



Pharmacist by Endorsement Foreign Graduate - Checklist:



- I have paid the \$295.00 fee.**
 - *Applications submitted without fees will not be processed.*
 - *Please make sure to include your Social Security Number (SSN) on your application. Your application will not be approved unless this information is included on your application.*

- I have completed 500 hours in Florida internship program as a foreign graduate.**
 - *Work Activity Manuals must be submitted and reviewed by the Board office. The 500 internship hours must be performed under an approved preceptor in Florida during your Florida internship and must be submitted to the Board office for approval.*

- I have completed at total of 2080 experience hours and have submitted my Form B to the Board office.**
 - *Form B to be completed by either the state board of pharmacy in the state you completed your internship or from your Employer. Form B must document the completion of 1580 internship or work experience hours. PLEASE BE ADVISED ALL INTERNS MUST HOLD A LICENSE OR PERMIT BY THE STATE IN WHICH THEY ARE PRACTICING IN ORDER TO COUNT THE HOURS AS INTERNSHIP HOURS. The hours documented on Form B may not overlap with the 500 Florida internship hours.*

- I have been actively practicing another state for the past 2 of 5 years.**

- I have completed 30 hours of continuing education (CE) in the past two calendar years approved by the Accreditation Council for Pharmacy Education (ACPE).**
 - *Please submit a copy of your CPE monitor or copies of your approved CE certificates.*

- I have submitted an Electronic Licensure Transfer Application through the National Association of Boards of Pharmacy (NABP).**
 - *Please visit www.nabp.pharmacy/programs/licensure-transfer/ to complete this.*

- I have submitted the appropriate proof of meeting English proficiency.**
 - I possess Foreign Pharmacy Graduation Examination Committee (FPGEC) Certification and have submitted a copy of my FPGEC certificate to the Board office.**

OR

- I have taken and passed the Foreign Graduate Equivalency Examination (FPGEE), Test of English as a Foreign Language (TOEFL) and Test of Spoken English (TSE), or Test of English as a Foreign Language Internet-Based Test (TOEFL ibt) and have submitted proof to the Board office.**

Way 1		Way 2	
FPGEE	A minimum score of 75%	FPGEE	A minimum score of 75%
TOEFL	550 on pencil and paper test OR 213 on computer-based test	TOEFL ibt	Listening –18 Reading –21 Speaking –26 Writing –24
TSE	50		

I have submitted an examination request for the Florida MPJE through NABP.

I have submitted a license verification for all health-related licenses held in other states.

Online license verifications will be deemed sufficient as long as they are current and display disciplinary history.

For applicants with health history:

- That section my application is complete and accurate.
- I have submitted a self-explanation of my health history.
- A letter, from a licensed professional, has been sent *directly* to the board, which summarizes my diagnosis, treatment, prognosis and identifies your ability to practice safely. (Must be current within the last year).

For applicants who hold, or who have held other *health-related* licenses which have been disciplined:

- That section of my application is complete and accurate.
- I have submitted a self-explanation of my disciplinary history.
- For each disciplinary action taken, I have submitted copies of the Administrative Complaint and Final Order.

For applicants with Criminal History:

- Those sections of my application are complete and accurate.
- I have submitted a self-explanation of my criminal history.
- For each conviction, I have submitted arrest records, final disposition(s), and documents showing successful completion of sentencing.

Before you submit...

- **Include** the application fee with your application.
Applications submitted without fees will not be processed.
- **Verify** your email address on the application. If you answered “YES” to “I want to be notified by email,” the Board office will communicate via email first.
- **Check** your application to ensure it is complete; answer all questions on the application truthfully and to the best of your ability.
- If you have not yet submitted your completed Work Activity Manual to the Board office, please do so at your earliest convenience. You must have your 500 Florida internship hours approved and verified by the Board office prior to receiving exam approval. Even if all other documentation has been received, you will not receive exam approval until the 500 Florida internship hours have been approved by the Board office. You may submit your completed Work Activity Manual to the Board office:

 MQA.Pharmacy@flhealth.gov
 Florida Board of Pharmacy
4052 Bald Cypress Way, Bin C-04
Tallahassee, FL 32399-3258

- If you have not yet requested your exam or, have not submitted Preliminary Application for Transfer of Pharmaceutics Licensure, you will need to contact the National Association of Boards of Pharmacy:

NABP:  1-847-391-4406  <https://nabp.pharmacy/>

After you submit...

You may check your application status, make changes to your application, and direct inquiries to the Board office:

 www.floridaspharmacy.gov
 MQA.Pharmacy@flhealth.gov
 (850) 245-4474
 Florida Board of Pharmacy
4052 Bald Cypress Way, Bin C-04
Tallahassee, FL 32399-3258

What is a(n)...?

Work Activity Manual: This is a packet that verifies the work completed by a foreign graduate registered intern while he or she is completing the required 500 internship hours. The manual must be signed and reviewed by the approved preceptor prior to submission to the Board office.

License Verification: This is a specific document certifying licensure status and disciplinary history, prepared by a representative of the board which issued your license. Online license verifications will be deemed sufficient as long as they are current and display disciplinary history. *You may attach these to your application to expedite processing*

Self-Explanation: Correspondence that describes the circumstances surrounding disciplinary action/health history/criminal history. Should your application require Board review, the Board will read your self-explanation. *You may attach this to your application to expedite processing.*

Administrative Complaint / Final Order: Disciplinary documents which show what violations occurred concerning a license, and what actions were taken against the license by the agency/board/department that issued the license. *You may attach these to your application to expedite processing.*

Arrest Records / Final Disposition: Documents that are usually held by the Clerk of Courts. These documents show what happened during an arrest, and what the outcome of court proceedings concerning that arrest were. *You may attach these to your application to expedite processing.*

Completion of Sentencing Documents: Documents showing successful completion of any sentencing imposed in a *Final Disposition*. *You may attach these to your application to expedite processing.*