

Tennessee State Board of Pharmacy

Phone: 800-741-2718

665 Mainstream Drive, 2nd Floor

Fax: 615-741-2722

Nashville, TN 37243

Dear Initial Graduate/Score Transfer Graduate:

These are the FAQ's and steps you will need to complete the application process required to sit for your pharmacist exams and become licensed as a Tennessee Pharmacist. **Please read this document carefully!** Omissions in your application could delay your eligibility process. Please sign, date and have notarized every document that requires a signature, date or notary.

The following documents are required for licensing! (No exceptions!)

- A complete pharmacist application including a passport size photograph. ***Applications may now be submitted online. All application fees' are non-refundable.***
- College certification form including signature of school official and school seal.
- All applicants for licensure are required to submit fingerprints for licensure. In state residents will set up an appointment to have their fingerprints electronically scanned. Out of state residents will receive a finger print packet upon receipt of their application. All applicants will need to log onto www.identogo.com register for the Criminal Background Check. The required "OCA" number for pharmacist is 9901.
- Declaration of Citizenship form.
- Proof of legal US residency (A copy of either of the following):
 - US birth certificate
 - US passport - **valid**
 - US driver's license - **valid**
 - US Naturalization certificate of US citizenship
 - Permanent Resident Card (green card)
 - Alien Registration Receipt Card (I-94)
- Certification of **1700** internship hours. Those graduating from a TN school will not need to submit proof your school will submit the hours prior to graduation. Those applicants outside of TN will need to request the hours from your state board of pharmacy. Schools of Pharmacy **cannot** certify intern hours. This information **must** come from your state board of pharmacy. See rule 1140-01-.04 (1) (a) under Pharmacy Internship.
- The Mandatory Practitioner Profile Questionnaire form may be completed online or you may mail in a paper copy.
- **Score Transfer** candidates **must** have their NAPLEX score transferred to TN **within 90 days of sitting for the NAPLEX examination**. Failure to transfer the score in a timely manner will result in the license not being issued.
- **Residency Program:** Applicants that wish to license in TN for a residency program must meet all TN license requirements. This includes 1700 internship hours, the criminal background check and a score of at least 75 on the MPJE and NAPLEX.

It will take, on average, 8-12 weeks for you to be licensed as a pharmacist. This time frame takes into account the processing time of paperwork and available slots for testing. There is no “expediting” or way to speed up the process for any reason. Once all documents and test scores are received it take on average five (5) business days for the license number to be issued.

Registering for your exams with the National Association of Boards of Pharmacy

****Effective April 2, 2018, NABP launched a new system. The registration process for the North American Pharmacist Licensure Examination (NAPLEX) and the Multistate Pharmacy Jurisprudence Examination (MPJE) has changed to a two-step process- (1) apply for the examination and (2) register for the examination.**

- A. Registering early does **NOT** guarantee you an early test date! Test slots are determined by the graduation date from your pharmacy school.
- B. You must register for you NAPLEX and MPJE exams at **www.nabp.pharmacy**
- C. Be sure to **READ CAREFULLY** all information posted on the site pertaining to exams. Your exams must be **PREPAID** and your name must appear on the roster the same as on your identification card or you will not be permitted to test at the testing site. You may take your exams in any order.
- D. Your ATT testing authorization number will be sent to you **from Pearson VUE via the e-mail address YOU entered when you registered for your exams.** Be sure to check both your in box and your spam folder for emails from NABP. If you delete or can't open your NABP email, contact **NABP Customer Service at 847-391-4406.**
- E. A score transfer allows you to proceed with licensure in other states once you have passed the NAPLEX exam. You should select score transfer at the time you register for your NAPLEX exam if you will be licensing in multiple states. You can also elect to score transfer up to 90 days after you have passed the exam. See the NAPLEX registration bulletin for additional information.

Checking your scores:

- F. You may check your score from the NABP website: **www.nabp.pharmacy**
Click on the link to the NABP website and follow the instructions for logging in to view and print out your score. **Remember, if you cannot see your score neither can the Board.**
- G. NABP will release scores within 3-5 business days of the exam, provided that there are no testing issues with your exam. NABP does reserve the right to audit any exam at any time and hold your score until they have finished their audit. It does not mean that you did not pass the exam. Please note that if your score is held the Tennessee Board is not advised of the reason for the hold. Generally a held score will clear within 5-7 business days.
- H. If you do not pass an exam; there is a mandatory waiting period to re-test. For the NAPLEX exam, it is 45 days from the day of exam. Re-tests for the MPJE exam are 30 days from the date of the exam. Remember, you will need to re-register and pay the exam fees AGAIN! You may register at any time for your retest. Your ATT number will be released directly by NABP once your wait period has passed. It will be sent to your e-mail address again.

