

Canadian Pharmacist Checklist for Applying for Pharmacist Licensure

This document applies to the following individuals. There are two different checklists, depending on which of these categories applies to you.

- Graduates of a Canadian Council for Accreditation of Pharmacy Programs (CCAPP) accredited College of Pharmacy with a curriculum taught in English - **from 1993 through June 30, 2004.**
- Graduates CCAPP accredited College of Pharmacy with a curriculum taught in English - **PRIOR to 1993 or AFTER June 30, 2004.**
- Graduates of a college of pharmacy in Canada which **DOES NOT** have a curriculum taught in English.
- Licensed pharmacists in Canada who graduated from a college of pharmacy outside of Canada or the United States.

Canadian Pharmacist Graduates Checklist

For Graduates of a CCAPP-accredited College of Pharmacy in 1993 through June 30, 2004

If you are a graduate of a college of Pharmacy in Canada between the dates listed above with a curriculum that is taught in English, you will need to:

- Submit a letter to the Board of Pharmacy which outlines work experience as an intern or pharmacist in Canada. The board will determine if the reported experience is comparable to the experience gained by individuals completing the internship requirement specified in [M. Rules 6800.5400](#). If the board finds that the reported experience is not comparable, the board will require you to obtain additional experience as an intern or pharmacist prior to permitting you to sit for the required licensure examinations.

If your experience is approved:

1. Complete the Licensure by Exam Application for a new Pharmacist and submit it to the Minnesota Board of Pharmacy with the appropriate fees and the required documentation. You can apply [online](#) or you can access a [printable application](#) on the Board's Web site.
2. Complete a criminal background check. Back ground checks may take 2-3 weeks to process. We recommend you submit your application and fees 2-3 months prior to taking the North American Pharmacist Licensure Examination (NAPLEX) and Multistate Pharmacy Jurisprudence Examination (MPJE). (See below for additional information).
3. Complete the NAPLEX and MPJE applications and mail them to the NABP along with the appropriate fee. Instructions and applications can be found on their [website](#).
4. Pass the NAPLEX and MPJE examinations and pay the Board of Pharmacy the required original licensure fee.

Minnesota Board of Pharmacy

335 Randolph Ave, Suite 230 | Saint Paul, MN 55102

Fax: (651) 215-0951 | E-mail: pharmacy.board@state.mn.us

All Other Canadian Licensed Pharmacists

Use this checklist to ensure you have completed the requirements to be licensed in the State of Minnesota.

1. Pass the Foreign Pharmacy Graduate Equivalency Examination and become certified by the Foreign Pharmacy Graduate Equivalency Commission (FPGEC), which is administered by the National Association of Boards of Pharmacy (NABP). For more information about this examination, visit the [FPGEC Page](#) on the NABP Web site, or contact the FPGEC at 1600 Feehanville Drive, Mount Prospect, IL 60056, or call 1-847-391-4406.
2. Mail, fax or email a copy of the FPGEC certification to the Board of Pharmacy.
3. You must have completed 1600 hours of internship after becoming FPGEC certified.
 - If you plan to complete your internship in Minnesota, apply for registration as a pharmacist intern and send a copy of your FPGEC certification to the Board of Pharmacy. You will also need to download the documents that are on the Board's Web site that comprise the [Intern Packet](#).
 - If you plan to complete your internship in another U.S. State or Territory, contact the appropriate board of pharmacy to apply for registration as a pharmacist intern and request that the state or territory where you interned email certification of your completed intern hours to the Minnesota Board of Pharmacy.
 - You may apply for registration as a pharmacy intern two ways.
 - Use the [Online Services](#) on the Board's website.
 - Complete and mail the [Printable Application](#) located on the website along with your payment.
4. Complete the Licensure by Exam Application for a new Pharmacist and submit it to the Minnesota Board of Pharmacy with the appropriate fees and the required documentation. You can apply [online](#) or you can access a [printable application](#) on the Board's Web site.
5. Complete a criminal background check. Back ground checks may take 2-3 weeks to process. We recommend you submit your Application and fees 2-3 months prior to taking the North American Pharmacist Licensure Examination (NAPLEX) and Multistate Pharmacy Jurisprudence Examination (MPJE). (See below for additional information).
6. Complete the NAPLEX and MPJE applications and mail them to the NABP along with the appropriate fee. Instructions and applications can be found on their [website](#).
7. Pass the NAPLEX and MPJE examinations and pay the Board of Pharmacy the required original licensure fee.

