



March 2025

**Dear Prospective Graduates:**

Congratulations on your upcoming graduation from pharmacy school. This document will provide detailed instructions and information on how to apply for a pharmacist license in the State of Ohio.

**Steps to Obtain a Pharmacist License in Ohio:**

- 1. Submit fingerprints for Ohio BCI 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 [Criminal Records Check Information guidance document](#) provides more information 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).
- 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 apply for and/or renew their intern license. 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.
- 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](#). **IMPORTANT: You must register your name as it appears on your primary ID. Failure to register with an**

acceptable name will prohibit you from entrance at the testing facility. [See Section 8 of the Bulletin for more guidance.](#)

Once logged in, choose the jurisdiction(s) for which you are seeking eligibility, and **submit a \$100 non-refundable fee for each exam and 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.)

- 4. Graduate.** Shortly after graduation, a representative for your school or college will submit a Certificate of Pharmacy Education form 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 form), the Board will grant you approval to take the exams. Please be advised that some applications require more time to review than others.

- 5. Submit Official Transcripts to NABP.** Beginning in 2020, NABP requires official transcripts with degree conferral date 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](mailto:transcripts@nabp.pharmacy) or they may be mailed to NABP in a sealed envelope bearing the school's stamp/seal on the envelope flap. See [contact information](#) on the last page of this letter for the NABP mailing address.
- 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 – \$520; MPJE – \$170 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, review [Section 6 of the Bulletin for more guidance](#) before applying for the NAPLEX and MPJE. Discounts will not be provided for repeat attempts or re-sitting fees.*

- 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 [NAPLEX/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.

#### **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.\*\*\***

#### **Transferring Intern Hours to Another State for Pharmacist Licensure:**

If you wish to apply for a license in another state and need to transfer academic and practical experience hours to that state, you must request a license verification. The Board will report that you have a minimum of 1,740 hours to any other state when requested. Any practical experience hours you earned and reported to the Board will also be included. NOTE: If you are not going to apply for licensure as a pharmacist in Ohio, you do not need to take the Ohio exam to transfer hours.

To request a license verification, log in to [eLicense Ohio](#) and select “**Send License Verification**” from the options menu on your Intern license tile. The license verification fee is \$35.00 per verification. *Please note, only one verification will be generated per request. So, if multiple verifications are needed, you will need to submit and pay multiple times.*

#### **Applying for Ohio Licensure by Reciprocity:**

Graduates who obtain licensure as a pharmacist in a state other than Ohio should follow the [Ohio Pharmacist Licensure by Reciprocity](#) guidance. Effective March 5, 2024, any reciprocal applicant who has not successfully passed any state or jurisdiction’s MPJE or an approved state law examination will be required to take the Ohio MPJE in lieu of completing the reciprocity course/hearing. Approved state law examinations are Arkansas, California, and Puerto Rico.

| <b>Application and Examination Fees</b>  |   |                           |
|--|---|---------------------------|
| <b>Ohio Board of Pharmacy</b>  |   |                           |
| Initial License by Examination   | \$110.00  |                           |
| Initial License by Reciprocity   | \$337.50  |                           |
| eLicense System Transaction Fee*<br><i>*Charged per application</i>                                    | \$3.50  |                           |
| Re-examination Fee   | \$110.00 per request  |                           |
| License Verification   | \$35.00   |                           |
| <b>National Association of Boards of Pharmacy (NABP)</b>   |   |                           |
|  | Application   | Examination               |
| NAPLEX   | \$100.00  | \$520.00                  |
| MPJE   | \$100.00 per jurisdiction                                   | \$170.00 per jurisdiction |
| NAPLEX Score Transfer*<br><i>*May be made at time of examination or up to 89 days after exam date.</i> | <a href="#">Refer to Section 11 of NAPLEX/MPJE Bulletin</a> |                           |

| <b>Contact Information</b>  |  |
|---|--|
| <p><b>Ohio Board of Pharmacy</b><br/> <a href="http://www.pharmacy.ohio.gov">www.pharmacy.ohio.gov</a><br/> Monday - Friday, 8 am to 5pm ET<br/> 614-466-4143<br/> <a href="mailto:licensing@pharmacy.ohio.gov">licensing@pharmacy.ohio.gov</a></p> | <p><b>NABP Customer Service</b><br/> <a href="https://nabp.pharmacy">https://nabp.pharmacy</a><br/> Monday - Friday, 10 am to 6 pm ET<br/> 847-391-4406<br/> <a href="mailto:help@nabp.pharmacy">help@nabp.pharmacy</a></p> <p><u>Mailing address for transcripts:</u><br/> 1600 Feehanville Drive<br/> Mount Prospect, IL 60056</p> |
| <p><b>eLicense Ohio Customer Support Center</b><br/> Monday - Friday, 8 am to 5 pm ET<br/> 855-405-5514</p>   | <p><b>Pearson VUE Customer Service</b><br/> Monday - Friday, 8 am to 8 pm ET<br/> 888-709-2679<br/> <a href="http://www.pearsonvue.com">www.pearsonvue.com</a></p>   |