

# Foreign Pharmacy Graduate Examination Committee™ (FPGEC®) *Certification Program*



## **Application Bulletin**

Includes information about applying for the  
Foreign Pharmacy Graduate Equivalency Examination® (FPGEE®).



# FPGEC Application Bulletin

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## **Preamble and Mission Statement of the National Association of Boards of Pharmacy**

### **Preamble**

Given that medications are an integral part of disease management, medication therapies and their delivery systems are becoming more complex, technological enhancements have improved the capabilities for patient monitoring, and entities motivated by economic gain are eroding standards of care, there is greater potential harm to the public and a greater need for patients' medication use to be managed by a licensed pharmacist and state regulatory agencies to aggressively enforce standards of care.

### **NABP Mission Statement**

The National Association of Boards of Pharmacy® (NABP®) is the independent, international, and impartial Association that assists its member boards and jurisdictions in developing, implementing, and enforcing uniform standards for the purpose of protecting the public health.

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The policies and procedures specified in the *FPGEC Application Bulletin* are subject to change without notice.

042012

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# Information About the FPGEC

## Goals and Objectives of the FPGEC

The Foreign Pharmacy Graduate Examination Committee™ (FPGEC®) operates under the auspices of the National Association of Boards of Pharmacy® (NABP®). Established in recognition and fulfillment of responsibilities for public health care and education, the FPGEC's goals are:

1. to inform foreign pharmacy graduates about the FPGEC Certification Program and the Foreign Pharmacy Graduate Equivalency Examination® (FPGEE®);
2. to evaluate the qualifications of foreign pharmacy graduates who apply for FPGEC Certification;
3. to oversee the development of the FPGEE; and
4. to cooperate with other agencies concerned with foreign pharmacy graduates.

## Definition of a Foreign Pharmacy Graduate

The FPGEC defines a “foreign pharmacy graduate” as a pharmacist whose undergraduate pharmacy degree was conferred by a recognized school of pharmacy outside of the 50 United States, the District of Columbia, and Puerto Rico. US citizens who have completed their pharmacy education outside the US are considered to be “foreign pharmacy graduates,” while foreign nationals who have graduated from schools in the US are not.

## FPGEC Certification

NABP provides the FPGEC Certification Program as a means of documenting the educational equivalency of a candidate's foreign pharmacy education, as well as the license and/or registration to practice pharmacy. In the process of FPGEC Certification, candidates provide documents that verify their educational backgrounds and licensure and/or registration. Candidates are also required to pass the FPGEE and the Test of English as a Foreign Language™ (TOEFL®) Internet-based Test (iBT). The FPGEC Certificate allows foreign graduates to partially fulfill eligibility requirements for licensure in the states that require the Certification.

**The FPGEC Certificate is not a license to practice pharmacy.** In order to practice in the US, you must be licensed by the state in which you wish to practice. Candidates who receive the FPGEC Certificate may be qualified by the state boards of pharmacy to take the pharmacy licensing examination in those jurisdictions that accept this Certification. Because the licensure requirements vary from state to state, you are advised to directly contact

the board(s) of pharmacy of the state(s) in which you desire licensure. For a listing of board contact information please see the Boards of Pharmacy section of the NABP Web site, located at [www.nabp.net](http://www.nabp.net).

NABP makes every effort to keep its literature current and accurate. However, since there is occasionally a delay between when a change within a state is effective and when NABP is notified of such a change, the FPGEC advises you, as the candidate, to contact the states directly for the most up-to-date information.

The FPGEC reserves the right to change the requirements for FPGEC Certification published in this *Application Bulletin* without notice to any candidate or prospective candidates. Such changes will take effect when adopted by the FPGEC. The FPGEC further reserves the right to discontinue the program at any time without advance notice to any candidate or prospective candidate.

Please note that NABP reserves the right, in its sole discretion, to refuse to accept any application, registration form, documentation, or payment that does not conform to applicable US laws and regulations and NABP program requirements.

## Qualifications for FPGEC Certification Program

As a candidate for the FPGEC Certification Program, you must have graduated from a recognized or accredited school of pharmacy of a foreign country or jurisdiction. The FPGEC requires that if you graduated prior to January 1, 2003, you must have completed at least a four-year pharmacy curriculum at the time of graduation to be considered for FPGEC Certification. However, if you graduated on or after January 1, 2003, you must have completed at least a five-year pharmacy curriculum at the time of graduation. Coursework and internships completed after graduation will not be considered in determining the minimum required curriculum length. Post-baccalaureate degrees will not be considered except under limited circumstances where the degree obtained and coursework completed to obtain the degree satisfactorily show that the candidate obtained experience in patient care in a clinical pharmacy practice setting. Consideration of post-baccalaureate degrees and whether they may be applicable to determine the minimum required curriculum length will be made on a case-by-case basis at the sole discretion of the FPGEC. The change from a four-year to a five-year educational curriculum requirement has enabled the FPGEC Certification Program to be consistent with the revised standards of US pharmacy school curriculum.

As the candidate, you must also provide documentation that you are licensed and/or registered for the unrestricted practice of pharmacy in a foreign country or jurisdiction. Please refer to page 19 for complete details on providing documentation.

You must submit a completed application form, fees, and supporting documentation in accordance with the procedures established by the FPGEC and as described in this *Application Bulletin* before you will be considered for approval to sit for the FPGEE. It is your responsibility to provide all required materials. There is no deadline to apply for the FPGEE. For more details on the FPGEE see page 22.

### TOEFL iBT Requirements

To be eligible for FPGEC Certification, you must pass the TOEFL iBT. The minimal acceptable score for the TOEFL iBT is:

- Reading – 21
- Listening – 18
- Speaking – 26
- Writing – 24

You must complete all four sections in one testing session; scores for the four sections must be reported on one official score report. If you score **less** than the minimum score in any section, you will **not** be considered for FPGEC Certification.

The TOEFL iBT must be completed by **all** foreign pharmacy graduates, even those who are native English speakers. There are no exceptions or waivers to these requirements.

Effective April 1, 2010, the TOEFL iBT is the sole English language proficiency examination accepted for candidates seeking FPGEC Certification. Prior to April 1, 2010, the paper-based TOEFL and Test of Spoken English (TSE) met the English language requirements for FPGEC Certification. Paper-based TOEFL and TSE score reports are only accepted from candidates who applied for FPGEC Certification before April 1, 2010, and took those examinations before June 30, 2010.

If you took the TOEFL and TSE, the following scores must have been obtained:

- TOEFL – 550 (paper-based) or  
213 (computer-based)
- TSE – 50

If you scored **less** than the minimum score on either the TOEFL or the TSE, you will **not** be considered for FPGEC Certification.

### Time Requirements for Submitting Scores

Previously, candidates were required to complete the TOEFL iBT (or TOEFL and TSE) within two years of passing the FPGEE. FPGEC has eliminated this requirement and there is no longer a two-year time limit on the validity of an official score report for the TOEFL iBT (or TOEFL and TSE); however, your FPGEC file must remain open. (See page 21 for situations when your file will be closed.) **Note:** *TOEFL/TSE Services has not changed its policy and will continue to report scores for a period of two years only.*

**Effective January 1, 2012**, an FPGEE score report will be valid for five years from the test date. For more details on this new policy, see page 28.

### Test Center Restrictions

Effective April 1, 2010, TOEFL iBT score reports from international ETS test site locations are no longer accepted for candidates seeking FPGEC Certification. TOEFL iBT score reports will only be accepted from ETS test centers located in NABP [member and associate member jurisdictions](#) including the 50 United States, District of Columbia, Guam, Puerto Rico, Virgin Islands, Australia, eight Canadian provinces, and New Zealand. In addition, score reports received from the Los Angeles, CA, ETS test site located at 3540 Wilshire Boulevard, will no longer be accepted on or after April 1, 2010.

### Score Reports

As a candidate for FPGEC Certification you must request that TOEFL/TSE Services submit an authentic report of TOEFL iBT (or TOEFL and TSE) scores directly to the FPGEC. Use the **FPGEC identification number 9103**, and provide the TOEFL iBT (or TOEFL and TSE) registration numbers and full name as they appear on the score reports. Official score reports must be submitted directly to the FPGEC by TOEFL/TSE Services.

**Note:** *TOEFL/TSE Services reports TOEFL iBT, TOEFL, or TSE scores for two years after the test. Contact TOEFL/TSE Services for further details.*

If your name on the TOEFL iBT or TOEFL and TSE score reports does not identically match your name as submitted on the application form for the FPGEC, you must notify the FPGEC, in writing, immediately. (Refer to the “Candidate’s Name” section on page 20 for more instructions.) In addition, your date of birth on the official score report must be the same as appears on the FPGEC application.

### Contacting ETS

For additional information and instructions about TOEFL iBT or the TOEFL and TSE contact:

TOEFL/TSE Services  
PO Box 6151  
Princeton, NJ 08541-6151  
USA  
609/771-7100  
[www.toefl.org](http://www.toefl.org)

### Communicating with the FPGEC

Communication with the FPGEC may only be done in writing, not via telephone or e-mail. You may send communications to the FPGEC via mail or fax.

If you mail or fax the FPGEC inquiring about any of the following topics, a written response will be mailed within six weeks of receipt.

- ◆ Questions regarding your FPGEC file
- ◆ Disputing the decision of the FPGEC regarding your application or documents

◆ General inquiries regarding your documents

In all written communications with the FPGEC, use your full name as it appears on the application form. The FPGEC uses the full name and address you provided on the application form for all communications. You must notify the FPGEC in writing if your name changes. Include both the former and current names in the notification.

All communications submitted via fax, mail, or private courier service **must be personally signed by you**, the candidate. The FPGEC will not respond to unsigned communications.

Send official inquiries and submissions to:

NABP  
 Attn: FPGEC  
 1600 Feehanville Drive  
 Mount Prospect, IL 60056  
 USA  
 Fax: 1-847/391-4502

The FPGEC cannot be responsible for delayed, lost, or misdirected mail. If you would like a receipt showing that the FPGEC received your communication, send your correspondence via private courier service or United States Certified Mail, Return Receipt Requested. It may take an additional 30 business days for international mail to be delivered and 10 business days for mail sent within the US.

Due to the high volume of correspondence received, the FPGEC is unable to confirm receipt of faxes and mail.

**Communicating with NABP Customer Service**

Customer Service can only assist with basic program information. This includes requests to change mail and e-mail addresses, processing payment receipts, providing

application forms, and resending letters that you may not have received because of an insufficient address.

To ensure the privacy and protection of all candidates, Customer Service can only respond to questions from candidates, and cannot speak or correspond with anyone calling or writing on a candidate's behalf.

