

**DIVISION OF MEDICAL QUALITY ASSURANCE
BOARD OF PHARMACY
4052 BALD CYPRESS WAY, BIN #C-04
TALLAHASSEE, FLORIDA 32399-3254
(850) 245-4292**



**FLORIDA PHARMACIST LICENSURE BY ENDORSEMENT
APPLICATION AND INSTRUCTIONS**

JANUARY 2011



Dear Florida Pharmacist Licensure by Endorsement Applicant,

Thank you for applying for licensure as a Pharmacist in the State of Florida. The information in this packet has been designed to provide the essential information required to process your application in a timely manner. Your assistance in providing all required information will enable the Florida Board of Pharmacy (the board) staff to process your application as soon as possible. You are encouraged to apply as early as possible, to avoid delays due to a large volume of applicants.

Florida Statutes require a completed application and fees before your application can be reviewed. You should use the enclosed checklist to ensure that all sections of the application are complete and that the required forms are submitted. Please read these instructions carefully and fully before submitting the application. You should keep a copy of the completed application and all other materials sent to the board office for your records. When you mail the completed application and fees, use the address noted in the instructions and on the application form.

When your application arrives, your fees will be deposited and verified before the staff review can begin. You will receive a letter acknowledging receipt of your application. The staff will notify you within 30 days if any materials are incomplete. Usually, verifications of licensure from other states and transcripts from schools may take some time in arriving at the board office.

If you need to communicate with the board staff, you are encouraged to email the board staff at mqa_pharmacy@doh.state.fl.us, or you may call us at (850) 245-4292. Phone calls are returned within 24 hours and emails are responded to within 48 hours during normal business hours. Our staff is committed to providing prompt and reliable information to our customers. Many procedures have been streamlined to expedite the processing of applications; we certainly welcome your comments on how our services may be improved.

Sincerely,

The Florida Board of Pharmacy

General Information

Requirements for Florida Pharmacist Licensure by Endorsement

Pursuant to Section 465.0075, *Florida Statutes (F.S.)*, to become licensed as a Pharmacist in the State of Florida by endorsement, an applicant must meet the following requirements:

U.S. GRADUATES

- 1) Meet the qualifications for licensure in Section 465.007(1)(b) and (c), F.S.:
 - a. Submit evidence that the applicant is not less than 18 years old;
 - b. Submit evidence that the applicant is the recipient of a degree from a school or college of pharmacy accredited by an accrediting agency recognized and approved by the United States Office of Education; and
 - c. Complete 2080 internship hours, all of which may be obtained prior to graduation.
- 2) Complete 2080 hours of internship hours as required above within the two (2) years immediately preceding the application; or

Submit evidence of the applicant's active licensed practice of pharmacy in another state for at least two (2) of the immediately preceding five (5) years. Candidates applying by this method must submit 30 hours of board-approved continuing education for the two (2) calendar years preceding the application. (For example, if you are applying for licensure in 2010, you must submit 30 hours of board-approved continuing education earned in 2008 and 2009)

- 3) Have obtained a passing score on the National American Pharmacist Licensure Examination™ (NAPLEX®) or a similar nationally recognized examination.
- 4) Complete the Licensure by Endorsement Application and submit it with the appropriate fee and supporting documentation to the board.
- 5) Obtain a passing score on the Multistate Pharmacy Jurisprudence Examination® (MPJE®) (law exam). The MPJE® exam is computerized and can be taken in your state. Exams are offered everyday of the year with the exception of holidays and Sundays.

If you do not meet these requirements, you must apply by for licensure by examination. You will be required to take both the NAPLEX® and the Multistate Pharmacy Jurisprudence Examination® (MPJE®) (law exam) when applying by examination unless your NAPLEX® score was transferred to Florida within three (3) years of your exam date. Please visit our website at www.doh.state.fl.us/mqa/pharmacy to download the "Pharmacist Licensure by Examination Application and Instructions."

