TO: Graduating Class of 2021

FROM: Cheryl Sorensen, School of Pharmacy

DATE: February 13, 2021

RE: Pennsylvania State Board of Pharmacy and Out of State Board Application Process

**Please** take time to read everything in this memo and contact me or Professor Skledar if you have any questions.

The Pennsylvania State Board (PA SBOP) application process is underway. As of December 13, 2017, the following Pennsylvania State Board of Pharmacy (Board) applications are online only applications: Pharmacist License by Exam, Score Transfer and Reciprocity, and the Authorization to Administer Injectables.  The paper applications were removed from the Board’s web site and will no longer be accepted.  Students must individually apply for a license at [www.pals.pa.gov](https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.pals.pa.gov&data=01%7C01%7Cpkroboth%40pitt.edu%7C09c1c17dd911466d303b08d5423a66b3%7C9ef9f489e0a04eeb87cc3a526112fd0d%7C1&sdata=hjrk0Utzodgpkjv%2FtXEeCtaQImIpWheapP%2Fw3gITAcc%3D&reserved=0).

**Attached is information regarding the online PA SBOP application process and an application checklist designed by Student Services, Experiential Learning and volunteers from your class that will assist you throughout the State Board application processes. Please be sure to follow the checklist instructions on the attachment regarding the order in which you should complete your requirements to expedite the application process.**

The Certification of Pharmacy Education Form needs to be emailed to me at crs149@pitt.edu by **March 29, 2021**. The School of Pharmacy will forward the signed and certified forms to the State Board of PA on **April 1, 2021, which is 30 days prior to graduation**. If you miss this deadline, your form will be mailed in the next packet, which will be later in April.

If you intend to seek the authorization to administer injectable medications, you need your APhA certificates. If you cannot find your APhA certificates, you should be able to access the certificates still if you log in to the APhA website ([http://www.pharmacist.com/](https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.pharmacist.com%2F&data=01%7C01%7CCRS149%40pitt.edu%7C0105f3d352284dccdd6108d594cceacc%7C9ef9f489e0a04eeb87cc3a526112fd0d%7C1&sdata=rhCEyaq4ATh0yuD8x5fQE9xqkDdAo3BQ5o%2BshJdiycw%3D&reserved=0)), hover over “Continuing Education” (one of the top bars) and click on “My Training”.  You can access the course information there and download the certificates.  If you cannot access the materials again and you need a copy, you will need to put in a reprint request, which can be found under “Continuing Education” (one of the top bars) and then under the “Education FAQs”. If you did not complete the APhA training provided by the School of Pharmacy, make arrangements to have your education/training provider to complete the form and submit it directly to the PA SBOP.

\*\*\*If you are **NOT** seeking PA Pharmacist licensure and/or the authorization to administer injectable medications, biologicals and immunizations, you must email Cheryl at crs149@pitt.edu ASAP informing her that you are **NOT** seeking one or both licenses.\*\*\*

**PLEASE REMEMBER: PA STATE BOARD OF PHARMACY**

It is **EXTREMELY IMPORTANT** that all **PA STATE BOARD** forms requiring information from the School be received no later than **March 29, 2021. Any late responses will delay in the processing of your PA State Board Application.**

**Out of State Licensure Application Process:**

It will be your responsibility to forward your **out of state** **applications** to the school for completion. The application/education verification must be emailed to me at crs149@pitt.edu or mailed to the address below by **April 12, 2021.** The applications will be forwarded to the appropriate state board via UPS in overnight express mail on **May 3, 2021.**

**University of Pittsburgh**

**School of Pharmacy**

**3501 Terrace Street**

**229 Salk Hall**

**Pittsburgh, PA 15261**

**Attention: Cheryl Sorensen**

**NAPLEX and/or MPJE Application Process:**

**A new online application process** was implemented on April 1, 2018 by the National Association of Boards of Pharmacy (NABP). **Instructions for Registering for the NAPLEX and MPJE will be forthcoming.** Registering on the NABP website is Step Six of the application checklist.

Once you receive your ATT Number from the State Board, you will then proceed to Step Seven on the application checklist. NOTE: You must register for your test date to take the **NAPLEX and MPJE at the NABP website –** [**www.nabp.net**](http://www.nabp.net)**.**

**If you have any questions or concerns, please don’t hesitate to contact me at 412-648-8574 or Professor Sue Skledar at 412-648-1504.**