When calling or e-mailing Customer Service, please provide the following information so that the Customer Service representative can assist you:

- ◆ Full name
- ◆ Address
- ◆ Last four digits of your Social Security number (if you have one)
- ◆ Date of birth
- ◆ EE number (if you have one)

To Contact Customer Service

E-mail: [custserv@nabp.net](mailto:custserv@nabp.net)  
 Phone: 1-847/391-4406

Only the FPGEC can answer questions relating specifically to the application process, the candidate file, and disputing an evaluation status letter. The FPGEC will answer such questions in writing and will send those responses through US mail. Due to the high volume of correspondence received, the FPGEC is unable to confirm receipt of faxes and mail.

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# FPGEC and ECE Application Procedures

## General FPGEC and ECE Application Information

To apply for the FPGEC Certification you must submit an application along with your licensing and/or registration documentation to FPGEC for evaluation. In addition, you are required to submit to the Educational Credential Evaluators, Inc (ECE) your educational credentials including your pharmacy school transcript and degree qualification along with the ECE application for verification and evaluation. Both of these applications are available by submitting a request on the NABP Web site at [www.nabp.net](http://www.nabp.net). Documentation may be submitted to FPGEC and ECE at the same time. Refer to page 18 for more information on submitting supporting documentation. Additional information on applying to ECE is located on page 5.

As the candidate, you are advised through this *Application Bulletin* exactly what materials and documentation are required to support the application. The FPGEC will process all application forms and materials as they are received and as quickly as possible. The FPGEC will evaluate each application package and all supporting documentation for accuracy, authenticity, and fulfillment of program requirements. The FPGEC will notify you in writing regarding the status of your program file including any deficiencies. You will then be given an opportunity to correct those deficiencies. It is your responsibility, and not the FPGEC's, to make sure that all required supporting documentation is submitted to the FPGEC in a timely manner. **Note:** *The FPGEC may request additional information as determined necessary.*

If all requirements are satisfactorily met, you will receive a letter of acceptance to sit for the FPGEE. Candidates accepted to take the FPGEE in past years are not guaranteed acceptance upon reapplying to sit for the examination.

Candidates for the FPGEC Certification Program are advised that (1) falsification of the application, or (2) the submission of any falsified documentation, including but not limited to educational documents, to the FPGEC, or (3) the submission of any falsified FPGEC documents to other agencies, or (4) the giving or receiving of aid in the FPGEE, TOEFL iBT, or any examination that is required in order to achieve FPGEC Certification, may be sufficient cause for the FPGEC to bar the candidate from the FPGEE, to terminate the candidate's participation in the examination, to invalidate the results of the candidate's examination, to disqualify the candidate from the FPGEC

Certification Program, to withhold a certificate, to revoke a certificate, or to take other appropriate action.

NABP reserves right to share with pharmacy regulatory or law enforcement authorities information concerning the cancelation or invalidation of a candidate's score on any examination that is required for FPGEC Certification, the withholding of an FPGEC Certificate, the disqualification of a candidate from the FPGEC Certification Program, or the revocation of a candidate's FPGEC Certificate.

## Application for the FPGEC

You may request an FPGEC application package online through the NABP Web site [www.nabp.net](http://www.nabp.net) or you may obtain one by contacting NABP at:

NABP  
1600 Feehanville Drive  
Mount Prospect, IL 60056-6014  
Telephone: 847/391-4406  
Fax: 847/391-4502

The FPGEC application package includes an application form as well as a white envelope that may be used to submit the form to NABP. The application form also serves as the application for the FPGEE. You must complete and submit a new application form each time you apply to sit for the FPGEE, regardless of whether you submitted an application in the past.

## Photographs

Two identical, full-face photographs of passport size and quality must be submitted with your application. Photographs must have been taken within three months of the date the application is mailed to NABP. Computer-generated, digital, or photocopies of photographs will not be accepted. Glue or paste (do not staple or tape) one photograph to the space indicated on the application form. **The entire notarial seal, stamp, or signature of the official who affirms item number 18 of the application form must be legible and must overlap a portion of both the attached photograph and the application form.** The seal or signature must **not** cover the face in the photograph. The other photograph will be used on the FPGEC Certificate and therefore, must not be signed, notarized, or contain any writing.

## Submitting Fees to NABP for FPGEC

The FPGEC has included a pink envelope in the application package to be used for submitting fees payable to NABP only.

Payment in the correct form **must** accompany your application. Payments must be made to NABP in the form of a certified check, cashier's check, or money order, payable in US funds through a US bank. The purchase date of the check or money order must appear on all forms of payment. Personal checks, bank drafts, and cash or other unapproved forms of payment will not be accepted. Your name, as it appears on the application form, should be shown on all payments.

The fee schedule is as follows:

**Initial application: \$800**

(Includes a \$200 fee for the evaluation of documentation and a \$600 fee for the examination.)

**Re-examination after failure: \$600**

**Re-application after withdrawal or file closure: \$800**

**Equivalency Examination Number**

When your required application materials are received, the FPGEC will assign you an equivalency examination (EE) number, which is a permanent identification number that must be used in all communications with the FPGEC. You must enter this number on any subsequent application forms and use it on all correspondence.

**Re-examination**

**Effective January 1, 2012**, you are permitted five attempts to take the FPGEE.

- ◆ If you have, as of January 1, 2012, already taken the test five or more times you will be afforded one additional testing opportunity.
- ◆ If you have tested less than five times, you will be allowed opportunities to test totaling five attempts.

You are responsible for keeping track of how many times you have tested. The FPGEC will close your program file if you do not meet these requirements.

If you wish to retake the FPGEE, you must complete and submit a new application form, recent photographs, and appropriate fees to the FPGEC. Before being accepted to retake the examination, all of your previously submitted documentation will be re-evaluated. If there is additional documentation required, the FPGEC will notify you in writing.

**Refund and Withdrawal – NABP**

If you wish to withdraw from the program once the application process has begun, you must request to withdraw in writing. The following rules apply:

1. If the request is received before the evaluation process has started, your file is closed, a \$50 administrative fee is imposed, and the application materials along with any remaining fees are returned to you.
2. If the request is received after the evaluation process has started, your file is closed, the \$200 evaluation

fee is retained and the application materials along with the appropriate examination fee are returned to you.

3. If the request is received on a reexamination application prior to being accepted, your file is closed, a \$50 administrative fee is imposed, and remaining fees are returned to you.
4. If you have been accepted to take the FPGEE, you are not eligible for a refund.
5. If you fail the FPGEE, you are not eligible for a refund.

**Application for ECE**

As a candidate, you must submit the ECE application to ECE with the appropriate fees. The ECE application may be obtained from ECE's Web site, [www.ece.org/nabp](http://www.ece.org/nabp), or may be obtained by contacting ECE directly at:

Educational Credential Evaluators, Inc  
 PO Box 514070  
 Milwaukee, WI 53203-3470  
 Phone: 414/289-3400  
 Web site: [www.ece.org/nabp](http://www.ece.org/nabp)

**Submitting Fees to ECE**

Payment to ECE must be made in US dollars by money order, check, or credit card (Visa® or MasterCard®). If the money order or check is issued by a bank outside of the US, it must contain the printed name of the US bank with which the bank is affiliated. ECE cannot accept bank drafts or cash. All fees are subject to change without notice.

The fee is as follows:

**General Evaluation Report – \$85**

One copy of the General Evaluation Report is included in this fee. The General Evaluation Report must be submitted to the FPGEC.

**Refund and Withdrawal – ECE**

A refund will be made only if you have paid to ECE more than the cost of the evaluation report prepared by ECE. No refund will be made when an application is cancelled after the application form has been submitted, or when all required documents are not provided. Inquiries regarding refunds and withdrawals from ECE must be submitted to ECE directly.

**Completing the FPGEC Application Form**

When completing the application form, you must be certain to follow all instructions carefully, provide all information requested, and print legibly. You must also be certain that the information provided on the application form matches the information contained in your supporting documents.

When marking the application form, use only a No. 2 (soft lead) pencil. Print one letter or number in each box, and make certain to fill in the corresponding circle entirely

with dark marks. To indicate a hyphen, fill in the hyphen (-) in the circle grid. To indicate a space, fill in the open circle (O) in the circle grid. To indicate an apostrophe in your last name, fill in the apostrophe (') in the circle grid. Completely erase any marks you do not want indicated, and do not leave any stray marks on the form.

The following instructions will help you complete the application form. A completed sample application form for the FPGEC appears on pages 10 through 17 of this *Bulletin* to provide a visual reference to these instructions.

**Page 1 of the Application Form**

(sample page 10)

- 1 A. **Have you ever applied to take the equivalency examination before?** Indicate whether or not you have previously applied to take the FPGEE. If you have not previously applied to take the FPGEE, proceed to item 2.
- 1 B. **Were you assigned an EE number by the FPGEC?** If you answered “yes” to question 1A, indicate whether or not you were assigned an EE number by the FPGEC. If you were not previously assigned an EE number by the FPGEC, proceed to item 2.
- 1 C. **EE Number.** If you have ever been assigned an EE number by the FPGEC, enter it in this grid.
- 2. **Social Security No.** If you have a United States Social Security number, enter it in this grid.
- 3 A. **Last Name.** Enter your last name (family or surname) completely. Always use the same form of your name. When corresponding with the FPGEC, indicate your name as you have entered it in this item. However, if you change your name after submitting an application, please refer to page 20, “Candidate’s Name” section in this *Bulletin*.

**Page 2 of the Application Form**

(sample page 11)

- 3 B. **First Name.** Enter all portions of your first name completely.
- 3 C. **Middle Name.** Enter all portions of your middle name completely even if you customarily use only initials for part of the name.

**Page 3 of the Application Form**

(sample page 12)

*Note: If you are unable to complete your mailing address in the spaces provided, you may submit your mailing address in a separate cover letter.*

- 4 A. **Street Address.** Enter your full mailing street address. All correspondence will be forwarded to the address.
- 4 B. **City.** Print the name of the city in which you live.
- 4 C. **ZIP/postal codes.** Enter your ZIP or postal code.

**Page 4 of the Application Form**

(sample page 13)

- 4 D. **State.** Enter the name of the state in which you live.
- 4 E. **Province.** Enter the name of the province in which you live.
- 4 F. **Country Code.** Refer to the Country Code List on pages 7 and 8 of the application form. Locate the code for the country in which you live. Enter the numerical Country Code in the spaces provided. If the country in which you live does not appear on the Country Code List, use code “999” and complete this section in item 17 on page 8 of the application form.

**5. PHARMACY DEGREE**

- 5 A. **Title of Degree.** Enter the title of the first degree in pharmacy you received that led to the practice of pharmacy.

*Note: When completing items 5B, 6C, and 6D, for months less than 10, enter a zero in the first “month” box (Example: if issued in May 1994, you would fill in the box for “month” as “05” and for “year” as “1994”).*

- 5 B. **Date Degree Issued.** Enter the month and year in which the degree in pharmacy indicated in item 5A was issued.