IMPORTANT NOTICE: Effective July 1, 2009, section 456.0635, Florida Statutes, provides that health care boards or the department shall refuse to issue a license, certificate or registration and shall refuse to admit a candidate for examination if the applicant has been:

1. Convicted or plead guilty or nolo contendere to a felony violation of: chapters 409, 817, or 893, Florida Statutes; or 21 U.S.C. ss. 801-970 or 42 U.S.C. ss 1395-1396, unless the sentence and any probation or pleas ended more than 15 years prior to the application.

2. Terminated for cause from Florida Medicaid Program (unless the applicant has been in good standing for the most recent five years).

3. Terminated for cause by any other State Medicaid Program or the Medicare Program (unless the termination was at least 20 years prior to the date of the application and the applicant has been in good standing with the program for the most recent five years).

If applicable to you, please provide the documentation to the Florida Board of Pharmacy.

Application Processing

IF YOU ARE APPLYING BY EXAMINATION, PLEASE VISIT OUR WEBSITE AT www.doh.state.fl.us/mqa/pharmacy AND DOWNLOAD A PHARMACIST LICENSURE BY EXAMINATION APPLICATION.

Please read all application instructions before completing your application.

Within 30 days of receipt of your application and fees, the board office will notify you of the receipt of your application, any required documents, and your status. You can follow the progress of your application thorough our website at <http://ww2.doh.state.fl.us/mqaservices/login.asp> once we have issued you a username and password. Once your application is complete and you have registered for the NAPLEX® and MPJE® as required, you should receive an Authorization to Test (ATT) from NABP® within 7 days via email. Please make sure the email address you use when registering for the exam(s) is valid. The board office must be notified in writing of anything which changes or affects a response given in your application (e.g., change of name, address, telephone number, arrests or convictions, licensure status or disciplinary action in another state, or an incorrect answer to a question). If you move, you must notify the board, as state mail is not forwarded. **Please download a copy of the laws and rules from the board website at www.doh.state.fl.us/mqa/pharmacy for study purposes.**

ALL REQUIREMENTS FOR LICENSURE MUST BE MET WITHIN ONE (1) YEAR OF THE RECEIPT OF YOUR APPLICATION OR THE APPLICATION WILL EXPIRE AND YOU WILL HAVE TO REAPPLY AND RESUBMIT ALL DOCUMENTS.

Continuing Education

All Licensure by Endorsement candidates must submit 30 hours of board-approved continuing education for the two (2) calendar years preceding the application. (For example, if you are applying for licensure in 2010, you must submit 30 hours of board-approved continuing education earned in 2008 and 2009.)

All applicants must complete a course on medication errors prior to licensure. The course shall be no less than two (2) contact hours and shall cover the subjects listed in subsection 64B16-26.103(1)(c), Florida Administrative Code (F.A.C.). **Please refer to CE Broker's website at www.CEBroker.com and click the Florida Course Search quick link for a list of approved courses.** Submit a copy of the course completion certificate to the board with your application (Item #2).

Grade Reports

Your examination results will be available online at <http://ww2.doh.state.fl.us/ONLINETESTNET/default.aspx> within 30 days of your test date. You will need the last 4 digits of your social security number and your date of birth in order to access your scores online. Please do not telephone the Board office for the results of your examination, we cannot give your results over the phone for any reason.

Board Licensure Procedure

Once you have passed the exam(s), submitted all required documents, and met all licensure requirements, you will be licensed within 7 – 10 business days. A licensure letter will be mailed to you immediately and the license will be mailed within three (3) weeks. **You may lookup your license number on our website at www.doh.state.fl.us/mqa under “Lookup Licensee.” You may begin practicing pharmacy on your licensure date.**

Withdrawals

If you are unable to continue with the licensure process and wish to withdraw your application, you may submit a written request to the board office requesting a refund of the \$195.00 initial licensure/unlicensed activity fee. **Please note that the \$100.00 application fee is non-refundable.** The request must be received prior to the board’s granting of licensure. The board reserves the right to deny your withdrawal request.

