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Dear Prospective Graduates:

Congratulations on your upcoming graduation from pharmacy school. This document will provide detailed instructions and information on how to apply for a pharmacist license in the State of West Virginia.

Steps to Obtain a Pharmacist License in West Virginia**1. Submit fingerprints for West Virginia and FBI background checks at IdentoGo provider.**

Applicants must request a state and federal electronic fingerprint-based criminal history record check through the West Virginia State Police process with the results being released to the Board. Please visit the IdentoGo (WVSP's agent) website at www.identogo.com or contact IdentoGo at 1-855-766-7746 to complete the background check. You are responsible for any fees and costs. Background checks must be completed prior to applying for licensure through the West Virginia Board of Pharmacy. If you are currently a West Virginia resident, a 10/12 digit UEID/TCN number will be assigned to the applicant at completion of fingerprinting appointment. This 10/12 digit UEID/TCN number must be provided below to the West Virginia Board of Pharmacy as proof of completion. Nonresident applicants should follow the WV hard card process provided by IdentoGo (WVSP's agent) website at www.identogo.com or contact IdentoGo at 1-855-766-7746 to complete the background check if a IdentoGo fingerprint location is not near you. Background check results are valid for 12 months. If your application and all requirements have not been completed by the end of those 12 months a new background check will be required.

[Background Check Instructions](#)

IdentoGo Fingerprint based background check:

It is strongly recommended that fingerprints be submitted prior to submission of an application to the Board.

2. Submit an application for a West Virginia pharmacist license via wvbop.com.

- All applications must be submitted electronically.

- **New** graduates must present their certificate of graduation from an accredited School or College of Pharmacy (provided by your pharmacy school) along with their affidavit of 1500 intern hours, a photo and the moral character form. These documents will be uploaded when submitting your application.
- For further questions you can contact the West Virginia Board of Pharmacy at 304-558-0558 Monday-Friday from 8 am to 4 pm

3. **Register for the NAPLEX and MPJE with the National Association of Boards of Pharmacy (NABP)**

- It is highly recommended that an application for eligibility to NABP be made at the same time you apply to the Board. This helps to ensure an applicant will be approved to sit for the exams as soon as possible following graduation.
- To register for the exams, a NABP e-Profile account is required. Account creation instructions can be found on the NAPLEX/MPJE Bulletin. Once logged-in, choose the jurisdiction(s) for which you are seeking eligibility, and **submit a \$100 non-refundable fee for each jurisdiction selected**. You may log in and check the status of your application at any time. (NOTE: For the NAPLEX, you must select one primary jurisdiction; for the MPJE, you may select multiple jurisdictions.)
- **Purchase the NAPLEX and MPJE with NABP.**
- You must log in to your NABP e-Profile to pay the applicable fees (NAPLEX – \$475; MPJE – \$150 per jurisdiction). Once you purchase the exam(s), you will receive your Authorization to Test (ATT), which will allow you to schedule your exam(s).

*** Once all of the above information is received and reviewed by the Board (background check submissions, license application, exam registration with NABP) you will then be granted eligibility to take your exams. Please be advised that some applications require more time to review than others.

Note: NABP offers discounts for military members and their spouses. To receive a discount, contact Customer Service before applying for the NAPLEX and MPJE. Discounts will not be provided for repeat attempts or re-sitting fees.

4. **Submit Official Transcripts to NABP.**

- Beginning in 2020, NABP requires official transcripts to be submitted by each graduate before they will allow a graduate to schedule the exams. NABP will accept official transcripts electronically via email at transcripts@nabp.pharmacy or they may be mailed to NABP in a sealed envelope bearing the school's stamp/seal on the envelope flap. See contact information on page 3 for the NABP mailing address. Schedule your exam(s) with Pearson VUE. Once the exams have been purchased, Pearson VUE will send you an email with your Authorization to Test (ATT). The ATT letter includes eligibility dates during which you may take the examination, instructions for scheduling your testing appointment, and other important information. ▪ Your ATT is valid for one testing session only. ▪ Candidates should make sure all the information in their ATT letter is correct. ▪ Check to make sure your name on the ATT letter exactly matches the two forms of identification you will bring to check in to the testing center. ▪ See "Name Matching Guidelines" on

NABP/MPJE Bulletin for more details. If you do not receive or have misplaced your ATT letter, contact Pearson VUE Customer Service Monday through Friday at 888-709-2679 from 8 am to 8 pm (ET). Be sure to check your spam or junk email folder before you call. ATT letters or numbers will not be issued via phone or fax.

5. Take your exam(s).

***NABP will report your exam scores to the Board within seven (7) business days. Score results are checked every business day by Board staff. Applicants who have met all Board requirements and passed all required examinations will be issued a pharmacist license at that time.

*** Transferring Intern Hours to Another State for Pharmacist Licensure: If you wish to apply for a license in another state and need to transfer academic and practical experience hours to that state, you must request a license verification. The Board will report that you have a minimum of 1,500 hours to any other state when requested. Any practical experience hours you earned and reported to the Board will also be included.

To request a license verification, select "[Verification Request](#)". The license verification fee is \$10.00 per verification. Please note, only one verification will be generated per request. So, if multiple verifications are needed, then you will need to submit and pay multiple times.

6. Failing to pass the WV MPJE

Retest Application

If you have received a failing MPJE score report, you must submit the 'retest application' for each failed attempt. Contact the NABP and register to sit for the exam again. Upon receiving both the retest application and notification from the NABP that you have registered then eligibility will be granted.

This link is located on our website.

NOTE: ALL NON-WVBOP FEES LISTED ARE SUBJECT TO CHANGE.