**6. PHARMACIST LICENSE AND/OR REGISTRATION**

- 6 A. **Was an unrestricted license required to practice pharmacy?** Indicate whether or not an unrestricted license was required to practice pharmacy in the country or jurisdiction where your pharmacy degree in item 5A was earned.
- 6 B. **Was an unrestricted registration required to practice pharmacy?** Indicate whether or not an unrestricted registration was required to practice pharmacy in the country or jurisdiction where your pharmacy degree in item 5A was earned.
- 6 C. **Date license was issued.** Enter the month and year in which your license to practice pharmacy was issued as indicated in 6A.
- 6 D. **Date registration was issued.** Enter the month and year in which your registration to practice pharmacy was issued as indicated in 6B.

**Page 5 of the Application Form**

(sample page 14)

**7. PLACE OF BIRTH.**

- 7 A. **City.** Enter the name of the city in which you were born.
- 7 B. **State.** Enter the name of the state in which you were born.
- 7 C. **Province.** Enter the name of the province in which you were born.
- 7 D. **Country Code.** Refer to the Country Code List on

pages 7 and 8 of the application form. Locate the code for the country in which you were born. Enter the numerical Country Code in the spaces provided. If the country in which you live does not appear on the Country Code List, use code “999” and complete this section in item 17 shown on page 8 of the application form.

**Page 6 of the Application Form**  
(sample page 15)

**Note:** When completing item 8, *for birth months and days less than 10, enter a zero in the first “month” or “day” box (Example: if you were born on April 2, 1966, you would fill in the box for “month” as “04,” for “day” as “02,” and for “year” as “1966”).*

- 8. **Date of Birth.** Enter the month, day, and year in which you were born.
- 9. **Gender.** Enter the appropriate gender (male or female).
- 10. **Marital Status.** Enter your present marital status.
- 11. **CITIZENSHIP**

**Note:** *If the country of which you are a citizen does not appear on the Country Code List for items 11A, 11B, and 11C, use code “999” and complete the section on citizenship in item 17 shown on page 8 of the application form.*

- 11 A. **At Birth.** Refer to the Country Code List on pages 7 and 8 of the application form. Locate the code for the country in which you held citizenship at the time of your birth. Enter the numerical Country Code in the spaces provided.
- 11 B. **Upon Entering Pharmacy School.** Refer to the Country Code List on pages 7 and 8 of the application form. Locate the code for the country in which you held citizenship at the time you entered pharmacy school. Enter the numerical Country Code in the spaces provided.
- 11 C. **Now.** Refer to the Country Code List on pages 7 and 8 of the application form. Locate the code for the country in which you currently hold citizenship. Enter the numerical Country Code in the spaces provided.
- 12. **Has any punitive action been taken against you by any pharmacy licensing or registering authority or any recognized pharmacy organization, or have you been refused admission to a recognized pharmacy organization?** Indicate yes or no. If the answer to item 12 is “yes,” you must provide a complete written explanation on a separate sheet of paper, including such details as date, location, charge, and punishment.
- 13. **Need ADA Accommodations.** Indicate yes or no. If the answer to item 13 is “yes,” and you need special testing accommodations according to the guidelines specified by the Americans With Disabilities

Act (ADA), you must submit documentation in accordance with requirements described in the “Special Testing Accommodations” section of the Bulletin.

**Page 7 of the Application Form**  
(sample page 16)

**Country Codes (see list on pages 7 and 8)**

- 14. **Maiden Name.** Print your full name (women only) as it appeared before marriage. List in the order of First Name, Middle Name, Family, or Surname. This section must be completed even if your name did not change after marriage.
- 15. **Pharmacy School.** List the precise name, location (country), dates you attended, and total number of years you actually attended all schools in which pharmacy courses were taken for the degree indicated in item 5. Include schools in which pre-pharmacy courses were taken.
- 16. **Native Language.** Print the name of your native language or mother tongue.

**Page 8 of the Application Form**  
(sample page 17)

- 17. **Citizenship.** Complete only if your country code was not listed on pages 7 or 8 of the application form.
- 18. **Certification and Photograph.** Read the certification statement. You must sign (do not print) your full name as it appears in English on the first line indicated, but only in the presence of one of the following officials who must complete the last two lines of the application: a Consular Official, First-Class Magistrate, or Notary Public. Please note that you may sign your name in pencil or ink. Attach one of the required photographs of yourself in the box provided. The seal, stamp, or signature of the official attesting to your signature in item 18, must be legible and overlap a portion of both the attached photograph and the application. Do not cover the

face in the photograph. If the official title and/or seal of the official attesting to your signature are not in English, the FPGEC requires a translation. **The absence of the appropriate signatures, as well as alterations or erasures of any kind in item 18 will void your application form.**

### Country Code List

Use the following numeric codes when completing the Country information on the application form.

#### Country Code

001	Afghanistan	045	Croatia
002	Albania	046	Cuba
003	Algeria	047	Cyprus
004	Andorra	048	Czech Republic
005	Angola	049	Czechoslovakia
205	Anguilla	050	Denmark
006	Antigua and Barbuda	051	Djibouti
007	Argentina	052	Dominica
008	Armenia	053	Dominican Republic
009	Australia	054	Ecuador
010	Austria	055	Egypt
011	Azerbaijan	056	El Salvador
012	Bahamas	057	Equatorial Guinea
013	Bahrain	058	Eritrea
014	Bangladesh	059	Estonia
015	Barbados	060	Ethiopia
016	Belarus	061	Falkland Islands
017	Belgium	062	Fiji
018	Belize	063	Finland
019	Benin	064	France
206	Bermuda	065	Gabon
020	Bhutan	066	Gambia
021	Bolivia	067	Georgia
022	Bosnia and Herzegovina	068	Germany
023	Botswana	069	Ghana
024	Brazil	070	Greece
025	British Virgin Islands	071	Greenland
026	Brunei	072	Grenada
027	Bulgaria	073	Guatemala
028	Burkina Faso	074	Guinea
029	Burma	075	Guinea-Bissau
030	Burundi	076	Guyana
031	Cambodia	077	Haiti
032	Cameroon	078	Honduras
033	Canada	079	Hong Kong
034	Cape Verde	080	Hungary
035	Cayman Islands	081	Iceland
036	Central African Republic	082	India
037	Chad	083	Indonesia
038	Chile	084	Iran
039	China	085	Iraq
040	Colombia	086	Ireland
041	Comoros	087	Israel
042	Congo	088	Italy
043	Cook Islands	089	Ivory Coast
044	Costa Rica	090	Jamaica
		091	Japan
		092	Jordan
		093	Kazakhstan
		094	Kenya
		095	Kiribati
		210	Kosovo
		097	Kuwait
		098	Kyrgystan
		099	Laos
		100	Latvia
		101	Lebanon

102	Lesotho	149	Rwanda
103	Liberia	150	Saint Kitts and Nevis
104	Libya	151	Saint Lucia
105	Liechtenstein	152	Saint Vincent and Grenadines
106	Lithuania	153	San Marino
107	Luxembourg	154	Sao Tome and Principe
108	Macau	155	Saudi Arabia
109	Macedonia	156	Senegal
110	Madagascar	207	Serbia
111	Malawi	157	Seychelles
112	Malaysia	158	Sierra Leone
113	Maldives	159	Singapore
114	Mali	160	Slovakia
115	Malta	161	Slovenia
116	Marshall Islands	162	Soloman Islands
117	Mauritania	163	Somalia
118	Mauritius	164	South Africa
119	Mexico	165	South Korea
120	Micronesia	166	Spain
121	Moldova	167	Sri-Lanka
122	Monaco	168	Sudan
123	Mongolia	169	Suriname
208	Montenegro	170	Swaziland
124	Morocco	171	Sweden
125	Mozambique	172	Switzerland
209	Myanmar	173	Syria
126	Namibia	174	Taiwan
127	Nauru	175	Tajikstan
128	Nepal	176	Tanzania
129	Netherlands	177	Thailand
130	New Zealand	178	Togo
131	Nicaragua	179	Tonga
132	Niger	180	Trinidad and Tobago
133	Nigeria	181	Tunisia
134	Niue	182	Turkey
211	North Korea	183	Turkish Rep
135	Norway	184	Turkmenistan
136	Oman	185	Tuvalu
137	Pakistan	186	Uganda
138	Palestine	187	Ukraine
139	Panama	188	Union of Soviet Socialist Republics
140	Papua New Guinea	189	United Arab Emirates
141	Paraguay	190	United Kingdom
142	Peru	191	United States
143	Philippines	192	Uruguay
144	Poland	193	Uzbekistan
145	Portugal	194	Vanuatu
146	Qatar	195	Holy See
147	Romania	196	Venezuela
148	Russia	197	Vietnam
		198	Western Sahara
		199	Samoa
		200	Yemen
		201	Yugoslavia
		202	Zaire
		203	Zambia
		204	Zimbabwe





4 Enter full mailing street address and city. Include appropriate ZIP/postal code. Enter State or Province (if applicable) on the following page.

STREET ADDRESS										
1	7	1	4	4	+	h	S	T	S	E
A	A	A	A	A	A	A	A	A	A	A
B	B	B	B	B	B	B	B	B	B	B
C	C	C	C	C	C	C	C	C	C	C
D	D	D	D	D	D	D	D	D	D	D
E	E	E	E	E	E	E	E	E	E	E
F	F	F	F	F	F	F	F	F	F	F
G	G	G	G	G	G	G	G	G	G	G
H	H	H	H	H	H	H	H	H	H	H
I	I	I	I	I	I	I	I	I	I	I
J	J	J	J	J	J	J	J	J	J	J
K	K	K	K	K	K	K	K	K	K	K
L	L	L	L	L	L	L	L	L	L	L
M	M	M	M	M	M	M	M	M	M	M
N	N	N	N	N	N	N	N	N	N	N
O	O	O	O	O	O	O	O	O	O	O
P	P	P	P	P	P	P	P	P	P	P
Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q
R	R	R	R	R	R	R	R	R	R	R
S	S	S	S	S	S	S	S	S	S	S
T	T	T	T	T	T	T	T	T	T	T
U	U	U	U	U	U	U	U	U	U	U
V	V	V	V	V	V	V	V	V	V	V
W	W	W	W	W	W	W	W	W	W	W
X	X	X	X	X	X	X	X	X	X	X
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z
-	-	-	-	-	-	-	-	-	-	-
0	0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9
-	-	-	-	-	-	-	-	-	-	-
A	A	A	A	A	A	A	A	A	A	A
B	B	B	B	B	B	B	B	B	B	B
C	C	C	C	C	C	C	C	C	C	C
D	D	D	D	D	D	D	D	D	D	D
E	E	E	E	E	E	E	E	E	E	E
F	F	F	F	F	F	F	F	F	F	F
G	G	G	G	G	G	G	G	G	G	G
H	H	H	H	H	H	H	H	H	H	H
I	I	I	I	I	I	I	I	I	I	I
J	J	J	J	J	J	J	J	J	J	J
K	K	K	K	K	K	K	K	K	K	K
L	L	L	L	L	L	L	L	L	L	L
M	M	M	M	M	M	M	M	M	M	M
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P	P	P	P	P	P	P	P	P	P	P
Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q
R	R	R	R	R	R	R	R	R	R	R
S	S	S	S	S	S	S	S	S	S	S
T	T	T	T	T	T	T	T	T	T	T
U	U	U	U	U	U	U	U	U	U	U
V	V	V	V	V	V	V	V	V	V	V
W	W	W	W	W	W	W	W	W	W	W
X	X	X	X	X	X	X	X	X	X	X
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z

