

Procedures for Obtaining a Kentucky Pharmacist License

1. Register to take the NAPLEX and the MPJE.

- Register for both exams on the NABP website, linked here: <https://nabp.pharmacy>
- If you have any questions regarding exam eligibility or how to register for your exams, please email the NABP directly at help@nabp.pharmacy or exameligibility@nabp.pharmacy

2. Complete an Initial Application for Pharmacist Licensure

- Link to application: <https://pharmacy.ky.gov/professionals/Initial%20Pharmacist%20Licensure/Initial%20Pharmacist%20Licensure%20Application.pdf>
- Complete this application and mail to the Kentucky Board of Pharmacy.
- When completing the application, please note:
 - It is strongly recommended to use a personal or professional email address instead of your school email address to avoid disruption in communication once you have graduated.
 - Your signature **must** be notarized.
 - The moral character reference can be completed by anyone that will attest to your character.
 - The Initial Pharmacist Application will expire one year from the date it is signed.
 - Certification of graduation and certification of intern hours are to be completed and submitted by your college of pharmacy.

3. Pay fee of \$175:

- You may mail in payment with your application or utilize the online payment portal found here: <https://secure.kentucky.gov/formservices/Pharmacy/VirtualTerminal>
- If you choose to mail in payment, please make checks payable to the Kentucky State Treasurer.
- If you choose to utilize the online payment portal, we encourage you to send a copy of your receipt with the application.

4. Criminal Background Check via IDENTOGO

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

5. Licensure

- Once you have met all the requirements listed above, your license will generally be issued within 5-7 business days. **You will receive an email to the email address specified in your application with your license number and letter of licensure.** Please ensure your email address is accurate.
- You will be exempt from the continuing education requirement the initial year you become licensed.
- Please email any questions to the Board's email address: pharmacy.board@ky.gov

****Disclosure:** 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.