Frequently Asked Questions about Licensure

How do I get licensed? For most states including New Jersey you will need to fill out two applications:

- Obtain the licensure application from the Board of Pharmacy of the state in which you wish to become licensed. READ THIS COVER TO COVER. (Links to contact info for all state boards are at http://www.nabp.net under the Boards of Pharmacy link near the top of the page)
- Obtain the NAPLEX/MPJE Registration Bulletin from the National Association of Boards of Pharmacy (NABP) website above (click on Programs link and then NAPLEX and the link to Registration Bulletin will appear in the middle of the page). READ THIS COVER TO COVER. NABP is the organization responsible for developing and managing the exam.

You will need to apply/register in two places: the Board of Pharmacy and NABP. You will need to complete the application for the Board of Pharmacy (a paper based form in most states) and register for the exam with NABP (an online process).

The Board of Pharmacy will determine if you meet the eligibility requirements and if so, will notify NABP. An Authorization To Test (ATT) letter will then be sent to you by Pearson VUE, the company that administers the exam. The letter gives you instructions about how to schedule your testing appointment, the dates available to you and other information. You must have an ATT letter to schedule your exam.

What if I have questions about the process or application?
Most questions related to licensure should be directed to the Board of Pharmacy in the state in which you are applying for licensure. Links to these Boards are listed on the NABP website: http://www.nabp.net. In addition to registering for the exams, you will need to fill out an application for the state in which you seek licensure. Review the NAPLEX bulletin and the state board application form for your state for additional information. If you have remaining questions, you may email Dean Woodward, but realize the information will simply be his interpretation; only the Board can give you the official answers.

Where can I get information about NJ licensure?
In person:
124 Halsey Street, 6th Floor
Newark, NJ 07202
By phone: (973) 504-6450
On the website: http://www.njconsumeraffairs.gov/phar/Pages/default.aspx

In order to begin the process of applying for licensure, start the online application with the Board of Pharmacy. Access the application from the Applications and Form link on the Board of Pharmacy home page. Click the "Pharmacist by Examination or Score Transfer Application." Also see specific advice on this FAQ below.
How much will licensure cost?
In New Jersey, you are responsible for the following:
1. Application Fee: amount is listed on application)
2. Criminal Background Check: amount is listed on application. Please note, the criminal background check you completed for the School of Pharmacy IS NOT ACCEPTABLE for licensure; you MUST complete the background check and fingerprinting through the Board of Pharmacy provider.
3. NAPLEX Examination Fee: amount is listed in NAPLEX/MPJE Registration Bulletin.
4. Licensure Fee: you are notified of amount due when you receive your NAPLEX scores. Fee covers one or two years, depending how much time is left before the next two-year renewal. 5. Other states may have different or additional fees.

Is there a way I can get a feel for what the NAPLEX will be like?
Yes, it is a good idea to take the pre-NAPLEX exam, for practice. Find information about pre-NAPLEX exams and much other useful information on the NABP website: www.NABP.net.

What if information for the exams has changed recently?
Students need to become self-directed, life-long learners. Review the quarterly State Board of Pharmacy Newsletters from the past year to see if any NJ law issues have changed since you took the law course: https://nabp.pharmacy/boards-of-pharmacy/new-jersey/

For other states, visit http://www.nabp.net and click on Publications, and then State Newsletters.

Do I need to submit a transcript?
Yes for NJ, varies for other states. New Jersey requires an official copy of your transcript indicating that you have graduated with a PharmD degree. This information is not posted to your transcript until after the University Commencement when your degree is conferred. Official transcripts can be obtained ONLY from the University Registrar. You can order the official transcript online at: http://registrar.rutgers.edu/NB/TRANS-NB.HTM#official
When completing the transcript request, you may have to select “Hold for May Degree” if you request the transcript before University Commencement.

Note that some students have the registrar’s office send the transcript directly to the Board of Pharmacy. If you choose to do this, you may want to consider marking the checkbox to include your social security number which may help the board match the transcript to your application. You will need to balance that with the risk of having your social security number sent through the mail.

If I finish Cycle 8, can I take the NAPLEX/MJPE early? What about after finishing Cycle 9?
No. To our knowledge all states that previously allowed this, including New Jersey, have stopped doing so. There is no reason to start working on the application until late March or early April.

Additional General Information
Background Checks
Be honest, a very thorough criminal background check is done by the Board; items may be
identified that were not picked up by other background checks.

School address
Rutgers, The State University of New Jersey/Ernest Mario School of Pharmacy
160 Frelinghuysen Road
Piscataway NJ 08854

Degree, Diploma, or Certificate: Pharm.D.
Major: Pharmacy
Date Granted: Date of University Commencement (regardless of when you finish Cycle 8 or 9)

Transcript Requests
Note that you must request final transcript from the registrar’s office: transcripts.rutgers.edu;
makesure to request that the transcript be sent after your degree is posted.

Page labeled "Affidavit" - do not sign this until the notary public tells you to do so in his/her
presence.

Official dates of attendance
While NJ no longer requires this information, if you need it for licensure in another state, go to:
https://transcripts.rutgers.edu/transcripts/index.html and select the “Get Instant Enrollment
Verification” link. After submitting the required information, the system will provide a PDF file
with the exact start and stop dates of each semester you attended.

Graduation Date
Your diploma will list the date of University-wide Commencement because that is when your
degree is official conferred.

Some other states require special forms to be completed by the School of Pharmacy
Many boards have a form for the Dean or his/her designate to certify that the student graduated,
completed all requirements, or completed a specified number of experiential hours completed on
rotations. Bring such forms to the Office of Academic Services. Staff will review the materials,
determine who needs to sign the forms, and generate any needed letters. This may take a few
days, so drop the forms and information off well in advance of any deadlines. When dropping off
forms be sure to arrange to pick them, have them mailed to you, or have them sent directly to the
Board.

Mistakes on paper forms
We have found that some boards which still use paper forms are very particular and will not
accept documents with corrections. It is suggested that if you make a mistake reprint the form
and fill that page out again.

Timeline for licensure
We actually know very little about the process, because few students provide us feedback. So
that we can provide students better information, we are asking you to track your licensure process with this tracking form which can be filled out, saved and emailed to us. Since the timeline depends on the processing time in the state in which you apply (State Board) and the National Association of Boards of Pharmacy (NABP), there is significant variation.

**Notarizing your forms**
Notaries public are available at banks, law offices, pharmacies, and most copy stores. Make sure that all parties who will be signing the document will be able to be available for your appointment. Ms. Urbanski in the Office of Academic Services is a notary public. Note, all parties signing the document must be present in front of the notary. Each signer must provide the notary with two forms of ID that contain the individual's signature. At least one of the IDs needs to have a relatively recent photo of the bearer. Valid IDs include, but are not limited to, valid passports and driver's licenses. A notary at the University may also accept your current Rutgers University ID at his or her discretion. Depending upon the document and the notary, a small fee for the service may be charged.