Special Testing Assistance

In order to apply for special accommodations you must have a qualifying medical condition. Download the information booklet at <http://www.doh.state.fl.us/mqa/Exam/spectest.htm> or contact the Testing Services Unit at (850) 245-4252.

Review Course Providers

A list of organizations that offer review courses for the Law or National section of the Pharmacist Examination may be found on the website at http://www.doh.state.fl.us/mqa/pharmacy/ph_general.html . Please be advised that this list is put together as a courtesy to the sponsors and candidates. **The board does not make any recommendations concerning review courses.** Any organization may be added to this list by contacting the board office in writing.

Please note, if the board has questions or concerns about the information contained in your application you may be required to appear before the board prior to the granting of licensure.

REQUIREMENTS FOR FLORIDA PHARMACIST LICENSURE BY ENDORSEMENT

**Please submit the following to the Florida Board of Pharmacy:
P.O. Box 6320, Tallahassee, FL 32314-6320**

ITEM #1 – Social Security Form: Under the Federal Privacy Act, disclosure of Social Security Numbers is voluntary unless specifically required by federal statute. **In this instance, Social Security Numbers are mandatory pursuant to Title 42 United States Code, Sections 653 and 654; and Sections 456.013(12), 409.2577, and 409.2598, Florida Statutes (F.S.).** Social Security Numbers are used to allow efficient screening of applicants and licensees by a Title IV-D child support agency to assure compliance with child support obligations. Social Security Numbers must also be recorded on all professional and occupational license applications and will be used for licensee identification pursuant to the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Welfare Reform Act), 104 Pub. L. 193, Section 317. **Please attach to Item #2 (Application for Pharmacist Examination) with a copy of your Social Security Card.**

ITEM #2 – Application for Pharmacist Licensure by Endorsement: All candidates must complete this application. If you answer “yes” to any question in 15-22 on the application, please submit certified official court copies or medical certification of any supporting documents for the board to review. All sections must be completed in full. If an item is not applicable, indicate with N/A. N/A is not an acceptable answer for yes or no questions and could result in a delay of processing. Failure to submit a complete application will result in a processing delay. If you provide false information, the board may deny your application for licensure. **Please attach a 2x2 facial photo on the first page of the application and a check payable to THE FLORIDA DEPARTMENT OF HEALTH in the amount of \$295.00.**

**Please submit the following to the Florida Board of Pharmacy:
4052 Bald Cypress Way, Bin C-04, Tallahassee, FL 32399-3254**

ITEM #3 – Certificate of Pharmacy Education (Form A): Complete only **Part I**, then forward to the College of Pharmacy for the completion of **Part II**.

ITEM #4 – Internship or Work Experience Form (Form B)

GRADUATES WITH A PHARM.D. DEGREE EARNED WITHIN THE LAST TWO (2) YEARS:
You are only required to submit a Certification of Graduation (Form A).

GRADUATES WITH A PHARM.D. DEGREE EARNED MORE THAN TWO (2) YEARS AGO:
You are required to submit Form A to certify your graduation, and document the completion of two years work experience by submitting an Internship or Work Experience Form (Form B) to the board office.

If you are self-employed as a pharmacist, please submit a notarized statement with your form describing attestation to your ownership of the pharmacy.

ITEM #5 – Licensure Verification Form: **If you have been licensed in any other jurisdiction of the U.S.,** each U.S. jurisdiction must submit a written verification of the current status of your license. It is the applicant’s responsibility to contact each U.S. jurisdiction in which they have held or currently hold a license to request licensure verification. The verification must be received directly from the Board of Pharmacy, or it will not be accepted, they do not have to use the form included in this packet, they may submit their own form. **This information is required even if you are no longer licensed in the jurisdiction.**

APPLICATION CHECKLIST

Keep a copy of the completed application for your records.

