

# Wisconsin Department of Safety and Professional Services

Mail To: P.O. Box 8935  
Madison, WI 53708-8935

FAX #: (608) 261-7083  
Phone #: (608) 266-2112

1400 E. Washington Avenue  
Madison, WI 53703

E-Mail: [web@dps.wi.gov](mailto:web@dps.wi.gov)  
Website: <http://dps.wi.gov>

## PHARMACY EXAMINING BOARD

### INFORMATION REGARDING ORIGINAL LICENSURE OF PHARMACISTS BY EXAMINATION OR EXAMINATION NAPLEX SCORE TRANSFER

An applicant may be admitted to an examination provided the applicant has graduated from a school; college or department of pharmacy approved by the Board and has completed an internship program in accordance with rules adopted by the Pharmacy Examining Board (Wis. Stats., 450.04 and Wis. Admin. Code Ch. Phar 17).

Enclosed are materials which must be completed to apply for examination for licensure as a pharmacist.

#### APPLICATION STATUS

Once an application is filed with the Department we will email you a checklist. The checklist will include an application identification number that allows you to check the status of your application on our Department website at <http://dps.wi.gov>. Look under "Application Status."

It is your obligation as an applicant to see that the items listed as "Is Required" are forwarded to the Department of Safety and Professional Services. The Department will not contact other agencies or jurisdictions for information/documents to complete your application. We will update checklists within 7-10 working days *of receipt* of documents. An application is not considered complete until we receive all the required documents and fees.

Once your application is complete, you will receive an email notification to check the department's website: <http://dps.wi.gov>. Look under "Lookup License Holder" for your official credential number and grant date.

#### INSTRUCTIONS TO APPLICANT APPLYING FOR ORIGINAL LICENSURE BY EXAMINATION OR EXAMINATION SCORE TRANSFER (Wis. Admin. Code Ch. Phar 2):

- 1. Completed and notarized application (Form #608) with appropriate fees.
- 2. Complete page 6 of 6 (Form 608) Social Security Number.
- 3. The "Pharmacist Certificate of Professional Education (Form #2512) completed by the dean or registrar at the academic records office of your respective educational institution certifying graduation. **This form must come directly from your educational institution.**
- 4. Proof of completion of 1500 hours of internship (Forms #2533, #2534, #2535, #2536, and #2537).

All practical experience hours must be submitted to the board office for Board approval.

## Wisconsin Department of Safety and Professional Services

- 5. FPGEC Certification (Foreign graduates only). For more information contact NABP at [www.nabp.net](http://www.nabp.net).
- 6. Foreign Graduate Disclosure Internship Form #2670 (Foreign graduates only).
- 7. Copy of Translated Diploma (Foreign graduates only).
- 8. Complete MPJE registration with NABP at [www.nabp.net](http://www.nabp.net).
- 9. Complete NAPLEX registration with NABP at [www.nabp.net](http://www.nabp.net). Contact NABP at [www.nabp.net](http://www.nabp.net) for NAPLEX score transfer to be sent to Wisconsin or another state.
- 10. Convictions and Pending Charges form #2252 (if applicable).

**GRADUATES FROM APPROVED SCHOOLS:** If you will be graduating from a school or college of pharmacy approved by the board you will not be admitted to the NAPLEX or MPJE examination prior to graduation.

**FOREIGN GRADUATES:** Applicants must be certified by the FPGEC. Submit evidence of having obtained certification by the Foreign Pharmacy Graduate Examination Committee. Information on the FPGEC can be obtained from: NABP, 1600 Feehanville Drive, Mount Prospect, IL 60056, 847-391-4406, [www.nabp.net](http://www.nabp.net).

**NAPLEX SCORE TRANSFER:**

NAPLEX Score Transfer is available to you, with states that belong to the program through the NABP, to allow you the opportunity to transfer scores from the NAPLEX examination to additional states where you wish to hold a license. Scores are transferred only between participating states. NAPLEX Score Transfer Forms are available from NABP at [www.nabp.net](http://www.nabp.net).