Dear Reciprocity Applicant,

Below please find the required documents for application by reciprocity to the Arizona State Board of Pharmacy.

Arizona will reciprocate a license from Florida obtained by NAPLEX, NABPLEX or the 5-part NABP pharmacist license examination taken after June 1, 1981. California license holders should contact the Board first, prior to applying for licensure.

Foreign graduates must have the following requirements: FPGE Certification and 1500 intern hours earned in the United States. You must send in a copy of your FPGE Certificate for validation purposes. **DO NOT SEND THE ORIGINAL!**

Apply to NABP to reciprocate your license using the NABP Preliminary Application found on their website, [www.nabp.net](http://www.nabp.net) (e-LTP). The application fee is separate from the $500 application fee for the Arizona Board. You must also REGISTER and PREPAY your MPJE testing fee at this time as well. If you do not complete this step, you will not be eligible to test!

Once your online information is validated, you will receive the Official NABP Application with instructions on completing the character voucher, a signature voucher and notarization. You will then send the completed NABP application to us. **Please do not resend** the $500 Arizona application fee if you paid online.

We also require a COPY of your **US birth certificate or permanent resident card** and **proof of any name change**. You may also use a **US Passport** in place of the birth certificate. We also require a copy of a photo ID issued by a State or Federal agency.

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!

If you have ever been charged with or convicted of a misdemeanor or felony you must disclose these charges to the Board. You will need to provide photocopies of your court documents showing the charge and the disposition of the case. Failure to do so will result in a delay in processing and the possible denial of your license!

**PLEASE DO NOT SEND ORIGINAL DOCUMENTS.**

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You can upload your birth certificate, passport, and driver’s license documents to this application at any time. Please be sure that they are in a PDF format. Please note that the NABP document cannot be uploaded! You must mail it in! You can also track your application as well. Documents uploaded to complete your application will not post to your account until they have been vetted by the Board. This can take several days!

You can find study material for the Arizona MPJE exam on the Board’s website under the RESOURCE tab. Click on LAW BOOK. This can be downloaded to your computer.

Remember you must also prepay your MPJE test fee on the NABP website as well. If you do not prepay, you cannot be marked eligible to test and this will delay your application.

NOTE: You must send all of 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 being the process again!

When all documents requested 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 in-box and your spam file for the email.

IF YOU MOVE REMEMBER TO REPORT YOUR NEW ADDRESS TO THE BOARD.

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 from NABP of a passing score, you will be sent an invoice for your license by US mail. Invoices will be sent to the current address on file. You will not be re-invoiced if you have moved and failed to notify the Board.

Once your have receive your invoice, please complete the required paperwork and return it to the Board. You are NOT licensed to practice until the Board receives the required paperwork and payment and assigns your license number. Your license will be mailed to you.

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).

***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.
Dear Pharmacist / Intern Applicant,

Effective August 6th, 2016, all applicants must obtain an Arizona Fingerprint Clearance Card to be submitted with their application.

**Arizona Resident Applicants**

Fingerprint clearance cards are issued by the Arizona Department of Public Safety – AZDPS. To obtain an Arizona Fingerprint Clearance Card, you may apply online at: [http://fieldprintarizona.com/](http://fieldprintarizona.com/). Select the Regular Application - Paid Employee, then select the Board of Pharmacy - Licensure.

**Out Of State Applicants**

You will need to contact AZDPS directly. You cannot apply online unless you are going to have your fingerprints done in ARIZONA! You may request a packet directly from AZDPS by calling: (602) 223-2279. Office hours are Monday through Friday from 8:00 a.m. to 5:00 p.m. Please be sure to request the Arizona Pharmacy Board addendum sheet to be included with the packet.

Please read the instructions on the AZDPS website. The Board cannot assist you with any questions related to the fingerprint clearance card. You will be issued an application number when your prints have been received by AZDPS. You can use this number to check the status of your clearance card on the ASDPS website.

**Pharmacist will not be allowed to test until the Board receives a photocopy of the fingerprint clearance card!**

**Interns must provide the Arizona Board a photocopy of your fingerprint clearance card before your intern license is opened and sent to you!**

All required documents must be received by the Board within 90 days of the date your checklist was printed!

Nancy Dorobiala
Licensing & Exams Coordinator
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