

## Initial Pharmacist Licensure Checklist

- Complete Iowa Board of Pharmacy [Application for Licensure by Examination](#)**
  - ❖ Include the following with your application
    - Check or Money Order for \$225 (\$180 License fee + \$45 background check fee) and
    - One current photograph of passport quality or better.
  - ❖ **If a qualified military veteran,**
    - A copy of your Certificate of Release **or** Discharge from Active Duty (DD Form 214) **or** Verification of Military Experience and Training (VMET-DD Form 2586).
  - ❖ **If a qualified low-income applicant,**
    - A completed “Initial Fee Waiver Application” [here](#).
  
- Complete NABP Application for Exams (NAPLEX & UMPJE – Iowa)**
  - ❖ Applications are completed online at the NABP [website](#):
    - Apply in “Exam Services” section of your NABP e-Profile and pay fees.
    - Verify your official transcript was sent from your college of pharmacy to NABP. Learn more about submitting transcripts [here](#).
  
- Complete fingerprint packet for criminal background check:**
  - ❖ Once the Board has received your completed License by Examination application and fee, the Board will:
    - send you a fingerprint packet and waiver to facilitate a criminal history background check
    - grant your eligibility to test with NABP
  - Complete the fingerprint packet and sign the waiver; send both back to the Board.<sup>1</sup>
  
- Purchase and register for both exams after you receive your Authorization to Test (ATT) from NABP**
  - ❖ NABP will provide a code (ATT) allowing you to purchase and register for both exams, after the Iowa Board of Pharmacy verifies your eligibility.<sup>2</sup>

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<sup>1</sup> **Your license will not be issued** if the Board has not received your waiver and fingerprint packet.

<sup>2</sup> Eligibility is granted after the board has received a **complete** License by Examination Application and fee.