CITY									
A	M	E	L	S					
A	A	A	A	A	A	A	A	A	A
B	B	B	B	B	B	B	B	B	B
C	C	C	C	C	C	C	C	C	C
D	D	D	D	D	D	D	D	D	D
E	E	E	E	E	E	E	E	E	E
F	F	F	F	F	F	F	F	F	F
G	G	G	G	G	G	G	G	G	G
H	H	H	H	H	H	H	H	H	H
I	I	I	I	I	I	I	I	I	I
J	J	J	J	J	J	J	J	J	J
K	K	K	K	K	K	K	K	K	K
L	L	L	L	L	L	L	L	L	L
M	M	M	M	M	M	M	M	M	M
N	N	N	N	N	N	N	N	N	N
O	O	O	O	O	O	O	O	O	O
P	P	P	P	P	P	P	P	P	P
Q	Q	Q	Q	Q	Q	Q	Q	Q	Q
R	R	R	R	R	R	R	R	R	R
S	S	S	S	S	S	S	S	S	S
T	T	T	T	T	T	T	T	T	T
U	U	U	U	U	U	U	U	U	U
V	V	V	V	V	V	V	V	V	V
W	W	W	W	W	W	W	W	W	W
X	X	X	X	X	X	X	X	X	X
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Z	Z	Z	Z	Z	Z	Z	Z	Z	Z

ZIP/POSTAL CODE										
5	1	5	0	6	5	-	0	3	2	6
0	0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9
-	-	-	-	-	-	-	-	-	-	-
A	A	A	A	A	A	A	A	A	A	A
B	B	B	B	B	B	B	B	B	B	B
C	C	C	C	C	C	C	C	C	C	C
D	D	D	D	D	D	D	D	D	D	D
E	E	E	E	E	E	E	E	E	E	E
F	F	F	F	F	F	F	F	F	F	F
G	G	G	G	G	G	G	G	G	G	G
H	H	H	H	H	H	H	H	H	H	H
I	I	I	I	I	I	I	I	I	I	I
J	J	J	J	J	J	J	J	J	J	J
K	K	K	K	K	K	K	K	K	K	K
L	L	L	L	L	L	L	L	L	L	L
M	M	M	M	M	M	M	M	M	M	M
N	N	N	N	N	N	N	N	N	N	N
O	O	O	O	O	O	O	O	O	O	O
P	P	P	P	P	P	P	P	P	P	P
Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q
R	R	R	R	R	R	R	R	R	R	R
S	S	S	S	S	S	S	S	S	S	S
T	T	T	T	T	T	T	T	T	T	T
U	U	U	U	U	U	U	U	U	U	U
V	V	V	V	V	V	V	V	V	V	V
W	W	W	W	W	W	W	W	W	W	W
X	X	X	X	X	X	X	X	X	X	X
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z

You must complete the reverse side.

**4** Enter full mailing state, province, and country.

**STATE** I O M A

**PROVINCE**

**5** **PHARMACY DEGREE**  
(First degree leading towards the practice of pharmacy)

**A** **TITLE OF DEGREE**

Diploma  
 Bachelor  
 Master  
 Doctorate  
 Other

**B** **DATE DEGREE ISSUED**

MO. 04 YEAR 1972

**6** **PHARMACIST LICENSE AND/OR REGISTRATION**

**A** Was an unrestricted license required to practice pharmacy?  
 Yes  No

**B** Was an unrestricted registration required to practice pharmacy?  
 Yes  No

**C** **DATE LICENSE WAS ISSUED:**

MO. 04 YEAR 1974

**D** **DATE REGISTRATION WAS ISSUED:**

MO. YEAR

**COUNTRY CODE** 191

(Refer to the list found on page 7 of this form.)

**SERIAL #**

PLEASE DO NOT WRITE IN THIS AREA

You must complete the reverse side.





**13** Need ADA Accommodations

Yes  No

**11** CITIZENSHIP (Complete three)

**A** BIRTH COUNTRY CODE

1	2	3	4	5	6	7	8	9	0
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**B** UPON ENTERING PHARMACY SCHOOL COUNTRY CODE

1	2	3	4	5	6	7	8	9	0
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**C** NOW COUNTRY CODE

1	2	3	4	5	6	7	8	9	0
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

(Refer to the list of country codes found on page 7 of this form.)

**12** Has any punitive action been taken against you by any pharmacy licensing or registering authority or any recognized pharmacy organization, or have you been refused admission to a recognized pharmacy organization?

Yes  No

If the answer to question 12 is "Yes," explain fully on a separate sheet of paper giving such details as date, location, charge, and punishment.

**8** DATE OF BIRTH

MO.	DAY	YEAR
03	23	1915

**9** GENDER

Male  Female

**10** MARITAL STATUS

Single  Married  Widowed  Divorced



You must complete the reverse side. →

SAMPLE ONLY

**COUNTRY CODES** (If you do not find your country code in this list, please complete the top of page 8.)

001 Afghanistan	026 Brunei	053 Dominican Republic	078 Honduras	105 Liechtenstein	132 Niger	155 Saudi Arabia	181 Tunisia
002 Albania	027 Bulgaria	054 Ecuador	079 Hong Kong	106 Lithuania	133 Nigeria	156 Senegal	182 Turkey
003 Algeria	028 Burkina Faso	055 Egypt	080 Hungary	107 Luxembourg	134 Niue	157 Seychelles	183 Turkish Rep
004 Andorra	029 Burma	056 El Salvador	081 Iceland	108 Macau	135 Norway	158 Sierra Leone	184 Turkmenistan
005 Angola	030 Burundi	057 Equatorial Guinea	082 India	109 Macedonia	136 Oman	159 Singapore	185 Tuvalu
006 Antigua and Barbuda	031 Cambodia	058 Eritrea	083 Indonesia	110 Madagascar	137 Pakistan	160 Slovakia	186 Uganda
007 Argentina	032 Cameroon	059 Estonia	084 Iran	111 Malawi	138 Palestine	161 Slovenia	187 Ukraine
008 Armenia	033 Canada	060 Ethiopia	085 Ireland	112 Malaysia	139 Panama	162 Solomon Islands	188 Union of Soviet Socialist Republics
009 Australia	034 Cape Verde	061 Ethiopia	086 Iceland	113 Maldives	140 Papua New Guinea	163 Somalia	189 United Arab Emirates
010 Austria	035 Cayman Islands	062 Falkland Islands	087 Israel	114 Mali	141 Paraguay	164 South Africa	190 United Kingdom
011 Azerbaijan Republic	036 Central African Republic	063 Fiji	088 Italy	115 Malta	142 Peru	165 South Korea	191 United States
012 Bahamas	037 Chad	064 Finland	089 Ivory Coast	116 Marshall Islands	143 Philippines	166 Spain	192 Uruguay
013 Bahrain	038 Chile	065 France	090 Jamaica	117 Mauritania	144 Poland	167 Sri-Lanka	193 Uzbekistan
014 Bangladesh	039 China	066 Gabon	091 Japan	118 Mauritius	145 Portugal	168 Sudan	194 Vanuatu
015 Barbados	040 Colombia	067 Georgia	092 Jordan	119 Mexico	146 Qatar	169 Suriname	195 Vatican
016 Belarus	041 Comoros	068 Germany	093 Kazakhstan	120 Myanmar	147 Romania	170 Swaziland	196 Venezuela
017 Belgium	042 Congo	069 Greece	094 Kenya	121 Moldova	148 Russia	171 Sweden	197 Vietnam
018 Belize	043 Cook Islands	070 Grenada	095 Kiribati	122 Monaco	149 Rwanda	172 Switzerland	198 Western Sahara
019 Benin	044 Costa Rica	071 Greenland	096 Korea	123 Mongolia	150 Saint Christopher and Nevis	173 Syria	199 Western Samoa
020 Bhutan	045 Croatia	072 Grenada	097 Kuwait	124 Morocco	151 Saint Vincent and the Grenadines	174 Taiwan	200 Yemen
021 Bolivia	046 Cuba	073 Guatemala	098 Kyrgyzstan	125 Mozambique	152 Saint Vincent and the Grenadines	175 Tajikistan	201 Yugoslavia
022 Bosnia and Herzegovina	047 Cyprus	074 Guinea	099 Laos	126 Namibia	153 San Marino	176 Tanzania	202 Zaire
023 Botswana	048 Czech Republic	075 Guinea-Bissau	100 Latvia	127 Nauru	154 Sao Tome and Principe	177 Thailand	203 Zambia
024 Brazil	049 Czechoslovakia	076 Guyana	101 Lebanon	128 Nepal		178 Togo	204 Zimbabwe
025 British Virgin Islands	050 Denmark	077 Haiti	102 Lesotho	129 Netherlands		179 Tonga	
			103 Liberia	130 New Zealand		180 Trinidad and Tobago	
			104 Libya	131 Nicaragua			

**14 MAIDEN NAME** Full name before marriage (to be completed by women only) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_ (Family or Surname)

**15 PHARMACY SCHOOL** (List precise name of all schools in which pharmacy courses were taken for the degree indicated in item 5, including pre-pharmacy courses.)

School(s) Attended	Location (Country)	Degrees Attended	From /MM/YY	To /MM/YY	No. of Years You Actually Attended School
University of Iowa	Ames, Iowa	B.S. in Pharmacy	08/16	04/17	6

**16 NATIVE LANGUAGE** (Mother Tongue) \_\_\_\_\_

You must complete the reverse side, including the notarized signature.

17 COMPLETE ONLY IF YOUR COUNTRY CODE WAS NOT LISTED ON PAGE 7.

ADDRESS (Refer to Item 4) Country

PLACE OF BIRTH (Refer to Item 7) Country

CITIZENSHIP (Refer to Item 11)  
 AT BIRTH Country  
 UPON ENTERING PHARMACY SCHOOL Country  
 NOW Country

18 CERTIFICATION

I hereby certify that the information given in this application is true and accurate to the best of my knowledge, and that the photographs enclosed are recent photographs of me.

