



Foreign Pharmacy Graduate Examination Committee™

FPGEC®

Certification

Includes instructions for applying to take the

FPGEE®

Foreign Pharmacy Graduate Equivalency Examination®

Candidate Application Bulletin

Please read the *FPGEC Candidate Application Bulletin* (this *Bulletin*) thoroughly to ensure that you understand all the policies and procedures for taking your examination. This *Bulletin* contains information for all FPGEC applications and scheduling of all FPGEE appointments beginning January 1, 2021, as well as open applications.



FPGEC®

Candidate Application Bulletin

Mission Statement of the National Association of Boards of Pharmacy

NABP is the independent, international, and impartial association that assists its member boards and jurisdictions for the purpose of protecting the public health.

Vision Statement

Innovating and collaborating today for a safer public health tomorrow.

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The information in this *Bulletin* is not a contract. The policies and procedures specified in this *Bulletin* are subject to change without notice.

This *Bulletin* is provided to guide you through the key steps in applying for eligibility and completing the requirements for FPGEC Certification. This includes instructions for purchasing and sitting for the FPGEE.

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WHAT IS FPGEC CERTIFICATION?

FPGEC

The Foreign Pharmacy Graduate Examination Committee™ (FPGEC®) oversees the FPGEC Certification process and grants FPGEC Certification under the auspices of the National Association of Boards of Pharmacy® (NABP®).

The FPGEC evaluates the qualifications of pharmacists licensed and educated outside of the United States who wish to become certified to practice pharmacy in a US jurisdiction.

Who Needs FPGEC Certification?

If you received your primary pharmacy degree from a recognized school of pharmacy that is not Accreditation Council for Pharmacy Education (ACPE)-accredited, you are considered a foreign pharmacy graduate. Status as a foreign pharmacy graduate is independent of citizenship, and is based solely on where you received your pharmacy education. US citizens who have completed their pharmacy education from non-ACPE-accredited schools are considered foreign pharmacy graduates. Non-US citizens who have graduated from ACPE-accredited schools are not.

All 50 US states, the District of Columbia, Guam, and Puerto Rico require foreign pharmacy graduates to receive FPGEC Certification before applying for a license from their state board of pharmacy. In addition, FPGEC Certification is required before a foreign pharmacy graduate can apply for pharmacy licensing exams. These exams are required to achieve licensure and include the North American Pharmacist Licensure Examination® (NAPLEX®) and the Multistate Pharmacy Jurisprudence Examination® (MPJE®).

The FPGEC Certificate is not a license to practice pharmacy. To practice in the US, you must be licensed by the state or jurisdiction in which you practice. Because licensure requirements vary by state, you should directly contact the board(s) of pharmacy for the state(s) in which you want to practice. This is the best way to obtain up-to-date information on state laws and requirements. Contact information for the boards of pharmacy is available on the [NABP website](#).

NABP reserves the right, in its sole discretion, to refuse to accept any application, registration form, documentation, or payment that does not conform to applicable US laws and regulations and FPGEC candidate requirements.

Read This *Bulletin* Carefully

The information in this *Bulletin* will guide you through the steps of the FPGECE process, including registering to take the FPGECE. It answers the most frequently asked questions about the FPGECE application process and also contains important exam policies and procedures.

Read this *Bulletin* thoroughly to ensure that you understand all the requirements, policies, and procedures before you submit your application.

Unless stated otherwise, the policies and procedures specified in this *Bulletin* apply to all open applications, regardless of submission date.

NABP E-Profile

All FPGECE Certification candidates are required to have an NABP e-Profile. If you applied to the FPGECE prior to May 2018 and obtained an EE number, do not create a new e-Profile. An e-Profile ID has already been assigned to you. If you need your e-Profile ID instructions, email FP@nabp.pharmacy.

All other candidates may create a new e-Profile using the [instructions on the NABP website](#).

CERTIFICATION REQUIREMENTS

To obtain FPGECE Certification, you must:

- Complete and submit all requested documentation for the FPGECE Certification application.
- Pass the Test of English as a Foreign Language Internet-based Test (TOEFL iBT).
- Pass the FPGECE.

