**Information to have ready ahead of time:**

* Have these documents ready for upload:
	+ CPR card (it should be posted on Castlebranch if you do not have it)
	+ APhA Immunization Course Completion Certificate
* Have ready for use:
	+ PA Pharmacist Licensure Guide (screen shot) Handout
	+ Pharmacy intern registration (license) number
	+ Debit/credit card (account where you will be paying from)
	+ PALS login (created with your pharmacy intern license; if you have forgotten this, you may need to call the SBOP or use PALS Login Assistance on-line)
	+ PALS registration code (if you have forgotten this, there is a link to obtain it on the PALS front page)
	+ Checking account number

**Step 1: Complete the “Recognizing and Reporting Child Abuse” on-line training program**

* **This is a 3-hour program** – see link below

|  |  |  |  |  |
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| **Done** | **Item** | **Instructions** | **URL** | **Fee** |
|  | **Child Abuse Training Program** | All health-related licensees/certificate holders and funeral directors are considered “mandatory reporters” under section 6311 of the Child Protective Services Law (23 P.S. § 6311). Therefore, all persons applying for issuance of an initial license or certificate from any of the health-related boards (except the State Board of Veterinary Medicine) or from the State Board of Funeral Directors **are required to complete, as a condition of licensure, 3 hours of approved training by the Department of Human Services (DHS) on the topic of child abuse recognition and reporting.** After you have completed the required course, the approved provider will electronically submit your name, date of attendance, etc. to the Bureau. For that reason, it is imperative that you register for the course using the information provided on your application for licensure/certification. A list of DHS-approved child abuse education providers can be found on the Department of State Website. | PA Child Welfare Resource Center[www.reportabusepa.pitt.edu](http://www.reportabusepa.pitt.edu)  | N/A |

**Step 2: Complete the National Practitioner Databank Report (self-query)**

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| **Done** | Item | Instructions | URL | Fee |
|  | **National Practitioner Databank Report** | All applicants must obtain and submit a National Practitioner Data Bank Self-Query report. Save completed document and have ready for upload.  | NPDB (click on self-query)<https://www.npdb.hrsa.gov/>  | $4 |

**Step 3: Obtain Necessary State Criminal Background Checks**

***Steps 3-5 will take approximately 1.5 – 2 hours to complete. Please leave adequate time to do this.***

At ePATCH website:

* Click on “Submit a New Record Check” (will turn into an orange box)
* Reason for request: Other
* Fill in required demographic information and pay fee(s)
* Once the background check is completed, click on the Certification Form link and save this form to your computer. You will need to upload this into your PALS applications.
	+ Return to PALS account dashboard, scroll to Activities, and click on the “+” sign on the licensure document, and then click on the blue link to open the document. You will be able to upload your background check certification. Repeat this for other states if needed. Repeat these uploads to your Injectables application.
* You will need do a separate background check for each state that you indicated, unless the FBI check can cover them. Your situation will vary. Please consult with Professor Skeldar or Ms. Sorensen for clarification.

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| --- | --- | --- | --- | --- |
| **Done** | Item | Instructions | URL | Fee |
|  | **Criminal History Check** | For states you indicated (**where you lived or worked in for the past 5 years, including US APPEs):** Provide a recent Criminal History Records Check (CHRC) from the state police or other state agency The report(s) must be dated within 90 days of the date the application is submitted. For applicants residing in Pennsylvania, you must request your CHRC from the Pennsylvania State Police at [https://epatch.state.pa.us](https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fepatch.state.pa.us&data=01%7C01%7Csjs15%40pitt.edu%7C769b5d4404f041120ebf08d58dc63b39%7C9ef9f489e0a04eeb87cc3a526112fd0d%7C1&sdata=CT%2BYw61Npus16IBWcD7a2dWc5j2gMUjjl4ZJBMoqX08%3D&reserved=0). For applicants residing outside of Pennsylvania: Due to a recent Board change, the SBOP will accept the Federal Bureau of Investigation (FBI) Identity History Summary Check at [https://www.fbi.gov/about-us/cjis/identity-history-summary-checks](https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.fbi.gov%2Fabout-us%2Fcjis%2Fidentity-history-summary-checks&data=01%7C01%7Csjs15%40pitt.edu%7C769b5d4404f041120ebf08d58dc63b39%7C9ef9f489e0a04eeb87cc3a526112fd0d%7C1&sdata=oXk8%2B9RScRFjL4FQQbm5b3ri5WznB%2F2UCEteJ1bBolY%3D&reserved=0) in lieu of obtaining a CHRC from individual states. | Pennsylvania residents[https://epatch.state.pa.us](https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fepatch.state.pa.us&data=01%7C01%7Csjs15%40pitt.edu%7C769b5d4404f041120ebf08d58dc63b39%7C9ef9f489e0a04eeb87cc3a526112fd0d%7C1&sdata=CT%2BYw61Npus16IBWcD7a2dWc5j2gMUjjl4ZJBMoqX08%3D&reserved=0) States Other than PA:[https://www.fbi.gov/about-us/cjis/identity-history-summary-checks](https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.fbi.gov%2Fabout-us%2Fcjis%2Fidentity-history-summary-checks&data=01%7C01%7Csjs15%40pitt.edu%7C769b5d4404f041120ebf08d58dc63b39%7C9ef9f489e0a04eeb87cc3a526112fd0d%7C1&sdata=oXk8%2B9RScRFjL4FQQbm5b3ri5WznB%2F2UCEteJ1bBolY%3D&reserved=0)Once clearance documents are obtained, they must be uploaded to the licensure application site in the correct location.  | $22$18 |