It is recommended that you use the following checklist to help ensure that your application is complete. Failure to attach any required document, or to have required documentation to the board, will result in an incomplete application. **Final approval cannot be granted until the application is complete.** Faxed applications will not be accepted.

- _____ **Social Security Form (Item #1) – (Attach to Item #2)**
 - _____ **Copy of Social Security Card attached.**
- _____ **Application for Pharmacist Licensure by Endorsement (Item #2)**
 - _____ **2"x2" photograph attached.**
 - _____ **Check made payable to the FLORIDA DEPARTMENT OF HEALTH in the amount of \$295.00 attached.**
- _____ **Certificate of Pharmacy Education – Form A (Item #3) – send to College of Pharmacy Dean for completion. (College of Pharmacy must submit the Certificate directly to the Board of Pharmacy or it will not be accepted.)**
- _____ **Internship or Work Experience Form – Form B (Item #4) – a form must be completed by each employer.**
- _____ **Licensure Verification Form (Item #5) – a form must be completed for each U.S. jurisdiction in which you are licensed or have held a license.**
- _____ **30 Hours of Continuing Education Credits – applicants documenting work experience as a licensed pharmacist for at least two (2) of the previous five (5) years must submit evidence that 30 hours of continuing education have been completed in the previous two (2) calendar years (i.e., if you are applying in 2010, you must have completed at least 30 hours of continuing education in 2008 and 2009).**
- _____ **Medication Errors Course - All applicants must complete a course on medication errors prior to licensure. The course shall be no less than two (2) contact hours and shall cover the subjects listed in subsection 64B16-26.103(1)(c), F.A.C. Please refer to CE Broker's website at www.CEBroker.com and click the Florida Course Search quick link for a list of approved courses. (Submit a copy of the course completion certificate to the Board of Pharmacy.)**
- _____ **MPJE[®] (law exam) Registration Form - You may go online to NABP[®]'s website at www.nabp.net to register and pay for the exams, or you may mail the appropriate fee with your registration form to NABP[®]. NABP[®] does not accept personal checks. Your payment must be in the form of a money order or Cashier's check. **Submit your MPJE[®] registration forms to: National Association of Boards of Pharmacy, 1600 Feehanville Drive, Mt. Prospect, IL 60056. Please DO NOT mail the MPJE[®] registration fee and form to the Board of Pharmacy.****

_____ **Preliminary Application for Transfer of Pharmaceutics Licensure** – you may go online to NABP®'s website at www.nabp.net to download this application. Complete all required information and **submit your Application for Transfer of Pharmacist Licensure to: National Association of Boards of Pharmacy, 1600 Feehanville Drive, Mt. Prospect, IL 60056. Please DO NOT mail the Preliminary Application for Transfer of Pharmacist Licensure fee and form to the Board of Pharmacy.**

NABP will verify the information that you provided in your application and will mail an official Application of Transfer of Pharmaceutics Licensure to the **CANDIDATE**. **ONCE YOU RECEIVE THIS OFFICIAL APPLICATION FROM NABP, YOU ARE REQUIRED TO MAIL IT TO THE BOARD OF PHARMACY WITHIN 90 DAYS.**

_____ **CRIMINAL HISTORY**: “Yes” responses to questions in this section require the following documentation:

_____ **Final Dispositions/Arrest Records**: The applicant must obtain and submit arrest and final disposition records for all offenses listed from the Clerk of the Court in the arresting jurisdiction. If the records are not available, you must have a letter on court letterhead sent from the Clerk of the Court attesting to their unavailability.

_____ **Self-Report**: Applicants who have listed offenses on the application must submit a letter in your own words describing the circumstances of the offense.

_____ **HEALTH HISTORY**: “Yes” responses to questions in this section require the following documentation:

_____ Supporting documentation must include a letter from the applicant explaining the medical condition(s) or occurrence(s) and current status; letter(s) from licensed professional summarizing diagnosis, treatment and prognosis; or any other official documentation as it relates to any “yes” answer. Documentation should be current within the last year.

