

# After Your Application Has Been Approved By Your State's Board of Pharmacy...

## **Step 2: Purchase the Exam**

### **Review Eligibility**

- Once you have been granted eligibility from the board of pharmacy you will receive an email stating that you may purchase your examination. Now, when you log in to your e-Profile and go to Exam Services, you will see Eligibility Granted in the Application Status column. In the Purchase column, select the items you wish to purchase.

### **Additional Options**

Once the application has been successfully completed, additional NAPLEX/MPJE application options are available through your e-Profile and are described below. If an option does not appear, you are most likely ineligible to perform that action.

### **Add Score Transfers**

Each score transfer request requires a \$75 administrative fee. NAPLEX score transfer requests may be made at the time of examination purchase, or up to 90 days after the examination date (the day of the exam is considered day one).

Once you have successfully  
passed the NAPLEX and MPJE...

# Initial Licensure Process

- Once you've passed both the NAPLEX and MPJE, you will receive a Pharmacist's Initial Licensure Application form.
- Complete and submit both forms as well as a \$98 initial licensure fee.



# Becoming Licensed in More Than One State...

NAPLEX Score Transfer Program

# Score Transfer

- Please see: <https://nabp.pharmacy/programs/naplex/score-transfers/>
- When you register for the NAPLEX you select the primary state or jurisdiction where you are seeking licensure
- If you take advantage of the NAPLEX Score Transfer program, you may have your NAPLEX score transmitted to an additional state(s).
  - Requests may be submitted up to 90 days after sitting for the NAPLEX.
  - You can select additional jurisdictions during the exam registration process or submit score transfer requests separately after you sit for the scheduled exam.
- Cost: \$75 per transfer
- Must take MPJE (if required) and meet all other licensure requirements for each state in which you wish to become licensed. See each state's BOP for details (<https://nabp.pharmacy/boards-of-pharmacy/>).