

Tennessee State Board of Pharmacy
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Pharmacist Licensure Instructions **Initial Graduate/Score Transfer Graduate**

Please read this document carefully. These are the steps and answers to frequently asked questions (FAQs) that you may need to complete the application process required to sit for your pharmacist exams and become licensed as a pharmacist in Tennessee. Omissions in your application may delay your eligibility processing time. An application must be on file in our office in order to receive your Authorization to Test or ATT from NABP. There are two separate processes to obtain your ATT, one is to submit your application in our office, the second is to sign up through NABP and purchase your exams. Your ATT will not be given until your graduation date.

Please plan ahead as it may take approximately 8 to 12 weeks for you to be licensed as a pharmacist after graduation. This time frame takes into account the processing time of paperwork, the running of your background check, 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. Calling on the status of your application before five (5) business days can cause delays in processing.

The following documents are required for licensing:

- A complete pharmacist application.
 - Applications must be submitted in the online portal. You must create an account in the Tennessee Licensure and Regulatory System (LARS): <https://lars.tn.gov/datamart/mainMenu.do>. Once an account is created, you will start a new application, after selecting the Board of Pharmacy. All documents will need to be uploaded to your account in this portal. This account will be used to track your application status to ensure all requirements are met, and in the future for renewal of your license, to update any information, or to request duplicate licenses.
 - All application fees are non-refundable.
 - Applications are valid for one year from the date initially submitted.
 - A passport photo is no longer required.
- A background check through the Tennessee Board of Pharmacy's approved vendor.
 - In-state applicants – Instructions for obtaining a criminal background check are found online: <https://www.tn.gov/health/health-professionals/criminal-background-check/cbc-instructions.html>. The required "OCA" number for pharmacist is 9901. You will set up an appointment to complete. These results

will be sent directly to our office and typically take 2-4 weeks to complete.

- Out-of-state applicants – You will receive a fingerprint packet upon receipt of your application. This will be mailed to the address on your application. There will be instructions on how to complete your fingerprints and where to mail them. The packet is NOT returned to our office. If you do not receive the packet within 4 weeks, please contact our office to have another one sent to you.
- A notarized declaration of citizenship form:
<https://www.tn.gov/content/dam/tn/health/healthprofboards/PH-41833.pdf>. This form should be uploaded into your online account.
- Proof of legal US residency. A copy of one of the following, which should be uploaded into your online application:
 - US birth certificate
 - US passport – valid (unexpired)
 - US driver's license - valid (unexpired)
 - US Naturalization certificate of US citizenship
 - Permanent Resident Card (green card)
 - Alien Registration Receipt Card (I-94)
- The Mandatory Practitioner Profile Questionnaire form may be completed online or you may submit a paper copy. By completing this form online, your application will be processed faster.
 - Online – Once your online application has submitted, go back to the 'Quick Start Menu.' From the Quick Start Menu, select Initial Mandatory Practitioner Profile from the drop-down under Applicant Activities.
 - Paper – The completed form should be uploaded into your online application:
<https://www.tn.gov/content/dam/tn/health/healthprofboards/PH-3585.pdf>.
- Pay licensure fee. Tennessee has 3 different categories for new graduates: Initial, Score Transfer and Foreign Graduate. These fees do not include fees associated with taking your exams.
 - \$235.00 fee for Initial (primary license) and Foreign Graduate.
 - \$485.00 fee for Score Transfer license
- School or college of pharmacy certification of internship hours, which includes signature of college/school official and college/school seal. This will be provided directly to the Tennessee Board of Pharmacy to the school. Out of state applicants will need to request this from your college/school to be sent to the Tennessee Board of Pharmacy. The link to this form can be found online:
<https://www.tn.gov/content/dam/tn/health/healthprofboards/pharmacy/PH-4022.pdf>.
1700 internship hours are required.
- **Score Transfer Candidates:** You must have your NAPLEX score transferred to Tennessee 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 through this process. You will have to wait until you are able to reciprocate your license, which is one year from licensure in your original state.
- Passing MPJE and NAPLEX scores. You must register for and purchase a Tennessee MPJE and a NAPLEX exam through the National Association of Boards of Pharmacy

(NABP). Information on how to apply for the exam, as well as other important information can be found in the NABP NAPLEX/MPJE Candidate Application Bulletin: https://read.nxtbook.com/nabp/bulletin/naplex_mpje_bulletin/cover.html.

Frequently Asked Questions

Q: How do I obtain study material for the MPJE exam?

A: Candidates should be aware of the MPJE Competency statements that are set forth by NABP, which serve as a blueprint of the topics covered on the examinations:

<https://nabp.pharmacy/programs/examinations/mpje/competency-statements/>. State specific statutes and rules are available online: <https://www.tn.gov/health/health-program-areas/health-professional-boards/pharmacy-board/pharmacy-board/statutes-and-rules.html>.

You can also 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 sent to our address above.

Q: What if I have been arrested or charged with a crime in the past that may show up on my background check?

A: 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.

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

A: Once all required information is received and both exams have been passed, your file will be reviewed for approval. This process may take up to 5 business days, at which time your file will be issued. This will first appear on the online portal. Within 24-48 hours, it will show on the online license verification page where you can print off a verification for your employer: <https://apps.health.tn.gov/Licensure/default.aspx>. Please allow 10-14 business days to receive a physical copy of the license by mail. The license will be mailed to the address on your application. If you need to update that address, please log-in to your account or contact our office.

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

A: 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. Please include the following information in your request:

- Your name:
- Your date of birth:
- Your address:

- Your phone number:
- Tennessee School or 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. If you need more than 1700 internship hours sent, please specify that in your request and provide a notarized internship affidavit:

<https://www.tn.gov/content/dam/tn/health/documents/PH-4027.pdf>.

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

Q: I am in a residency program, are the requirements different for licensure?

A: No, you must meet all TN license requirements. This includes internship hours, completing the criminal background check, and passing both the MPJE and NAPLEX.

Q: I need special accommodations for testing. Where can I request them?

A: NABP allows for reasonable and appropriate testing accommodation in accordance with the Americans with Disabilities Act (ADA). You must go to their website and complete the form and submit the required documentation: <https://nabp.pharmacy/wp-content/uploads/2023/04/ADA-Accommodation-Request-Form.pdf>.

Q: When I applied I lived in one place, but moved during the application process. How do I update my address so I receive my license?

A: 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 in the online portal. You cannot call the board to report it. Please keep in mind that the postal service will not forward state mail, it will be returned to our office.

Q: I can not get an exam date close to when I want, can the Board of Pharmacy set up more dates?

A: The Board of Pharmacy is not responsible for testing dates or availability as this is handled by NABP's vendor, Pearson Vue.