

Dear Reciprocity Applicant,

Below please find the instructions for application by reciprocity to the Arizona State Board of Pharmacy.

The license to be reciprocated must have been obtained by examination (a primary license) and be current and open in good standing. If it is not current and in good standing, please contact the state where you hold your primary license and find out what needs to be done to bring it current.

Arizona will reciprocate a license from Florida obtained by NAPLEX, NABPLEX or the 5-part NABP pharmacist license examination taken after June 1, 1981. California license holders should contact the Board first, prior to applying for licensure.

Foreign graduates must have the following requirements: FPGEC Certification and 1500 intern hours earned in the United States. You must send in a copy of your FPGEC certificate for validation purposes. **DO NOT SEND THE ORIGINAL!**

You will need to complete an **Arizona application**. You can apply online at our website www.azpharmacy.gov. Click on the **Resources tab at the top of the home page**. Under this heading scroll down to **"License, permit, registration"** and click. On the right hand side of the Pharmacist page find the line **"apply for license online"** and click open. Then click **"Begin a new application or renewal"**. Then click "Begin a new application". Just follow the instructions as directed. You will be required to pay by credit card at the end of the application process. Remember to print the receipt at the end of your session. If you did not receive confirmation of your transaction, please contact the Board office prior to resubmitting the application.

NOTE: It is advisable to have information related to your license, such as pharmacy school, date of graduation, intern hours, and pharmacist license numbers handy prior to beginning the online application. If you are searching for the information while completing the online application, it may time out before you find your information and you will have to start again!

Apply to NABP to reciprocate your license using the NABP Preliminary Application found on their website, www.nabp.net. (e-LTP) The application fee is separate from the **\$300 application fee** for the Arizona Board. You must also **REGISTER** and **PREPAY** your **MPJE testing fee** at this time as well. If you do not complete this step, you will not be eligible to test!

Once your online information is validated, you will receive the Official NABP Application with instructions on completing the character voucher, a signature voucher and notarization. You will then send the completed NABP application to us. **Please do not resend** the \$300 Arizona application fee if you paid online.

We also require a **COPY** of your **US birth certificate or permanent resident card** and **proof of any name change**. You may also use a **US Passport** in place of the birth

certificate. We also require a copy of a photo ID issued by a State or Federal agency.

**** If you are foreign born and do not have a US passport, social security number or permission to work in Arizona, Please contact the Board BEFORE APPLYING FOR LICENSURE! Applications ARE NOT REFUNDABLE!

PLEASE DO NOT SEND ORIGINAL DOCUMENTS.

When we receive your application, we will send you the study material. Included with the study guide you will receive a check list of the items still required for the application if anything is missing. **Remember you must also prepay your MPJE test fee on the NABP website as well.** If you do not prepay, you cannot be marked eligible to test and this will delay your application.

NOTE: You must send all of the required documents to the Board within 90 days of your application date. Applications deemed incomplete at 90 days will be voided and you will have to being the process again!

When all documents requested are received and the board determines you are eligible to take the MPJE, we will verify to NABP that you are eligible to test. You will receive an email with your **authorization to test from NABP** with instructions regarding scheduling your test at a **Pearson Vue Testing Center**. See NAPLEX/MPJE Registration Bulletin for details. Check both your in-box and your spam file for the email.

IF YOU MOVE REMEMBER TO REPORT YOUR NEW ADDRESS TO THE BOARD.

Scores are usually reported to the board 2-3 business days from the day you test. You may check your scores on the NABP website 48-72 hours following your exam. Once the board receives notification from NABP of a passing score, **you will be sent an invoice for your license by US mail. Invoices will be sent to the current address on file. You will not be re-invoiced if you have moved and failed to notify the Board.**

Once your have receive your invoice, please complete the required paperwork and return it to the Board. You are **NOT licensed to practice** until the Board receives the required paperwork and payment and assigns your license number. Your license will be mailed to you.

Title II of the Americans with Disabilities Act (ADA) prohibits the Board of Pharmacy from discriminating on the basis of disability in provision of its programs, services and activities. Individuals with disabilities who require the material in an alternative format may contact the agency's ADA Coordinator at 602-771-2727. Individuals requiring special accommodations in compliance with the Americans with Disabilities Act please contact the Board office to obtain more information and application (ASBP A-12).

*****Please Note: All applicants will be required to show proof of US citizenship or legal residence with permission to work in accordance with current US Immigration policies at the time of licensure. If you are unsure of your immigration status, please contact the Board or the US Immigration Service prior to completing your application.**

If you have any questions, please contact:

Valerie Suwinski
Licensing and Exams Coordinator at (602-771-2730)
Or by email at: vsuwinski@azpharmacy.gov

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