I understand that (1) falsification of the application, or (2) the submission of any falsified educational documents to the FPGEC, or (3) the submission of any falsified FPGEC documents to other agencies; (4) the giving or receiving of aid in the examination, may be sufficient cause for the FPGEC to bar me from the examination, to terminate my participation in the examination, to invalidate the results of my examination, to withhold a certificate, to revoke a certificate, or to take other appropriate action.

I understand that the FPGEC certificate and any and all claims thereof remain the property of the FPGEC and must be returned to the FPGEC, if the FPGEC determines that the holder of the certificate was not eligible to receive it, or that it was otherwise issued in error.

I hereby authorize the FPGEC to transmit any information contained in this application, including but not limited to NABP's Pharmacist available to the FPGEC, to any federal, state, or local government, department or agency, to any hospital, or to any other organization or individual who, in the judgment of the FPGEC, has a legitimate interest in such information, including but not limited to NABP's Pharmacist and Pharmacy Achievement and Discipline program.

I understand the FPGEC is a state agency and I hereby agree to accept the jurisdiction of the FPGEC and to contact the board of pharmacy of the state of my jurisdiction to accept FPGEC certification. I understand that the FPGEC is a state agency and I hereby certify that I am a resident of the state of my abilities.

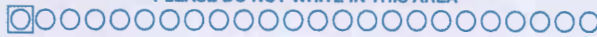
Applicant must sign last two lines of application: a Consular Official, First-Class Magistrate, or Notary Public must overlap a portion of both the attached photographs.

Signature of Applicant (as it appears in English) X

Subscribed and sworn to (or affirmed) before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Official Title

PLEASE DO NOT WRITE IN THIS AREA



SERIAL #

Candidate's photograph must be either glued or pasted to the application and fit within the parameters of this box.

Official stamp must be placed at the bottom left hand corner of the photo, similar to this image.

The date line must be completed without any alterations or erasures.

Candidate must sign in this area. Any alterations or erasures will void the application.

Applicant must sign last two lines of application: a Consular Official, First-Class Magistrate, or Notary Public must overlap a portion of both the attached photographs.

The Consular Official, First-Class Magistrate or Notary Public must sign in this space provided. If not, the application will be voided.

# Documentation of Pharmacist Credentials

## General Official Supporting Documentation Information

All candidates are required to submit an official transcript, proof of degree, and proof of license and/or registration. Official documents are those that include an inked or impressed seal or stamp of the issuing body. Official documents must also include an inked signature of the individual from the issuing body authorized to certify the document. The official document must be submitted in an envelope sealed by the appropriate issuing body. A seal, stamp, or signature of an official must overlap the flap closure and the envelope. The sealed envelope may be submitted to the FPGEC by you or the issuing body.

Any official document not in English, or that contains non-English stamps or seals, must be accompanied with a word-for-word English translation. Please refer to the “Translation of Non-English Documents” section on page 20.

**Please Note:** The FPGEC has seen a rise in fraudulent documents. These fraudulent documents come from entities pretending to be official government offices with the right to approve documents. These entities say they can speed the authentication of educational and licensure and/or registration documents for use abroad. You should tell friends and relatives gathering documents for you to make sure that documents are from the issuing bodies only. If the FPGEC receives fraudulent documents, the application will be delayed and your acceptance to the FPGEC Certification Program may be jeopardized.

The FPGEC, at its discretion, may require further documentation to qualify you for certification. Faxed official documents will not be accepted.

## Official Supporting Documentation to ECE

If you are a new candidate for the FPGEC Certification Program, you must have your official pharmacy school transcripts and degree qualification verified by the Educational Credential Evaluators, Inc (ECE). ECE is a not-for-profit public service organization specializing in the evaluation of foreign educational credentials.

You are required to submit two sets of your pharmacy education documentation, the official transcript and official proof of degree, directly to ECE according to the procedures

and requirements indicated in this section. Please see page 5 for details on submitting an application to ECE.

You must request that ECE submit a copy of the General Evaluation Report directly to the FPGEC along with your supporting documentation. The FPGEC will not accept General Evaluation Reports submitted by candidates.

Upon receipt of the General Evaluation Report from ECE, the FPGEC will continue the evaluation process and advise you regarding the status of your program file. *ECE does not make any determination of eligibility for the FPGEC Certification Program.*

## Official Transcript(s)

An official transcript, detailing courses and grades, from your college, university, or pharmacy school is required. Official transcripts must include a school seal/stamp and the inked signature of a pharmacy school official. Transcripts must indicate the dates you attended pharmacy school.

If you were issued a pharmacy degree prior to January 1, 2003, you must have completed a minimum four-year pharmacy curriculum at the time of graduation. If you were issued a pharmacy degree on or after January 1, 2003, you must have completed a minimum five-year pharmacy curriculum at the time of graduation. If there were additional coursework requirements for graduation (for example pre-pharmacy coursework completed at the college or university level), an official transcript of courses and grades for these or other documentation proving completion of these, is also required. Coursework and internships completed after graduation will not be considered in determining the minimum required curriculum length. Post-baccalaureate degrees will not be considered except under limited circumstances where the degree obtained and coursework completed to obtain the degree satisfactorily show that the candidate obtained experience in patient care in a clinical pharmacy practice setting. Consideration of post-baccalaureate degrees and whether they may be applicable to determine the minimum required curriculum length will be made on a case-by-case basis at the sole discretion of the FPGEC.

Unofficial photocopies of transcripts will not be accepted. ECE will keep one of the official transcripts you send for its records and provide the other copy to FPGEC for its files. Transcripts will not be returned.

### Official Proof of Degree

Official proof of the pharmacy degree or qualification from a pharmacy school indicating the title of the degree or qualification and the date of issuance is required. The pharmacy degree or qualification you received must be the professional degree leading to licensure and/or registration to practice pharmacy.

### Alternate Procedures

If you have graduated from a pharmacy program prior to January 1, 2003, with at least a four-year curriculum, or on or after January 1, 2003, with at least a five-year pharmacy curriculum, but cannot provide documentation of your educational credentials (transcript and degree) as required, you may be eligible for an alternate procedure. The alternate procedure is considered only after the application form and supporting documentation have been evaluated by the FPGEC. A request for alternate procedures must be submitted with the application. The FPGEC will consider each request individually.

Only candidates authorized by the FPGEC to utilize the alternate procedures will be permitted to do so. Appropriate forms will be provided to candidates by the FPGEC.

### Official Supporting Documentation to FPGEC

#### Official Proof of Licensure and/or Registration

Official proof of a license and/or registration to practice pharmacy in the country or jurisdiction where you earned a pharmacy degree is required. Each license and/or registration must be unrestricted and certified by the appropriate government official of the jurisdiction issuing the license or registration. The documentation must include the date that the license and/or registration was issued.

If a license and/or registration is required to practice pharmacy in the country or jurisdiction where you earned a pharmacy degree, you **must** obtain the license and/or registration in that country or jurisdiction to be considered for FPGEC Certification. If **both** a license and registration are required, you must submit official documentation of both.

If you were not a citizen of the country or jurisdiction where your pharmacy degree was earned, and therefore were unable to obtain licensure and/or registration to practice pharmacy, you must submit

1. official proof of licensure and/or registration in whichever country or jurisdiction it was obtained; and
2. an official statement, issued by the appropriate government official of the country or jurisdiction where your degree was earned, confirming that you would be eligible for licensure and/or registration if you were a citizen.

If you were not a citizen of the country or jurisdiction where your pharmacy degree was earned and would have been eligible to obtain licensure and/or registration to practice pharmacy there, however, neither was obtained, you must submit

1. official proof of licensure and/or registration in whichever country or jurisdiction it was obtained; and
2. an official statement, issued by the appropriate government official of the country or jurisdiction where your degree was earned, confirming that you would be eligible for licensure and/or registration.

If neither a license and/or registration are required to practice pharmacy in the country or jurisdiction where you earned a pharmacy degree, you must submit

1. a request for an “Affidavit for Failure to Obtain Licensure in a Foreign Jurisdiction” with the application materials (The FPGEC will provide further information concerning this procedure to eligible candidates.); and
2. official documentation verified by the pharmacy school or the applicable government agency that neither licensure nor registration was required to practice pharmacy.

*Note: If you did not obtain a passing FPGEE score in the past and are applying to retake the FPGEE, your previously submitted documentation will be re-evaluated. If there is additional documentation required, the FPGEC will notify you in writing.*

### Submitting Additional Supporting Documentation

#### Photo Identification

You must also submit to the FPGEC a certified photocopy of a current photo identification, for example, a driver’s license, a state-issued identification card, or a passport. Refer to “Photocopies of Documents” for details on certifying copies of photo identification.

#### Photocopies of Documents

Certified photocopies of documents, such as birth certificates, marriage certificates, court orders approving a name change, or state-issued identification cards, may be submitted to the FPGEC for review. Certified photocopies of the documents are those where the words, “**I have reviewed the original document and attest that this is a true and exact copy of the original**” must be written directly on the photocopy by a notary public, and include the notary public seal and signature. If a document is longer than one page, **each page** must be certified. Present both the original document and a photocopy to the notary public for proper certification. The FPGEC will not accept

photocopies of documents that have been certified by you or that are not properly certified. In addition, the FPGEC will not accept “True Copy,” Certified True Copy,” or “Attested Copy” in lieu of the attestation statement indicated above.

If you are unable to submit properly certified photocopies of your additional supporting documentation, the original documents must be submitted directly to the FPGEC. You must request, in writing to the FPGEC, to have original documents returned.

### **Translation of Non-English Documents**

Any document, including all seals and/or stamps, not in English must be accompanied by an official word-for-word English translation, prepared and certified as correct by an official translator. The FPGEC considers an official translator to be a certified translator, a certified court interpreter, an authorized government official, or an official from the pharmacy school where you obtained your pharmacy degree. You may also obtain an official translation from a

professional translation service or an appropriate language department at any university. **Each page of the translation must be signed and dated by the translator, and must appear on official stationery.** The translator must provide an attestation statement regarding the accuracy of each translation. Proof of the translator’s credentials must accompany each translation. You may **not** prepare your own translations.

### **Candidate’s Name**

Your name on the FPGEC application must match the name that appears on your supporting documentation. If you have changed your name, you must send a properly certified photocopy of a marriage certificate or other legal document, such as a court order, that indicates the former and current names. ***Note:** Identification such as a drivers license, social security card, or permanent resident card cannot be considered as legal documentation of a name change.* Be sure that the information submitted on the application form matches the information on all supporting documentation.