Educational Qualifications

To be considered as a candidate for the FPGECE Certification Program, you must have graduated from a recognized or accredited school of pharmacy in a non-US country or jurisdiction or a US school that is not ACPE accredited. Specifically, the school of pharmacy must be accredited by an organization that accredits or certifies professional degree programs in pharmacy or the school must be regionally recognized (meaning nations in the geographical region of the school must recognize the professional degree program of the school as meeting regionally adopted standards).

Minimum Curriculum Length

- **If you graduated prior to January 1, 2003**, you must have completed at least a 4-year pharmacy curriculum at the time of graduation.
- **If you graduated on or after January 1, 2003**, you must have completed at least a 5-year pharmacy curriculum at the time of graduation.

The change from a 4-year to a 5-year educational curriculum requirement has enabled the FPGECE Certification Program to be consistent with the revised standards of US pharmacy school curriculum.

Pre-pharmacy coursework, completed at the equivalent of a US college or university, and required of all students for admission, may be considered in determining minimum curriculum length requirements.

The following completed after graduation cannot be considered for determining the minimum required curriculum length: coursework, internships, continuing education certificates, and work experience.

Post-baccalaureate pharmacy degrees will only be considered when the degree obtained and the coursework completed to obtain the degree satisfactorily show that you obtained patient care experience in a clinical pharmacy practice setting.

At the sole discretion of the FPGECE, post-baccalaureate degrees will be reviewed on a case-by-case basis to determine whether they may be applied to the minimum required curriculum length.

License/Registration Qualifications

All candidates must also hold an unrestricted, permanent license, registration, or both (Licensure/Registration) as required for the unrestricted practice of pharmacy in the country or jurisdiction where the pharmacy degree was earned or in the country where they were a practicing pharmacist. Candidates who have obtained asylum in the US and who do not have or cannot provide evidence of holding an unrestricted, permanent pharmacy license/registration outside of the US are not eligible for FPGEC Certification.

TOEFL iBT

The TOEFL iBT is the sole English language proficiency examination accepted for candidates seeking FPGEC Certification, and a passing score on the TOEFL iBT is required for acceptance to sit for the FPGEE. The TOEFL iBT must be completed by all foreign pharmacy graduates, even those who are native English speakers. There are no exceptions or waivers to these requirements. The at-home TOEFL iBT is not accepted by the FPGEC program (see Secure Testing Environment below).

- If your application was submitted on or **after January 1, 2020**, you must pass the TOEFL iBT **before** being accepted to sit for the FPGEE. The TOEFL iBT score report, along with other required documentation, must be submitted before evaluation can begin.
- Open applications submitted **prior to January 1, 2020**, remain eligible to complete the TOEFL iBT requirement after being accepted to sit for the FPGEE. You must complete the TOEFL iBT within 5 years of receiving a passing score on the FPGEE.

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Scores are valid for 2 years

You must complete all four sections in one testing session. Scores for the four sections must be reported to FPGEC on one official score report directly from Educational Testing Service (ETS). If you score less than the minimum required score in any section, your score report will not be accepted. The FPGEC **does not** accept “My Best” scores and will not consider a total score on the TOEFL iBT.

Passing scores are valid for the FPGEC program for 2 years from the date of the administration of the test. This applies to applications submitted both before and after January 1, 2020.

Secure Testing Environment

The TOEFL iBT is considered a high-stakes exam for prospective pharmacists. As with NABP’s other high-stakes exams, the test must be completed in a secure testing environment within the US.

Due to this restriction, TOEFL iBT score reports are only accepted from ETS test centers located in NABP member and associate member jurisdictions, including the 50 US states, the District of Columbia, Guam, Puerto Rico, the Virgin Islands,

the Bahamas, and 10 Canadian provinces (Alberta, British Columbia, Manitoba, New Brunswick, Newfoundland and Labrador, Nova Scotia, Ontario, Prince Edward Island, Quebec, and Saskatchewan).

Score Reports

You must request that your TOEFL iBT score report be submitted to the FPGEC directly by ETS. Use the **FPGEC identification number 9103**. The FPGEC will only accept official score reports received directly from ETS.

Your name on the score report must match your name as it appears on your e-Profile. In addition, the date of birth on the official score report must also exactly match what appears in your e-Profile. Score reports with discrepancies in the name, photo ID, or date of birth will not be accepted.

If you have changed your name since applying for FPGEC Certification, see the Name Changes, Name Matching on Documents, and Other Guidelines section for important information.

