



Licensure Transfer Process

To assist applicants in fielding inquiries, the National Association of Boards of Pharmacy® (NABP®) outlined the following required steps for a successful transfer in most cases:

- ✓ **Step One** – Applicant Submits Preliminary Application – Timeframe: Contingent on Applicant
The applicant:
 - reviews the requirement(s) imposed by the state in which they are seeking licensure by reciprocity/endorsement; and
 - submits the completed application along with the appropriate fee to NABP via the Association’s Web site, located at *www.nabp.net*. Applicants also have the option of sending fees via standard mail.

- ✓ **Step Two** – NABP Processes Preliminary Application – Timeframe: 30 to 44 Calendar Days
NABP processes the *Preliminary Application* and issues the *Official Application for Transfer of Pharmacist Licensure (Official Application)* to the applicant. It may take NABP between 30 to 44 calendar days to process an applicant’s completed *Preliminary Application*. In some situations the following may occur, which will lengthen the processing time:
 - Additional time is needed for license verification if applicant has disciplinary actions against his or her license(s).
 - A state that charges a verification fee will not provide verification to NABP until the state receives the fee from the applicant.
 - Incomplete applications submitted by an applicant prompt NABP to contact the applicant and wait for response.
 - *Tip: If license verification can be completed via the state’s Web site, NABP will not be required to contact the board for verification. In addition, if the applicant is licensed in a state that charges a fee for verification, the applicant may pay the fee to the state at the same time as submitting the Preliminary Application Online.*

- ✓ **Step Three** – Applicant Submits *Official Application* – Timeframe: Up to 90 Calendar Days
After completing the “Affidavit” and “Moral Character Voucher” sections on the *Official Application*, as well as attaching two recent photographs (if applicable), the applicant must mail the completed *Official Application* to the appropriate state board along with that state’s registration fee within 90 days. Depending on the state the applicant is transferring to, special conditions and/or requirements may be applied to the applicant. Additional state requirements may add to the processing time. Conditions and/or requirements include but are not limited to:
 - state transfer application in addition to the NABP *Official Application*;
 - appearance at a board hearing; and/or
 - additional state examinations.

✓ **Step Four** – Pass the MPJE or Applicable State Examination(s) – Timeframe: Up to 30 Calendar Days

If the applicant is required to pass the Multistate Pharmacy Jurisprudence Examination® (MPJE®), the applicant follows the guidelines as outlined on the NABP Web site in the *NAPLEX/MPJE Registration Bulletin* to register. Once NABP receives the application and fee, the state must then deem the applicant eligible prior to NABP issuing an authorization to test to the applicant. From the date NABP receives the eligibility from the state board, it takes approximately seven to 10 calendar days for the applicant to receive the authorization to test, after which he or she may then schedule an examination appointment. Once the applicant has taken the MPJE, it takes five to seven calendar days to report the score to the state board.

- *Tip: In many cases, the applicant will overlook the fact that the MPJE is required by the state and not submit the MPJE application with the License Transfer application. Submitting the licensure transfer and MPJE application(s) together via the NABP Web site, for those applicable states, may decrease processing time.*

✓ **Step Five** – Issue of license – Timeframe: Contingent on Applicant and Board

Depending on the state, once the applicant has passed all required examinations and the board has approved the applicant's application(s), a license may be issued.