



# STATE OF MAINE BOARD OF PHARMACY

**Application and applicant information to assist  
in completing your application**

**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/Hearing Impaired 1-888-577-6690  
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)

## 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 Board of Pharmacy Laws and Rules. Please review them carefully for more detailed and clarifying information.

- To register for the NAPLEX and the Multi-State Pharmacy Jurisprudence Examination, go to <http://www.nabp.net/> . Please note if you are applying by score transfer, the score is valid for one year only from date of passing NAPLEX examination.
- You must provide evidence of having completed a minimum of 1,500 internship hours from a college or state licensing body.
- Your NAPLEX, Score Transfer and MPJE score results are reported directly by electronic means to the Maine Board, which in turn will be reported to you in writing. **Please allow at least 10 business days.** Please do not call our office for your results. Scores will not be released by phone.
- 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
- <http://www.nabp.net/> . We cannot help you on this matter.
- Official transcripts of your pharmacy degree must accompany your application.
- 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.
- 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.
- If you have a disability and require special accommodations in taking the examination, please complete the enclosed "request for accommodation" form and submit it with your application. The Maine Board of Pharmacy outsources all examination administrations. Special accommodation requests must be submitted well in advance of the test date, we cannot guarantee the availability of accommodations on-site.
- MULTISTATE PHARMACY JURISPRUDENCE EXAM ("MPJE™") References: The Maine Pharmacy laws and rules, Department of Public Safety rules on security prescription blanks, and pharmacy related federal regulations are accessible online at [www.maine.gov/professionallicensing](http://www.maine.gov/professionallicensing) Click on "professions and occupations", under "About this Board" click on "laws and rules." You may also contact the following agency for federal regulations: U.S. Government Printing Office Tel (202) 512-1800, at the following web site: [www.access.gpo.gov/nara/cfr/cfr-table-search.html](http://www.access.gpo.gov/nara/cfr/cfr-table-search.html)

**INITIAL EACH PAGE OF YOUR APPLICATION WHERE NOTED.** Be sure to initial the bottom of each page where noted on your application. This is critical to insuring that each page of your application is intact with the correlating application and will help us with expediting your application review. All pages requiring initials must be returned to our office as part of your complete application.

The Board of Pharmacy requires that all supporting documents and fees be submitted with the filing of your application. **Your application will be considered incomplete and will be returned if supporting documents and/or fees are omitted.** Documents that have been modified or altered (including the use of any white out substance) in any way will not be accepted.

**PROCESSING TIME:**

- ✓ Please do not call our office regarding the status of your application as numerous calls will delay the timeliness of processing applications. Information regarding the status of applications may be found at the Office of Professional and Occupational Regulation's website [www.maine.gov/professionallicensing](http://www.maine.gov/professionallicensing). We appreciate your thoughtful attention to this request.
- ✓ Once your license is issued it is immediately visible online with an "active" status. Licenses are printed off site and require at least 14 business days for delivery.

## VERIFICATION OF LICENSURE

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.

Please contact the state of licensure to request an official License Verification. At a minimum, the license verification must contain:

- Name of State providing the License Verification
- Your name
- License number and expiration date
- Status of your license i.e. active, inactive, lapsed, probation, restricted, suspended, revoked...
- Type of license issued to you
- Date your license was issued
- If appropriate, hours of internship completed with beginning and ending dates
- Method your license was issued i.e. Original State, Reciprocity/Endorsement, Score Transfer
- Examinations taken i.e. NAPLEX, Jurisprudence, other
- Disciplinary action(s) against your license, if any
- Signature and title of person from the licensing jurisdiction providing License Verification
- State Seal

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.