FPGEC CERTIFICATION PROCESS

Step 1: Complete Your FPGEC Application, Pay Application Fee, and Submit Documentation

Application and Fees

In your NABP e-Profile, complete the application form and fill out all required information. You must submit your payment using a credit or debit card at the time you submit your application. Personal checks, bank drafts, and cash (or other unapproved forms of payment) are not accepted.

The **nonrefundable** FPGEC application fee is \$550, which includes a \$100 administrative fee and a \$450 document evaluation fee.

Requesting Testing Accommodations

If you are a person with a disability, and need testing accommodations when taking the FPGEE, you will need to start the process of having your request approved when you submit your application.

If you are requesting an accommodation that is listed on the Pearson VUE Comfort Aid List, you do not need to complete an accommodation request. Additionally, if you are requesting adjustable font (20-point or 24-point enlargement), you do not need to submit an accommodation request. On the day of the exam, you may request that the Pearson VUE personnel show you how to use the adjustable font feature.

Additional information about testing accommodations can be found in the What Is the FPGEE section of this *Bulletin*.

FPGEC Attestation

The [FPGEC Attestation](#) is among the documents you will need to send by mail as part of the application process. Print the form and complete the following steps:

- Read the certification statement.
- In the presence of a consular official, first-class magistrate, or notary public, sign (do not print) your full name (in English) on the first line indicated using blue or black pen.
- The official must complete the last two lines of the FPGEC Attestation form.
- Attach one of the required photos in the box provided using tape or glue. Do not use a staple. The entire notarial seal, stamp, or signature on this photo must be legible, in English, and must overlap with a portion of both the attached photo and the application form. The seal or signature must not cover your face in the photo.

Note that your FPGEC Attestation will use a different form if your application was submitted before January 1, 2020. Both forms can be found in the FPGEC section of the NABP website.

Photos

Two identical photos are among the documents that you will need to mail as part of the application process.

These photos must:

- show your entire face;
- be of passport size (51 x 51 mm) and quality; and
- be taken within **3 months** of the date you submit your FPGEC application.

As explained above, one of the photos will be attached to your attestation form. The second photo must not be signed, notarized, or marked in any way, and will be uploaded to your e-Profile.

You will be required to submit your FPGEC Attestation, photograph, proof of your license and/or registration, and photocopy of your current ID by mail to:

NABP
Attn: FPGEC
1600 Feehanville Drive
Mount Prospect, IL 60056-6014

Step 2: Submit Application to ECE

As part of the FPGEC Certification process, you must submit a separate application and documentation to Educational Credential Evaluators (ECE), the organization that will verify your degree credentials. See details online at www.ece.org/nabp. During this process, you will be required to submit the following:

- Your official pharmacy school transcripts, including any qualifying pre-pharmacy, bachelor's degree, or post-baccalaureate coursework.
- Official proof of your degree in pharmacy, which must indicate the title of the degree and the date of issuance.

All official documentation submitted to ECE must comply with the requirements below.

Official Transcript(s)

To be considered for certification, you must submit official transcripts of all pre-pharmacy, bachelor's degree, and post-baccalaureate pharmacy studies to ECE. If there were additional coursework requirements for graduation, an official transcript is also required.

Official transcripts must be in a sealed envelope or must be sent directly from the institution. They must include:

- An original inked or dry school seal/stamp
- Signature (in ink) of a pharmacy school official
- Dates you attended pharmacy school
- The title (name) of each course taken

- The number of hours of study
- Grades or other documentation proving completion

Unofficial photocopies of transcripts will not be accepted.

Transcripts are not returned.

ECE General Evaluation Reports are retained for 2 years. After 2 years, a new ECE General Evaluation Report must be submitted. When FPGEC receives a ECE General Evaluation Report, it will be used for all current and subsequent FPGEC applications while it is retained.

Official Proof of Degree

Official proof of your pharmacy degree, indicating the title of the degree and the date of issuance, must also be submitted to ECE. If you are submitting information about another credential or degree earned from a pharmacy school, it must indicate the title of the credential or degree earned and the date of issuance. The pharmacy degree or credential you received must be the professional degree leading to the licensure and/or registration to practice pharmacy.

What ECE services do I need?

