



Pharmacist Licensure Process and Timeline

Applicants requesting pharmacist licensure may follow the processes shown below. Some processes are different for those applicants who are applying by Endorsement, Examination, Examination Score Transfer, or as a Foreign Graduate. The differences are noted below for each licensing type. Applicants who have designated Virginia as their primary state will follow the process of licensure by examination. Applicants who have a state other than Virginia designated to be their primary state of licensure through NABP should follow the process for examination by score transfer. Applicants who have passed NAPLEX greater than 90 days ago and did not transfer their score to Virginia will need to follow the process of licensure by Endorsement. Frequently Asked Questions (FAQ) are available on the Board's website. Additionally, please refer to [Guidance Document 110-2](#). Questions regarding the process can be directed to the licensing specialist via email – pharmbd@dhp.virginia.gov.

Licensure Prerequisites:

- All pharmacist applicants are required to have a minimum of 1,500 practical experience hours. (Endorsement applicants can meet this requirement through work experience if needed.)
- ACPE accredited school of pharmacy graduates must have college transcripts sent to NABP
- Applicants graduating from a non-ACPE accredited school of pharmacy outside of the United States have additional prerequisites that must be met. Please refer to [Guidance Document 110-17](#) for more information. http://www.dhp.virginia.gov/pharmacy/pharmacy_guidelines.htm

Licensure Process	Approximate Timeline
<p>Pharmacist applicants are required to complete the online application for pharmacist licensure found at https://www.license.dhp.virginia.gov/apply/.</p> <ul style="list-style-type: none"> • Examination – Virginia is selected with NABP as your primary state of licensure. • Examination Score transfer – A state other than Virginia has been selected with NABP as your primary state of licensure. • Endorsement – Using an active license as the basis to transfer to Virginia. Also complete the e-LTP application on NABP's website. These can be done the same day. • Foreign Graduates – Complete the pharmacist application only if the 1,500 practical experience hours have been gained and documented 	<p>Payment is accepted at the end of the application process. Applications are valid for one year from the date of online payment. If the application process is not completed before the one-year deadline you will be required to reapply with the Board.</p> <p>Scores for those applying by Examination Score Transfer are held for one year from receipt. The Board must receive your pharmacist application prior to the score expiring. Once the application is received the clock starts over and the licensure process must be completed before the application expires, which is one year from the date of receipt. If any of these deadlines are missed, the only eligible option for licensure is to apply by Endorsement.</p>

<p>Steps of the NABP exam process</p> <ol style="list-style-type: none"> 1.) APPLY for Exam(s) - pay application fee 2.) PURCHASE the exam - pay fee for the exam 3.) Receive ATT ‘Authorization To Test’ Number 4.) SCHEDULE the exam(s) - select the date and time to take the exam <ul style="list-style-type: none"> • Examination – Must take NAPLEX and the Virginia MPJE. • Examination Score transfer – Must take the Virginia MPJE and request to have the previously passed NAPLEX score transferred to Virginia by the NABP 89-day deadline. • Endorsement – Must take the Virginia MPJE. • Foreign Graduates – Must take NAPLEX and the Virginia MPJE. 	<p>Applicants can apply for exam(s) at any time during the licensure process, however, to expedite the process it is recommended to apply for exam(s) the same day the pharmacist application is completed.</p>
<p>Applicants will be made eligible to take the exam(s) by the Board after validation of a complete application, determination there is no reason to deny the application, and confirmation from NABP that your college transcript containing a conferred date of graduation has been verified.</p> <ul style="list-style-type: none"> • Examination – Transcript must be sent to NABP • Examination Score transfer – Transcript must be sent to NABP • Endorsement – No transcript required • Foreign Graduates – Requires FPGE certification and confirmation of 1,500 intern hours 	<p>Applications that have responses to questions that require supporting documentation will add additional time to the review process. The Board reviews all eligibility for licensure as a pharmacist prior to granting applicants eligibility to take the exam(s). Eligibility is granted once the validation of transcript is completed by NABP. Eligibility is granted in the order in which they are displayed on NABP's website. The list of eligible applicants is checked daily; however, it may take a few days to grant eligibility after receiving verification of the transcript from NABP. Wait times increase during periods of high-volume or during the months following graduation.</p> <p>Review § 54.1-3316 for reasons that may exist to deny an application.</p>
<p>After eligibility has been granted, NABP will send an email with instructions how to purchase the exam to receive the ATT number. Applicants may then contact Pearson VUE using the ATT number to schedule the date and time to take the exam(s).</p>	<p>The email with the ATT number is not sent by NABP until the exam has been purchased.</p>

<p>NABP will post the scores to their website.</p>	<p>On average, NABP posts examination scores for the Board 8-12 days after the exam is taken. It takes an average 3-5 days from receipt for these scores to be documented in our system. An email notification will be submitted to inform you to view your checklist for the latest status of your application. Applicants must wait 30 days after a failed exam attempt before being eligible to retake MPJE and 45 days to retake NAPLEX. The applicant will need to re-apply on NABPs website to retake the exam(s).</p>
<p>3rd failed NAPLEX examination attempt</p>	<p>With every third failed NAPLEX attempt Regulation requires that 1,000 practical experience hours are gained. An intern registration must be received to gain the required hours. The intern may work a minimum of 20 hours per week and a maximum of 50 hours per week.</p>
<p>When passing exam report(s) received, the application for pharmacist licensure will be reviewed for final approval and issuance.</p>	<p>After all required exams have been passed the normal turnaround time to process the pharmacist license is usually 10-15 days from the date your (last) exam was passed. This timeframe may increase at busy times of the year.</p> <p>An email notification will be sent notifying the applicant that their license has been issued. The license details may be checked on the Board's website under the 'License Lookup' tab.</p>
<p>License and Wall Certificates</p>	<p>The Board will print a license and a wall certificate that will be mailed to the applicant's address of record. The license should arrive via USPS 10-14 business days after issuance. Please note the printed license does not display an expiration date and additional licenses are not mailed out with each annual renewal. Status of a license may be verified online at the Board's License Lookup website. A reprint request can be placed online after paying the fee to request a duplicate printing of a license.</p>
<p>Pharmacist License Expiration Dates</p>	<p>Pharmacist licenses will expire on December 31st. They are renewed every calendar year. A renewal reminder email will be sent mid-November. (Note- licenses issued, to those applying by examination, after October 1st will have an expiration date of the next December 31st.)</p>