

# VIRGINIA BOARD OF PHARMACY

## Information for Applicants for a License as a Pharmacist

### **1. Licensure by Examination:**

#### **Application**

The application form is available on the Board of Pharmacy website at [www.dhp.virginia.gov/pharmacy](http://www.dhp.virginia.gov/pharmacy), it must be completely executed, and must be sent with the fee as designated on the form to the address on the form. Incomplete applications will be promptly returned, however application fees are non-refundable.

#### **Practical Experience Requirements**

An applicant shall have accumulated a minimum of 1,500 hours of practical experience as a pharmacy intern. The applicant must have registered with the Board as a pharmacy intern prior to beginning to obtain practical experience. Credit will not be given for more than 50 hours in any one week, and not for less than an average of 20 hours per week averaged over a month. Practical experience that is gained within an ACPE-accredited school of pharmacy, that conforms to the current ACPE standards, and that allows the student to gain at least 1,500 hours of practical experience, shall meet the board's practical experience requirements for licensure as a pharmacist. All practical experience credit gained outside of an ACPE-accredited school of pharmacy program shall only be gained after successful completion of the equivalent of at least two semesters in an ACPE-accredited school of pharmacy, or in the case of graduates of foreign colleges of pharmacy (see Guidance Document 110-17), after obtaining the FPGE. All practical experience shall be gained within the United States.

#### **Certificates of Practical Experience**

- For practical experience gained within the college experiential program, documentation should be recorded and certified under the "College Affidavit" section of the application. No further affidavits are needed for this experience.
- Affidavits of experience gained in Virginia, outside the college experiential program, must be signed by the supervising pharmacists, and attached to the application (if not previously submitted to the Board).
- Certificates or documentation of practical experience gained in another state must be certified by the board of pharmacy in that state and must be received by this Board directly from that state. This documentation must show actual dates of employment, total hours worked, place of employment and name of supervising pharmacists, and the certifying Board shall verify current, unrestricted licensure status of the supervising pharmacists. In the event that a state does not use internships to gain practical experience in pharmacy but relies on the pharmacy school to certify the hours of experience, an affidavit from the pharmacy school certifying the above information may be accepted in lieu of board certification.

#### **Taking the NAPLEX**

Applicants must directly register with and pay the required fee to the National Association of Boards of Pharmacy (NABP) in order to take the NAPLEX examination at [www.nabp.net](http://www.nabp.net). NAPLEX is the competency assessment examination for initial pharmacist licensure that is accepted by all 50 states, the District of Columbia, and Puerto Rico. An applicant may either take NAPLEX in Virginia, or register with NABP to score transfer to Virginia. However, an applicant will not be allowed to schedule taking NAPLEX until he has been approved by the Board.

The Board notifies NABP once a week of any applicants that have registered with NABP and have been approved by the Board. Unless there are problems with an application, the application is usually approved within a day or two of receipt by the Board, a letter of approval is sent to the applicant, and the approval forwarded to NABP during the weekly submission. Additional details about NAPLEX are also available on the NABP website.

## **2. Licensure by Endorsement (Reciprocity):**

Virginia does allow licensure by a process called "endorsement" in which an applicant may transfer a pharmacist license from another state, provided the applicant's credentials for licensure in the other state meet Virginia's credentialing requirements with respect to education, practical experience, and required examinations, and provided grounds do not exist to deny an application such as disciplinary action by another state or criminal convictions. Applicants will need to go through the NABP license transfer process in order to do this. Instructions and forms for this may be found at [www.nabp.net](http://www.nabp.net). Once the preliminary application and fee is submitted to NABP, NABP will partially complete the official application for Virginia, and send it back to the applicant. Then the applicant finishes completing the form and submits it to the Virginia Board of Pharmacy. Once the application has been received by this Board and approved, the applicant will then be approved to take the Virginia law exam and notified by letter of such approval with instructions as to how to pay for and schedule the exam.

## **3. Virginia Pharmacy Law Examination Required for Licensure by Examination or Endorsement:**

Virginia does not use the MPJE. Once an application has been approved, the Board will notify the applicant by letter of the approval, and also notify the contractor for the law examination of such approval. The applicant must make arrangements directly with that testing contractor to pay the fee and schedule the examination. Instructions for doing this are sent in the approval letter and are also in the study guide that is available as a separate document link on the Board's website. The law exam may be taken either before or after the NAPLEX. The examination is a computerized examination that the applicant may schedule at any time that the requested testing center is open and has availability. There are testing centers in various parts of Virginia and throughout the United States. **Applicable state laws and regulations are on the Board's website and the Prescription Monitoring Program website. Applicable sections of federal law may also be found on the internet by searching for the Code of Federal Regulations or U.S. Code or U.S. Public Law.**

## **4. Denial Of An Application For Grounds:**

Grounds to deny a license may be found in §54.1-3316 of the Code of Virginia on the Board's website. If grounds exist to deny an application for licensure as a pharmacist, the application will not be approved by Board staff, and the applicant will be so notified and offered an opportunity to meet with an informal conference committee of the Board to determine if the license should be denied, issued, or issued conditionally. An applicant will not be allowed to take any required examinations if grounds exist to deny the application, until reviewed and approved by the Board.