Please attach a 2x2 photo here

(Please do not staple photo to application)



FLORIDA BOARD OF PHARMACY
 P.O. Box 6320 • Tallahassee, FL 32314-6320
 Phone: (850) 245-4292
 www.doh.state.fl.us/mqa/pharmacy

ITEM #2 – PHARMACIST ENDORSEMENT APPLICATION
FEE: \$295.00

Please print or type legibly.

1. Biographical Data			
Last Name	First Name	Middle Name	
Street Address (ML – Mailing Address)	City	State	Zip
Work Address (PL – Practice Location)	City	State	Zip
Home Phone Number	Business Phone Number	E-Mail Address	
Date of Birth	Place of Birth		
2. Equal Opportunity Data – We are required to ask that you furnish the following information as part of your voluntary compliance with Section 2, Uniform Guidelines on Employee Selection Procedure (1978) 43FR38295 (August 25, 1978). The information is gathered for statistical and reporting purposes only and does not in any way affect your candidacy for licensure.			
SEX: <input type="checkbox"/> Male <input type="checkbox"/> Female RACE: <input type="checkbox"/> Caucasian <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian <input type="checkbox"/> Native American <input type="checkbox"/> Other			
3. Have you ever changed your name through marriage or through action of a court or have you ever been known by any other name? If yes, list name(s) and date(s) of the changes below. Use a separate sheet, if necessary.			
Yes _____ No _____			
NAME		DATE	
4. Name of university, college or school of pharmacy attended:			
5. Date Of Graduation	6. Type Of Degree Earned	7. Have you ever been licensed as an intern in Florida?	
		Yes _____ No _____ Intern License Number: _____	

8. Please indicate the date you successfully completed the NAPLEX examination.

Date _____

9. Would you be willing to provide health services in special needs shelters or to help staff disaster medical assistance teams during times of emergency or major disasters?

Yes _____ No _____

10. Method of application - Please select one of the methods of application listed below; you must submit proof that the requirement you choose has been met.

- _____ A. Two years of active practice within two (2) of the last five (5) years.
- _____ B. Successful completion of an internship within the immediately preceding two (2) years.

PLEASE NOTE: If you have been licensed in another state in excess of 2 years from the date of your application you must choose A and have completed 30 hours of continuing education in the previous two (2) calendar years. If you choose "B" your internship date will be determined by the Board based on your graduation date, unless the state board of pharmacy where your hours were earned submits the certification of hours earned in that state within the preceding two (2) years.

11. List two years work experience if you are applying under 10A Note: you must submit one (1) Internship or Work Experience Form – Form B (Item #4) for each employer listed below. Use a separate sheet, if necessary. List internship experience if you are applying under 10B.

Dates	Employer	Location	Intern Or Pharmacy Experience	Total Hours

12. List all jurisdictions in which you have been licensed as a pharmacist. Note: you must submit one (1) Licensure Verification Form (Item #5) for each listed below. Use a separate sheet, if necessary.

State or U.S. Jurisdiction	License Number	Date Issued

13. Special Testing Accommodations – please indicate if you require special testing accommodations due to a disability, or if you have a religious conflict with the scheduled examination date. **If yes, complete the Request for an Application for Testing Accommodations (item #6) and submit it to Testing Services. You may also contact Testing Services by telephone (850) 245-4252 for detailed information and an application. All requests must be made in writing and include supporting documents.**

Yes _____ No _____

14. Have you ever been convicted of, or entered a plea of guilty, nolo contendere, or no contest, to a crime in any jurisdiction other than a minor traffic offense?

Yes _____ No _____
 (You must include all misdemeanors and felonies, even if adjudication was withheld by the court, so that you would not have a record of conviction. Driving under the influence or driving while impaired is NOT a minor traffic offense for the purposes of this question.)