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# General Information

## Closed File

Your **file will be closed and fees surrendered to the FPGEC** in the following situations:

1. If you have scheduled an appointment for the FPGEE, are absent the day of the examination, and fail to cancel your registration within the time period allowed.
2. If you are not yet certified and fail to correspond in writing with the FPGEC office, or to file an updated application, for a period of two years. *Note: In this instance, your FPGEE score will be voided upon file closure.*
3. If you fail the FPGEE five times, per a policy effective January 1, 2012 (or in the case of those candidates who have already tested five or more times as of January 1, 2012, if you fail the FPGEE after your next attempt).

Your **file will be closed and applicable fees refunded** in the following situations:

1. After evaluation of all documentation it is determined that your credentials do not meet the criteria for eligibility for the FPGEC Certification Program.
2. After repeated requests for appropriate documentation you remain unable to comply with the requirements in order to qualify for the FPGEC Certification Program.

The FPGEC will send notification of file closure, in writing, to applicable candidates. Candidates will have 30 days to appeal the file closure decision of the FPGEC. The FPGEC will review each appeal on a case-by-case basis.

If you wish to pursue FPGEC Certification once the file is closed, the application process, full fees, supporting document review, and examination process starts over as if you were a new candidate.

## Pharmacist and Pharmacy Achievement and Discipline Database

NABP's Pharmacist and Pharmacy Achievement and Discipline® (PPAD®) database contains information about pharmacists, interns, technicians, pharmacies, and other entities licensed by state boards of pharmacy. PPAD also lists those individuals who are awarded FPGEC Certification. The information is listed on NABP's Web site at [www.nabp.net](http://www.nabp.net). If you do not want your Certification listed on the Web site you **must** write to the FPGEC and request that the Certification not be listed.

# FPGEE Test Information

## FPGEE Overview

The FPGEE is based on a nationally uniform content blueprint. The blueprint, revised in 2011, provides important information about the topics covered on the examination and the competency areas that candidates will be tested in. The blueprint is available on the NABP Web site at [www.nabp.net/programs/](http://www.nabp.net/programs/) under FPGEE.

The examination is a comprehensive measure of knowledge in four major pharmacy content areas:

- 16% – Basic Biomedical Sciences
- 30% – Pharmaceutical Sciences
- 22% – Social/Behavioral/Administrative Pharmacy Sciences
- 32% – Clinical Sciences

The FPGEE is a 250-question multiple choice examination using a computerized format administered over a five-and-one-half hour testing period. The examination is administered twice a year at more than 200 Pearson VUE testing centers in the continental United States.

## Testing Appointment Information

### Testing Administration

The FPGEE is administered by Pearson VUE at its Pearson Professional Centers (PPCs) in the continental United States. The FPGEE will not be available at PPCs in Alaska or Hawaii. Two test dates will be offered each year; one in the spring and one in the fall. Exact dates are available on the NABP Web site. Only those candidates who have been accepted by the FPGEC to sit for the FPGEE will be allowed to register for the examination. You will be given the opportunity to take the test on one of two consecutive testing opportunities.

**If you are unable to test during your two opportunities due to a work, health, or visa issues you must provide NABP with official documentation of why you are unable to test in order to be offered an additional opportunity to sit for the examination.** FPGEC policy also states that all applicants must take the FPGEE within three years of the original acceptance date.

### Registering to Test with NABP

Once the FPGEC determines you are eligible to take the examination, you will receive a FPGEE Identification Card, which will contain instructions to begin the registration process. Before scheduling your examination appointment, candidates are required to register online

with NABP at <http://fpgee.nabp.net>. When registering, you must provide a current and valid e-mail address because your Authorization to Test (ATT) will be sent electronically and your FPGEE score report will be available via secure download on the NABP Web site. Registration with NABP will begin approximately 14 weeks before the test date, and the deadline to complete registration will be about two weeks before the examination is administered. See the NABP Web site for the dates pertaining to your assigned test date.

*Note: If you change your e-mail address you must notify the FPGEC in writing of the change, including both the old and the new e-mail address.*

Your FPGEE Identification Card is valid for one of your first two consecutive testing opportunities only. **Please be sure to retain your FPGEE Identification Card, as a fee of \$25 will be charged to obtain a duplicate.** You will be required to reapply for the FPGEE if you miss both of these testing opportunities or if you fail your first attempt. A new FPGEE Identification Card will be issued if you are required to reapply for the examination.

### Authorization to Test from Pearson VUE

Within one week of registering to test with NABP you will receive your ATT via e-mail from Pearson VUE with the instructions on how to schedule your testing appointment and other important information for the FPGEE. You may not schedule an appointment to test until this notification has been received. Each ATT issued is unique for each specific examination, so you must wait to receive a new ATT if you do not schedule a test site for your first opportunity.

*Note: You should contact Pearson VUE if you have not received your ATT within one week of registering with NABP.*

**Registration and ATT information will not be given via phone or fax.**

### Scheduling Your Examination Appointment

Upon receipt of your ATT from Pearson VUE you may schedule an appointment to test depending upon availability at the PPC. Appointments are made on a first-come, first-served basis. Your notification e-mail will indicate the time frame within which you may schedule your appointment. **You should schedule your appointment for the upcoming examination as soon as you receive your ATT.** Waiting to schedule your testing appointment may significantly decrease the availability of

your preferred test center, as each PPC has only a select number of seats available.

You must adhere to the following procedures when scheduling your appointment:

1. **You cannot make a testing appointment until you have received your ATT from Pearson VUE.** You may schedule your examination at a PPC through the Pearson VUE Web site ([www.pearsonvue.com/nabp](http://www.pearsonvue.com/nabp)) or by calling Pearson VUE customer service at 1-888/709-2679.
2. To schedule your examination online, visit [www.pearsonvue.com/nabp](http://www.pearsonvue.com/nabp). Follow the instructions to set up a Web account and select your preferred testing location.
3. If you choose to call Pearson VUE's customer service department to schedule an appointment, you will be asked to verify your identity, including verification of your equivalency examination number, last and first name, as well as other demographic information.
4. The Pearson VUE customer service agent will search by location. If you have a preferred site, the agent can search that site for appointment availability. To review the locations of the PPCs, please visit [www.pearsonvue.com/nabp](http://www.pearsonvue.com/nabp).
5. Once your appointment has been scheduled, you will receive a confirmation e-mail that provides the details of your examination appointment, directions to your selected test center, and additional instructions for the FPGEE.

### Special Testing Accommodations

The FPGEC abides by all applicable federal and state statutes relating to the accommodation of disabled individuals. To ensure the security and integrity of the examinations, the FPGEC will evaluate special accommodation requests.

An applicant must submit a request letter, along with the application materials, indicating the nature of his or her disability, the history of special testing accommodations that have been granted for such disability, and the nature of the accommodations requested. With the request letter, the applicant must also submit a letter from the applicant's physician or therapist documenting the disability.

Testing accommodations will be made only with the authorization of the FPGEC.

If testing accommodations are granted for any examination that is required for FPGEC Certification, NABP may note the grant of accommodations on FPGEC Certification documentation, should the candidate achieve FPGEC Certification. Pharmacy regulatory authorities that inquire about such a note will only be provided with information about the nature of the accommodations that were granted.

### Scheduling for Special Testing Accommodations

Candidates approved for special testing accommodations by NABP should schedule examination appointments by contacting Pearson VUE's customer service department at

1-800/466-0450.

### Canceling/Failing to Attend Your Examination Appointment

**All cancellations of scheduled examination appointments must be made through Pearson VUE.** Cancellations must be made at least five business days prior to your scheduled appointment. For example, if you are scheduled to test on Tuesday, April 14, 2009, you must cancel your appointment by the end of the day on Monday, April 6, 2009.

If extreme circumstances require you to cancel less than five business days before the examination, you will be required to pay a resitting fee of \$150 to receive a new ATT to schedule an appointment for the next FPGEE. Fees must be submitted by certified check or money order in US funds through a US bank made payable to the National Association of Boards of Pharmacy. Your name as it appears on your FPGEC application and your EE number must be indicated on your payment. Once your fee has been received, you will be required to register again with NABP to test and to receive a new ATT. *Note: Additional documentation may be required by the FPGEC.*

If you fail to arrive for your scheduled appointment without previously notifying NABP and Pearson VUE, you will forfeit your initial application fee and your program file will be closed. There are no exceptions to this policy. You will need to submit a new application, two passport size photos, and \$800 re-application fee to NABP in order to be considered for a future FPGEE.

You must contact NABP if you can not take the FPGEE during the assigned testing opportunity and have **not** scheduled an examination appointment with Pearson VUE. See the FPGEE Administration section of this Bulletin for more information.

# FPGEE Administration

## On the Day of the Examination

Review the following information before your examination administration.

1. Plan to arrive at the test center at least 30 minutes before your scheduled testing time to allow for check-in procedures. If you arrive at the test center 30 minutes *after* your scheduled examination, and are refused admission to test, you will forfeit your appointment. **If you forfeit your appointment, there will be no refund of your testing fee and you will be required to reapply for the FPGEE and submit the appropriate retake fee in order to retest.**
2. When you arrive at the test center, you will be required to present your FPGEE Identification Card and a primary form of ID that contains a recent photograph and signature. It is also recommended that you bring a secondary ID that contains your name and signature. (More information is included in the “Identification Requirements” section that follows.) Your test administrator will instruct you to put all personal belongings in a locker and provide instructions on where to keep your ID. Each time you enter and leave the testing room, your identity will be verified.
3. NABP testing vendor, Pearson VUE, began implementing palm vein technology in its testing centers in 2008. On May 3, 2010, NABP will require palm vein scans of examination candidates. For first-time test takers on or after May 3, 2010, a palm vein scan will be taken instead of a digital fingerprint. However, if a candidate had a fingerprint taken for an NABP examination prior to May 3, 2010, he or she will need to provide a fingerprint and a palm vein scan will be performed. Pearson VUE testing center staff will take a digital photograph of each examination candidate, and each candidate will provide his or her digital signature, and a digital fingerprint and/or palm vein scan. For palm vein scans, a device will be used to digitally record the pattern of the candidate’s palm veins. Candidate palm vein patterns are digitally encrypted and securely transmitted to Pearson VUE. If you do not provide the required identifying information, you will not be permitted to take the examination. In the event that you are unable to provide a digital signature or palm vein pattern, you must contact NABP at least 30 days prior to your examination date. For more information about examination administration, including the check-in process and palm vein scans, please contact Pearson VUE customer service at 1-888/709-2679.
4. Once you have been admitted, the test center administrator will escort you to a workstation. You must remain in your seat during the examination, except when authorized to leave by a test center administrator in accordance with NABP policies and procedures. You may not leave the *testing room or test center* without the test administrator’s permission. You may not leave the *test building* for any reason during your scheduled examination appointment. If you leave the testing room or test center without permission or the test building for any reason prior to completing your examination, you will forfeit your appointment to test and you will be required to reapply for the examination. **There will be no refund of your FPGEE fee.**
5. The administrator will provide you with an erasable note board and marker to use during your examination. You may not remove the note boards or markers from the testing room at any time. You will not be allowed to take your own scratch paper or pencil into the testing room. You can activate an on-screen calculator during the examination. You may also request a hand-held calculator from the testing center administrator at any time.
6. Before starting your examination, you will be required to read and agree to a *Confidentiality Agreement* established by NABP.
7. Raise your hand to notify the administrator of the following:
  - ◆ you think you have problems with your computer;
  - ◆ you need to take a break; or
  - ◆ you need the administrator for any other reason.
8. The FPGEE consists of 250 questions. You will have 5 hours and 30 minutes to complete the examination. The examination will begin when the first question appears on the screen. Before beginning the FPGEE, you will be allotted 10 minutes to complete a tutorial. At the end of the examination, you will have 15 minutes to complete a brief optional survey. Half way through the examination, you will have a mandatory 30-minute break. Your palm vein pattern must be scanned when you re-enter the testing room. These times will not count toward the 5 hours and 30 minutes allotted to complete the FPGEE.
9. The format of the examinations requires that **all** test questions be answered in the order in which they are presented. You will **not** be allowed to skip a question or return to a previous question **until all items have been completed. However you will be able to mark questions for review as you answer them. Once you**