When you submit your application to ECE, you will need to request a General Evaluation Report. You must also order an extra copy of the report to be submitted directly to the FPGEC. Current fees for these services are available on the ECE website.

If you wish to withdraw your ECE application or request a refund, you must contact ECE directly. Contact information is provided in the Contact Information section of this *Bulletin*.

Step 3: Submit Your Pharmacist License and/or Registration, ID, and Supporting Documentation

In addition to the supporting documentation you send to ECE, you are also required to demonstrate to the FPGEC you are authorized to practice pharmacy in a country outside the US, whether that is a license, a registration, or both from the country where you have been practicing pharmacy. You will need to send proof of your License/Registration according to the specific country requirements.

All official documentation must:

- Include the date that the License and/or Registration was issued.
- Include an inked or impressed seal or stamp of the issuing body.
- Include an inked signature of the individual from the issuing body authorized to certify the document.
- Be sealed in an envelope by the issuing body. A seal, stamp, or signature of an official must overlap the flap closure and the envelope.

Once sealed, the License/Registration envelope may be submitted to the FPGEC by you or the issuing body.

Any documents that are not in English, or that contain non-English stamps or seals, must be accompanied with a word-for-word English translation from a credentialed translator. See Translation of Non-English Documents for more details about

these requirements.

Each License/Registration must be permanent, unrestricted, and certified by the appropriate government official of the jurisdiction issuing the credential.

The FPGEC, at its discretion, may require further documentation to qualify you for certification. Electronically submitted documents will not be accepted.

What if no License/Registration is required to practice pharmacy in the country where I am practicing?

You will be required to submit official documentation in a properly sealed envelope by the issuing body, verified by the pharmacy school or the applicable government agency that neither licensure nor registration was required to practice pharmacy in that country. If further documentation is required, you will be notified.

What if I am not a citizen of the country where I obtained my pharmacy degree?

In this case, or if you were unable to obtain an unrestricted, permanent License/Registration in that country, then you must submit:

- official proof of a permanent unrestricted License/Registration in whichever country or jurisdiction the license and/or registration was obtained; **and**
- an official statement, issued by the appropriate government official of the country or jurisdiction where your degree was earned, confirming that you would be eligible for licensure and/or registration if you were a citizen.

I did not obtain an unrestricted, permanent License/Registration; do I meet Licensure/Registration qualifications?

No. To qualify for FPGEC Certification, you must demonstrate that you have obtained a permanent, unrestricted License/Registration to practice pharmacy in a country outside of the US. If you are unable to satisfy this requirement, you do not qualify for FPGEC Certification.

Passport

You must submit a certified photocopy of a current passport. Your name on the passport must match your name on your FPGEC application and all supporting documentation.

Can I Submit Photocopies of My Documentation?

Any photocopies of documents submitted to the FPGEC must be certified. This means you must bring both the original document and the copy to a notary public, consular official, or first-class magistrate for review. The official must write the following statement directly on each page of the photocopy:

“I have reviewed the original document and attest that this is a true and exact copy of the original.”

Each page of the photocopy must also include the official’s seal and signature.

The FPGEC will not accept photocopies of documents that have not been properly certified. This includes “True Copy,” “Certified True Copy,” or “Attested Copy,” in lieu of the statement above.

If you are unable to submit properly certified photocopies of your documentation, the original documents must be submitted directly to the FPGE. You must request, in writing, to have the original documents returned.

Name Changes, Name Matching on Documents, and Other Guidelines

The name on your FPGE application must match the name that appears on all supporting documentation, this is including, but not limited to, your pharmacy school transcript, license, registration, and your passport. If you have changed your name, you must send a properly certified copy of a marriage certificate or other legal document, such as a court order, that indicates the full former and current names.

If you use your father's and/or grandfather's name(s) or patronymic names as part of your name as shown on your transcripts, please enter them in the space provided in the online application for middle names. The family, tribe, or surname is to be indicated in the space provided for "last name."

If you change your name after applying to the FPGE, you must ensure that there is enough time to update your name with NABP. Supporting documentation for the name change must be submitted to the FPGE no later than 30 days before your examination appointment. Questions on this process may be sent to FP@nabp.pharmacy.

IDs such as a driver's license, Social Security card, or permanent resident card cannot be considered as legal documentation of a name change. Be sure that the information you submit on the application form matches the information on all supporting documents.

