



Virginia Department of
Health Professions
Board of Pharmacy

Pharmacist License by Examination Process and Timeline

Applicants requesting pharmacist licensure by examination may follow the processes shown below. Applicants who have a state other than Virginia designated to be their primary state of licensure through NABP would need to follow the “License by Score Transfer Process and Timeline”. Applicants who have taken NAPLEX greater than 90 days ago and have not transferred their score to Virginia already will need to follow the “License by Endorsement Process and Timeline”. Frequently Asked Questions (FAQ) are available on the Board’s website. Questions regarding the process can be directed to the licensing specialist via email – pharmbd@dhp.virginia.gov.

Licensure Prerequisites:

- Applicant is required to have a minimum of 1,500 practical experience hours.
- Applicant graduating from a non-ACPE accredited school of pharmacy outside of the United States has 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
Pharmacist applicants are required to complete the online application for pharmacist licensure found at https://www.license.dhp.virginia.gov/apply/.	Credit card payments are processed the date received. Applications are valid for one year from the date of online payment.
Pharmacist applicants must apply to take the Virginia MPJE and NAPLEX examinations on the NABP website. Please note that when applying to take the exam(s) 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) email. Registration may be completed for either exam or both at the same time.	Applicants can apply for the exams at any time during the licensure process, however, to expedite the process it is recommended to apply for one or both examinations shortly after completing your online pharmacist licensure application.

<p>Applicants will be made eligible to take the exam(s) after validation of a complete application and determination there is no reason to deny the application. Please note that NABP will not provide email instructions for an applicant to obtain the ATT number until a transcript containing a conferred date of graduation is received from the college of pharmacy.</p>	<p>If there is no reason for denial or other documentation requested, validation is completed within 2 to 5 business days.</p>
<p>After receiving an 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>On average, NABP posts examination scores for the Board 5 to 7 days after the exam is taken.</p>
<p>If a failed exam report is received you will be required to retest for either examination</p>	<p>Applicants must wait 30 days after a failed attempt before being eligible to re-test for the MPJE and 45 days for the NAPLEX. The applicant will need to re-apply to retake the exams.</p>
<p>If passing exam reports are received for both examinations, the application for pharmacist licensure will be reviewed for approval.</p>	<p>The normal turnaround time to process these scores is less than 1 week, after they are received from NABP. This timeframe may increase at busy times of the year.</p>
<p>After the application is approved, the license is issued. An email notification regarding the license issuance will be sent to the email provided in the application. The license details may 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 applicant. The license should arrive in 10-14 business days. Please note that the Board has switched to paperless licensing and therefore the license will not contain an expiration date. Pharmacist licenses expire on the last day of the calendar year – December 31st. Renewals are completed online by answering questions and paying associated fees.</p> <p>The decorative wall certificate may take longer to arrive – up to 60 days.</p>

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