Class of 2020
California Board of Pharmacy and NAPLEX Applications

Projected Timeline

Task	Projected Date*
Self-Query Report ☐ Submit application online	March 30-May 4
List of Student Applicants ☐ Send to CABOP contacts	April 20-24
Application for NAPLEX to NABP ☐ Submit application online	May 1– 8
Final grades for APPEs submitted to Registrar ☐ Request final transcript with degree posted	May 6
Live Scan Fingerprinting ☐ Will be done during your final block at SSPPS ***or*** ☐ You may do this on your own	May 11
Completed California Pharmacist Licensure Application and <u>SEALED</u> Self-Query Report ☐ Submit to Jenna Bastear in OSA	May 14
Final transcripts with degree posted ☐ OSA receives from Registrar	May 14
Completed Applications ☐ Send to CABOP by overnight carrier ☐ Send follow-up e-mail to CABOP contacts once applications sent confirming anticipate delivery date	May 18
CABOP receives applications	May 19
CABOP notifies applicant and NABP of approval to sit for the exams, or notice of deficiency	Within 7-14 days of receipt*

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.

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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

Fee	Amount
NAPLEX Application Fee	$575
California Pharmacist Licensure Application Fee	$285
Live Scan Processing Fee, DOJ Fee, FBI Fee, Fingerprinting	DOJ Fee $32, FBI Fee $17 plus fingerprint scanning service fee that varies by location ($5-$20).
Self-Query Report Fee to NPDB-HIPDB	$4
California Pharmacist Jurisprudence Examination Fee	$30.50
California Pharmacist Licensure Fee	$215
Total	**~$1,180**

Exam Format

Exam	Time	Questions	Website
NAPLEX	6 hours	250 (200 scored, 50 pretest not scored)	https://nabp.pharmacy/programs/naplex/
CPJE	2 hours	90 (75 scored, 15 pretest not scored)	https://www.pharmacy.ca.gov/applicants/rph.shtml

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Your applications for the NAPLEX and the CPJE are submitted <u>separately, but in parallel.</u>

> **IMPORTANT:** If you choose to register for the NAPLEX after the CABOP has processed your application and mailed your examination eligibility letter, you will need to allow up to 2-4 weeks for the CABOP to confirm your NAPLEX eligibility with the NABP. The CABOP only confirms eligibility for the NAPLEX separately from processing applications as a whole twice a month. You would then need to continue checking with the NABP to determine when the CABOP has confirmed your eligibility for the NAPLEX. Once the CABOP sends the examination eligibility letter, you are 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: Jenna Bastear at the OSA, no later than **May 18th**
      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, <u>when received in a group</u>, **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 and e-mail,** usually within 10 business days if your application was submitted by OSA in bulk, of your eligibility 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.

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3. **Schedule and Take the Exams:**
    1. Once confirmed, schedule appointments to take <u>both</u> exams.
    2. There is an additional $30.50 fee to take the CPJE, which you submit <u>after</u> you receive the authorization to test.
    3. **CPJE TEST DATES 2020**

       - **February 21**
       - **May 22**
       - **June 26 and 27**
       - **July 16, 17, and 18**
       - **August 27, 28, 29**
       - **October 16 and 17**
       - **December 4**

To schedule an exam date within your eligibility period, go to <u>candidate.psiexams.com</u> or call (877) 392-6422.

4. 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 21 days. 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.
        2. Eligible applicants applying for licensure online typically receive their license number within 24-48 hours via e-mail.

<u>NOTE: Out of State Applications:</u> For any of you who are applying for a license to another state (other than California), please email Dr. Morello (<u>cmmorello@health.ucsd.edu</u>) and cc Jenna Bastear (<u>jbastear@health.ucsd.edu</u>) and Christine Cartlidge (<u>ccartlidge@health.ucsd.edu</u>). 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 <u>exactly</u> what information you need in the letter and we will make sure you have everything you need in your letter. Please plan ahead 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:**
  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 $285 check to the <u>right</u> 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.

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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 <u>front</u> of the application.**

b) Application 17A-1 (2/2019), Instruction sheet 17M-29 (rev 2/2020)
The Pharmacist Examination for Licensure Application is available on the Board's website at 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.
    - <u>Applicants that answer **Yes** to any of the Disciplinary, Practice Impairment or Limitations, and Criminal Record History questions may take longer to process.</u> 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
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
- 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 says you have to print it out and have it notarized, **please notify Jenna Bastear.** 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.hrssa.gov