**CONFIDENTIAL AND EXEMPT FROM PUBLIC RECORDS
DISCLOSURE**

15. In the last five (5) years, have you been enrolled in, required to enter into, or participated in any drug or alcohol recovery program or impaired practitioner program for treatment of drug or alcohol abuse that occurred within the past five years?

Yes _____ No _____

16. In the last five (5) years, have you been admitted or referred to a hospital, facility or impaired practitioner program for treatment of a diagnosed mental disorder or impairment?

Yes _____ No _____

17. During the last five (5) years, have you been treated for or had a recurrence of a diagnosed physical impairment that has impaired your ability to practice pharmacy?

Yes _____ No _____

18. In the last five (5) years, were you admitted or directed into a program for the treatment of a diagnosed substance-related (alcohol/drug) disorder or, if you were previously in such a program, did you suffer a relapse within the last five (5) years?

Yes _____ No _____

19. Has disciplinary action ever been taken against your pharmacist or any other professional license in this state or any other state or U.S. jurisdiction?
Yes _____ No _____
20. Have you ever surrendered your pharmacist or any other professional license in another jurisdiction when disciplinary action was pending?
Yes _____ No _____
21. Are you presently being investigated or is any disciplinary action pending against you?
Yes _____ No _____
22. Have you been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under Chapter 409, Chapter 817, or Chapter 893, Florida Statutes; or 21 U.S.C. ss. 801-970 or 42 U.S.C. ss. 1395-1396? (If no, do not answer 22b.)
Yes _____ No _____
22b. Has it been more than 15 years prior to the date of this application since the sentence and completion of any subsequent period of probation for such conviction?
Yes _____ No _____
23. Have you ever been terminated for cause from the Florida Medicaid Program pursuant to Section 409.913, Florida Statutes? (If no, do not answer 23b.)
Yes _____ No _____
23b. If you have been terminated but reinstated, have you been in good standing with the Florida Medicaid Program for the most recent five years?
Yes _____ No _____
24. Have you ever been terminated for cause, pursuant to the appeals procedures established by the state or federal government, from any other state Medicaid program or the federal Medicare program? (If no, do not answer 24b and 24c.)
Yes _____ No _____
24b. Have you been in good standing with a state Medicaid program or the federal Medicare program for the most recent five years?
Yes _____ No _____
24c. Did the termination occur at least 20 years prior to the date of this application?
Yes _____ No _____

All of the above questions must be answered or your application will be returned for completion. If you answer "yes" to any questions in 16-24c, explain on a sheet providing accurate details, and submit a certified official copy of the order of the court or state board of pharmacy, supporting documents or all if applicable.

Section 456.013(1)(a), F.S., requires that applicants supplement their applications as needed to reflect any material change in any circumstances or changes stated in the application which takes place between the initial filing of the application and the final grant or denial of the license and which might affect the decision of the department.

The statements contained in this application are true, complete and correct and I agree that said statements shall form the basis of my application and I do authorize the Florida Board of Pharmacy to make any investigations they deem appropriate and to secure any additional information concerning me. I further authorize them to furnish any information they may have or have in the future concerning me to any person, corporation, institution, association, board or any municipal, county, state, or federal government agencies or units, and that I understand according to the Florida Board of Pharmacy statutes, a pharmacist's license may be revoked or suspended for presenting any false, fraudulent, or forged statement, certificate, diploma, or other thing, in connection with an application for a license or permit, as set forth in section 456.015(2)(a), F.S.

Applicant Signature

Date

NOTE: Please check to be sure that you have answered all of the questions above.



FLORIDA BOARD OF PHARMACY
 4052 Bald Cypress Way, Bin C-04 • Tallahassee, FL 32399-3254
 Phone: (850) 245-4292 • www.doh.state.fl.us/mqa/pharmacy

ITEM #4 – INTERNSHIP OR WORK EXPERIENCE FORM (FORM B)

Please print or type legibly.

