## Projected Timeline

<table>
<thead>
<tr>
<th>Task</th>
<th>Projected Date*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self-Query Report</td>
<td>April 5 – May 3</td>
</tr>
<tr>
<td>□ Submit application online</td>
<td></td>
</tr>
<tr>
<td>List of Student Applicants</td>
<td>April 22 – April 29</td>
</tr>
<tr>
<td>□ Send to CABOP contacts</td>
<td></td>
</tr>
<tr>
<td>Application for NAPLEX to NABP</td>
<td>May 1 – May 8</td>
</tr>
<tr>
<td>□ Submit application online</td>
<td></td>
</tr>
<tr>
<td>Final grades for APPEs submitted to Registrar</td>
<td>May 8</td>
</tr>
<tr>
<td>□ Request final transcript with degree posted</td>
<td></td>
</tr>
<tr>
<td>Live Scan Fingerprinting</td>
<td>May 13</td>
</tr>
<tr>
<td>□ Will be done during your final block at SSPPS</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>□ You may do this on your own</td>
<td></td>
</tr>
<tr>
<td>Completed California Pharmacist Licensure Application and SEALED Self-Query Report</td>
<td>May 16</td>
</tr>
<tr>
<td>□ Submit to Kim Ciero/Jenna Bastear in OSA</td>
<td></td>
</tr>
<tr>
<td>Final transcripts with degree posted</td>
<td>May 14</td>
</tr>
<tr>
<td>□ OSA receives from Registrar</td>
<td></td>
</tr>
<tr>
<td>Completed Applications</td>
<td>May 20</td>
</tr>
<tr>
<td>□ Send to CABOP by overnight carrier</td>
<td></td>
</tr>
<tr>
<td>□ Send follow-up e-mail to CABOP contacts once applications sent confirming anticipate delivery date</td>
<td></td>
</tr>
<tr>
<td>CABOP receives applications</td>
<td>May 21</td>
</tr>
<tr>
<td>CABOP notifies applicant and NABP of approval to sit for the exams, or notice of deficiency</td>
<td>Within 7 to 14 days of receipt**</td>
</tr>
</tbody>
</table>

Office of Student Affairs (OSA) responsible for tasks highlight in red.

*Dates subject to change

**According to staff at the Board of Pharmacy, most applicants receive notification within 7 days if everything submitted is in order.
Registered Pharmacist Licensure in California

To be licensed in California as a pharmacist, you must pass the North American Pharmacist Licensure Examination (NAPLEX) and the California Practice Standards and Jurisprudence Examination for Pharmacists (CPJE). To be made eligible to sit for the NAPLEX and CPJE, the California Board of Pharmacy (CABOP) must determine that you have met all the requirements for examination.

Exam Fees

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAPLEX Application Fee</td>
<td>$575</td>
</tr>
<tr>
<td>California Pharmacist Licensure Application Fee</td>
<td>$260</td>
</tr>
<tr>
<td>Live Scan Processing Fee, DOJ Fee, FBI Fee, Fingerprinting</td>
<td>DOJ Fee $32, FBI Fee $19 plus fingerprint scanning service fee that varies by location ($5-$20).</td>
</tr>
<tr>
<td>Self-Query Report Fee to NPDB-HIPDB</td>
<td>$4</td>
</tr>
<tr>
<td>California Pharmacist Jurisprudence Examination Fee</td>
<td>$33</td>
</tr>
<tr>
<td>California Pharmacist Licensure Fee</td>
<td>$195</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>~$1,140</strong></td>
</tr>
</tbody>
</table>

Exam Format

<table>
<thead>
<tr>
<th>Exam</th>
<th>Time</th>
<th>Questions</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAPLEX</td>
<td>6 hours</td>
<td>250</td>
<td><a href="https://nabp.pharmacy/programs/naplex/">https://nabp.pharmacy/programs/naplex/</a></td>
</tr>
<tr>
<td>CPJE</td>
<td>2 hours</td>
<td>90 (75 scored, 15 pretest not scored)</td>
<td><a href="https://www.pharmacy.ca.gov/applicants/rph.shtml">https://www.pharmacy.ca.gov/applicants/rph.shtml</a></td>
</tr>
</tbody>
</table>
Your applications for the NAPLEX and the CPJE are submitted separately, but in parallel.

IMPORTANT: Please notify students that if they choose to register for the NAPLEX after the CABOP has processed their application and mailed their examination eligibility letter, they will need to allow up to 2-4 weeks for the CABOP to confirm their NAPLEX eligibility with the NABP. The CABOP 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 the NABP to determine when the CABOP has confirmed his/her eligibility for the NAPLEX. Once the board 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.

STEPS TO LICENSURE

1. Submit the Applications:
   1. Apply and PAY online for the NAPLEX exam at https://nabp.pharmacy/programs/naplex/
   2. Submit your CPJE application to the UCSD SSPPS OSA with the application checklist.
      1. Make and store copies for yourself
      2. Contact: Kim Ciero/Jenna Bastear at the OSA, no later than May 16th
      3. The OSA will mail your application materials and final transcript directly to the CABOP in a bundle.
      
