Quick Tips for Completing the Pharmacist Examination & Licensure Application

1. APPLICATION PROCESSING TIMEFRAME
   - The processing time for the 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.
   - Please direct your intern students to visit the board’s Web site to verify their name on their intern pharmacist license and/or pharmacy technician license matches identically to the name on their pharmacist examination application. If their names do not match identically, please have them submit a copy of their US social security card and US government issued photo identification with their pharmacist examination application. The board will then update their intern pharmacist license with their pharmacist examination application. This will assist in preventing delays in receiving their eligibility letter and discrepancies with their names at the CPJE exam site.
   - If it is determined their pharmacist examination application is deficient, the applicant will receive a letter in the mail outlining their deficiencies within 30 days. Please allow the board up to 3 weeks to process deficiency mail and for the applicant to receive their examination eligibility letter.
   - If the applicant has marked YES to one or more questions on the application, they must submit a detailed letter of explanation along with any 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.

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 the applicant is eligible to sit for the NAPLEX if they are registered with NABP at the time of processing the application. When the applicant registers for the NAPLEX after receiving the eligibility letter from the board, please notify your student that it can take up to 2-4 weeks for the board to confirm their eligibility for the NAPLEX. 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 once the board has confirmed their eligibility for the NAPLEX. Once the board’s sends the eligibility letter the applicant is immediately made eligible with PSI for the CPJE. The NAPLEX and CPJE examinations are with two separate vendors; therefore, the process is different.

2. APPLICANT’S NAME: The applicant’s full name on their application must IDENTICALLY match their full name on their US social security card (do not
laminate!) and US government issued photo ID (state issued driver’s license or US passport). If their full name on their identifications do not IDENTICALLY match each other, please instruct your student to correct their identifications in order to match letter for letter. If their full name on all three items do not match identically: 1) pharmacist examination application, 2) US social security card, and 3) US government issued photo ID, they will not be permitted to sit for the CPJE.

3. PLEASE SUBMIT THE APPLICATIONS TO THE BOARD AS FOLLOWS:

➢ Submit your application materials to KIM CIERO

➢ Assemble Applications (please send all the applications together as a group)
   1. Staple all application documents with the application in the left hand corner of the application in the following order.
      a) Application 17M-29 (2.13) Minor changes to questions on page 2.
      b) Examination Security Acknowledgement.
      c) Affidavit of Intern Experience Obtained in a Community and Institutional Pharmacy Setting.
      d) Pharmacy Intern Hours Affidavit(s) 17A-29 – This form must be the original and signed by the supervising pharmacist or pharmacist-in-charge during the time the hours were earned.
      e) School of pharmacy’s letter documenting 600 intern hours obtained in experience substantially related to the practice of pharmacy.
      f) Sealed Self-Query Report.
      g) Official Transcripts stating Gradation Date and Degree.
      h) Copy of Completed Live scan form
   2. If an applicant requests the board to send verification of their Intern Hours to another state, please do not include this request and the $25 fee with the application. Instead have them submit a separate request and keep it separate from the application.
   3. The board does not have the resources to make copies of the letter documenting the 600 intern hours for each of your students who submit the Pharmacist Examination and Licensure Application, please provide a copy for each student with their application.
   4. 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 cashiering staff to process the application quicker.

Practitioner Self-Query Report (refer to separate document)
Intern Hours

- Intern hours earned in California must be completed on the Pharmacy Intern Hours Affidavit form (17A-29) documenting 1,500 intern hours of pharmacy practice experience.

- Intern hours earned in another state may be certified by the licensing agency of the other state to document proof the intern hours were earned in lieu of submitting the Pharmacy Intern Hours Affidavit form on the Verification of License in Another State form (17A-16).

- Applicants licensed as a pharmacist in any state for at least one year, as certified by the licensing agency of that state, may submit this certification (Verification of License in another State form 17A-16) to satisfy the required 1,500 hours of intern experience, provided that the applicant has obtained a minimum of 900 hours of pharmacy practice experience in a pharmacy as an intern pharmacist or pharmacist.

Effective January 1, 2013, Section 4209 of the Business and Professions Code is amended to read:

4209. (a)(1) An intern pharmacist shall complete 1,500 hours of pharmacy practice before applying for the pharmacist licensure examination.
   (2) This pharmacy practice shall comply with the Standards of Curriculum established by the Accreditation Council for Pharmacy Education or with regulations adopted by the board.
   (b) An intern pharmacist shall submit proof of his or her experience on board-approved affidavits, or another form specified by the board, which shall be certified under penalty of perjury by a pharmacist under whose supervision such experience was obtained or by the pharmacist-in-charge at the pharmacy while the pharmacist intern obtained the experience. Intern hours earned in another state may be certified by the licensing agency of that state to document proof of those hours.
   (c) An applicant for the examination who has been licensed as a pharmacist in any state for at least one year, as certified by the licensing agency of that state, may submit this certification to satisfy the required 1,500 hours of intern experience, provided that the applicant has obtained a minimum of 900 hours of pharmacy practice experience in a pharmacy as a pharmacist. Certification of an applicant's licensure in another state shall be submitted in writing and signed, under oath, by a duly authorized official of the state in which the license is held.

4. FINGERPRINTS: All applicants are required to have their fingerprints processed via Live Scan if they reside in California. DO NOT have the applicant complete the Live Scan until the applicant is 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 applicant’s responsibility to verify the information the Live Scan Operator types into their computer system is correct prior to hitting the transmission button. Please direct them 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 prior to submitting the request. If FBI is not selected at the time of original transmission, the applicant may be required to have their Live Scan redone at another time and have to repay for the DOJ and FBI levels of service again. The board has been notified by the DOJ that effective 9/1/07; if the FBI level of service is not requested at the time of original transmission both DOJ and FBI levels of service will have to be redone. Any issue of cost for resubmission should be handled at the Live Scan Site.
- Personal Information is entered correctly. Please have the student read the “Instructions for Completing a Live Scan Service Form” attached to the application. This form provides them with the information that is needed for our board 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 students fingerprints, it will be the students responsibility to have their fingerprints processed again, which may result in paying the fingerprint processing fee again.

The board has seen an increase in the number of Live Scan transmissions where the name, date of birth, or the U.S. social security number has been entered incorrectly. If such information is entered incorrectly, the applicant will be required to redo the Live Scan process again. This is usually at the expense of the applicant. This will result in a delay in processing their application.