1. Biographical information					
Applicant Name		Intern/Pharmacist License Number		Phone Number	
Street Address		City		State	Zip
2. Have you submitted an application for the Florida Pharmacist Examination? If yes, please indicate date.					
Yes _____ No _____ Date _____					

I HEREBY APPLY FOR INTERNSHIP OR WORK EXPERIENCE CREDIT AS OUTLINED BELOW UNDER THE SUPERVISION OF:

3. Pharmacy information					
Supervising Pharmacist's Name			License Number		
Pharmacy Name			Permit Number		
Street Address		City		State	Zip
Phone Number		4. Dates of Experience			
		From: ___/___/___ To: ___/___/___			
5. Average number of hours per week			6. Total hours of experience		
(No more than 50 hours per week if you are a student and no more than 60 after graduation is allowed)					

 Applicant's Signature Date

This report is a correct statement of fact. The above information was taken from the records of the above named pharmacy and are available for inspection by the Board of Pharmacy.

 Preceptor/Supervisor's Signature Date

NOTE: Please check to be sure that you have answered all of the questions above.

PLEASE RETURN THIS FORM TO THE BOARD OFFICE:

**FLORIDA BOARD OF PHARMACY
 4052 BALD CYPRESS WAY
 BIN #C-04
 TALLAHASSEE, FL 32399-3254**



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ITEM #5 - LICENSURE VERIFICATION FORM

To be completed by applicant licensed as registered pharmacist. Please print or type legibly.

1. Biographical Information			
Applicant Name		Date of Birth	Social Security Number
Street Address	City	State	Zip
2. License Number		3. Date Issued	

To be completed by state board office:

The individual listed above has applied for licensure in the State of Florida as a registered pharmacist. Before further consideration is given to this application, we would appreciate your assistance in completing the information requested below. (Upon completion of this form, please return same to the address below.)

4. Licensure verification provided by state of:		5. Applicant's Name	
6. Type Of License Issued	7. Date License Issued	8. License Number	
9. Current status of license			
<input type="checkbox"/> Active <input type="checkbox"/> In-active <input type="checkbox"/> Other (explain) _____			
10. License obtained by			
Examination _____ Reciprocity/Endorsement _____			
11. Has applicant been found guilty of any violations for which disciplinary action was taken?			
Yes _____ No _____			
Note: if disciplinary action has been taken against this licensee, please provide this office with any documentation regarding this action.			

 Print name

 Signature

 Title

 Date

PLEASE RETURN THIS FORM TO THE BOARD OFFICE:

FLORIDA BOARD OF PHARMACY
4052 BALD CYPRESS WAY
BIN #C-04
TALLAHASSEE, FL 32399-3254

(BOARD SEAL)

NOTE: Please check to be sure that you have answered all of the questions above.

Frequently Asked Questions

Prior Criminal History and Disciplinary Actions

Question: What crimes or license discipline must be reported on the application?

Answer: All convictions, guilty pleas, and nolo contendere pleas must be reported, except for minor traffic violations not related to the use of drugs or alcohol. This includes misdemeanors, felonies, “driving while intoxicated (DWI)” and “driving under the influence (DUI).” Crimes must be reported even if they are a suspended imposition of sentence. All prior disciplinary action against any other professional licenses must be reported, whether it occurred in Florida or another state or territory.

Question: Can a person obtain a license as a pharmacist if they have a misdemeanor or felony crime on their record?

Answer: Each application is evaluated on a case-by-case basis. The board considers the nature, severity, and recency of offenses, as well as rehabilitation and other factors. The board cannot make a determination for approval or denial of licensure without evaluating the entire application and supporting documentation.

Question: Do I have to report charges if I completed a period of probation and the charges were dismissed or closed?

Answer: Yes. Offenses must be reported to the board even if you received a suspended imposition of sentence and the record is now considered closed.

Question: What type of documentation do I need to submit in support of my application if I have a prior criminal record or licensure discipline?