FAQ's

How do I obtain study material for the MPJE exam?

You can order a 2015 law book for \$20.00 by submitting the request in writing along with a check or money order made payable to the Tennessee Board of Pharmacy and mailed to 665 Mainstream Dr., Nashville, TN 37243 **OR** you can download The Rules of the Tennessee Board of Pharmacy by logging onto www.publications.tnsosfiles.com/rules/1140/1140.html

What if I have been arrested or charged with a crime in the past?

If you have been **charged** and/or **convicted (including a nolo contendere plea or guilty plea)** of a felony or misdemeanor (other than a minor traffic offense), you **MUST** declare it on the application **and provide us with a copy of your court documents!** Please contact the clerk of the court in which the charge occurred to obtain copies if you do not have them.

I've submitted everything and I still don't have my ATT number or I can't get a testing date for 3+ weeks. Why?

See the section on registering for exams with the NABP. Have you paid your fees and checked your email? Remember that 500+ other applicants are all trying to test. Remember that there are a limited number of slots open for testing. Practice patience! Be flexible with scheduling your exam time. **Calling the Board will not help!**

What are the application fees? I see two different prices?

Tennessee has 3 different categories for new graduates: Initial, Score Transfer and Foreign Graduate. \$235.00 fee for Initial (primary license) and Foreign Graduate.
\$485.00 fee for Score Transfer license

I've passed both of my exams, how do I get my license?

Once all required information is received and both exams have been passed, the executive director will review the file for approval. This process can take up to 7 business days. Upon the director's approval the license will be issued. It takes generally 10-14 business days to receive the hardcopy of the license.

I've been trying to reach the Pharmacist Licensing Administrator but her voice mail is full!

The Board generally receives about a 500+ applications during the 6-12 week graduation period. We process them in the order that they are received. Once the application have been reviewed, a deficiency letter will be sent to every applicant to let them know that the application has been received and to notify them of any deficiencies. **Please do not call or email to check on your status!** The call will not be returned. You may check the verification page to see it has been approved <https://apps.health.tn.gov/Licensure/default.aspx> .

VERIFICATIONS OF INTERN HOURS TO OTHER BOARD OF PHARMACY

I need to have my intern hours verified to another state's board of pharmacy. How do I do this?

Before requesting a verification of your intern hours, please contact the state board you are applying to for licensure. Many states have specific forms that they use for this purpose. If your licensure state requires that you use their form, complete the part of the form pertaining to you (name, address, etc.). Mail this information to the board.

There is not a charge for this service; however, the request must be in writing. Mail is preferred! Please include the following information in your request:

Your name:

Your address:

Your phone number:

TN College of Pharmacy Attended:

Please also include the name, address, phone number, contact person if applicable of the board where the verification is to be sent.

Because of the number of requests made at this time of year, please allow 12-14 business days for your request to be processed.

Email information for the Tennessee Board of Pharmacy

Main page/applications: <https://www.tn.gov/health/health-program-areas/health-professional-boards/pharmacy-board.html>

Applications: <https://www.tn.gov/health/health-program-areas/health-professional-boards/pharmacy-board/pharmacy-board/applications.html>

Rules of TN BOP: <https://publications.tnsosfiles.com/rules/1140/1140.htm>

License verification: <https://apps.health.tn.gov/Licensure/default.aspx>

Criminal Background instructions: <https://www.tn.gov/health/health-professionals/criminal-background-check/cbc-instructions.html>

Special Accommodations: For applicants that require special accommodations for testing, the Special Accommodations form must be submitted along with your application. The form may be downloaded from our website under “Disability Accommodation Form”. You will also need to attach a letter from your health provider to the application. Once the form is received a request will be on your behalf to the NABP.

REMEMBER TO REPORT YOUR NEW ADDRESS TO THE BOARD!

All address changes must be reported to the board in writing. You may send this information by mail, fax or email. You may also update this information online by accessing the “applications” link listed in this packet. You cannot call the board to report it. Also keep in mind that the postal service will not forward state mail, they will return it to our office.