**have answered all questions for a section, you will have the option to return to the items you marked for review and change the answer if you so choose.**

10. When you have completed your time on the examination there is an optional end-of-examination survey after which the test administrator will collect your note board and marker and walk you through the check-out process.

### Non-Disclosure Agreement

Before starting the FPGEE you will be required to read the terms and conditions of the NABP [Non-Disclosure Agreement](#) for NABP Examinations. If you agree, select the box to confirm that you agree to the Non-Disclosure Agreement and proceed to the application. You will not be able to proceed if you do not accept the terms of the Agreement.

### Break Information Update

Before starting the examination, you will have 10 minutes to complete a mandatory tutorial. Part 1 of the examination lasts 2 hours and 45 minutes and is followed by a mandatory 30-minute break. Your palm vein pattern must be scanned anytime you re-enter the testing room. Please note, if you complete Part 1 of the FPGEE prior to the 2 hours and 45 minutes allotted, you may not begin Part 2 of the examination until the time allotted for Part 1 and the mandatory break has passed. You will then be allowed 2 hours and 45 minutes to complete Part 2 of the examination. Once finished, you are allotted 15 minutes for an optional survey. You may leave the test building once you have completed Part 2 of your examination. The 10-minute tutorial, 30-minute mandatory break, and an optional 15-minute closing survey will not count towards your 5 hour and 30 minute examination time. **All test center restrictions, security measures, and codes of conduct also apply during the break.**

### Identification Requirements

**The ID requirements for admission to the testing center consists of the FPGEE Identification Card and a primary form of ID that contains a recent photograph and signature.** *Note:* Without the FPGEE Identification Card and primary form of ID you will not be admitted to the examination.

It is also recommended that you bring a secondary form of ID that contains your name and signature. **Your name on your identification must match your name on your FPGEE Identification Card.** It is acceptable for your ID to contain your full middle name as long as the middle initial on your registration with NABP matches the first letter of your middle name and vice versa. Forms of ID that have **expired** are **not** considered to be valid. Please note, if your forms of identification are not in English, an official translation of your IDs must be provided. Your signature on your IDs must match your digital signature provided on the day of the examination as well as your signature on your FPGEC application. You must present one of the following acceptable primary IDs, which must be current

(not expired) and contain a recent recognizable photograph and signature.

- ◆ Passport
- ◆ Other valid government issued ID (including US issued driver's licenses and state IDs)

A secondary ID may be requested. Acceptable forms of secondary ID, which must be current, include the following:

- ◆ Valid credit card
- ◆ Driver's license
- ◆ Passport
- ◆ US Passport Card
- ◆ Military ID

Unacceptable ID documents include, but are not limited to, the following:

- ◆ ID with no photo (unless accompanied by another primary form of ID with photo)
- ◆ Expired passport
- ◆ Expired driver's license
- ◆ Draft classification card
- ◆ Letter of identity from a notary
- ◆ Social Security card
- ◆ Employee ID

If you arrive at the test center without the appropriate credentials, you will be subject to refusal of entrance into the examination. **There will be no refund of your testing fee.** You will be required to reapply for the FPGEE and pay the appropriate retake fee if you wish to reschedule your examination appointment. For FPGEC fee schedule, see page 5.

### Your Name/Name Change

Candidates who have had their name legally changed **must** contact the FPGEC at least 30 days prior to the examination day. Notification of a name change cannot be done at the test center.

### Test Center Restrictions

To ensure that examination results for all candidates are earned under comparable conditions and represent fair and accurate measurement of a candidate's individual skills, knowledge, and competence, it is necessary to maintain a standardized and secure testing environment. Therefore, all candidates must adhere to the following regulations:

- ◆ No reference, study, or other materials or devices may be brought into the testing center.
- ◆ Candidates will not be allowed to take anything into the testing room at the PPC other than those items given to them by the test center administrator. Prohibited items may not be accessed at any time during the FPGEE administration. **Prohibited items include, but are not limited to, the following:** pagers, calculators, cell phones, electronic digital devices (eg, personal digital assistants, watches), recording devices, weapons, photographic devices, briefcases, computers or computer bags, handbags

or purses, book bags or backpacks, wallets, books, outerwear (eg, coats, hats), facial tissue, and contents of pockets. You will be required to leave your personal belongings outside the testing room. Secure storage will be provided, but space is limited. Test centers assume no responsibility for candidates' personal belongings.

- ◆ Food and/or drink may be brought to the FPGEE; however, it must be stored in the secure storage area and may only be accessed during the 30-minute break.
- ◆ Use of tobacco is not allowed in the testing room.
- ◆ Friends or relatives who accompany you will not be permitted to wait in the test center or test room during your admission or during your examination, and are not permitted to contact you while you are taking the examination.
- ◆ Candidates cannot leave the test building during the examination. If the candidate leaves the testing room or test center (suite or office where the test room is located as well as the check in and secure storage area) without permission of the test site administrator or leaves the test building at any time during the examination, administration of the examination will be terminated and the candidate's examination score will be invalidated.

### What to Do in Case of Inclement Weather

In the event of a testing center closing due to inclement weather, Pearson VUE will attempt to contact the candidate. However, it is the responsibility of the individual candidate to contact Pearson VUE to determine if the test center is open. If the PPC where the candidate is scheduled to test is open and the candidate does not keep his or her scheduled appointment, the candidate forfeits all fees and no portion of the examination fee will be refunded.

### If Your Computer Experiences Technical Difficulties

On rare occasions, technical difficulties occur at the testing center. If you experience a computer technical difficulty, notify the test center administrator immediately. Every effort will be made to correct any difficulties as quickly as possible. Should the testing center experience a loss of power, back-up systems are in place and every reasonable effort will be made to retrieve testing data. Once power is restored, candidates will be able to continue their testing sessions from the point at which they were interrupted.

If technical issues cause you to wait more than 30 minutes after your scheduled appointment time, you will be given the choice of continuing to wait until after the delay to begin/continue your examination or rescheduling your appointment at the next scheduled administration without an additional fee.

### Security Measures

The FPGEE is the property of NABP and is a confidential examination that is protected by trade secret law, copyright law, and other applicable state and federal laws and regulations. The FPGEE will be made available to the examination candidate solely for the purpose of becoming eligible for FPGEC Certification. Examination candidates are expressly prohibited from disclosing, publishing, reproducing, transmitting, receiving without authorization, or making available the examination including, but not limited to, examination question format, questions, profiles, and scenarios, in whole or in part, in any form and by any means, whether verbal, written, electronic, or mechanical for any purpose.

If NABP obtains information indicating a candidate disclosed, published, reproduced, transmitted, received without authorization, or made available any portion of the examination, as described above, in any form to or from individuals, organizations, study groups, or the like, such candidate forfeits the right to have his or her examination graded, NABP may invalidate such candidate's examination score, and/or NABP may initiate civil, criminal, and/or administrative proceedings that may result in civil penalties, criminal punishments, and/or disciplinary action including licensure revocation by the candidate's board of pharmacy.

Numerous security measures will be enforced during the test administration to ensure the integrity of the program. Be aware that you will be observed at all times while taking the examination. This observation may include direct observation by test center staff, as well as video and audio recording of your testing session.

### Misconduct

Individuals who engage in any of the following conduct forfeit their testing fees, will be dismissed from the test administration, and their test scores will be invalidated.

Examples of misconduct are when a candidate:

- ◆ uses electronic communications or recording equipment including, but not limited to, a personal digital assistant, camera, pager, or cellular phone;
- ◆ during the examination gives, receives, or attempts to give or receive help with the following including, but not limited to, examination questions, examination answers, completing or copying the examination;
- ◆ attempts to take the examination for someone else;
- ◆ uses notes, books, or other aids during the examination;
- ◆ brings any materials, devices, or items to the test center that may compromise the administration of any candidate's examination;
- ◆ fails, after a warning, to follow an administrator's instructions;
- ◆ removes or attempts to remove note boards, pens, or examination questions, answers, or content from the test center;
- ◆ tampers with the operation of the computer or

attempts to use it for any function other than taking the examination;

- ◆ creates a disturbance of any kind;
- ◆ shares information about the examination including, but not limited to, examination questions, examination answers, or examination profiles, with an unauthorized persons; or
- ◆ leaves the test building during the examination. If the candidate leaves the testing room or test center (suite or office where the test room is located as well as the check in and secure storage area) without permission of the test site administrator or leaves the test building at any time during the examination, administration of the examination will be terminated and the candidate's examination score will be invalidated.

### Group Irregularities

Unlike cases of individual candidate misconduct, occasionally testing irregularities occur that affect a group of test takers. Such problems include, without limitation, administrative errors, defective equipment or materials, improper access to test content and/or the unauthorized general availability of test content, as well as other disruptions of test administrations (eg, natural disasters and other emergencies). When group testing irregularities occur, Pearson VUE will conduct an investigation to provide information to NABP. Based on this information, NABP may direct Pearson VUE either not to score the test or to cancel the test score. If NABP deems it appropriate to do so, NABP will arrange with Pearson VUE to give affected test takers the opportunity to take the test again

as soon as possible, without charge. Affected test takers will be notified of the reasons for the cancellation and their options for retaking the test. The appeal process does not apply to group testing irregularities.

