

Procedures for Obtaining a Kentucky Pharmacist License

1. Register to take the NAPLEX and the MPJE.

- Go to the NABP website (<https://nabp.pharmacy>)
- Click on the NABP e-Profile Login on the upper right corner of the website. Students should already have an e-Profile ID if they have previously taken the PCOA exam. Each student should review the profile information and make any necessary updates if applicable. Those who have not yet obtained an e-Profile ID should register.
- Click on the “Customer” tile
- Click on the “Log In as an Individual” button
- Click on the “Exam Services” tile
- Respond to the questions including the jurisdiction to which they are applying
- If ADA accommodations are requested, the forms should be uploaded when prompted.
 - NOTE: all students requesting ADA accommodations must submit their forms when prompted regardless of if they previously tested with ADA accommodations. The student may submit the same forms previously submitted for the PCOA if the signature on Part II is current (within the past 3-5 years) and there is no change to the requested accommodation.
- The fees for the exam have not changed. The examination fees total \$910 for both the NAPLEX and MPJE in the same jurisdiction. The fees are outlined as follows:
 - \$100 application fee for NAPLEX
 - \$475 exam fee for NAPLEX
 - \$100 application fee for MPJE
 - \$150 exam fee for MPJE
 - \$85 eligibility fee that covers both exams if taken in the same jurisdiction
- Submit official transcripts from the pharmacy school that awarded the degree.
 - NABP will accept transcripts via postal mail or email directly from the school
 - Transcripts sent via postal mail must be received by NABP in a sealed envelope
 - Transcripts sent electronically must be sent from the institution to NABP at transcripts@nabp.pharmacy.

Individuals will not be made eligible nor will they receive an Authorization To Test (ATT) until all required documentation has been received and evaluated. **All questions regarding eligibility should be directed to NABP at help@nabp.pharmacy or exameligibility@nabp.pharmacy.**

- You may check your test scores at the NABP website (www.nabp.pharmacy).

2. Complete an Initial Application for Pharmacist Licensure

- Attach a check for \$175 (\$150 fee & \$25 HIPDB Query)
- Address is the address for where you get your mail NOW. Remember to keep the Board updated as needed.
- EMAIL address (Preferably not your school address to avoid any disruption upon graduation)

- Make sure you get your signature notarized.
- Moral Character reference can be anyone that will attest to your character.
 - Note: The Initial Pharmacist Application will expire one year from the date it is received by the Board.
 - Note: Certification of Graduation, Certification of Intern Hours are completed and sent by College of Pharmacy.

3. Criminal Background Check via IDENTOGO (effective 12/01/2020)

- Must pre-enroll online at <https://uenroll.identogo.com/> for Livescan or Cardscan Processing for a \$51.25 fee.
- **Livescan is recommended for In State applicants** as there are less rejections, quicker processing and tracking.
- See Attached “Fingerprint Service Code Form” with required service code and acceptable I.D. documents.
- If your fingerprint submission is rejected, the Kentucky Board of Pharmacy will notify you. You will then follow the same process for resubmission of your fingerprints.

4. Licensure

- Once you have met all the requirements listed above, your license will be issued in 5-7 business days.
- You can use the online verification on the Board’s website to check the status of your license.
- Please Note: You will be exempt from obtaining CE’s the initial year you become licensed-i.e. 2020.
- Questions? Email to pharmacy.board@ky.gov .

Helpful notes:

If you need your intern hours transferred to another state, the best method to obtain certification is using the License/Registration Lookup found on the homepage of our website www.pharmacy.ky.gov. There is a \$5.00 fee. These are processed within 3-5 business days. They will be sent after hours are received from the College of Pharmacy after graduation. Please note the Board can only certify the hours on file when the request is received.

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.



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