**Step 4: Apply for PHARMACIST Licensure**

*Refer to Licensure Guide (Screen Shot) Handout*

| **Done** | **Item** | **Instructions** | **URL** | **Fee** |
| --- | --- | --- | --- | --- |
|  | **Application** | Information on an application is valid for six months and then must be updated.  An entirely new application and application fee are required once the application is a year old.The printed name on your primary and secondary forms of ID must match the name as it appears on your “Authorization to Test” (ATT) letter from the NABP. Your name will be printed on your ATT letter exactly as it appears on your NABP eProfile. | PALS Website [www.pals.pa.gov](http://www.pals.pa.gov) | See below |
|  | **Application Fee** | Please submit the nonrefundable $45 application fee. The application fee is nonrefundable and is valid for one year. |  | $45 |
|  | **Education Verification****(Certification of Pharmacy Education and Pharmacy Intern Experience)** | You must have graduated with a B.S. in Pharmacy or a Pharm.D . degree from a school of pharmacy accredited by the Accreditation Council for Pharmacy Education.  If you are a graduate of a foreign pharmacy school, you must have FPGEC certification to reciprocate a pharmacist license to Pennsylvania.  You are exempt from FPGEC certification if you graduated after June 2002 with a Pharm.D . degree from the Lebanese American University in Byblos, Lebanon or graduated from a baccalaureate program accredited by the Canadian Council for Accreditation of Pharmacy Programs (CCAPP) no earlier than 1994 and no later than June 30, 2004. | You will receive a form to download and give to the School of Pharmacy for completion. Email or give form to Cheryl Sorensen at crs149@pitt.edu. The School will complete the form for each student and mail it in on your behalf. | N/A |
|  | **Criminal History Check** | Indicate **states that you have lived or worked in for the past 10 years.** Any APPE rotations completed where you lived outside of PA should be included.International APPEs are not included.Provide a recent Criminal History Records Check (CHRC) from the state police or other state agency The report(s) must be dated within 90 days of the date the application is submitted. (see Step 3)For applicants residing in Pennsylvania, you must request your CHRC from the Pennsylvania State Police at [https://epatch.state.pa.us](https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fepatch.state.pa.us&data=01%7C01%7Csjs15%40pitt.edu%7C769b5d4404f041120ebf08d58dc63b39%7C9ef9f489e0a04eeb87cc3a526112fd0d%7C1&sdata=CT%2BYw61Npus16IBWcD7a2dWc5j2gMUjjl4ZJBMoqX08%3D&reserved=0). For applicants residing outside of Pennsylvania: Due to a recent Board change, the SBOP will accept the Federal Bureau of Investigation (FBI) Identity History Summary Check at [https://www.fbi.gov/about-us/cjis/identity-history-summary-checks](https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.fbi.gov%2Fabout-us%2Fcjis%2Fidentity-history-summary-checks&data=01%7C01%7Csjs15%40pitt.edu%7C769b5d4404f041120ebf08d58dc63b39%7C9ef9f489e0a04eeb87cc3a526112fd0d%7C1&sdata=oXk8%2B9RScRFjL4FQQbm5b3ri5WznB%2F2UCEteJ1bBolY%3D&reserved=0) in lieu of obtaining a CHRC from individual states. | Pennsylvania residents[https://epatch.state.pa.us](https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fepatch.state.pa.us&data=01%7C01%7Csjs15%40pitt.edu%7C769b5d4404f041120ebf08d58dc63b39%7C9ef9f489e0a04eeb87cc3a526112fd0d%7C1&sdata=CT%2BYw61Npus16IBWcD7a2dWc5j2gMUjjl4ZJBMoqX08%3D&reserved=0) States Other than PA:[https://www.fbi.gov/about-us/cjis/identity-history-summary-checks](https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.fbi.gov%2Fabout-us%2Fcjis%2Fidentity-history-summary-checks&data=01%7C01%7Csjs15%40pitt.edu%7C769b5d4404f041120ebf08d58dc63b39%7C9ef9f489e0a04eeb87cc3a526112fd0d%7C1&sdata=oXk8%2B9RScRFjL4FQQbm5b3ri5WznB%2F2UCEteJ1bBolY%3D&reserved=0)Once clearance documents are obtained, they must be uploaded to the licensure application site in the correct location. (see Step 3) | $22$18 |
|  | **Intern Hours**  | PA SBOP should have record of your internship hours and will verify those prior to your being approved to take the board exam. | If you are taking licensure exam in another state, contact the SBOP to send your hours to that state. Additional forms may be required.  | N/A |
|  | **Opioid CE** | School will mail in completed form on student’s behalf.  |  | N/A |
|  | **License Verification** | If you hold, or have ever held, a license, certificate, permit, registration or other authorization to practice any health-related profession in any state or jurisdiction, **please have the licensing authority in the state or jurisdiction directly submit a license verification to the Pennsylvania State Board of Pharmacy**.  Note: When answering the related application question, be sure to include pharmacy intern registrations and pharmacy technician licenses.  If you forgot to list these license types when you answered this application question, you must upload a statement identifying the license type and the state which issued that license and arrange for license verifications. | Process varies by state. Review the State Board of Pharmacy for states outside of PA for which you obtained health-related profession licenses. | Varies |

