

**APPLICATION INSTRUCTIONS FOR PHARMACIST LICENSURE BY  
FULL EXAM OR SCORE TRANSFER**

To apply for an Arizona pharmacist license you must have the following qualifications: You must be a **graduate** of an accredited pharmacist degree program. If you are a **graduate of a foreign university, you must submit a notarized copy of your FPGE certificate.** You **must** also be a **US citizen** or a **legal resident with permission to work** in the **United States** and **must** meet **all current US immigration policies.** **Foreign graduates** who are here on **a student visa must check with the Board or US immigration services before applying.**

Complete the online application on our website at [www.azpharmacy.gov](http://www.azpharmacy.gov). The **application can be found by clicking on the right hand side of the home page under the NEWS heading.** Locate the section **"License/Permit Online Services"**. This will pop open a second page. From there, click on **"begin a new application or renewal"** and scroll down until you find the **pharmacist** section of the page. Click on **Apply by Full Exam** if you need to take both the NAPLEX and MPJE exams for licensure and follow the instructions online. Select **Apply by Score Transfer** if you have score transferred your NAPLEX exam score to Arizona. 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. For those applicants applying online, you will be required to pay by credit card to complete the application process. Please be sure to include your phone number with area code and your e-mail address, if you have one. If your mailing address is different from your residence, please be sure to provide that information. When you have successfully completed the online application process, a confirmation number will be issued to complete the application.

If you are having difficulty applying online you also may apply by mail. To apply download the **AZ Pharmacist Application by Exam** form found under the **forms section** of our home page. Be sure to complete all of the required information. **Your application will be returned to you if it is not complete!** When mailing in your completed application, please be sure you include **the \$50 application fee.** We will accept a check, money order, or bank draft. **Please do not send cash in the mail!** Be sure to **include your social security number and sign and date the paper application.** Note: paper applications must be hand entered and require additional processing time!

**Other requirements for licensure:**

1. **One small photo** no larger than a passport photo signed across the front, to be submitted with the application.
2. A **PHOTOCOPY** of your **US birth certificate or passport.** **Reminder--** You must be a **US citizen or US resident legally able to work in the United States** under current US immigration policies. If you have any questions about your status, please contact the Pharmacy Board or US Immigration and Customs office before applying.

**DO NOT SEND ORIGINAL DOCUMENTS – THEY WILL NOT BE RETURNED!**

3. **An official finalized college transcript SENT DIRECTLY** from the college of pharmacy from which you graduated. Because this must be received by this board in order to complete your application, we advise that you request your transcript early in the process to avoid delays. (A certified letter from the registrar stating you have graduated is acceptable until a finalized transcript is available). **You must have an official transcript on file before your license can be issued. NOTE: If you are a graduate of a foreign college or university, the following replaces the transcript: A notarized copy of your FPGEC certificate (Foreign Pharmacy Graduate Examination Certificate).**
4. **1500 intern training hours.** To receive credit for out-of-state intern training hours, request that a letter of verification of your hours from the Board of Pharmacy in the state in which you earned your intern hours be sent to the Arizona State Board of Pharmacy.
5. **Preceptor Letter.** A printable copy is available online under the **FORMS** section of the home page. You may have any pharmacist you have worked with sign this form.
6. **Proof of any name change** (i.e.: a notarized copy of a marriage license, divorce decree, court documents legally granting a name change.)
7. **Register for the NAPLEX and MPJE exams.** The NAPLEX and MPJE are computer-adaptive examinations administered by approved NABP testing centers. **Remember you must be registered with NABP to be marked eligible to test!** To register and pay fees online for the NAPLEX, MPJE and Score Transfer please go to **[www.nabp.net](http://www.nabp.net)** and follow the instructions.

Once your application has been **processed** by the Board, you will receive a letter indicating your **application status and a copy of the Arizona Pharmacy Act Rules and Statues.** You will not be eligible to test until **ALL ITEMS** have been **received** and **verified.**

If you have any questions, please call:

Valerie Suwinski, Exams and Licensing Coordinator at (602-771-2761) or e-mail at **[vsuwinski@azpharmacy.gov](mailto:vsuwinski@azpharmacy.gov)**

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