

Class of 2018

Quick Tips for Completing the Pharmacist Examination & Licensure Application

From the CABOP:

Effective February 22, 2018, the board has revised the Pharmacist Examination for Licensure Application form 17A-1 (Rev. 2.2018) to reflect recent changes in the application requirements. The Pharmacist Examination for Licensure Application is available on the board's Web site at www.pharmacy.ca.gov under "Applicants" then "Apply for a Personal License" and select "Pharmacist – Examination and Licensure" or the direct link is <http://www.pharmacy.ca.gov/applicants/rph.shtml>.

“Quick Tips” for completing the application and the processing timeframes.

1. APPLICATION TIPS

- **Processing time** for Pharmacist Examination for Licensure Applications is approximately 30 days after submission of a completed 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** as long as all the required documents are submitted with the applications.

NOTE: It is recommended that each school submit all applications for its graduating class together as one group as the board cannot guarantee expedited processing of applications submitted separately from the initial group submission. 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.

- **Deficient Applications:** 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. Once the applicant has submitted his/her deficiency mail to the board, please allow up to 2-4 weeks for the board to process deficiency mail and for the applicant to receive his/her examination eligibility letter.

- **Out-of-State License Verifications:** The pharmacist examination application requires the applicant to submit verification of all out-of-state intern pharmacist, pharmacy technician, pharmacist, designated representative, and/or other health care professional licenses including both active and inactive licenses. The official license verification(s) should be submitted with the application. The applicant may need to request the official license verification(s) 1-2 months in advance of submitting his/her application to the board depending on the processing time of the licensing agency in the state where he/she is licensed. There may be states that mail the official license verification to the board directly. It is recommended that the applicant request the official license verification far enough in advance so that the verification will arrive at the board's office in advance of the submission of the application. Official license

verifications received by the board after the board has processed the application may take up to 2-4 weeks to be processed.

- **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 examination for licensure 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 two forms of identifications which they will be presenting at the exam site when they sit for the CPJE (**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 conviction or enforcement related questions on pages 2-4 of the pharmacist examination application, 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. Please refer to the board's Web site at

http://www.pharmacy.ca.gov/applicants/criminal_convictions.shtml
for additional information regarding disclosure of convictions on the application.

- **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 applicant's date of birth and SSN/ITIN must be listed on the Self Query Report. The Self-Query Report **must be dated no earlier than 60 days prior to the date an application is submitted to the board.**

[Refer to Practitioner Self-Query Report document](#)

- **Residency Programs:** **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. Residency program directors may email a list of the individuals that have been accepted into their residency program to Katrina.trinchera@dca.ca.gov.

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

IMPORTANT: 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 the 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 the NABP to determine when the board 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.

The board is aware that the NABP is transitioning to an upgraded online system which is scheduled to launch April 2, 2018. **Students graduating in 2018 should wait until after April 2nd to register for their NAPLEX examination with NABP so that they register through the new process.** For additional information, please refer to the NABP's Web site at www.nabp.pharmacy.

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 identifications listed below at the testing site and **ONE of the identifications MUST contain a photo.** *An applicant cannot present two of the same type of identification at the testing site.*

- US State, Commonwealth, or Territory issued driver's license or identification card (may only present one)
- US government issued passport book or card (may only present one)
- 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.

PLEASE SUBMIT THE APPLICATIONS TO THE BOARD AS FOLLOWS:

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

- **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 will do this on your behalf.**
 2. **Staple** all application documents with the application in the **left hand corner** of the application in the **following order**.
 - a. Application 17A-1 (2.2018)
 - b. Examination Security Acknowledgement
 - c. Verification of License in Another State (If applicable)
 - d. Sealed Self-Query Report
 - e. Official Transcripts stating Gradation Date and Degree
 - f. Copy of Completed Live Scan form
 - 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 cashiering staff to process the applications more quickly.

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 provided by the Live Scan operator unless the applicant has an ITIN.