

NC BOARD OF PHARMACY RECIPROCITY PROCEDURE
(PLEASE TAKE THE TIME TO READ THOROUGHLY)

1. Complete Reciprocity Data Questionnaire, Reciprocity Candidate Questionnaire and Release Form and return to the NC Board of Pharmacy, 6015 Farrington Road, Suite 201, Chapel Hill, NC 27517. Make sure that you read the Questionnaire thoroughly and answer all questions correctly (make sure that you are forthcoming with all information requested on the Data Questionnaire & Reciprocity Candidate Questionnaire). **Normally it takes 8 to 10 weeks to complete the reciprocity process.**
2. **Upon receipt of your Data Questionnaire, an acknowledgement letter will be mailed to you. You can continue on to step 3 completing the National Boards of Pharmacy's Preliminary Application for Licensure Transfer** (see #3) unless you have questions or concerns about your licensure (such as past or pending charges, disciplinary actions against your license, etc.). Your license must be active and in good standing by examination in a state. You can not reciprocate to NC from a reciprocated license (a license you obtain by reciprocity to another state). We do not reciprocate with California. You are not required to wait for the acknowledgement letter before filling out the preliminary application.
3. **Complete Preliminary Application and send to National Boards of Pharmacy (NABP).** The Preliminary Application can be downloaded from NABP's website, www.nabp.net under licensure transfer or can be filled out and submitted online. Be sure to follow instructions on Application and the application fee is \$300.00. Online Application can be paid with Visa, MasterCard or pay later option which requires you to send Money Order, Bank Draft, or Certified Check (application will not be processed until fee is received). Paper (printed) application requires you to send application along with Money Order, Bank Draft, or Certified Check in the amount of \$300.00. NABP's address is 1600 Feehanville Drive, Mount Prospect, IL 60056.
4. NABP will prepare the Official Application (takes normally 4 to 6 weeks). Once this process is completed, the Official Application will be returned to you. There is one page you have to sign and have notarized, you are required to submit a passport like photo and have a pharmacist sign your moral character voucher. The pharmacist that signs your character voucher has to sign the photo tab. An instruction sheet is included with your Official Application.
5. **You are required to take and pass the Multistate Pharmacy Jurisprudence Examination (MPJE), which is administered through NABP before attending a Reciprocity session.** The fee for that exam is \$200.00 which is paid to NABP. **Registration for the MPJE is handled exclusively through NABP. You can register to take the exam online with a Visa or Master Card on NABP's website www.nabp.net (under examinations).** The MPJE bulletin which provides vital information about the exam is available for you to review on NABP's website as well. When you register online, you will need your School Code (codes are in the bulletin), Graduation Date, and Degree. Foreign graduates will need their FPGEC status. Make sure to take the time to read the bulletin, which explains the procedures for taking the exam. **Candidates may review and/or download the NC Law Book from the Board's website at www.ncbop.org under Pharmacy Law/Rules** (left side of home page). If you are unable to download the law book, contact Debbie Stump at the Board's office. Review the NC Board's website for additional study aide material under Pharmacist Licensure then click on Reciprocity. **You can take the exam while you are waiting for NABP to process and return your Official Application unless you have past/pending disciplinary actions and/or criminal charges.** In this case, you will not be permitted to take the MPJE exam until you are approved by the NC Board to continue with the Reciprocity process.
6. **NABP will notify the NC Board that you have registered and we confirm your eligibility to test. You will be sent an Authorization to Test (ATT) confirming your eligibility to test from NABP.** You can register at a location that is convenient for you and take the exam while you are waiting for NABP to process and return your Official Application. The passing rate nationally on the MPJE is between 75% & 80%. Your test scores are sent to the NC Board electronically (scores are normally sent within 3-5 days of your testing date) and we will mail you a letter with your results.
7. **Return the Official Application to the NC Board of Pharmacy with a readable copy of your birth certificate.** The \$600.00 fee is due at the time of the interview with the Director. **You need to bring the fee to the reciprocity meeting that you attend made payable (certified check or money order) to NC Board of Pharmacy. Do not send the fee with your application.** It is Board policy that fees are non-refundable. No personal checks will be accepted. Our office will acknowledge receipt of the application.
8. **It is required that you attend a reciprocity meeting before getting licensed.** There are several purposes of this meeting. Naturally, the Board needs to verify that you meet the technical requirements for reciprocity. We also need to be ascertain that

you are sufficiently proficient in pharmacy law to function safely in North Carolina. The Members have a keen interest in good communications with other pharmacists in the state and wish to know you better because of this meeting. Reciprocity meetings are held the odd number months of the year. A calendar with the reciprocity dates is posted on the Board's website.

The Reciprocity Meeting Presentation is available on our website for you to review (under reciprocity section as well). Make note of any questions you may have and bring to the meeting you attend. Some reciprocity candidates have found this useful in preparing for the MPJE exam. **You can not attend a reciprocity meeting until you have submitted all forms and applications to the NC Board and taken and passed the MPJE for NC.**

9. **After the Board has received passing results of the MPJE and your Official Application, an appointment letter confirming the Reciprocity meeting date**, in addition a Pharmacist Initial Licensure form will be mailed to you the first week of the month for Reciprocity (odd months). **Bring the form with you to the meeting (do not mail form). If you do not receive a letter or cannot attend the scheduled meeting, you should contact Debbie Stump at the Board's office.** Contact information: Email address: dstump@ncbop.org or by phone at 919/246-1050 ext. 223.
 10. The Full Board meets the following day to approve candidates (you are not required to be present for this meeting). Please wait several days following the meeting to inquire about your license number (having met all reciprocity requirements). Information has to be entered in the Board's database and a license number assigned to practice. **If you need to obtain your license number you can now access your license number by going to Pharmacist then Verify a License on the Board's website (www.ncbop.org), enter your name.** Letters and certificates of licensure will normally be mailed by the end of the week. Please keep in mind that a group of candidates are being licensed so you should allow several days after the meeting to obtain your license number and before trying to actively start dispensing. Please do not plan to begin work the week of the reciprocity meeting. Again, we try to consider the needs of the candidates but licensing procedures must be followed.
 11. **If the Reciprocity candidate has not completed the process of reciprocating to North Carolina within one year of submitting the Data Questionnaire or Official Application from NABP (valid for year from the issue date) to the NC Board's office, the forms submitted will be void and the process of submitting new forms will be required. It is the responsibility of the candidate to keep up with the expiration dates of their forms submitted.**
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Checklist

- _____ Read over the Procedure Sheet thoroughly and referred to the FAQ Reciprocity sheet. Reviewed information on the Board's website under Pharmacist Licensure-Reciprocity.
- _____ Completed and mailed Reciprocity Data Questionnaire to NC Board of Pharmacy.
- _____ Completed Preliminary Application and sent to National Board of Pharmacy with \$300.00 fee.
- _____ Registered to take the MPJE exam for North Carolina and reviewed the MPJE bulletin.
- _____ Reviewed or downloaded the NC Law Book from the NC Board's website. Reviewed other study material that was available (optional) on the Board's website.
- _____ Returned any requested information to the NC Board (license verification, etc.)
(If you did not receive a request then please disregard this)
- _____ Received ATT from NABP scheduled and took the MPJE exam for NC.
- _____ Returned the completed Official Application from NABP to the NC Board.
- _____ Received letter by the NC Board to attend reciprocity meeting. **You can not attend a reciprocity meeting until you Have submitted all forms and applications to the NC Board and taken and passed the MPJE for NC.**
- _____ Made preparations to attend reciprocity meeting or contacted NC Board to reschedule.

Remember to always keep your contact information current with the NC Board.