

**Due to a recent process change,  
NABP is now evaluating candidates' eligibility to  
sit for the NAPLEX and Maine MPJE.**



**If you have not yet passed the  
required examinations  
DO NOT SUBMIT this application. Please con-  
tact NABP directly for instruction on how to be  
made eligible.  
[www.nabp.pharmacy](http://www.nabp.pharmacy) or 847-391-4406**

**If you have already passed the required exams,  
please continue to the next page.**



# MAINE BOARD OF PHARMACY

## Pharmacist by Reciprocity/Endorsement

Do not return the following informational pages with your application; it is for your information only

Department of Professional and Financial Regulation  
Office of Professional and Occupational Regulation  
(Mailing address) 35 State House Station, Augusta, ME 04333  
(Office location) Gardiner Annex, 76 Northern Avenue, Gardiner, Maine 04345

Office Direct Line (207) 624-8620 or Main Receptionist (207) 624-8603  
TTY users call Maine relay 711  
FAX (207) 624-8637

Web address: [www.maine.gov/professionallicensing](http://www.maine.gov/professionallicensing)  
Email: [pharmacy.lic@maine.gov](mailto:pharmacy.lic@maine.gov)

### FAQ's

Have a question? Please visit our list of Frequently Asked Questions.

#### **Can I come to Gardiner to drop off my application?**

No, the Gardiner Annex is closed to the public until further notice due to the Covid-19 pandemic. Please mail your paper application to our mailing address  
35 State House Station, Augusta, ME 04333.

## **APPLICATION INSTRUCTIONS** **PHARMACIST BY RECIPROCITY**

The following is a guideline to assist in your application process. It does not, however, replace the requirements outlined in the Maine Board of Pharmacy Laws and Rules. Please review them carefully for more detailed and clarifying information.

- You must demonstrate that you are at least 21 years of age. A photocopy of your official birth certificate or other official legal document is acceptable.
- Official transcripts of your pharmacy degree must accompany your application.
  - All Foreign pharmacy graduates must submit the FPGEC issued by NABP. You must submit the appropriate certification evidence issued by NABP with this application. Please visit the NABP website for information on the FPGEE process and to contact NABP [www.nabp.pharmacy](http://www.nabp.pharmacy). We cannot assist you on this matter.
- If you have not engaged in the practice of pharmacy for a period of one year of this application you must provide evidence of having completed a minimum of 1,500 internship hours from a college or state licensing body within the one-year period immediately preceding this application.
- Examinations — Effective May 1, 2017 the Maine Board will not longer be qualifying candidates for the NAPLEX or MPJE. Prior to submitting this application you must have obtained a passing score on both the NAPLEX and Maine MPJE examinations. If you have passed the NAPLEX in another state, you must contact NABP for a score transfer to Maine.
- If you hold or have held a professional license in another state or jurisdiction, you must submit evidence from the State of licensure in the form of a License Verification.

### **For Specialty Authorization:**

- In Maine, you must be authorized to Administer Drugs and Vaccines and/or Collaborative Drug Therapy Management by virtue of additional license(s). Applications to apply for an initial Administration of Drugs and Vaccines or Collaborative Drug Therapy Management are available online at [www.maine.gov/professionallicensing](http://www.maine.gov/professionallicensing)

### **Continuing Education:**

As a Pharmacist you will be required to satisfy the Continuing Education requirements pursuant to 32 MRSA § 13735 and Board Rules Chapter 5. Please be sure to review this information carefully.

### **Laws and Rules:**

#### **Maine Board of Pharmacy Laws and Rules**

<http://www.maine.gov/pfr/professionallicensing/professions/pharmacy/laws.html>

All relevant laws and rules are accessible from this web page.

#### **Title 5 Administrative Procedures and Services Chapter 341**

<http://www.mainelegislature.org/legis/statutes/5/title5ch341sec0.html>

#### **Title 10 Department of Business Regulation Law §§8001-8011**

<http://legislature.maine.gov/statutes/10/title10ch901sec0.html>

#### **Office of Professional and Occupational Regulation Rules 02 041**

<http://www.maine.gov/sos/cec/rules/02/chaps02.htm#041>

Chapter 10, Establishment of License Fees

Chapter 11, Late Renewals

Chapter 13, Uniform Rule for the Substantiation of Continuing Education Requirements

This office cannot provide you with a hard copy of laws and rules. However, all of these documents are available online at [www.maine.gov/professionallicensing](http://www.maine.gov/professionallicensing). Please visit the websites listed above to access these documents electronically. These documents may be subject to change without notice and it is strongly advised that you periodically revisit these sites for any updates.

### **Processing Time:**

Your application has a greater chance of being processed expeditiously if it is complete and all supporting documents are attached. Please visit our website at [www.maine.gov/professionallicensing](http://www.maine.gov/professionallicensing) to monitor your application's progress in real time. If the status appears as "PENDING", this means that your application was received by this office, and is pending or under review. Once reviewed, and if everything about your application is complete and complies with requirements, the permit will be issued. The status online will show as "ACTIVE". If your application is incomplete, a letter will be mailed to you.

