

Tennessee State Board of Pharmacy

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Dear Initial Graduate/Score Transfer Graduate:

These are the FAQ's and steps you will need to complete the application process required to sit for your pharmacist exams and become licensed as a Tennessee Pharmacist. **Please read this document carefully.** Omissions in your application may delay your eligibility process. Please sign, date and obtain notary on forms where indicated.

The following documents are required for licensing:

- A complete pharmacist application including a passport size photograph. Applications may now be submitted online. **All application fees are non-refundable.**
<https://www.tn.gov/health/health-program-areas/health-professional-boards/pharmacy-board/pharmacy-board/applications.html>
- College certification form including signature of school official and school seal.
- All applicants are required to submit fingerprints for licensure. All applicants will need to log onto www.identogo.com to register for the Criminal Background Check. In state residents will set up an appointment to have their fingerprints electronically scanned while out of state residents will receive a finger print packet upon receipt of their application. The required "OCA" number for pharmacist is 9901.
- Declaration of Citizenship form.
- Proof of legal US residency (A copy of either of the following):
 - US birth certificate
 - US passport - **valid**
 - US driver's license - **valid**
 - US Naturalization certificate of US citizenship
 - Permanent Resident Card (green card)
 - Alien Registration Receipt Card (I-94)
- Certification of **1700** internship hours. If you graduate from an instate school of pharmacy, your school will submit proof of internship hours. Those applicants outside of TN will need to request the hours from your state board of pharmacy. Schools of Pharmacy **cannot** certify intern hours. This information **must** come from your state board of pharmacy. See rule 1140-01-.04 (1) (a) under Pharmacy Internship.
- The Mandatory Practitioner Profile Questionnaire form may be completed online or you may submit a paper copy.
- **Score Transfer** candidates **must** have their NAPLEX score transferred to TN **within 90 days of sitting for the NAPLEX examination.** Failure to transfer the score in a timely manner will result in the license not being issued.

- **Residency Program:** Applicants that wish to license in TN for a residency program must meet all TN license requirements. This includes 1700 internship hours, the criminal background check and pass both the MPJE and NAPLEX.

It may take approximately 8 to 12 weeks for you to be licensed as a pharmacist. This time frame takes into account the processing time of paperwork and available slots for testing. Once all documents and passing test results are received it takes an average of five (5) business days for the license to be issued.

Registering for your exams with the National Association of Boards of Pharmacy:

- A. Download the candidate application bulletin from www.nabp.pharmacy
- B. Registering early does **NOT** guarantee you an early test date. Test slots are determined by the graduation date from your pharmacy school.
- C. You must register for the NAPLEX and MPJE exams at www.nabp.pharmacy
- D. Be sure to **READ CAREFULLY** all information posted on the website pertaining to exams. Your exams must be **PREPAID** and your name must appear on the roster the same as on your identification card or you will not be permitted to test at the testing site. You may take your exams in any order.
- E. Your ATT testing authorization number will be sent to you **from Pearson VUE via the e-mail address you entered when you registered for your exams.** Be sure to check both your in box and your spam folder for emails from NABP. If you delete or can't open your NABP email, contact **NABP Customer Service at 847/391-4406.**
- F. A score transfer allows you to proceed with licensure in other states once you have passed the NAPLEX exam. You should select score transfer at the time you register for your NAPLEX exam if you will be licensing in multiple states. You can also elect to score transfer up to 90 days after you have passed the exam. See the NAPLEX registration bulletin for additional information.

Checking your scores:

- G. You may check your results on the NABP website: www.nabp.pharmacy
Click on the link to the NABP website and follow the instructions for logging in to view and print out your results. **Remember, if you cannot see your results neither can the Board.**
- H. NABP will release results within 5-7 business days of the exam, provided that there are no testing issues. NABP does reserve the right to audit any exam at any time and hold your result until they have finished their audit. It does not mean that you did not pass the exam. Please note that if your result is held, the Tennessee Board is not advised of the reason for the hold. Generally, a held result will clear within 7-10 business days.
- I. If you do not pass an exam; there is a mandatory waiting period to re-test. For the NAPLEX exam, it is 45 days from the date of exam. Re-tests for the MPJE exam are 30 days from the date of the exam. Remember, you will need to re-register and pay the exam fees again. You may register at any time for your retest. Your ATT number will be released directly by NABP once your wait period has passed. It will be sent to your e-mail address.

FAQ's

How do I obtain study material for the MPJE exam?

You can order a 2015 law book for \$20.00 by submitting the request in writing along with a check or money order made payable to the Tennessee Board of Pharmacy and mailed to 665 Mainstream Dr., Nashville, TN 37243 **OR** you can download The Rules of the Tennessee Board of Pharmacy by logging onto <https://publications.tnsosfiles.com/rules/1140/1140.htm>

What if I have been arrested or charged with a crime in the past?

If you have been **charged** and/or **convicted (including a nolo contendere plea or guilty plea)** of a felony or misdemeanor (other than a minor traffic offense), you **must** declare it on the application **and provide us with a copy of your court documents.** Please contact the clerk of the court in which the charge occurred to obtain copies if you do not have them.

What are the application fees? I see two different prices?

Tennessee has 3 different categories for new graduates: Initial, Score Transfer and Foreign Graduate. \$235.00 fee for Initial (primary license) and Foreign Graduate. \$485.00 fee for Score Transfer license

I've passed both of my exams, how do I get my license?

Once all required information is received and both exams have been passed, the Executive Director of the Tennessee Board of Pharmacy will review the file for approval. This process may take up to 7 business days. Upon the director's approval the license will be issued. Please allow 10-14 business days to receive a physical copy of the license by mail.

VERIFICATIONS OF INTERN HOURS TO OTHER BOARD OF PHARMACY

I need to have my intern hours verified to another state's board of pharmacy. How do I do this?

Before requesting a verification of your intern hours, please contact the state board you are applying to for licensure. Many boards have state specific forms. If your licensure state requires that you use their form, complete your portion of the form (name, address, etc.) and submit a copy to the Tennessee Board of Pharmacy for completion.

There is not a charge for this service; however, the request must be in writing. Mail is preferred. Please include the following information in your request:

Your name:

Your address:

Your phone number:

Tennessee College of Pharmacy Attended:

Please include the name, address, phone number, and contact person, if applicable, of the board where the verification is to be sent.

Because of the number of requests made at this time of year, please allow 12-14 business days for your request to be processed.

Email information for the Tennessee Board of Pharmacy

Main page/applications: <https://www.tn.gov/health/health-program-areas/health-professional-boards/pharmacy-board.html>

Applications: <https://www.tn.gov/health/health-program-areas/health-professional-boards/pharmacy-board/pharmacy-board/applications.html>

Rules of TN BOP: <https://publications.tnsosfiles.com/rules/1140/1140.htm>

License verification: <https://apps.health.tn.gov/Licensure/default.aspx>

Criminal Background instructions: <https://www.tn.gov/health/health-professionals/criminal-background-check/cbc-instructions.html>

Special Accommodations: For applicants that require special accommodations for testing, the Special Accommodations form must be submitted along with your application. The form may be downloaded from our website under “Request for Testing Accommodations”. You will also need to attach a letter from your healthcare provider to the application.

REMEMBER TO REPORT YOUR NEW ADDRESS TO THE BOARD

All address changes must be reported to the board in writing. You may send this information by mail, fax or email. You may also update this information online by accessing the “applications” link listed in this packet. You cannot call the board to report it. Also keep in mind that the postal service will not forward state mail, it will be returned to our office.