

MINNESOTA BOARD OF PHARMACY

Board Application Instructions and Information

The Board of Pharmacy examination consists of two parts. The NAPLEX (North American Pharmacist Licensure Examination), and the MPJE (Multistate Pharmacy Jurisprudence Examination), are now being given at various testing sites and on various dates throughout the year. Please review the test booklet and instructions from NABP's website at www.nabp.pharmacy or contact NABP at 847-391-4406 for further instructions.

Deadlines

All applications, fees, and supporting documents must be received at the Board of Pharmacy office before approval will be granted to sit for the NAPLEX and MPJE examinations.

In Order to Complete Your File, We Will Need the Following Information From You

I. APPLICATIONS

Please complete:

NAPLEX APPLICATION

Please complete the application that is on-line at NABP's website. When the Board of Pharmacy determines that you are eligible to sit for the exam, we will certify that fact to NABP. They will e-mail you an Authorization to Test to the e-mail address you provided them so you can make an appointment to sit for the examination.

MPJE APPLICATION

Please complete the application that is on-line at NABP's website. When the Board of Pharmacy determines that you are eligible to sit for the exam, we will certify that fact to NABP. They will e-mail you an Authorization to Test to the e-mail address you provided them so you can make an appointment to sit for the examination.

MINNESOTA ELIGIBILITY APPLICATION

In completing this form, please note the following:

#1-14 – Please fill in these sections.

#14 – Write the complete moral turpitude statement **by hand**.

#15 – Have your college of pharmacy complete this section. The Office of Student Affairs should complete this section for University of Minnesota candidates.

Signature – Please sign and date the application.

II. BIRTH CERTIFICATE

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

III. PORTRAIT/BUSINESS TYPE WALLET SIZE PHOTO

Graduation or passport photos are acceptable. Snapshots, wedding photos, etc., are not.

IV. SUPPORTING INTERNSHIP AFFIDAVITS (Total of 1600 hours required, of which, 800 need 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 did all of your non-school related internship in Minnesota, you should have all affidavits on file with the Board of Pharmacy.

If you did any non-school related internship outside of the boundaries of the state of Minnesota, you will need to contact the state board, in which you did the internship, and have them 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 twelve credits should provide an unofficial transcript to verify this internship experience.

V. OFFICIAL COLLEGE TRANSCRIPT – FINAL

Please submit a final transcript showing the date of graduation and the type of degree granted. If this transcript will not be available prior to the exam, candidates should request that a confirmation of graduation letter be sent to this office after graduation. This letter should come from your college of pharmacy or your registrar's office. Please do not have the registrar's office fax or e-mail us a copy of your transcript, as this is not acceptable. University of Minnesota students need not obtain this letter, as the information will automatically be provided to us. All candidates who submit the confirmation of graduation letter should make sure that they submit the final transcript as soon as possible. Pass/fail letters will not be mailed until we receive this transcript.

VI. INTERNSHIP COMPETENCY MANUAL

Submit the completed internship manual listing the competencies that are mastered during the course of your practical experience. Each intern doing more than 400 hours of internship, in Minnesota, is required to complete the entire manual. Each preceptor, who is a Minnesota pharmacist, and who is signing off on the various competency statements, must be registered as a preceptor with the Board of Pharmacy. Interns may have preceptors from other states, where they might be doing part of their internship. Please have these preceptors sign off on portions of the manual as appropriate, if that preceptor is following the preceptor guidelines of the state the internship is being worked in.

VII. FEES

A. INITIAL FEES – This is whether you transfer your NAPLEX score or take the examination.

If you do not apply online and pay the required fee, submit a check, in the amount of \$145.00, made payable to the Minnesota Board of Pharmacy, along with your eligibility application and all supporting documentation.

B. ORIGINAL LICENSURE FEE

An original licensure fee of \$145.00 must be paid upon successful completion of the examinations. You are not allowed to work as a pharmacist until that fee is paid (by check or online), **please wait until you have received your official grade letter to pay this.**