**Please refrain from calling our office to "check" on your application as these calls only serve to slow our ability to review and process applications.**

### **IMPORTANT INFORMATION REGARDING YOUR LICENSE:**

**The Office no longer prints licenses.** You will be notified by email from [noreply@maine.gov](mailto:noreply@maine.gov) using the email address you provide on this application. A copy of your license will be attached to that email. (a paper license will not be sent by regular mail). **The email with your license will contain the access code that is required to renew your license online when the time comes.** You may also update your contact information and email address on our website [www.maine.gov/professionallicensing](http://www.maine.gov/professionallicensing) using your access code.

Approximately sixty (60) days prior to the expiration of your license a courtesy renewal reminder will be sent to you by email. It is important that you maintain a current email on file, or you risk not being able to receive the renewal reminder. You do not need to wait for a renewal reminder to renew your license. The online renewal opens sixty (60) days prior to the license expiring and you may renew online anytime. Failure to receive a courtesy renewal reminder notice does not waive your responsibility to renew your license in a timely manner.

## VERIFICATION OF LICENSURE

**\*\* A copy of your license is not considered a license verification \*\***

If you hold or have held a professional license in another state or jurisdiction, you must submit evidence from the State of licensure in the form of a License Verification.

You must contact the State Licensing Board or Jurisdiction that you currently hold a valid license to obtain a license verification. At a minimum, the license verification must include:

- Initial date of issuance
- Expiration date
- Current status, i.e. active, inactive, lapsed, probation, restricted, suspended, or revoked.
- Indication of discipline-yes/no, a checkbox, (no) files attached, etc.—if the State requires a separate search, such as New York State, submit the page where your name would be listed if you had discipline, but do not submit all the search results (could be 20-30 pages).

Please direct the licensing jurisdiction to send the License Verification report to you directly and in turn you must submit this verification with your completed Maine application.

A sample license verification is available on the Board's website in the applications and forms section.

**IMPORTANT:** Applications submitted without **all of the Verifications of Licensure** from the licensing jurisdiction(s) will not be accepted and your application returned as incomplete.

You may also obtain an electronically produced License Verification directly from the State Board website. For electronic License Verifications please be sure that it contains the State web-address and date the License Verification was printed, and any indication of disciplinary history.



**STATE OF MAINE  
DEPARTMENT OF PROFESSIONAL  
AND FINANCIAL REGULATION  
OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION  
INDIVIDUAL LICENSE APPLICATION**

APPLICANT INFORMATION (please print)

FULL LEGAL NAME	<i>FIRST</i>	<i>MIDDLE INITIAL</i>	<i>LAST</i>
ANY OTHER NAMES EVER USED:			
DATE OF BIRTH	<i>mm / dd / yyyy</i>	SOCIAL SECURITY NUMBER	-   -
CONTACT ADDRESS			
CITY	STATE	ZIP	COUNTY
PHONE # (   )	FAX # (   )	E-MAIL ( <b>Your license will be emailed</b> )	
<b>BACKGROUND CHECK NOTICE:</b> Pursuant to 5 MRS §5301 - 5303, the State of Maine is granted the authority to take into consideration an applicant's criminal history record. The Office of Professional and Occupational Regulation requires a criminal history records check as part of the application process for all applicants.			

**MAINE BOARD OF PHARMACY**  
Pharmacist by Reciprocity/Endorsement  
Required Fees: \$96.00 (Non-Refundable)

**Office Use Only:**

PR1421 - \$75.00  
2619 - \$21.00

*Office Use Only:*

Check # \_\_\_\_\_  
Amount: \_\_\_\_\_  
Cash # \_\_\_\_\_  
Lic. # \_\_\_\_\_  
Issue Date \_\_\_\_\_  
Exp. Date \_\_\_\_\_

**PAYMENT OPTIONS:**

Make checks payable to "Maine State Treasurer" - If you wish to pay by credit card, fill out the following:

NAME OF CARDHOLDER (please print)	<i>FIRST</i>	<i>MIDDLE INITIAL</i>	<i>LAST</i>
I authorize the Department of Professional and Financial Regulation, Office of Professional and Occupational Regulation to charge my <input type="checkbox"/> AMERICAN EXPRESS <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER the following amount: \$ _____			
<input type="checkbox"/> I understand that fees are non-refundable			
Card number:	<i>XXXX-XXXX-XXXX-XXXX</i>	Expiration Date	<i>mm / yyyy</i>
<b>SIGNATURE</b>		<b>DATE</b>	

**SECTION 1: PREVIOUS PHARMACEUTICAL EMPLOYMENT**

1. Employer	Position
Beginning Date of Employment	End Date
2. Employer	Position
Beginning Date of Employment	End Date
3. Employer	Position
Beginning Date of Employment	End Date

**Attach a separate piece of paper for additional employment.**

Pursuant to 32 MRS §13733 (1)(D) applicants must demonstrate practice within 5 out of the 10 years immediately preceding the application.

