

Licensure Transfer Process

To assist applicants in fielding inquiries, 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, downloads the *Preliminary Application for Transfer of Pharmacist Licensure (Preliminary Application)* from www.nabp.net, and submits the completed application along with the proper fee to NABP.

Tip: An applicant may expedite the process by carefully completing the information on the Preliminary Application. Incomplete sections or gaps in timelines delay processing.

Step Two – NABP Processes Preliminary Application – Timeframe: 14 to 30 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 14 and 30 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 licensure verification if applicant has disciplinary actions against his or her license.
- 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 await for response.

Tip: If licensure 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 sending the Preliminary Application to NABP to expedite the process.

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, the applicant must mail the completed *Official Application* to the appropriate board along with that state's transfer 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 – Timeframe: Up to 30 Calendar Days

If the applicant is required to pass the Multistate Pharmacy Jurisprudence Examination (MPJE), the applicant follows the guidelines 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, it takes approximately seven to ten calendar days for the applicant to receive the authorization to test and 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 from the date the applicant took the MPJE.

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 applications together can shorten the process.

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.