STATE OF MAINE DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION  
OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION

**Mailing Address:** 35 State House Station, Augusta, Maine 04333 **Courier/Delivery address:** 76 Northern Avenue, Gardiner, Maine 04345  
Phone: (207) 624-8603 Fax: (207) 624-8637 Hearing Impaired: (888) 577-6690 web: [www.maine.gov/professionallicensing](http://www.maine.gov/professionallicensing)

### Frequently Asked Questions:

- **Where do I send my application?** Our mailing address is 35 State House Station, Augusta, Maine 04333-0035
- **Where are you located?** 76 Northern Avenue, Gardiner, Maine.
- **What hours are you open?** 8:00 AM to 5:00 PM weekdays
- **Can I come to Gardiner to drop off my application?** Yes. You will not leave with a license, though.
- **Can I come to Gardiner to pick up my license?** No. Your license will be mailed to you.
- **How long does it take to process an application?** You can check our website: [www.maine.gov/professionallicensing](http://www.maine.gov/professionallicensing). Your license will show up as PENDING at first; as soon as your status is ACTIVE you are authorized to practice.
- **How far back do I go answering the criminal question?** Any conviction, ever.

### NOTICES

**BACKGROUND CHECK:** 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.

**PUBLIC RECORD:** This application is a public record for purposes of the Maine Freedom of Access Law (1 MRS §401 et seq). Public records must be made available to any person upon request. This application for licensure is a public record and information supplied as part of the application (other than social security number and credit card information) is public information. Other licensing records to which this information may later be transferred will also be considered public records. Names, license numbers and mailing addresses listed on or submitted as part of this application will be available to the public and may be posted on our website.

**SOCIAL SECURITY NUMBER:** The following statement is made pursuant to the Privacy Act of 1974 (§7(B)). Disclosure of your Social Security Number is mandatory. Solicitation of your Social Security Number is solely for tax administration purposes, pursuant to 35 MRS §175 as authorized by the Tax Reform Act of 1975 (42 USC §405(C)(2)(C)(1)). Your Social Security Number will be disclosed to the State Tax Assessor or an authorized agent for use in determining filing obligations and tax liability pursuant to Title 36 of the Maine Revised Statutes. No further use will be made of your Social Security Number and it shall be treated as confidential tax information pursuant to 36 MRS §191.

#### Before you seal the envelope, did you:

- Complete every item on the application (incomplete applications may be returned)
- Answer the criminal background disclosure questions
- Sign and date your application
- Include correct amount (payable to Maine State Treasurer) or credit card information (plus signature)
- Include any required transcripts or exam results
- Make a copy of your application to keep for your records
- DO NOT SEND CASH.



**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 10 years.

**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 <input type="checkbox"/> 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.		

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INITIALS OF APPLICANT

**SECTION 3: LIST BELOW EVERY JURISDICTION IN WHICH YOU HOLD OR HAVE EVER HELD A PROFESSIONAL LICENSE.** Includes pharmacy technician, pharmacy intern, pharmacist or any other professional license or registration. List each state in which you hold or have ever held a pharmacy technician, pharmacist or pharmacy intern license or registration.

1. State, Territory, Country	License Number/ Type	Date Issued	Expiration Date
2. State, Territory, Country	License Number/ Type	Date Issued	Expiration Date
3. State, Territory, Country	License Number/ Type	Date Issued	Expiration Date
4. State, Territory, Country	License Number/ Type	Date Issued	Expiration Date

**Use a separate sheet of paper if additional space is needed.**

**NOTE:** For each of the above, you must submit with this application an official Verification of Licensure from each licensing jurisdiction. **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.

**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 has this entity ever had a DEA Registration modified, restricted, suspended or revoked? Has any state or province denied, restricted, modified, suspended or revoked this entities state permit to prescribe or dispense controlled substances? If yes:</p> <p>1. DEA action <u>OR</u> Other Entity (Name) _____</p> <p>2. Submit a copy of the official action by the entity.</p> <p>3. Provide a detailed explanation in your own words on a separate sheet of paper.</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>Have you ever received a sanction from Medicare or from a state Medicaid program?</p> <p>1. <input type="checkbox"/> Medicare <u>OR</u> <input type="checkbox"/> Medicaid Program (State) _____</p> <p>2. Submit a copy of the official action by the entity.</p> <p>3. Provide a detailed explanation in your own words on a separate sheet of paper.</p> <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>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