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Criminal Background Checks

Minnesota statutes require that all applicants for *initial* licensure, licensure by *transfer* (reciprocity), or license *reinstatement* must complete a fingerprint-based criminal background check (CBC) ([Minn. Stat. § 214.075](#)). (Pharmacists with existing licenses may be required to have a one-time criminal background check in the future in conjunction with license renewal). Because pharmacist interns and pharmacy technicians are registered and not licensed, they will not have to undergo criminal background checks. The Minnesota Health Licensing Boards have cooperatively established the

Criminal Background Check Program to help applicants efficiently complete this mandatory background check.

When you apply for licensure, the criminal background check fee must be bundled into your other licensing fees and paid at the same time. After you have paid all required licensing fees and the criminal background check fee, you will be provided with a packet containing additional information and directions from the Criminal Background Check Program. You are responsible for having your fingerprints taken promptly and for completing all required paperwork so as to not delay finalizing your license application. Previously taken fingerprints cannot be used. Some agencies charge a fee for fingerprinting services. Fingerprinting can be done without a fee at the Criminal Background Check Program office at the address below. Please contact that office to make an appointment after you receive the information packet.

The time required for a CBC varies with the workload at the Bureau of Criminal Apprehension (BCA) and cannot be expedited. Fingerprints are crosschecked with databases of the Bureau of Criminal Apprehension and Federal Bureau of Investigation. During periods of high numbers of CBC requests, BCA's search of records may take weeks. For fastest service, applicants can come to the Board of Pharmacy office with their license application and check for all fees, and obtain the CBC packet. All of the CBC forms can be filled out on site, and, with a prearranged appointment, fingerprinting can be done the same day at the CBC Program office.

Please note: The report received from the BCA and FBI is only valid for a year. Applications that are not completed within a year of the CBC will be invalid and no fees refunded.

Please direct any questions you have about the background check process to Criminal Background Check Program staff, and not the Board.

Criminal Background Check Program

335 Randolph Ave, Suite 180
Saint Paul, MN 55102
Ph: (651) 201-2822
E-mail: criminal.background.check@state.mn.us

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Minnesota Prescription Monitoring Program

The Minnesota Prescription Monitoring Program (PMP) is a tool that may be used by prescribers and pharmacists to assist in managing their patients' care. It contains information provided by Minnesota licensed pharmacies and prescriber dispensers. Pharmacies, and prescribers who dispense from their office, submit prescription data to the PMP system for all Schedules II, III, IV and V controlled substances, butalbital, and gabapentin that is dispensed within or into Minnesota. Minnesota licensed prescribers and pharmacists, and their delegated staff, may be authorized to access information from the PMP database. The program was implemented to promote public health and welfare by detecting diversion, abuse and misuse of prescriptions for controlled substances as defined in Minnesota Statutes §152.126.

This law requires **all Minnesota licensed pharmacists** practicing within the state, to register for and maintain a user account with the PMP. Visit pmp.pharmacy.state.mn.us for more information on how to comply with this law once you are licensed.

Continuing Education Requirements

Licensed pharmacists are required to complete 30 credit hours for each biennial cycle. Each biennial cycle starts on October 1 of each even numbered year and ends on September 30 of the following even numbered year. Pharmacists are required to report to the Board when they complete their 30 CEs by the end of September at end of each biennial.

To confirm the number of completed CEs on file, log in to the Online Services portion of the Board's website and verify that the CE Total field matches the CE Hours Required field in your profile.

CE Audits

The Board randomly selects licensees for an audit. If you are notified that you are being audited, you will have 60 days to submit satisfactory documentation to the Board to prove that you have completed your required number of CE credits. Failure to submit the required documentation may result in you being unable to renew your license and work as a pharmacist.