Name on ATT	Name on ID	Acceptable?
John D. Smith	John David Smith	Yes
John David Smith	John D. Smith	Yes
John D. Smith, Jr	John David Smith, Jr	Yes
John David Smith, Jr	John D. Smith, Jr	Yes
John David James Smith	John D. J. Smith	Yes
John D. Smith Cooper	John David Smith Cooper	Yes
John D. Smith	John J. Smith, Jr	No
John David Smith, Jr	John David Smith	No
John Smith	John David Smith	No
John D. Smith	John Smith	No
John David Smith	John Smith	No
John D. Smith	John D. Smith Cooper	No

Official Translation of Non-English Documents

Any document, including all seals and/or stamps, not in English, must be accompanied by an official word-for-word English translation, prepared and certified as correct by an official translator. The FPGE considers an official translator to be a certified translator, a certified court interpreter, an authorized government official, or an official from the pharmacy school where you obtained your pharmacy degree. You may also obtain an official translation from a professional translation service or an appropriate language department at any university.

The FPGEC must be able to identify the name of the translator. Each page of the translation must be signed and dated by the translator and must appear on official stationery.

The translator must provide an attestation statement regarding the accuracy of each translation. Proof of the translator's credentials must accompany each translation. You may not provide your own translations.

Documentation Review

The FPGEC begins the application evaluation process after NABP receives all required documentation to support the application.

The evaluation process will take at least 8 weeks. Incomplete applications, deficient documentation, or receipt of documentation that does not meet all requirements will significantly delay the review of your application.

If you submit any documents that do not match your name, as stated in your application, you are also required to supply supporting documentation, as described in this *Bulletin*.

Time frames cannot be guaranteed, and may fluctuate when application volume is high.

FPGEC Certification application status information is posted in your e-Profile. As the status changes, the new status will be posted. A glossary of FPGEC status terms is available through the e-Profile web page Help section.

Due to high volume, NABP cannot provide status information that is available in your e-Profile.

Documentation Misconduct

NABP reserves the right to bar a candidate from sitting for the FPGEE, to terminate a candidate's examination session, to invalidate the results of the candidate's examination, to disqualify the candidate from the FPGEC Certification Program, to withhold an FPGEC Certificate, to revoke an FPGEC Certificate, and/or to take other appropriate actions. Activities that may prompt the preceding actions include, but are not limited to:

- Providing false information on any application required for the FPGEC Certification Program.
- Submitting falsified documentation, including, but not limited to, educational documents to the FPGEC or ECE.
- Submitting any falsified NABP documents to NABP or other organizations or agencies.
- Giving or receiving aid, or engaging in any misconduct as defined in this *Bulletin*, in connection with the FPGEE or any other examination required for FPGEC Certification.
- Violating any examination or program policies of the FPGEC Certification Program.

Can I withdraw my FPGEC application?

You may withdraw your FPGEC application if the application process has begun and your application is not in a Deficient status. To withdraw, log in to your e-Profile and submit a withdrawal request.

There are no refunds for the FPGEC application fee, including the administration and evaluation fees. Your application materials will be returned to you upon your written request.

If your status is Deficient and you want to withdraw your application instead of letting it expire, you must email FP@nabp.pharmacy; the option is not available through your e-Profile.

If you are scheduled to take the FPGEE, you must also cancel the exam with Pearson VUE within 5 business days to receive a refund of the testing fee. More information on canceling a testing appointment is in the What Is the FPGEE section.

Closed and Expired Applications

Your application may be closed and fees may be surrendered to the FPGEC in the following situations:

- If, after evaluation of submitted documentation, it is determined that your credentials do not meet the criteria for eligibility for the FPGEC Certification Program.
- If, after repeated requests for appropriate documentation, you remain unable to comply with the requirements in order to qualify for the FPGEC Certification Program.

If your file is closed, a notification will be sent by the FPGEC.

Your application will expire, and fees will be surrendered to the FPGEC in the following situations:

- If you fail to complete all application requirements within 2 years of submitting your application. This includes the TOEFL iBT requirement as well, for applications submitted after January 1, 2020.
- If you fail to pass the FPGEE within 2 years of being accepted to the FPGEC Certification Program.
- If you fail to pass the TOEFL iBT within 5 years of passing the FPGEE. This applies to open applications submitted before January 1, 2020, only.