Answer: (1) Certified official court document(s) relative to your criminal record, showing the date(s) and circumstance(s) surrounding your arrest(s)/conviction(s), section(s) of the law violated, and disposition of the case. This would normally consist of the Complaint or Indictment, the Judgment, Docket Sheet or other documents showing the disposition of your case. This may also be referred to as the Order of Probation. The clerk of court must certify these documents.

(2) Certified copy of document(s) relative to any disciplinary action taken against any license. The documents must come from the agency that took the disciplinary action and must be certified by that agency.

(3) A detailed description of the circumstances surrounding your criminal record or disciplinary action and a thorough description of the rehabilitative changes in your lifestyle since the time of the offense or disciplinary action, which would enable you to avoid future occurrences. It would be helpful to include factors in your life, which you feel may have contributed to your crime or disciplinary action, what you have learned about yourself since that time, and the changes you have made that support your rehabilitation.

Licensure and Examination

Question: What type of documentation do I need to submit in support of my application if I have prior medical history?

Answer: Please submit supporting documentation which includes a letter from the applicant explaining the medical condition(s) or occurrence(s) and current status; letter(s) from a licensed professional summarizing diagnosis, treatment and prognosis; or any other official documentation as it relates to any “yes” answer. Documentation should be current within the last year

Question: I registered online and received a confirmation number from NABP®. Can I use this confirmation number to schedule an appointment?

Answer: No, the confirmation number is only used as proof of completing the online registration process. You will receive an Authorization to Test (ATT) identification number (via regular mail) from Thomson Prometric upon eligibility approval from the board.

Question: When will I get the ATT?

Answer: You should receive your ATT within 45 days from the date you mail your application, if the application is complete and you have submitted the registration forms and fees to NABP®.

Question: How long is the ATT good for?

Answer: One (1) year from the date of receipt of the application. If you are a licensure transfer candidate, you must test before your official application expires. Please contact the board to determine if additional restrictions apply.

Question: How do I get an extension on my ATT?

Answer: Candidates are given a one-year eligibility period to schedule and take the examination. Requests for eligibility extensions will not be granted. If your eligibility expires, you must submit a new registration form and fees.

Question: How do I schedule an appointment?

Answer: If you received your ATT letter, you may schedule your appointment via Thomson Prometric’s web site, www.2test.com or by calling Thomson Prometric’s Candidate Services Call Center at 1-800-796-9860.

Question: I missed my appointment. How do I schedule a new one?

Answer: In order to reactivate/reprocess an ATT, the candidate must submit a letter to NABP®, along with the vendor administrative fee. The vendor administrative fee for MPJE® is \$60.

Question: Can I work as a pharmacist while I am waiting for approval?

Answer: No, however you may work as a licensed intern. You must apply to the board office for a Florida intern license if you do not currently have one.

Question: Where can I take the MPJE® examination?

Answer: The MPJE® exam is computerized and can be taken in your state. Exams are offered everyday of the year with the exception of holidays and Sundays. You may schedule an appointment at any testing location.

Question: How long do I have after I submit my application to take the licensure examination?

Answer: You have one (1) year after the date your application is received by the board to complete all licensure requirements. If you do not meet the application requirements within one (1) year, the application will expire and you must reapply.

Question: What should I do if I fail the exam?

Answer: Register with NAPB and submit the exam fees after the allotted waiting period. You must wait a minimum of 30 days to retake the MPJE®.

Question: What should I do if my name or address change after I apply but before I am licensed?

Answer: Complete and mail the change of name or address form to the board office and Testing Services, with all appropriate documentation.

Question: How can I find out if I passed my exam?

Answer: According to Chapter 456, *Florida Statutes*, results may not be given by telephone for any reason. Results are mailed to the address on the application within 30 days of testing.

Please visit the board's website at www.doh.state.fl.us/mqa/pharmacy/ph_faq.html to view additional frequently asked questions and answers.