



# Applying for Licensure as a Pharmacist

INSTRUCTIONS FOR INITIAL LICENSE, FOREIGN GRADUATES, AND SCORE TRANSFER/RECIPROCAL APPLICANTS



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# DEFINITION AND RULES

## ■ **RULE 1140-01-.03**

- (1) An applicant for a license to engage in the practice of pharmacy shall submit the following to the Board office at time of application:
  - (a) A completed application on a form approved by the Board;
  - (b) Application and registration fees established in rule 1140-01-.10; and
  - (c) The result of a criminal background check, which the applicant shall pay for and cause to be submitted to the Board's administrative office directly from the vendor identified in the Board's licensure application materials.
  - (d) Any application submitted which lacks required information or reflects a failure to meet any of the requirements for licensure will be returned to the applicant with written notification of the information that is lacking or the reason(s) the application does not meet the requirements for licensure and will be held in "pending" status until satisfactorily completed within a reasonable period of time, not to exceed sixty (60) days from date of written notification.
  
- (6) An applicant initially licensed in another state and who wishes to obtain a Tennessee license may, in the discretion of the board, transfer to Tennessee the applicant's score on NAPLEX taken in another state. Provided, however, if the applicant has been licensed for twelve (12) or more months in another state, then the applicant shall apply for a license in Tennessee by reciprocity. No license shall be issued to a score transfer applicant from a state which denies score transfer privileges to a pharmacist currently licensed and in good standing in Tennessee.

# APPLICATION FEES

	Application Fee	Licensing Fee	Regulatory Fee	Total
Initial License/ Foreign Graduate	\$50.00	\$165.00	\$10.00	\$225.00
Score Transfer/ Reciprocal License	\$300.00	\$165.00	\$10.00	\$475.00

Criminal Background Check  
\$42.00

\*To be paid online or at vendor location

# CRIMINAL BACKGROUND CHECK

All applicants are responsible for scheduling and/or making arrangements for completing a criminal background check.

- Applicants located in-state may schedule online at [www.IdentoGo.com](http://www.IdentoGo.com).
- Applicants located out-of-state, must first submit an application to the board's office and a fingerprint card will be mailed to you.

**OCA CODE = 9901**

# DECLARATION OF CITIZENSHIP

All applicants must complete the Declaration of Citizenship form and have it notarized. A valid form of ID must accompany the declaration of citizenship form.

## Examples of a valid ID:

- Current driver's license
  - Birth certificate

To ensure identification of applicants, faxed copies of driver licenses or photo ID's will not be accepted.

## SENDING APPLICATIONS

Please send all fees, applications and supporting documents to:

**Office of Health Related Boards  
Tennessee Board of Pharmacy  
665 Mainstream Drive  
Nashville, TN 37243**

*(Courier services use 37228)*

**Note:** Sending applications and/or documents by special courier services will not appreciably reduce the time it takes to process an application. **It takes approximately eight (8) weeks for a license to be issued.**

# LICENSURE PROCESS

## Arrival of Application and Forms

- Please allow ten (10) business days for information to be received.
- Once an application has been entered in our records, please allow up to 48 hours for an application status to update online.
- Results of a criminal background check may take up to three (3) weeks to be received by the board's office.

## Review of Application and Forms

- Applications will undergo a preliminary review by a member of the administrative staff.
- Notification of application deficiencies will be provided via regular mail.
- Indications noted on the application and/or revealed from the criminal background check may undergo an additional review by the Board.

## License Issuance

- Upon receipt of all required documents, all applications will undergo a final review.
- Upon approval, a license will be issued and mailed to the address provided.
- Please allow 7-14 business days for receipt of the license certificate.

## LICENSE STATUS

**Please limit phone calls and/or emails to the board office regarding the status of an application.**

**You may verify license statuses here:**

**<http://health.state.tn.us/licensure/default.aspx>**

## USEFUL LINKS

- [Application for Pharmacist Examination](#)
- [Instructions for Applying to the NAPLEX/MPJE Examination](#)
- [Instructions for Obtaining a Reciprocal License](#)
- [Declaration of Citizenship form](#)
- [Instructions for Criminal Background Check](#)
- [Internship Affidavit](#)
- [Pharmacy Interns Information](#)
- [Mandatory Practitioner Profile Questionnaire](#)
- [Board of Pharmacy Rules](#)
- [License Status Verification](#)
- [IdentoGo \(Online Fingerprinting Scheduling\)](#)
- [Controlled Substance Monitoring Database \(CSMD\)](#)
- [National Association of Boards of Pharmacy \(NABP\)](#)

# CONTACTING THE BOARD OF PHARMACY

Have questions or need assistance?

Contact the Board of Pharmacy

Phone: (615) 741-2718

Fax: (615) 741-2722