      Note: If an application must be submitted separately from the initial group submission, please attach a cover letter to the application to notify the Board that the application is part of the school’s graduating class

2. Await Confirmation of Eligibility:
   1. Allow the CABOP 30 days to process your application. During the peak of graduation season, the processing time can increase to 45 days. However, the Board will process the applications from the schools, when received in a group, within 10 business days when all the required documents are submitted with the applications.
      1. Please do not contact the CABOP to check on the status of your application unless it has been on file for over 45 days.
      2. If your check has cleared your bank, the CABOP has received your application.
   2. You will be notified by MAIL, usually within 15 business days if your application was submitted by OSA in bulk, if your application is incomplete or you will receive your eligibility letter to take both exams.
      1. Separately submitted applications with cover letters may take up to 30-45 days to process.
      2. If it is determined the pharmacist examination application is incomplete, the applicant will receive a letter in the mail outlining his/her deficiencies. Once the applicant has submitted his/her deficiency mail to the CABOP,
please allow up to 2-4 weeks to process deficiency mail and for the applicant to receive his/her examination eligibility letter.

3. **Schedule and Take the Exams:**
   1. Once confirmed, schedule appointments to take both exams.
   2. There is an additional $33.00 fee to take the CPJE, which you submit after you receive the authorization to test.
   3. The CPJE is administered by Psychological Services Inc. (PSI) and the NAPLEX is administered by Pearson VUE. You will not receive exam results from the test sites or administrators. The results are sent to the CABOP who will contact you within 30-45 days by mail. Periodically, the CABOP conducts a quality assurance assessment of the CPJE. During these times, results may not be available for 60 to 90 days.

4. **Submit the Licensing Fee:**
   1. After you are notified that you have passed both exams, the CABOP will mail your initial license application and you will submit a licensing fee.

5. **Receive License:**
   1. When your fee has been processed, the CABOP issues your pharmacist license.
      1. Please allow 4-6 weeks from the date the license is issued to receive the license in the mail.

**NOTE: Out of State Applications:** For any of you who are applying for a license to another state (other than California), please email Dr. Morello (candismorello@ucsd.edu) and cc Jenna Bastear (jbastear@ucsd.edu) and Christine Cartlidge (ccartlidge@ucsd.edu). We will prepare a letter for you to submit with your application. Other states require this separate letter from SSPPS indicating you have completed intern hours while in pharmacy school. The number of hours indicated in the letter will be for 1740 hours, in accordance with your hours achieved at SSPPS. Each state requires different information (e.g., date of graduation, CA intern license number, academic standing, etc.) so please let us know exactly what information you need in the letter and we will make sure you have everything you need in your letter. Please plan a head and allow 5-7 day turnaround time.
Completing the Pharmacist Examination & Licensure Application

From the CABOP:
Effective February 1, 2019, the Board has revised the Pharmacist Examination for Licensure Application form 17A-1 (Rev. 2/2019).

PLEASE SUBMIT THE APPLICATIONS TO THE BOARD AS FOLLOWS:

• Assemble Applications – Submitted to Jenna Bastear/Kim Ciero:
SSPPS will send all the applications together as a group. (If an application must be submitted separately from the initial group submission, please attach a cover letter to the application to notify the board that the application is part of the school’s graduating class. These applications may take up to 30-45 days to process.)

1. Include a list of the students’ names and intern pharmacist license numbers – OSA will do this.
2. **Staple** all application documents with the application in the left hand corner of the application in the following order.
   a) Residency Acceptance Letter, if an applicant has been accepted into a residency program
   b) Application 17A-1 (2/2019)
   c) Examination Security Acknowledgement
   d) Verification of License in Another State (not applicable)
   e) Official Transcripts stating Gradation Date and Degree (Does not need to be sealed) – OSA will do this.
   f) Copy of Completed Live Scan form
   g) Written explanation and/or copies of identifications (If applicable)
   h) Sealed Self-Query Report
3. **Staple the $260 check to the right side of page one of the application just below the title, “Pharmacist Examination for Licensure Application.”**
   Stapling the check this way will allow the board’s reception and cashiering staff to process the applications more quickly.
Pharmacist Examination & Licensure Application Documents

a) Residency Acceptance Letter, if an applicant has been accepted into a residency program
   If an applicant has been accepted into a residency program, the applicant should **staple a copy of his/her residency acceptance letter to the front of the application.**

b) Application 17A-1 (2/2019)
   The Pharmacist Examination for Licensure Application is available on the Board’s website at [https://www.pharmacy.ca.gov/forms/rph_app_pkt.pdf](https://www.pharmacy.ca.gov/forms/rph_app_pkt.pdf)
   - If the applicant has marked YES to any of the questions on the application, he/she needs to provide the required information and/or submit a detailed letter of explanation.
     - Applicants that answer **Yes** to any of the Disciplinary, Practice Impairment or Limitations, and Criminal Record History questions may take longer to process. If the Board requires additional information, the applicant will receive a letter from the Board’s Enforcement Unit.

