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Illinois Pharmacist Licensure New Resident Guide



PURPOSE

This guide is designed to provide Illinois pharmacist license applicants information that may assist in navigating the licensure process. If you have further questions or licensure concerns, contact Illinois Department of Financial & Professional Regulation (IDFPR) and/or your Residency Program Director (RPD).

GETTING STARTED

It is crucial to the success of your training to plan to be licensed at the beginning of your residency year. It does not matter if you are about to start your PGY1 or PGY2 residency, the process of getting licensed in the state you will be practicing in can be unexpectedly complicated and long. **Do not delay in starting the steps outlined below.**



NEW GRADUATES

Application for the IL Registered Pharmacist examination/licensure is a dual process. All applicants must:

1. Complete the online licensure/examination application with Continental Testing Service (CTS) at <http://continentaltestinginc.com/product/illinois-051-registered-pharmacist/> and pay the required application fee(s)
 - i. Have your school submit a completed ED-PHM form showing proof of graduation/expected graduation

-- AND simultaneously --

Complete the online exam eligibility application with National Association of Boards of Pharmacy (NABP) at www.nabp.pharmacy and pay the required examination fees

- ii. NAPLEX: <https://nabp.pharmacy/programs/naplex/>
 - iii. MPJE: <https://nabp.pharmacy/programs/mpje/>
2. Once you have completed both process and determined to be eligible, you will receive your Authorization to Test (ATT) from Pearson Vue.
 - i. After you receive your ATT, schedule your exam(s) with PearsonVue as soon as possible following the instructions provided and paying the required fees <https://home.pearsonvue.com/>
3. Once you successfully pass your tests, you will receive an Official Results letter from CTS with instructions on how to apply for licensure with IDFPR and any required fee and documentation to obtain your pharmacist license.
 - i. DO NOT apply for licensure with IDFPR PRIOR to receiving your Official Results Letter from CTS.



☐ **LICENSE TRANSFER (YOU ARE CURRENTLY LICENSED IN ANOTHER STATE)**

1. Apply for Score Transfer with NABP <https://nabp.pharmacy/programs/licensure-transfer/>. This process verifies your existing license(s), background check and screening through the NABP Clearinghouse.
 - i. Pay the Electronic Licensure Transfer Program (e-LTP) application and examination fees
2. Set up an account with IDFPR <https://ilesonline.idfpr.illinois.gov/DFPR/Default.aspx>
 - i. Once your application with NABP is approved, they will send you an email with a PDF application for licensure
 - ii. Complete the online application for licensure through the IDFPR site and upload the PDF application from NABP
 - iii. Pay the required fees
3. Once the State Board of Pharmacy provides you with your Authorization to Test (ATT):
 - i. Purchase your MPJE exam through NABP and pay the required fee(s)
 - ii. Then schedule your MPJE exam with PearsonVue (<https://home.pearsonvue.com/>)

FREQUENTLY ASKED QUESTIONS (FAQS)

1. When should I apply for my Illinois Pharmacist License?

You should plan to be licensed before your first day of residency. Therefore, you should apply for and schedule your NAPLEX and MPJE exams as soon as you are able to. You can take your exams in your home state prior to arriving in Illinois in order to expedite the process.

2. What is considered an Illinois Pharmacist License?

It is a certificate of registration granted by the IDFPR that allows you to legally practice as a pharmacist in the state of Illinois. Confirm with your residency program regarding the licensure requirements:

- Deadline to become licensed
- Accepted forms of licensure (official registration certificate vs successful examination notice)

3. I need help studying for the MPJE! What resources are available to me?

It is very important to read the law when preparing for the IL MPJE Examination, even if it seems boring. The examination questions are based on the law.

- Illinois Pharmacy Practice Act 225 ILCS 85
<https://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1318&ChapterID=24>
- Illinois Pharmacy Practice Act Administrative Code/Rules
<https://www.ilga.gov/commission/jcar/admincode/068/06801330sections.html>
 - The rules provide detailed guidance on how to comply with the Pharmacy Practice Act
- Illinois Controlled Substance Act
<https://ilga.gov/legislation/ilcs/ilcs5.asp?ActID=1941&ChapterID=53>



Other resources that may be helpful in preparing for the IL MPJE Examination (ICHP does not endorse or recommend any particular resource):

- Illinois Pharmacy Law and Regulations Book from LexisNexis in collaboration with the Illinois Pharmacists Association
<https://store.lexisnexis.com/categories/content-type/statutory-codes-175/illinois-pharmacy-laws-and-regulations-skuSKU23975>
- NABP practice exam:
<https://nabp.pharmacy/programs/examinations/mpje/practice-exam/>
- Online practice exam:
<https://www.pharmacyexam.com/index.cfm/category/11/mpjecpje.cfm> offers practice exams with detailed correct answers and additional study materials.
- If you previously failed the MPJE, consider professional tutors, such as:
 - Varsity Tutors
<https://www.varsitytutors.com/mpje-tutors>
 - Law offices of Joseph Bogdan LLC
<https://www.jjblawoffice.com/mpje-pharmacy-exam-remediation-tutor>

4. Which forms must be submitted by my pharmacy school for licensure?

Your college of pharmacy must submit the ED-PHM (Certification of Education) form showing proof of graduation/expected graduation. We encourage pharmacy schools to submit these form(s) as soon as possible after graduation to prevent licensure delays.