**SECTION 2: EDUCATION**

Please check all that apply:
<input type="checkbox"/> American Council on Pharmaceutical Education (ACPE)
<input type="checkbox"/> Canadian Council for Accreditation of Pharmacy Programs (CCAP)
<input type="checkbox"/> Foreign Pharmacy Graduate — FPGEC

College of Pharmacy		Date of Graduation
Contact Address	PO BOX or Street Address	
City	State	Zip
Official transcripts demonstrating your degree must be submitted with your application.		

**SECTION 3: LICENSE VERIFICATION**

Provide evidence of licensure. Accepted forms of evidence are: 1) A copy of the State’s or Jurisdiction’s primary source online verification services or 2) report produced by the Licensing Board or Jurisdiction is acceptable.

**DISCIPLINE:** If discipline was imposed on any license, submit a copy of the Consent Agreement, Order or legal document from your State or Jurisdiction of licensure.

If you do not hold or have not held a professional license please check here

State or Jurisdiction	License Type	License Number	Date Issued	Expiration Date	Was Discipline Ever Imposed - Answer (Yes or No)
1.					
2.					
3.					

**SECTION 4:** Check appropriate response to the questions below. Any YES response must be fully explained by written statement on a separate sheet of paper, signed and dated, and submitted with your application.

<p>Have you ever been denied registration by the U.S. Drug Enforcement Administration (DEA) or have you <b>ever</b> had a DEA Registration modified, restricted, suspended or revoked? Has any state or province denied, restricted, modified, suspended or revoked your state permit to prescribe or dispense controlled substances? If yes:</p> <ol style="list-style-type: none"> <li><input type="checkbox"/> DEA action <input type="checkbox"/> Other State of Province (Name) _____</li> <li>Submit a copy of the official action by the entity.</li> <li>Provide a detailed explanation in your own words on a separate sheet of paper.</li> </ol>	<input type="checkbox"/> Yes  <input type="checkbox"/> No
<p>Have you <b>ever</b> received a sanction from Medicare or from a state Medicaid program?</p> <ol style="list-style-type: none"> <li><input type="checkbox"/> Medicare <b>OR</b> <input type="checkbox"/> Medicaid Program (State) _____</li> <li>Submit a copy of the official action by the entity.</li> <li>Provide a detailed explanation in your own words on a separate sheet of paper.</li> </ol> <p>Clarification on programs:</p> <ul style="list-style-type: none"> <li>Medicare – Health program administered by the United States government for people that are (1) ages 65 or older, (2) under the age of 65 with certain disabilities, and/or (3) all ages with end-stage renal disease.</li> <li>Medicaid – Health program administered by the United States government for people with limited incomes.</li> <li>MaineCare – Health program administered by the State of Maine with similar eligibility requirements as Medicaid.</li> </ul>	<input type="checkbox"/> Yes  <input type="checkbox"/> No



## **SECTION 5: NOTICES**

### **Please Note:**

Pursuant to 10 MRS §8003-G - any change in name, address, email address, criminal convictions, disciplinary actions, or any material change set forth in your original application for licensure must be reported to the Office within 10 days.

You can access this Law for your review at:


<http://www.mainelegislature.org/legis/statutes/10/title10ch901sec0.html>

## **SECTION 6: APPLICANT'S CERTIFICATION AND SIGNATURE**

**Read the statement below and sign where indicated as your certification of the information provided on this application.**

Applications that are incomplete, altered (including use of any white out), defaced, or compromised will not be accepted. This includes, but is not limited to, unanswered questions, lack of appropriate signature, illegible information, missing required supporting documents, and/or missing or wrong fee.

By my signature, I hereby certify that the information provided on this application is true and accurate to the best of my knowledge and belief. By submitting this application I understand that the Board of Pharmacy will rely upon this information for issuance of my license and that this information is truthful and factual. I further understand that sanctions may be imposed, including denial, suspension or revocation of my license, if this information is found to be false.

Printed Name of Applicant	Title
Signature of Applicant	Date
	





STATE OF MAINE  
DEPARTMENT OF PROFESSIONAL  
AND FINANCIAL REGULATION  
**MAINE BOARD OF PHARMACY**  
35 STATE HOUSE STATION  
AUGUSTA, MAINE 04333-0035  
TEL:(207)624-8620 – FAX:(207)624-8637

## CERTIFICATE OF MORAL CHARACTER

*This form must be completed by the person attesting to the applicant's good moral, ethical and professional character.*

The person attesting to the applicant's good moral character must personally know him/her and be prepared to furnish additional information concerning the applicant's character, education, and standing as may be requested by the Maine Board of Pharmacy.

I, the undersigned, hereby affirm that I am personally acquainted with the applicant named below and know him/her to be of good moral character.

***Please write legibly.***

By submitting this application and supporting documents I understand that the Maine Board of

Applicant's Name (Please Print)			
Name of Person Conferring Applicant's Character	Name		
	Street		
	City/State/Zip		
	Telephone #	Email Address:	
	Occupation	Date	
	Signature		
Briefly describe how the applicant is known to you. (e.g. fellow colleague, neighbor, long time friend, etc.)			

Pharmacy will rely upon this information for issuance of my license and that this information is truthful and factual and that sanctions may be imposed, including denial, suspension or revocation of my license, if this information is found to be false.

SIGNATURE OF APPLICANT

DATE