**Step 5. Apply for AUTHORIZATION TO ADMINISTER INJECTABLES License**

*Refer to Licensure Guide (Screen Shot) Handout*

| **Done** | **Item** | **Instructions** | **URL** | **Fee** |
| --- | --- | --- | --- | --- |
|  | **Application** | Authorization to Administer Injectables | PALS Website [www.pals.pa.gov](http://www.pals.pa.gov) |  |
|  | **Education Verification** | Upload your APhA Immunization Training Course Certificate of Achievement If you have your APhA Immunization Course Certificate uploaded, you do not need to complete provided the immunization education form |  | N/A |
|  | **CPR Certification** | Upload a copy of your current CPR card, including the front, back and any necessary legend, or your CPR certificate.   | (your CPR card should be posted to Castlebranch if you do not have it) | N/A |
|  | **Application Fee** | Please submit the nonrefundable $30 application fee. The application fee is nonrefundable and is valid for one year. |  | $30 |
|  | **Criminal History Check** | See above, Pharmacist, and Step 3 above |  |  |
|  | **Malpractice Insurance** | Form available on SBOP website. **(Form is “Authorization to Administer Injectables-Certification of Professional Liability Insurance”)** | <http://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Pharmacy/Pages/Pharmacist.aspx>If requested, download form from SBOP website, complete it, and upload to application site. | N/A |

*If you are applying for licensure in another state, there may be additional requirements, for example: forms, compounding exam, verification of course content, or intern hours. Research these ahead of time to ensure no delays. You may need to contact the SBOP directly to obtain necessary forms or request your hours transfer to another state. Forms may include “Request for Verification of Intern Hours Earned in Pennsylvania” or “Certification of School-Related Intern Hours for Non-Applicants.”*

**Step 6: Apply to take the NAPLEX and MJPE Exam**

| **Done** | **Item** | **Instructions** | **URL** | **Fee** |
| --- | --- | --- | --- | --- |
|  | **Examination** | Your application must be in order and you must have registered to take the NAPLEX at the National Association of Boards of Pharmacy's website **before** you can be authorized to take the NAPLEX.The printed name on your primary and secondary forms of ID must match the name as it appears on your “Authorization to Test” (ATT) letter from the NABP. Your name will be printed on your ATT letter exactly as it appears on your NABP eProfile.Student will select “basis state,” or state of primary jurisdiction.  | Log into your NABP e-Profile to register for the NAPLEX exam <https://nabp.pharmacy>NAPLEX/MJPE Registration Bulletin (contains important directions for how to apply)<https://nabp.pharmacy/wp-content/uploads/2019/03/NAPLEX-MPJE-Bulletin-2021.pdf> | See below |
|  | **Score Transfer** | Should be requested when you are first logging into your NABP e-Profile, under Programs. | Score transfer requests may be submitted on-line up to 90 days after taking the NAPLEX. | $75 per state transfer\* |
|  | **Examination-NAPLEX** |  | MJPE<https://nabp.pharmacy/programs/mpje/> | $575 |
|  | **Examination-Law Exam (MPJE)** | Review laws and regulations for each state. | NABP<https://nabp.pharmacy/programs/naplex/>  | $250 |

\*$85 additional non-refundable fee for Colorado, Kentucky, Maine, Michigan, Nebraska, Oregon, Rhode Island, and/or Utah

**Step 7: Register for a date to take the NAPLEX and MJPE Exam**

One the student’s eligibility to take the NAPLEX and MJPE exam is verified by the SBOP, the student will be sent an individual “**Authorization to Test**” (ATT) letter, which contains an individual testing number and testing date range. This allows the student to the go back to the NABP website and register for a date to take the exams. Registration will be via Pearson VUE testing centers. The student should check their exam eligibility status by revisiting their NABP online e-Profile.

**OTHER KEY INFORMATION:**

* On-Campus Notary locations
	+ Ms. Marcia Borrelli, Director of Student Services by appointment only
	+ Registrar’s Office at Thackeray Hall
	+ Student Organization Resource Center at William Pitt Union
* PA State Board of Pharmacy site for additional forms
	+ <http://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Pharmacy/Pages/Applications-and-Forms.aspx>
* Professional Liability (Malpractice) Insurance: Healthcare Providers Services Organization (HPSO)
	+ [www.hpso.com](http://www.hpso.com)
	+ <http://www.hpso.com/individuals/professional-liability/pharmacist-professional-liability-insurance>