### Notification to Authorities

NABP reserves right to share with pharmacy regulatory or law enforcement authorities information concerning the cancellation or invalidation of a candidate's score on any examination that is required for FPGEC Certification, the withholding of an FPGEC Certificate, the disqualification of a candidate from the FPGEC Certification Program, or the revocation of a candidate's FPGEC Certificate.

### Retake Policy

Effective January 1, 2012, all current and new FPGEC candidates are allowed a maximum of five attempts to successfully pass the FPGEE. Those candidates who have already met or exceeded this limitation will be allowed one final attempt at passing the FPGEE, regardless of how many times they have tested prior to January 1, 2012. Those candidates will have three consecutive opportunities, beginning January 2012, to test one final time.

Candidates that do not pass the FPGEE upon the final allowed attempt will have their program file closed by the FPGEC and will be ineligible for further testing.

Candidates who did not pass the FPGEE and have not tested the maximum number of times will need to submit a new application and appropriate fee of \$600 to NABP to reapply to take a future FPGEE.

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# FPGEE Score Results

## Your FPGEE Score Results

Your score result will be available for electronic download from a secure Web site approximately eight weeks after the test administration. The minimum acceptable passing score on the FPGEE is a 75. The score is a scaled, equated score. It is not a tally of the number of questions answered correctly, nor is it a percentage score. It is equated to ensure that any difference in the difficulty of questions on a particular form of the FPGEE will not affect the scaled score you receive, and that your scaled score will not be influenced by the scores of other candidates who take the same examination at the same time you do. The range of possible scaled scores on the FPGEE is between 1 and 150.

Score reports for candidates who receive a failing score on the FPGEE will include a diagnostic report, which indicates their relative performance in each major competency area. Because of the secure nature of the FPGEE no further review of the test questions is allowed.

**Effective January 1, 2012**, your FPGEE score will be valid for five years from the date of the examination. Candidates who do not complete the FPGEC Certification process before their FPGEE score expires will be required to retake the FPGEE if they wish to pursue certification in the future.

The five-year validity period of an FPGEE score applies to current candidates who have already passed the FPGEE but have not obtained their FPGEC Certificate. For example, a passing score on the December 6, 2008 FPGEE is valid until December 6, 2013. Candidates with open program files who tested and passed the FPGEE more than five years ago will have one year, until December 31, 2012, to complete the requirements for certification before the score expires. (See page 21 for information on closed files.)

## FPGEE Score Review

On occasion, a candidate may believe that the score reported is not accurate. Please note that prior to the release of FPGEE scores all scores are carefully validated. You will be able to have your FPGEE score verified for a fee of \$100. The fee must be submitted in the form of a money order, bank draft, or certified check in US funds drawn on a US bank and payable to the National Association of Boards of Pharmacy or NABP. The request must be submitted in writing and the \$100 must accompany the letter. Your request must include your name as it appears on your FPGEE Identification Card and your EE number. You will be informed in writing of the score review within two to four weeks.

## FPGEE Score Invalidation

NABP reserves the right to determine, in its sole discretion and at any time, whether one or more examinations and their scores are valid or invalid. In addition, NABP reserves the right to cancel or invalidate scores that have already been reported if NABP obtains information indicating that they are invalid, regardless of whether there is evidence of a candidate's personal involvement in irregular activities.

The basis for invalidating individual or group examination scores may occur prior to, during, or after examination administration and include, but are not limited to, the following: examination administration errors, equipment malfunction, candidate misconduct, noncompliance with policies, observed irregular behavior, discrepancy/falsification of an examinee's identification, impersonating an examinee or allowing an unauthorized person to take the examination, unusual answer patterns, unusual or large score variances among a candidate's examinations, leaving a testing center facility, accessing examination materials prior to taking the examination, stealing examination materials, communicating with other test-takers during an examination administration, disclosing, publishing, reproducing, or transmitting an examination, in whole or in part, in any form or by any means, verbal or written, electronic or mechanical, for any purpose. NABP's right to determine whether examinations and scores are invalid is not in any way waived or modified because NABP processed an examination registration form, authorized a candidate to sit for an examination, scored an examination, or reported an examination result.

## Notification to Authorities

NABP reserves right to share with pharmacy regulatory or law enforcement authorities information concerning the cancellation or invalidation of a candidate's score on any examination that is required for FPGEC Certification.

# Pre-FPGEE

## What is the Pre-FPGEE?

**Preparing for the FPGEE is much easier when you use the Pre-FPGEE.** The only FPGEE practice examination written and developed by NABP, the Pre-FPGEE will familiarize you with the FPGEE testing experience.

Because the Pre-FPGEE is similar to the actual FPGEE in many ways, those who take the Pre-FPGEE will have a chance to “preview” the FPGEE experience before examination day. In fact, the questions on the Pre-FPGEE are actual questions that have previously appeared on the FPGEE.

Those who complete the Pre-FPGEE will not only be able to practice for the FPGEE, but will also be given an estimated, scaled score based on their answers to the Pre-FPGEE questions. Pre-FPGEE scores are interpreted in a similar fashion as the FPGEE. Please note that, like other practice examinations, scores on the Pre-FPGEE will be similar to what you can expect to receive on the FPGEE, but may not be the actual score attained, nor is it a guarantee of passing the FPGEE.

For added convenience, the Pre-FPGEE is Internet based so it can be accessed at home, the library, school, or work. Candidates will be allowed 85 minutes to complete 66 questions when taking the Pre-FPGEE. The cost for each Pre-FPGEE attempt is \$50. FPGEC candidates can sit for the Pre-FPGEE at any time on any day.

*Note: If you are considering taking a review course before the examination, please be aware that **the FPGEC does not endorse ANY specific review course.** FPGEE test questions are kept under strict secure conditions, thus the only questions truly representative of the test are those that appear in the Pre-FPGEE.*

## Pre-FPGEE Frequently Asked Questions

### What is the Pre-FPGEE?

The Pre-FPGEE is the only FPGEE practice examination written and developed by NABP. It is meant to help familiarize candidates with the FPGEE testing experience. Candidates can sit for the Pre-FPGEE at any time on any day, however once the practice test has been started, it must be completed within seven days. After the seventh day the test will expire and a new test must be purchased. The cost for the Pre-FPGEE is \$50. Once a candidate registers and pays for the Pre-FPGEE, they will have seven days to launch the examination.

### Who should take the Pre-FPGEE?

The Pre-FPGEE is intended to benefit FPGEC candidates preparing for the FPGEE. However, anyone who is interested may register and take the Pre-FPGEE. There are no eligibility requirements to take the Pre-FPGEE.

### How can the Pre-FPGEE help candidates prepare for the FPGEE?

The Pre-FPGEE is similar to the actual FPGEE in many ways; thus, candidates who take the Pre-FPGEE will have the chance to “preview” the FPGEE experience before examination day.

### Are the questions on the Pre-FPGEE similar to actual FPGEE questions?

The questions on the Pre-FPGEE are actual questions that have previously appeared on the FPGEE examination. The Pre-FPGEE contains both stand alone and profile items based on the same blueprint used for the FPGEE.

The contents of the Pre-FPGEE are confidential and protected under applicable intellectual property rights, including copyright laws. All documents, examination questions, answers, and confidential information received from this exam shall remain the exclusive property of NABP. The disclosing, publishing, reproducing, transmitting, receiving without authorization, or making available the Pre-FPGEE including, but not limited to, examination question format, questions, profiles, and scenarios, in whole or in part, in any form and by any means, whether verbal, written, electronic, or mechanical, for any purpose is prohibited at all times.

If NABP obtains information indicating an examination candidate disclosed, published, reproduced, transmitted, received without authorization, or made available any portion of the Pre-FPGEE, as described above, in any form to or from individuals, organizations, study groups, or the like, NABP may take actions against the candidate resulting in but not limited to disqualification from the FPGEE program, civil penalties and/or criminal proceedings.

### How is the Pre-FPGEE scored?

The Pre-FPGEE is scored in a similar fashion as the FPGEE. Candidates who complete the examination will be given an estimated scaled score based on their answers to the Pre-FPGEE questions. Candidates will have the ability to print their score report for their personal records. Pre-FPGEE scores will not be released to anyone other than the candidate.

### **What should candidates do to prepare for the Pre-FPGEE?**

Preparing for the Pre-FPGEE should at the very least include reviewing the FPGEE Competency Statements and the associated skills and knowledge base of a recent US pharmacy school graduate. The FPGEE Competency Statements can be accessed on the NABP Web site.

Since the full benefit of this experience requires that you complete the Pre-FPGEE on your own, the Pre-FPGEE should not be taken in a group or with study aids or reference materials on hand.

### **How does a candidate's performance on the Pre-FPGEE relate to his or her performance on the actual FPGEE?**

The Pre-FPGEE score is intended to provide you with information on your performance in answering a subset of test questions similar to those you will encounter on the FPGEE under pre-testing conditions. NABP does not claim that a strong performance on the Pre-FPGEE predicts passing the FPGEE.

### **Can candidates obtain a printed version of the Pre-FPGEE?**

No. The Pre-FPGEE was created to simulate taking the FPGEE, which is only administered via a computer.

### **Where can the Pre-FPGEE be accessed?**

The Pre-FPGEE can be accessed by visiting [www.nabp.net/programs](http://www.nabp.net/programs) and selecting Pre-FPGEE.

### **May candidates review the questions?**

Yes, candidates are able to go back and review questions when taking the Pre-FPGEE.

### **How much does the Pre-FPGEE cost and how do candidates submit payment?**

The fee for the Pre-FPGEE is \$50. Candidates register online and may use any major credit card.

### **Can the Pre-FPGEE be taken more than once?**

Candidates may only take each Pre-FPGEE test form once; however, a new form is available approximately four weeks before each FPGEE administration.

### **What are the minimum system requirements to take the Pre-FPGEE?**

To take the Pre-FPGEE, a computer running either Microsoft Windows or Mac OS operating system software is required and must meet the following system requirements:

- ◆ Internet Explorer 7.0, 8.0, and 9.0, with text size set to medium or smaller
- ◆ Mozilla Firefox 3.0 and higher
- ◆ Apple Safari, latest version
- ◆ Google Chrome, latest version
- ◆ Reliable Internet access (high-speed connection preferred for optimal performance)
- ◆ Access to a printer for score reports

### **How much time should candidates allocate to complete the Pre-FPGEE?**

When taking the Pre-FPGEE, candidates are allotted 85 minutes to complete the 66-question examination. This time limit is proportional to the time allowed on the FPGEE. Please allow an additional 15-20 minutes to complete the registration process and the exit survey. Once a candidate registers and pays for the Pre-FPGEE, they will have seven days to take the examination.

### **Who do I contact if I experience technical difficulties?**

Please contact NABP Customer Service at 847/391-4406 should you experience any computer problems while registering for or taking the Pre-FPGEE. Customer Service is available Monday through Friday from 9 AM to 5 PM Central time.



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