

## Class of 2017

### Quick Tips for Completing the Pharmacist Examination & Licensure Application

#### From the CABOP:

Complete the most recent Pharmacist Examination and Licensure Application form 17A-1 (Rev. 11.2015). The Pharmacist Examination and Licensure Application is available on the board's Web site at [www.pharmacy.ca.gov](http://www.pharmacy.ca.gov) under "Applicants" then "Apply for a Personal License" tab or the direct link is [http://www.pharmacy.ca.gov/forms/rph\\_app\\_pkt.pdf](http://www.pharmacy.ca.gov/forms/rph_app_pkt.pdf).

Below are some "Quick Tips" for completing the application and the processing timeframes.

#### 1. APPLICATION TIPS

- **Processing time** for Pharmacist Examination and Licensure Applications is approximately 30 days after submission of a completed application. However, the board will process the applications from the schools, when received in a group, **within 10 business days** as long as all the required documents are submitted with the applications.
- **Deficient Application:** If it is determined the pharmacist examination application is incomplete, the applicant will receive a letter in the mail outlining his/her deficiencies within 15 days. Please allow up to 2-3 weeks for the board to process deficiency mail and for the applicant to receive his/her examination eligibility letter.
- **Name of Record:** It is very important that students apply under their full legal name. The board will only make an applicant eligible under the full legal name of record on file (not aliases). An applicant's name of record with the board is the name submitted on his/her initial application (whether that is a pharmacy technician, intern pharmacist or pharmacist licensure examination application).  
**NOTE:** *To avoid delays in receiving the examination eligibility letter and discrepancies with names at the CPJE exam site, **please direct students to visit the board's Web site and select "Verify a License" to verify their intern pharmacist and/or pharmacy technician license and confirm that their name of record with the board identically matches the name they are listing on the pharmacist examination application.** If their name does not match identically, please direct them to submit a copy of their US government issued photo identification and the approved secondary identification that he/she chooses to use at the examination site with their pharmacist examination application (**the name on the identifications must match letter for letter**). The board will update the name of record on file to identically match the name on the identifications and pharmacist examination application. Please also advise students to list any previous names, AKA's or alias's on the first page of the pharmacist examination application.*
- **Conviction and Enforcement Questions:** If the applicant has marked YES to one or more questions on pages 2 and 3 of the pharmacist examination application (excluding questions 1-9), he/she must submit a detailed letter of explanation. To assist in the processing of the application the applicant may provide any arrest or court records surrounding the incident. Applications with any criminal conviction(s) will take longer to process. If the board requires additional information, the applicant will receive a letter from the board's Enforcement Unit. Applicants are not required to

disclose infractions or traffic violations with a fine of less than \$500 that do not involve drugs or alcohol.

- **Pharmacy Intern Hours Requirement: Students do NOT need to complete Pharmacy Intern Hours Affidavit form(s) (17A-29) as he/she has graduated after January 1, 2016.**
- **Self-Query Report:** It is imperative that the applicant's Self-Query Report remain in the original, sealed envelope from the Data Bank when submitted to the board with the application. The name on the Self-Query Report must match the applicant's full legal name on his/her pharmacist examination application. **The Self-Query Report must be dated no earlier than 60 days prior to the date an application is submitted to the board.**

2. **Examination Registration Information: It is recommended that the applicant register for the NAPLEX with NABP simultaneously when submitting the pharmacist examination application to the board.** At the time of processing the application, the board will confirm with NABP that the applicant is eligible to sit for the NAPLEX only if he/she is registered with NABP at the time the board processes the application.

Please notify students that if they choose to register for the NAPLEX after the board has processed their application and mailed their examination eligibility letter, they will need to allow up to 2-4 weeks for the board to confirm their NAPLEX eligibility with NABP. The board only confirms eligibility for the NAPLEX separately from processing applications as a whole twice a month. The applicant would then need to continue checking with NABP to determine when the board has confirmed his/her eligibility for the NAPLEX. Once the board's sends the examination eligibility letter, the applicant is immediately made eligible with PSI for the CPJE. The NAPLEX and CPJE examinations are administered by different vendors; therefore, the process is different.

3. **Required Identifications to take the CPJE:** In order to be allowed to sit for the CPJE, an applicant must present **TWO** of the following approved identifications listed below at the testing site and **ONE** of the identifications **MUST** contain a photo:
  - US State, Commonwealth, or Territory issued driver's license or identification card
  - US government issued passport
  - US social security card (cannot be laminated)
  - US military-issued identification
  - National identity card

At the testing site the applicant's full name will be verified by the examination proctor to confirm that his/her full name in their system (which is the name provided on the applicant's board issued eligibility letter) matches IDENTICALLY with the TWO identifications that the applicant presents. Please reiterate to your students the importance of their full name matching on all documents to prevent them from not being allowed to sit for the CPJE. Additional information regarding the identifications required to sit for the CPJE is available on the board's Web site at [http://www.pharmacy.ca.gov/forms/exam\\_id\\_info.pdf](http://www.pharmacy.ca.gov/forms/exam_id_info.pdf)

PLEASE SUBMIT THE APPLICATIONS TO THE BOARD AS FOLLOWS:

\*\*\*Submit your application materials to KIM CIERO in the OSA at SPPPS

- **Assemble Applications:** (please send all the applications together as a group)
  1. Include a list of the students' names and intern pharmacist license numbers.- **Kim Ciero does this for our school**
  2. Staple all application documents with the application in the **left hand corner** of the application in the following order.
    - a) Application 17A-1 (11.2015)
    - b) Examination Security Acknowledgement
    - c) Verification of License in Another State (If applicable)
    - d) Official Transcripts stating Gradation Date and Degree
    - e) Copy of Completed Live Scan form
    - f) Sealed Self-Query Report (**must be in the original sealed envelope**)
    - g) Letter written explanation and/or copies of identifications (If applicable)
  3. Staple the check to the **right** side of the application under the social security number. Stapling the check this way will allow the board's mail and cashing staff to process the applications more quickly.

**Practitioner Self-Query Report (refer to separate document)**

**FINGERPRINTS:** California residents must have their fingerprints processed via Live Scan. Non-residents can visit California to complete a Live Scan or must submit professionally rolled fingerprints on cards supplied by the board. DO NOT have students complete the Live Scan until they are ready to submit their application. The board will only accept current fingerprint responses from Department of Justice (DOJ) and Federal Bureau of Investigation (FBI). A completed Live Scan form must be submitted with the application.

#### **LIVE SCAN FORM**

It is the responsibility of the applicant to verify that all his/her personal information entered by the Live Scan operator is correct prior to the operator's submission. The board will not accept clearances by the DOJ/FBI if the personal information is incorrect. Receipt of incorrect information by the DOJ/FBI will result in the applicant having to complete a new Live Scan.

**Please direct students to verify the following information is correct:**

- Type of License/Certification/Permit or Working Title is entered: Pharmacist – Section 4050
- The Live Scan operator selects BOTH the **DOJ and FBI** levels of service prior to submitting the request. If FBI is not selected at the time of original transmission, the applicant will be required to have his/her Live Scan redone and have to repay for the DOJ and FBI levels of service again.
- Personal Information is entered correctly. Please have the student read the "Instructions for Completing a Request For Live Scan Service Form" attached to the application. This form provides them with the information that is needed when the Live Scan operator is processing their fingerprints. If there are any errors made or information is missing when the Live Scan operator processes the

fingerprints, it will be the student's responsibility to have his/her fingerprints processed again, which may result in paying the fingerprint processing fee again.

- It is mandatory that the social security number be entered in by the Live Scan operator.