



Arizona State Board of Pharmacy

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REQUIREMENTS FOR PHARMACIST LICENSURE BY RECIPROCITY

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.

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 and send verification of your 1500 hours earned in the United States.

You will need to complete an Arizona application. You can apply online at our website www.azpharmacy.gov. Be sure to select the Reciprocity application.

You will also need to **apply to NABP to reciprocate your license** using the NABP Electronic Application found on their website, www.nabp.net. The NABP application fee is separate from the **\$500 application and licensure fee** for the Arizona Board. You must also **REGISTER** and **PREPAY** your **MPJE testing fee** now as well. If you do not complete this step, you will not be eligible to test!

All pharmacist applicants must submit:

1. A completed Application for Pharmacist Licensure by Reciprocity form and a \$500.00 application fee. Please go the Arizona State Board of Pharmacy website to apply. Once you have completed the information portion of the application, you will be required to pay by credit card to complete the application process. When you have successfully completed the online application process, please print the receipt. If you have applied online and feel that there may have been a processing error, please contact the Board before trying to re-apply online.

If you submit a paper application, you must pay the application fee by check or money order. If you wish to pay by debit or credit, you must apply online. Application fees are NON-REFUNDABLE.

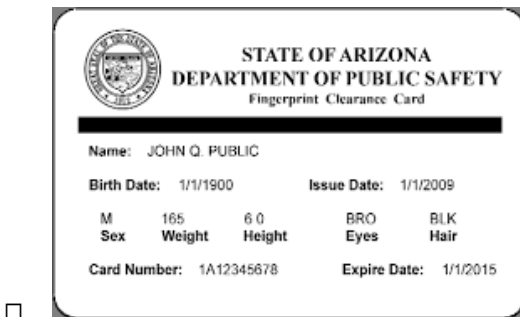
2. Proof of legal residency. Provide a copy of one (1) of the following:
 - A PHOTOCOPY of your US birth certificate, US passport or permanent resident card (green card). If you do not have one of these documents, please contact the licensing coordinator prior to application.
 - A foreign Passport with a United States Visa.
 - An I-94 form with a photograph.
 - A United States citizenship and immigration services employment authorization document or refugee travel document.
 - A United States Certificate of Naturalization.
 - A United States Certificate of Citizenship.
 - A tribal certificate of Indian Blood.
 - A tribal or Bureau of Indian Affairs affidavit of birth.
 - Any other license that is issued by the federal government, any other state government, an agency of this state, or a political subdivision of this state that requires proof of citizenship or lawful alien status before issuing the license.

3. Government issued photo ID. If the document you submit to prove legal residency does not contain a photograph, you must also provide a government issued document that contains your photograph. Provide a copy of one (1) of the following:
 - Driver license
 - State ID
 - Passport or Passport Card

4. Documentation of any name changes. Acceptable documents include (please provide a copy):
 - Marriage License
 - Divorce Decree (showing restoration of previous name)
 - Court Order

5. A copy of a valid Arizona Fingerprint Clearance Card.
 - If you have a valid Arizona Fingerprint Clearance Card, submit a copy.
 - To obtain an Arizona Fingerprint Clearance Card, Arizona residents may apply online through the Department of Public Safety's website (<https://www.azdps.gov/services/public/fingerprint/>). On the application, select the Regular Application - Paid Employee, and then select the Board of Pharmacy - Licensure. The statutory reference for our agency is A.R.S. § 32-1904.
 - Applicants who are not in Arizona must contact the Arizona Department of Public Safety (DPS) for an application packet. You may request a packet directly from DPS by calling [\(602\) 223-2279](tel:6022232279). Office hours are Monday through Friday from 8:00 a.m. to 5:00 p.m.
 - You must send or email a copy of the card once you receive it. The Board will not receive a copy of the card from DPS.
 - For more information please review DPS Fingerprint Clearance Card Frequently Asked Questions at <http://www.azdps.gov/services/fingerprint/>.

Sample



6. For a Foreign Graduate
 - If you are a graduate of a foreign college or university, the following is required: A photocopy of your FPGEC certificate (Foreign Pharmacy Graduate Examination Certificate).
 - 1500 intern training hours for foreign graduates only. Foreign graduates must submit proof of a minimum of 1500 Intern hours earned in the United States. These hours must be verified by the Board of Pharmacy in the state in which they were earned.

7. Copies of court documentation relating to all arrests, charges, or convictions disclosed on the application. Printouts of public access records are not acceptable. Staff understands that each case is different. However, the documentation must show the following:

- The charges filed against you.
- The charges you were found guilty of or pled guilty/no contest to, if applicable
- What the courts asked you to do, if applicable. Acceptable documents include, but are not limited to:
 - Diversion Agreement
 - Plea Agreement
 - Sentencing Document
- Proof you completed all requirements or the end result of their case. Including, but not limited to:
 - Dismissal
 - Case closure

If records are unavailable, the Board will accept a letter from the appropriate court, on their letterhead, indicating that records are not available.

8. If applicable, copies of documentation relating to any past, current or pending disciplinary action of any professional license. If records are unavailable, the Board will accept a letter from the related agency, on the letterhead, indicating that the records are unavailable.
9. If applicable, copies of documentation relating to the denial of any applications for professional licensure. If records are unavailable, the Board will accept a letter from the related agency, on their letterhead, indicating that records are not available.

Once your application has been processed by the Board, you will receive a checklist indicating your application status. You will not be eligible to test until ALL ITEMS have been received and verified. You can monitor your application online during the process.

*****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 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. Application fees **ARE NOT REFUNDABLE!**
- You will receive a check list of the items still required for the application if anything is missing.
- The law book is available on our website under the resource section of the Board's home page. The Arizona Pharmacy Alliance also provides an online study course. For more information, please visit their website at www.azpharmacy.org.
- You must also prepay your MPJE test fee on the NABP website. If you do not prepay, you cannot be marked eligible to test, and this will delay your application.
- **You must send all 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 begin the process again!
- When all requested documents 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 inbox and your spam files for the email.
- 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 of a passing score and a final review has been completed, your license will be mailed to you.
- **IF YOU MOVE, REMEMBER TO REPORT YOUR NEW ADDRESS TO THE BOARD.** Your license will be sent to the address on file. If you fail to notify us of an address change, you will need to pay an additional \$30.00 for reprinting and mailing.

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).

If you have any questions, please contact:

Nancy Dorobiala
Licensing and Exams Coordinator at (602) 771-2730
or by email at ndorobiala@azpharmacy.gov