

## Board Exam Instructions and Information

### Required Examinations

There are two examinations that must be passed, the North American Pharmacy Licensing Examination (NAPLEX) and the Multistate Pharmacy Jurisprudence Examination (MPJE). There are several testing sites and dates offered for both exams throughout the year. Review and download exam instructions and requirements at the National Association of Boards of Pharmacy (NABP) website.

Minnesota Board of Pharmacy requires that a completed eligibility application for pharmacy licensure, processing fees, and supporting documents required by the state of Minnesota are received before approval will be granted to sit for the NAPLEX and MPJE examinations. Application and registration fees to sit for the NAPLEX and MPJE examinations are payable to the NABP. Additional instructions and fee information is available on the NABP website.

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### Requirements to Sit for the Examinations

*In order to sit for the NAPLEX and MPJE exams, the Minnesota Board of Pharmacy requires the following items.*

#### 1. Minnesota Eligibility Application for Pharmacist Licensure

This application is found online at the Minnesota Board of Pharmacy's website under New Pharmacist. You may apply online or by mail using the application found online.

#### 2. Application Fee

If applying online, you can pay your fees online. If you apply in person or by mail, include a check for the full application fee made payable to the Minnesota Board of Pharmacy. All fees are nonrefundable.

#### 3. Criminal Background Check and Fee Processing

You must pay the criminal background check fee before sitting for the exam. Minnesota law and Board policy require that all new pharmacist applicants complete a fingerprint-based criminal background check prior to licensure approval. See Minn. Stat. § 214.075. You will be able to take the exams before completing your fingerprint-based check, however the fee must be paid for beforehand. Fees are payable with the application fee and are nonrefundable.

#### 4. Birth Certificate

You must submit an official notarized birth certificate issued by the state, county, or federal Vital Statistics Department. A copy of this birth certificate is acceptable if it states that it is an exact copy of the original and is notarized. Souvenir, hospital, or baptismal certificates are not acceptable.

#### 5. Official College Transcript – Final

Submit an official transcript with the graduation date and type of degree granted to the Board. If the transcript will not be available prior to the exam, applicants should request a confirmation of graduation letter to be sent after graduation. This letter should come from your college of pharmacy or your registrar's office. Faxed or e-mailed copies will not be accepted. All candidates who submit the confirmation of graduation letter must make sure that they submit the final transcript as soon as possible. Your transcript must be received by the Board before your exam score(s) can be released. *Note that University of Minnesota students need not obtain this letter as this information is automatically provided to the Board.*

## Supporting Internship Affidavits

*A total of 1600 hours required, of which, 800 have to be of a traditional compounding and dispensing nature. This includes hours worked as part of the school curriculum.*

If you are a registered Minnesota Intern and completed all of your non-school related internship in Minnesota, you should have all affidavits on file with the Board of Pharmacy.

If you completed any non-school related internship outside of the boundaries of the state of Minnesota, you will need to contact the Board of Pharmacy in the state in which you did the internship and have your affidavits sent certified to us. These internship experiences must have complied with each state's internship requirements.

Your IPPE's and APPE's should be verified to the Board of Pharmacy by your IPPE or APPE coordinator.

All students who have internship experience during a time frame when they were taking fewer than 12 credits should provide an unofficial transcript to verify this internship experience.

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## Registering for the Two Exams

*The following applications are found online at NABP's website. It is recommended that you register for these examinations as soon as you submit your Minnesota Eligibility Application for pharmacist licensure.*

### NAPLEX Application

**Process:** When the Board determines that you are eligible to sit for the exam, they will certify your eligibility to test to NABP. NABP will email you an Authorization to Test (ATT) to the e-mail address that you provided on their application. See NABP's website for direction. *For applicants doing a score transfer, you must request the transfer from NABP within 90 days from the exam date.*

### MPJE Application

**Process:** When the Board determines that you are eligible to sit for the exam, they will certify your eligibility to test to NABP. NABP will e-mail you an Authorization to Test (ATT) to the e-mail address you provided on their application. See NABP's website for direction.

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## After Passing Both Exams

### Original Licensure Fee

An original licensure fee is due upon successful completion of the examinations. Information on paying this fee will be sent with your official examination score letter from NABP. Please note: you are not allowed to work as a pharmacist until that fee is paid and you are issued a license number. Payments will not be processed until the official score letter has been sent.