

Procedures for Obtaining a Kentucky Pharmacist License [Initial Licensure]

1. Go to pharmacy.ky.gov and create a PROFILE in the Licensure Gateway or Log-in to your existing PROFILE

- **Update any contact information as needed**
 - It is strongly recommended to update your email address at this time to a personal or professional email address *instead of your school email address* to avoid any disruption in communication once you have graduated.

2. Complete an Initial Application for Pharmacist Licensure

- Click on Applications and select **Pharmacist Initial Application**
 - **Complete the Application items**
- Moral Character reference can be anyone that will attest to your character, in your community. They CAN be a relative.
- The **Certification of Graduation** and **Certification of Intern Hours** are to be submitted by your college of pharmacy, complete with the college's Official Seal. If you graduated from a college of pharmacy outside the state of Kentucky, then we will also accept Certification of Intern Hours from that state's Board of Pharmacy. (*EMAIL is preferred, but these documents can also be FAXED or MAILED.*)

***Note:** ALL Applications will *expire one year* from the date they are submitted in the GATEWAY.

3. Register to take the NAPLEX and the MPJE.

- Go to the NABP website (<https://nabp.pharmacy/>)
 - Individuals will not receive an Authorization to Test (ATT) until NABP received your Official Transcript from your College of Pharmacy and it has been evaluated and processed. NOTE: In May and June this process takes longer. **All questions regarding eligibility or how to register for the Exams should be directed to NABP at help@nabp.pharmacy or exameligibility@nabp.pharmacy .**
 - You may check your test scores on the NABP website (<https://nabp.pharmacy/>). The Board also checks these daily.

4. Pay the \$175 Application Fee** through the Board website's Online Payment Portal

- Check or Money order mailed to the Board office is also acceptable
 - **IMPORTANT:** Must be made payable to "Kentucky State Treasurer"

5. Criminal Background Check via IDENTOGO

- You must pre-enroll online at uenroll.identogo.com for Livescan or Cardscan Processing
 - **Livescan is recommended** as there are less rejections, & quicker processing times. If there are no IDENTOGO locations near you and you must mail in your fingerprints for **Cardscan**, instructions for doing so are on the IDENTOGO website. ***NOTE:** These must be mailed to the IDENTOGO address given, not to the Kentucky Board of Pharmacy.
 - See Attached "Fingerprint Service Code Form" with required **KY BOP Service Code** and acceptable I.D. documents.
 - If your fingerprint submission is rejected, IDENTOGO will notify you.

6. Licensure

- Once you have completed all the requirements listed above, your Pharmacist License will be issued in **5-7 business days**.
- An email will be sent to the **email address in your Gateway PROFILE** with your **License number** assignment and other important information.
 - Once you are Licensed, you must obtain a **KASPER** account if you will be **dispensing controlled substances to human patients in the state of Kentucky**. You can register for **KASPER** through the [Cabinet for Health and Family Services](#).
 - **NOTE:** You will be exempt from all Continuing Education requirements the initial year you become licensed.

Questions? Email to pharmacy.board@ky.gov

NOTE: When registering with NABP for testing, the name submitted is very important. It **MUST** match two forms of ID. One of these **MUST** be your driver's license or passport. The second ID can be a valid credit card, driver's license, passport, or military ID. But remember they **MUST** match exactly including first, middle and last names.

****Disclosure, regarding the Application Fee:** *Applicants for initial licensure as a pharmacist shall submit to a query to the National Practitioner Data Bank of the United States Department of Health and Human Services pursuant to 201 KAR 2:020 Section 6(1). There is a fee of \$25 for this query, which is already included in the \$175 fee for licensure. No separate payment is necessary. This query will be completed and submitted by the Kentucky Board of Pharmacy, so no further action is required by the applicant.*



Fingerprint Service Code Form

Service Name:

To Schedule your ten-minute fingerprint appointment, simply visit <https://uenroll.identogo.com> and enter the following Service Code

*Service Code is unique to your hiring/licensing agency. **Do not use this code for another purpose.***

Please bring one of the identification documents from the list below to your enrollment appointment. Identification must be valid, not expired, and contain a photograph of the applicant.

- Driver's License issued by a State or outlying possession of the U.S.
- Driver's License PERMIT issued by a State or outlying possession of the U.S.
- Driver's License PAPER/TEMPORARY issued by a State or outlying possession of the U.S.
- Enhanced Driver's License (EDL)
- Commercial Driver's License issued by a State or outlying possession of the U.S.
- Commercial Driver's License PERMIT issued by a State or outlying possession of the U.S.
- ID card issued by a federal, state, or local government agency or by a Territory of the United States
- Enhanced Tribal Identification Card (for federally recognized U.S. tribes)
- Department of Defense Common Access Card
- Uniformed Services Identification Card (Form DD-1172-2)
- U.S. Military Identification Card
- U.S. Coastguard Merchant Mariner Card
- Military Dependent's Identification Card
- U.S. Passport
- Foreign passport
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Employment Authorization Card/Document (I-766) that contains a photograph
- Canadian Driver's License
- Foreign Driver's License (Mexico and Canada Only)
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States

Name Linking Documents (only needed if name on identification does not match name in registration):

- Original or Certified Copy of a Court Ordered Name Change Document (to include marriage certificates and divorce decrees)



Don't have access to the Internet? You can still schedule an appointment by calling **844.543.9714**