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INITIALS OF APPLICANT

**SECTION 5: CERTIFICATE OF ADMINISTRATION OF DRUGS AND IMMUNIZATIONS**  
**YOU MUST COMPLETE SECTION A, B OR C, WHICHEVER APPLIES.**

**SECTION A: Currently authorized by another jurisdiction to administer drugs and immunizations and your training or course work is compliant with 32 MRSA § 13832(4). (See insert in gray section below).**

Are you currently authorized/licensed by any jurisdiction to administer drugs and immunizations?  
 Yes or  No List State: \_\_\_\_\_.

Do you have continuous administration practice since completion of training in drug administration?  
(32 MRSA § 13832(4))  Yes or  No

Has any adverse disciplinary action been taken against this authorization/license?  Yes or  No

Please submit a license verification from the licensing jurisdiction to verify that you are authorized to administer drugs and immunizations.

If you are not currently certified/licensed in another jurisdiction and qualify with educational licensing, please complete section B or C, whichever applies.

**For Section B or C**

Your PharmD transcripts and evidence of having completed a 20 hour course of study **must** accompany this application; otherwise your application **will be deemed incomplete and returned** without processing. The PharmD program or the 20 hour course of study must meet the didactic & practical requirements described in 32 MRSA § 13832(4).

32 MRSA § 13832(4)

**Didactic; practical course.** Satisfactorily complete a didactic and practical course approved by the board that includes the current guidelines and recommendations of the federal Department of Health and Human Services, Centers for Disease Control and Prevention, the American Council on Pharmaceutical Education or a similar health authority or professional body, and that includes, but is not limited to, disease epidemiology, indications for use of vaccines, vaccine characteristics, injection techniques, adverse reactions to vaccines, emergency response to adverse events, immunization screening, informed consent, record keeping, registries, including the immunization information system established under Title 22, section 1064, registry training and reporting mechanisms, including reporting adverse events, life support training, biohazard waste disposal and sterile techniques and related topics.

Pursuant to 32 MRSA Sub-Section 13832(3) training must have been obtained within 3 years immediately preceding this application. In addition:

- A PharmD transcript must clearly state your name and date the degree was awarded.
- The 20 hour course of study must clearly state your name, date of completion and the number of hours completed.

**SECTION B: TRAINING - Complete this section IF APPLYING BY HAVING COMPLETED A 20-HOUR COURSE OF STUDY (32 MRSA §13832, section 3)**

Please list the name of the course, the course sponsor and date course completed.

- Check here if this is an American Council on Pharmaceutical Education (ACPE) course.

Course name: \_\_\_\_\_

Date Completed: \_\_\_\_\_

- Check here if this is a course sponsored or approved by the Centers for Disease Control and Prevention.

Course name: \_\_\_\_\_

Date Completed: \_\_\_\_\_

- Check here if Other: - please provide a copy of the course syllabus or course content.

Course sponsor: \_\_\_\_\_

Course name: \_\_\_\_\_

Date Completed: \_\_\_\_\_

\_\_\_\_\_  
INITIALS OF APPLICANT

**SECTION C: TRAINING - Complete this section if applying with a PharmD degree.**

College of Pharmacy	Date degree awarded	Semester Immunology was taken
College Contact Address	PO BOX or Street Address	
City	State	Zip

**SECTION D: LIFE SUPPORT TRAINING (CPR) — Evidence of completing cardiovascular life support training.**

Please complete the following.

- Check here if this is an American Heart Association course.

Course name: \_\_\_\_\_

Date Completed: \_\_\_\_\_

- Check here if this is an American Red Cross course.

Course name: \_\_\_\_\_

Date Completed: \_\_\_\_\_

- Check here if Other:

Course sponsor: \_\_\_\_\_

Course name: \_\_\_\_\_

Date Completed: \_\_\_\_\_

**SECTION E: For Your Information on Treatment Protocol**

The following is an excerpt from 32 MRSA §13833:

“The pharmacist shall administer drugs and immunizations in compliance with a treatment protocol established by a practitioner authorized under the laws of this State to order administration of those drugs and immunizations approved by the board. A copy of the treatment protocol must be submitted to the board....”

