

### **Initial Application for Pharmacist by Score Transfer:**

Applying by Score Transfer means you are going to, or have already sat for NAPLEX in another state and wish to have those scores transferred to New Hampshire. You can only transfer the score up to 90 after your test date through NABP.

### **General Info:**

1. Be sure to read this entire document before you begin
2. Payments are accepted online by Visa or MasterCard **ONLY**
3. You cannot use an iPhone or an iPad to complete an application online
4. Make sure you take a look at all the requirements for licensure in our State prior to applying to ensure you qualify
5. You must complete all sections of the application. If anything is left blank, we will not be able to process your application completely until we receive the information in an emailed response from you
6. If the entire licensure process, including passing all required exams, is not completed within one year of the application being received then your application will expire and will be withdrawn

### **Application Requirements as described in Ph 301:**

1. Pay application fee online by MasterCard or Visa
2. Upload a copy of your birth certificate (must be in English)
  - a. In lieu of a birth certificate you may provide:
    - i. Certificate of Naturalization **or**
    - ii. Copy of current passport and government issued photo ID (driver's license, military ID, etc)
3. Upload a recent, full face, passport style photo of yourself
4. An official finalized transcript must be mailed/emailed directly to our office by your school of Pharmacy
  - a. If you are a foreign graduate, then you must upload a copy of your FPGEC in lieu of the transcript
5. Documentation of Internship hours must be sent into our office. Internship hours can be reported one of the following ways:
  - a. On the Internship/Preceptor Record Form
  - b. If hours were earned as part of your PharmD curriculum, you can have your Pharmacy School complete the Certificate of Pharmacy Education form **or**
  - c. You may request another State Board of Pharmacy to transfer your hours directly to the Board of Pharmacy
6. Go to the National Association of Boards of Pharmacy (NABP) website, <https://nabp.pharmacy/programs/>, to apply for score transfer of your NAPLEX scores & then apply for the MPJE. Be sure to select NH as your primary state for the MPJE.
7. A New Hampshire Pharmacist License will be granted once we have received the above items and you have successfully passed both the NAPLEX & MPJE exams (scores are sent directly to this office by NABP in about 5 – 7 business days).

### Online Application Instruction:

1. Go to <https://nhlicenses.nh.gov> and click on 'Create an account for a Person' on the left hand side of the screen. Enter your last name, zero for the license number and zero for the registration code. Click 'Search'
2. Enter all of your demographic information (including **full legal** name – including middle) and then choose a User ID and password (write this information down, you will need it again). If the information is accepted the next screen will prompt you to login
3. Enter the User ID and password that you just created and select 'Login'
4. Select 'New Application' on the left hand side of the screen
5. Choose the 'profession' of pharmacy, 'license type' as Pharmacist, and 'obtained by' as Score Transfer
6. Go through each menu item on the left hand side of the screen until all items are checked off and completed in its entirety. If any panel is not completed properly then your application will not be processed without requesting further information from you via email. This will slow down the process
  - a. Employment: If you are not employed at this time then you must enter unemployed in the employment panel. Do not leave this panel blank. You can search for all NH Pharmacies licensed with our office by selecting 'Search'
  - a. Supervisor info: If not employed you must enter N/A. Otherwise you must enter each item requested
  - b. Application Questions: please answer these carefully. An incorrect answer will hold up your application
  - c. Document Upload:
    - i. If you answered 'yes' to any of the questions on the previous screen with regards to discipline or other legal matters, then you must upload a detailed explanation along with all legal documentation
    - ii. Upload a copy of your birth certificate or other documentation as described above
    - iii. Upload a recent, full face, passport style photo of yourself
7. Print your 'Application Summary' page. This is proof that you have submitted an application to our office
8. If all the panels are complete then you will be able to move to the 'Pay License Fees' page.
9. If anything is incomplete, you will not be able to move past the upload page. If this happens then carefully go back through each page, check for completion, and hit submit at the bottom of each page
10. If this still does not fix the problem, then please email our IT department by selecting the 'Contact Us Form' at the bottom of any screen within the online application for help. Sometime uploading documents can cause the application to get stuck and you must email IT to resolve.

Note: No refund of fees shall be granted if you decide to withdraw your application for licensure in New Hampshire.