c) Examination Security Acknowledgement
   The Examination Security Acknowledgement (Form 17A-76) is available on the Board’s website at [https://www.pharmacy.ca.gov/forms/17a76.pdf](https://www.pharmacy.ca.gov/forms/17a76.pdf)
   This document **MUST** be signed and dated by the applicant within 60 days of filing the application and be submitted with the application.

d) Verification of License in Another State (not applicable)

e) Official Transcripts stating Graduation Date and Degree (Do not need to be sealed)

f) Copy of Completed Live Scan form
   - California residents must use 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** complete the Live Scan service or fingerprint cards until you are ready to send in your application.
   - The Board will accept fingerprint responses only from the California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI)

g) Sealed Self-Query Report
   You are required to provide a **SEALED** original Self-Query Report from the National Practitioner Data Bank Healthcare Integrity and Protection Data Bank (NPDB-HIPDB). Instructions to requested a Self-Query Report are available at the NPDB-HIPDB website: [https://www.npdb.hrsa.gov](https://www.npdb.hrsa.gov)
   - Practitioner Self-Query Report requests are required to be submitted through the NPDB-HIPDB website (above)
     - The application form takes about 10 minutes to complete
     - The Self-Query Report can be dated **no earlier than 60 days of the date the application is submitted to the Board**
     - If you don’t know the answer to a question on the application, just leave it blank
     - If you get a message that indicates you have to print it out and have it notarized, please notify Kim Ciero. We have an in-house notary who will be able to do that for you.
     - Once mailed to you, **DO NOT OPEN** envelope.
   - The BOP is unable to assist you with the Self-Query process. Please contact the NPDB-HIPDB Customer Service Center at (800) 767-6732 or [help@npdb.hrsa.gov](mailto:help@npdb.hrsa.gov)
1. Issue: NAME ON IDs
   a. Make sure every letter of your name matches on your IDs, no aliases.
      i. To avoid delays in receiving the examination eligibility letter and
discrepancies with names at the CPJE exam site, please direct students
to visit the CABOP website and select “Verify a License” to verify
their intern pharmacist and/or pharmacy technician license. Confirm
that their name of record with the board identically matches the
name they are listing on the pharmacist examination application
letter for letter. Spaces and/or punctuation do not have an impact.
      ii. If their name does not match identically, please e-mail a copy of their two
forms of identifications that they will be presenting at the exam site as well
as a copy of your Board Issued Eligibility Letter to update your name of
record on file with CABOP and PSI to inter-examstatus@dca.ca.gov
PRIOR to scheduling your exam. CABOP 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 aliases on the first page of the pharmacist examination
application.
         1. If you are unable to e-mail CABOP, you may mail this information
to:
         Board of Pharmacy
         1625 N. Market Blvd., Suite N219
         Sacramento, CA 95834
         2. If you have reported a name change to CABOP after your
eligibility was transmitted to PSI, please allow 2 weeks from the
day you sent the change of name to CABOP to contact PSI to
confirm the change.
   b. Sent away, took one month to fix, delay in taking exam, had to pay twice

2. Issue: IDENTIFICATIONS
   a. Only bring what is asked or you will be denied
   b. DL and SSN or DL and Passport are best
   c. Full list of acceptable forms of identification (at least ONE of them MUST
contain a photo:
      i. US State, Commonwealth, or Territory issued driver’s license or
identification card (may only present one)
      ii. US government issued passport book or card (may only present
one)
      iii. US social security card (may not be laminated)
      iv. US military-issued identification
      v. National identity card
d. VA government badges with your picture DO NOT COUNT as official ID.
e. Delayed taking exam, had to pay twice.

3. Issue: ID LAMINATION
   a. Do not laminate ID's. If laminated, they are not counted as official ID. Delayed exam.

4. Issue: ARRIVAL TIME FOR EXAMS
   a. Arrive a minimum of 30 minutes before the exam because processing takes some time.
   b. If you are late, you will not be admitted to the exam. You will need to pay the exam fee again and set up new a time.

5. Issue: CELL PHONE
   a. Do not bring cell phone, iPad, laptop, etc. with you to exam center (leave in car).
   b. No tolerance, no matter the excuse. One-year suspension for checking email during break from CA BOP, 3 months from NABP.

6. Issue: CABOP as PRIMARY
   a. If applying for out of CA to practice for NAPLEX, score report must list CALIFORNIA as your primary and the other state as secondary

7. Issue: DELAY in NAPLEX application
   a. Need to register on-line and PAY for NAPLEX simultaneously as you give Kim your CABOP application

8. Issue: GLASSES
   a. Wearing glasses to the exam is OK, even if you are not wearing glasses in your pictured ID.