

## **Frequently Asked Questions about Licensure and Certification of Education**

### **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 <https://nabp.pharmacy/> under the About...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 Examinations then NAPLEX and the link to Registration Bulletin will appear in the middle of the page in the purple box). **READ THIS COVER TO COVER.** NABP is the organization responsible for developing and managing the exam.

As described in the documents discussed in the above paragraphs, you essentially 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 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 be sent to you by Pearson VUE, the company that administers the exam, after they are notified by NABP. 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 for which you are applying for licensure. Links to these Boards are listed on the NABP website: <https://nabp.pharmacy/> and clicking on "About" and clicking on "Boards of Pharmacy" link. 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 have remaining questions the 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?**

You can obtain information directly from the Board of Pharmacy as follows:

In person:

124 Halsey Street, 6th Floor

Newark, NJ 07202

By phone: (973) 504-6450

Through their website: <http://www.njconsumeraffairs.gov/phar/Pages/default.aspx>

To begin the process of applying for licensure, start the online application with the Board of Pharmacy. The Board of Pharmacy provides written instructions for applying for licensure at <https://www.njconsumeraffairs.gov/Documents/licenseprocess/Pharmacist-by-Examination-or-Score-Transfer-Registration-Instructions.pdf>. 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?**

You will probably pay several fees. For NJ you will pay fees for:

1. Application Fee. The amount of this will be listed in the application forms.
2. Criminal Background Check. The amount of this will be listed in the application forms. Please note, the criminal background check you had completed for the school IS NOT ACCEPTABLE for licensure and you MUST complete the background check and fingerprinting through the Board of Pharmacy provider.
3. NAPLEX Examination Fee. The amount of this fee will be listed in the NAPLEX/MPJE Registration Bulletin.
4. MPJE Examination Fee(s). The amount of this fee will be listed in the NAPLEX/MPJE Registration Bulletin.
4. Licensure fee for one or two years, depending how much time is left before the next two-year renewal. This is separate from the application fee listed above and you are generally notified of it with your NAPLEX scores.

Other states may have more or fewer fees. All will have the NAPLEX/MPJE fee.

### **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 pre-NAPLEX and much other useful information on the NABP website: <https://nabp.pharmacy/>.

### **What if information for the exams has changed recently?**

One of the Ability Based Outcomes of our program is for the student to become a self-directed and life-long learner. Review the quarterly State Board of Pharmacy Newsletters from the past year to see if anything has changed since you took the law course. To access this online go to <https://nabp.pharmacy/boards-of-pharmacy/new-jersey/>

For other states, visit <https://nabp.pharmacy/> and click on About then Boards of Pharmacy and select the View Profile button for the appropriate state. State Newsletters are generally listed at the bottom of the profile for that state.

### **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 Pharm.D. degree. This information is not posted to your transcript until after University Commencement when your degree will be conferred. Official transcripts can be obtained ONLY from the University Registrar. You can order the official transcript online from the Registrar at: <https://transcripts.rutgers.edu/transcripts/index.html>

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. Obviously, you need to balance that with the risk of having your social security number sent through the mail.

### **Is there any advice or specific directions for the NJ Application?**

Yes, as listed below for specific sections of the application.

**Items 7-9 and 11-17 (Background checks, medical conditions, etc.):**

Be honest, a very thorough criminal background check is done by the Board and they may identify items not picked up by other background checks. Self-disclosure is preferable to having the Board identify issues from other sources.

**Education Section Item 4 School address is:**

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

**Education Section Item 5:**

Degree, Diploma, or Certificate: Pharm.D.

Major: Pharmacy

Date Granted: Date of University Commencement (regardless of when you finish cycle 8 or 9)

**Education Section Item 6:**

Note that you must request final transcript from the registrar's office. This can be done online at [transcripts.rutgers.edu](https://transcripts.rutgers.edu). Indicate on the request to send after degree is posted. See specific directions on this FAQ above.

**Page labeled "Affidavit"** – do not sign this until the notary public tells you to in his/her presence. See notary question on this FAQ.

**Official dates of attendance**

While NJ no longer requires this information, if you need it for licensure in another state go to the Registrar's website (<https://transcripts.rutgers.edu/transcripts/index.html>) and login to get 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. This date can be found at <https://commencement.rutgers.edu>

**Some other states require special forms to be completed by the School of Pharmacy**

Many boards have a form for the Dean or his designate to certify that the student graduated, completed all requirements, or certify the number of experiential hours completed on rotations. Any form needed for an application to an out of state Board of Pharmacy should be emailed to [AcademicServices@pharmacy.rutgers.edu](mailto:AcademicServices@pharmacy.rutgers.edu) The staff of the Office of Academic Services will review the form, 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 the forms are completed, the Office will contact you to either send them to you or mail directly to the Board as directed. Note if you are submitting a form to NY BOP please include the date of your immunization certificate.

**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.

**Notarizing your forms**

Notaries public are available at banks, law offices, pharmacies, and most copy stores. Be sure to make an appointment with the notary to ensure that the person is available. Make sure that all parties who will be signing the document will be able to be available for the appointment.

Specific rules need to be followed regarding the notarization of documents, especially for documents that are signed by more than one person. First and foremost, all parties signing the document and the document itself must be present in front of the notary. Second, each signee 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. Third, a document may not be signed prior to visiting the notary; it must be signed in front of the notary. Depending upon the document and the notary, a small fee for the service may be charged. Notary appointments will last ten to fifteen minutes.

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The Faculty and Staff at the Ernest Mario School of Pharmacy wish you every success in your personal and professional lives as you enter your chosen profession as a pharmacist! Congratulations!