



Pharmacist Exam Application Information for New Graduates

This email will provide detailed instructions and information on how to apply for a pharmacist license in the State of Ohio.

To ensure you are approved to test upon graduation follow the steps outlined below. You are also encouraged to check the status of your Pharmacy Intern license by visiting www.elicense.ohio.gov. Graduates with an **Active** intern license will still be permitted to work under that license until their pharmacist license is granted.

Steps to Obtain a Pharmacist License in Ohio

Step 1 - Submit fingerprints for Ohio BCI&I and FBI background checks at a WebCheck provider. Please be advised that the Board must receive your background check results before we can approve you to test. Note that the results of any previous background checks completed as part of your academic program or employment are not applicable. The [Background Check Summary guidance document](#) provides more information and guidance on how to obtain the correct background checks. It is strongly recommended that fingerprints be submitted prior to submission of an application to the Board (step #2).

Step 2 - Submit an application for an Ohio pharmacist license via [eLicense Ohio](#). This application can be submitted up to thirty (30) days prior to your graduation date. The application must be submitted electronically via eLicense Ohio; paper applications will not be accepted. Students who have a pharmacy intern license have already used eLicense Ohio to renew their intern license last fall. If you do not have an eLicense Ohio account, you will need to create one. Step-by-step instructions for account registration can be found [here](#). For assistance with account registration and password resets, please contact the eLicense Ohio Customer Support Center at 855-405-5514, Monday – Friday, 8 am to 5 pm.

Step 3 - Register for the NAPLEX and MPJE with the National Association of Boards of Pharmacy (NABP). It is highly recommended that an application for eligibility to NABP be made at the same time you apply to the Board. This helps to ensure an applicant will be approved to sit for the exams as soon as possible following graduation.

To register for the exams, a NABP e-Profile account is required. Account creation instructions can be found on the [NAPLEX/MPJE Bulletin](#). Once logged-in, choose the jurisdiction(s) for which you are seeking eligibility, and **submit a \$100 non-refundable fee for each jurisdiction selected**. You may log in and check the status of your application at any time. (NOTE: For the NAPLEX, you must select one primary jurisdiction; for the MPJE, you may select multiple jurisdictions.)

Step 4 - Graduate. Shortly after graduation, a representative for your school or college will submit a Certificate of Pharmacy Education to the Board for each of the PharmD graduates, confirming that they have earned the required academic experiential hours for A.C.P.E. accredited schools of 1,740 academic hours (300 IPPE; 1,440 APPE).

Once all the above information is received and reviewed by the Board (background check results, license application, exam registration with NABP, and Certificate of Pharmacy education), the Board will grant you approval to take the exams. Please be advised that some applications require more time to review than others.

Step 5 - Submit Official Transcripts to NABP. Beginning in 2020, NABP requires official transcripts to be submitted by each graduate before they will allow a graduate to schedule the exams. NABP will accept official transcripts electronically via email at transcripts@nabp.pharmacy or they may be mailed to NABP in a sealed envelope bearing the school's stamp/seal on the envelope flap.

Step 6 - Purchase the NAPLEX and MPJE with NABP. Once eligibility has been granted by the

Board, you may purchase the exam(s). You must log in to your NABP e-Profile to pay the applicable fees (NAPLEX – \$475; MPJE – \$150 per jurisdiction) Once you purchase the exam(s), you will receive your Authorization to Test (ATT), which will allow you to schedule your exam(s).

Note: NABP offers discounts for military members and their spouses. To receive a discount, contact [Customer Service](#) before applying for the NAPLEX and MPJE. Discounts will not be provided for repeat attempts or re-sitting fees.

Step 7 - Schedule your exam(s) with Pearson VUE. Once the exams have been purchased, Pearson VUE will send you an email with your Authorization to Test (ATT). The ATT letter includes eligibility dates during which you may take the examination, instructions for scheduling your testing appointment, and other important information.

- Your ATT is valid for one testing session only.
- Candidates should make sure all the information in their ATT letter is correct.
- Check to make sure your name on the ATT letter exactly matches the two forms of identification you will bring to check in to the testing center.
- See “Name Matching Guidelines” on [NABP/MPJE Bulletin](#) for more details.

If you do not receive or have misplaced your ATT letter, contact Pearson VUE Customer Service Monday through Friday at 888-709-2679 from 8 am to 8 pm (ET). Be sure to check your spam or junk email folder before you call. ATT letters or numbers will not be issued via phone or fax.

Step 8 - Take your exam(s).

*****NABP will report your exam scores to the Board within seven (7) business days. Score results are checked every business day by Board staff. Applicants who have met all Board requirements and passed all required examinations will be issued a pharmacist license at that time.*****

Additional Questions

A complete copy of this guidance can be found on our website [here](#).

For questions, please email licensing@pharmacy.ohio.gov. Board staff are working remotely and will reply as quickly as possible.
