



Virginia Department of
Health Professions
Board of Pharmacy

Endorsement Process and Timeline

Applicants requesting licensure by endorsement will need to follow the processes show below. Frequently Asked Questions (FAQ) are available on the Board's website as well as Guidance Document 110-2. Questions regarding the process can be directed to the licensing specialist by calling (804) 367-4456.

Licensure Process	Approximate Timeline
Pharmacist applicants are required to complete the online application for pharmacist licensure found at www.dhp.virginia.gov/pharmacy	Credit card payments are cleared the date received.
Applicants are required to complete the Electronic License Transfer Application found at NABP's website. www.nabp.pharmacy	Official Electronic License Transfer Applications from NABP will be electronically available for the Boards review.
Applicants must apply to take the MPJE through NABP's website. Please note that when applying to take the exam you do not need to provide a date or time for the exam, as registration for the exam will be done after receipt of the Authorization to Test (ATT) received by email from Pearson VUE.	Applicants should apply for the exam at the same time the Electronic License Transfer Application is completed.
Applicants will be made eligible to take MPJE by the Board after validation that both applications have been completed.	If no reason for denial exists, validation is completed within 2 to 3 business days. During high volume times of the year, this may take longer. Applicants will receive an email containing the ATT number from Pearson VUE after eligibility is granted by the Board.

<p>After receiving your ATT number, applicants should contact Pearson VUE to register for the exam and provide the date and time they wish to take the exam.</p>	<p>Once the exam is taken, NABP posts the scores for the Board within approximately 5 to 6 days.</p>
<p>MPJE scores of 74 or less will need to re-test.</p>	<p>Applicants must wait 30 days after a failed attempt before being eligible to retest. The applicant will need to re-register to take MPJE. The Board will grant eligibility and another email containing the ATT number will be emailed from Pearson VUE.</p>
<p>For MPJE scores of 75 or greater, the applications are sent for final review and approved if complete.</p>	<p>The normal turnaround is less than 1 week to process exam scores, after they are received from NABP. This timeframe may increase at busy times of the year.</p>
<p>After the application is processed, the status will show as current active. This can be checked on the Board's website under the 'License Lookup' tab.</p>	<p>The Board will print a license and a wall certificate that will be mailed to the licensee. The license should arrive in 10-14 business days. The wall certificate may take longer to receive.</p>