**BOARD RULE CHAPTER 4-A**

Requires that a pharmacist holding a certificate of administration or the pharmacy or pharmacies to which the treatment protocol is issued shall submit a copy of the protocol to the board no later than 20 calendar days after the effective date of the protocol.

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INITIALS OF APPLICANT

## **SECTION 6: NOTICES**

### **Public Information**

This application is a public record for purposes of Maine's Freedom of Access Law, 1 MRS §401, et seq. Public records must be made available to any person upon request. Information that you supply as part of this application (except your Social Security number) is public information. Other licensing records to which this information may later be transferred are also considered public records. Where permitted by law, your name, license number, contact address and other information listed on this application may be posted on the State's website.

### **10 Day Notification Requirement**

This applicant/licensee must report in writing to the Board the following information no later than 10 days after the change or event, as the case may be:

- a. Change of name or address of the licensee;
- b. A criminal conviction of the licensee or anyone listed on this application as having an ownership interest in the licensee;
- c. A revocation, suspension, or other disciplinary action taken in this or any other jurisdiction against any occupational or professional license held by the applicant/licensee or anyone listed on this application as having an ownership interest in the licensee; or
- d. Any material change in the conditions or qualifications set forth in the original application for licensure submitted to the Board.

### **Social Security Number Disclosure**

The following statement is made pursuant to the Privacy Act of 1974 section 7 (B). Disclosure of your social security number is mandatory. Solicitation of your social security number is solely for tax administration purposes pursuant to 36 MRS section 175 as authorized by the Tax Reform Act of 1976 (42 USC section-405 (C) (2) (1)). Your social security number will be disclosed to the State Tax Assessor or an authorized agent for use in determining filing obligations and tax liability pursuant to Title 36 of the Maine Revised Statutes. No further use will be made of your social security number and it shall be treated as confidential tax information pursuant to 36 MRS §191.

INITIALS OF APPLICANT

**SECTION 7: APPLICANT’S CERTIFICATION AND SIGNATURE**

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

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 Maine 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.

The Applicant certifies by his/her signature that the management of the pharmacy will be vested with the licensed pharmacist in all matters directly or indirectly related to the practice of pharmacy or in any matters related to health, welfare, and safety of the public, as required by 32 MRS Section 13752(4).

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

Printed Name of Applicant	Title
Signature of Applicant	Date





STATE OF MAINE  
DEPARTMENT OF PROFESSIONAL  
AND FINANCIAL REGULATION  
**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 be personally known to him/her and be prepared to furnish additional information concerning the applicant's character, education, and standing as may be requested by the Board of Pharmacy.

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

***Please write legibly.***

Applicant's Name <i>(Please Print)</i>			
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.)			

By submitting this application and supporting documents 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 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



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

**ACCOMMODATION REQUEST FORM**

*The information requested below and any documentation regarding your disability and your need for accommodation in testing will be considered strictly confidential and will not be shared with any outside source without your express written permission.*

NAME: _____
ADDRESS: _____
TELEPHONE #: _____ SOCIAL SECURITY NUMBER: _____

Accommodations Requested for the \_\_\_\_\_ Examination.  
Disability \_\_\_\_\_

**Please check all that apply**

- Accessible Testing Site
- Separate Testing Site
- Braille
- Large Print
- Tape
- Reader as Accommodation for Visual Impairment
- Scribe/Amanuensis as Accommodation for Visual or Motor Impairment
- Reader as Accommodation for Learning Disability
- Scribe/Amanuensis as Accommodation for Learning
- Sign Language Interpreter
- Extended Time
  - Time-and-a-half
  - Double time
  - More than double time (specify): \_\_\_\_\_
- Use of Computer or other adaptive equipment (specify): \_\_\_\_\_
- Other: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