Some colleges of pharmacy may be able to issue this form before the anticipated graduation, so check with your school. If issued early, make sure you re-submit the ED-PHM form after the graduation, so there are no licensure delays.

In addition, all applicants must provide proof of graduation to NABP before being able to purchase an exam. Your official transcript must be sent directly from your college to pharmacy to NABP (transcripts@nabp.pharmacy).

5. I received my authorization to test (ATT) for the MPJE and/or NAPLEX, but I cannot find an exam date near me! What can I do?

If you cannot find a testing location close to you, consider other testing centers in Illinois or surrounding states such as Wisconsin, Indiana or Michigan. If you cannot find a testing location with an open date within the next six weeks, contact CTS to ask about last minute cancellations that you can take or call NABP.

6. How much should I budget for the entire licensing process?

New graduates should budget approximately \$1,200 for the entire licensing process (as of March 2024).

- CTS application fees: \$214 (\$107 for each exam)
- NABP application fees: \$200 (\$100 for each exam)
- NABP NAPLEX examination fee: \$520
- NABP MPJE examination fee: \$170
- IDFPR licensing fee: \$100

7. What happens after taking the exam?

According to CTS, official examination results are usually released within 7-10 business days following the exam. An Official Results Letter with instructions on how to apply for licensure will be sent to you by CTS after the grades have been reviewed. Make sure your address and email address are up to date with CTS.

Pursuant to Section 7 of the Pharmacy Practice Act (Section 1330.330(d) <https://ilga.gov/commission/icar/admincode/068/068013300C03300R.html>), an applicant may work as a registered pharmacist prior to the issuance of your pharmacist license upon receipt from the IDFPR that the examination requirement for licensure has been successfully completed. **Your organizations may or may not allow this, so check with your RPD.**

8. How do I check the status of my application?

Application status is available online at www.continentaltesting.net/OnlineStatus/Login.aspx. You can check your status under Application Status and Test Results.

9. What should I do if I fail the NAPLEX and/or MPJE examination?

- Notify your Residency Program Director immediately. DO NOT DELAY!
- NABP mandatory waiting period for retakes is 30 days for MPJE and 45 days for NAPLEX.
- You must reapply for the exam with CTS and pay their application fee(s).
- You must reapply for exam eligibility with NABP and pay the required fee(s).
- After eligibility is granted, purchase your exam(s) with NABP and pay the appropriate examination fee(s).
- Once you receive an ATT, schedule the exam(s) with Pearson Vue following the instructions provided as soon as possible.

IMPORTANT: If you fail the NAPLEX and/or MPJE (i.e. either exam or a combination of both) a third time, you must complete remediation prior to being approved for additional attempts at either examination. IL Board of Pharmacy must approve the remediation plan before you begin the remediation. You may contact the IDFPR Call Center at (800) 560-6420 to request a remediation packet or contact the Department in writing. Illinois Department of Financial and Professional Regulation, Pharmacist Remediation, 320 W. Washington St. 3rd Floor, Springfield, Illinois, 62786.

10. What are some common reasons for licensure delays?

Several avoidable things can lead to delays in the licensure process. Some common examples are, your exact name does not match across all documents; address changes; lost mail (if sending documents via mail, ensure having a tracking receipt for delivery); typos when filling out forms. Also, note the agency listed turnaround times so that you can plan accordingly.

11. I am experiencing licensure issues or experiencing a delay in the licensure process. What can I do?

For issues regarding licensure delays, please contact the IDFPR Licensing Assistance Unit at 1-800-560-6420 (option Health Service Professional Licensing #4). Alert your Residency Program Director if you encounter or anticipate any significant delays in licensure.



If you are contacting any agency for any issue, be sure to keep track of who you spoke with, date/time, and case number, if provided. This might be helpful for follow-up communications.

If you wish for your RPD or other designee to be able to inquire about the status of your application, you will need to complete and submit a Limited Power of Attorney form found here: <https://idfpr.illinois.gov/profs/pharm.html>.

12. What happens if I don't get licensed on-time?

Per ASHP Accreditation Standards for Postgraduate Pharmacy Residency Programs, residents are required to be licensed pharmacists prior to or within 120 days after the program start date. However, programs may choose a required licensure date that is sooner than 120 days. If resident is not licensed within the required time, the program may either extend the program or dismiss the resident from the program. **You should check your program's policies or with your RPD.**

Other consequences of delayed licensure include interruptions in staffing and/or on-call training, inability to take certain rotations (if licensure is required), and inability to participate in other residency-related commitments.