Can I appeal the decision to close my file?

If your file is closed, you may appeal the decision within 30 days. If you do so, the FPGEC will review the appeal on a case-by-case basis.

Note that expired applications cannot be appealed.

Can I still be certified if my file is closed?

If you have taken the FPGEE less than a lifetime total of 5 times, and wish to pursue FPGEC Certification after your application is closed, you may begin the process as a new applicant to try again. You will need to pay the full fees, submit your documentation, and go through the entire application and exam process again.

You may take the FPGEE up to 5 times in your lifetime. If you are not able to pass the exam after five lifetime attempts, you will not be able to reapply for certification.

WHAT IS THE FPGEE?

The FPGEE is an examination owned and developed by NABP to evaluate foreign pharmacy graduates for the purposes of granting FPGEC Certification. It is designed to measure knowledge in four major pharmacy content areas:

- 10% - Basic Biomedical Sciences
- 33% - Pharmaceutical Sciences
- 22% - Social/Behavioral/Administrative Sciences
- 35% - Clinical Sciences

The FPGEE is a 200-question exam using a computerized format administered over a 4.5-hour testing period.

The topic areas covered in the exam are listed in the FPGEE blueprint, available on the FPGEE page of the NABP website. Sample items illustrating the question formats are also available on the website.

The FPGEE is administered by Pearson VUE at its more than 200 Pearson Professional Centers (PPCs) in the continental US. The exam is not available at PPCs in Alaska or Hawaii.

One test date is offered annually in the fall, usually in October. Current dates are available on the NABP website. Only those candidates whose applications have been accepted by the FPGEC and have not expired before the exam will be allowed to register and schedule.

How do I register for the FPGEE?

Step 1: Register With NABP

When your FPGEC application is evaluated and your status is changed to "Accepted," you will be eligible to register for the FPGEE during the open registration period. To register, log in to your e-Profile, click on the Active Applications tab, and select Purchase. Follow the instructions to complete and pay for the exam registration. See the NABP website for important dates pertaining to the test date, such as registration dates.

You can check the status of your application under the Active Application tab in your NABP e-Profile.

The fee to take the FPGEE is \$650. The fee to retake the exam on the same application is \$750.

Step 2: Receive Your ATT From Pearson VUE

You will receive your Authorization to Test (ATT) letter from Pearson VUE via email after you register for the FPGEE. The ATT includes important information, including instructions for scheduling your test. You may not schedule your appointment with Pearson VUE until you receive your ATT.

If you do not receive your ATT within 2 days of registering with NABP, contact the FPGEC. Registration and ATT information will not be given by phone or fax.

Step 3: Receive Your FIC From the FPGEC

FPGEC will send your FPGEE Identification Card (FIC) by mail once you have received your ATT.

The FIC will serve as your primary ID for the exam. It can take up to 4 weeks to receive your FIC depending on your location. If it has been more than 4 weeks since you were accepted and you have not received your FIC, send an email to FP@nabp.pharmacy to verify your mailing address and, if necessary, request a new card.

If you need a new FIC card, do not wait. FPGEE cannot guarantee you will receive your FIC within a certain timeframe. Keep this in mind when making travel arrangements.

Step 4: Schedule Your Exam Appointment

You may schedule an appointment to test once you receive your ATT letter. The time frame in which you may schedule your appointment is indicated on the letter. Scheduling will close 5 business days prior to the examination date.

Appointments are made on a first-come, first-served basis.

NABP recommends that you schedule your testing appointment early. Waiting to schedule your testing appointment may significantly decrease the availability of seats at your preferred test center.

When scheduling your appointment, be sure to follow these procedures:

- Do not schedule until you have your ATT.
- You may schedule your exam online or by phone.
 - **Online:** If you live in the US, you can schedule your examination online by visiting the [Pearson VUE website](#). Follow the instructions to set up a web account and select your preferred testing location. Testing center locations are also available online.
 - **Phone:** If you live outside the US, you will need to schedule your examination by phone. You may also choose to schedule by phone if you live inside the US. Pearson VUE customer service can be reached at 1-888/709-2679. You will be asked to provide your e-Profile ID, last and first name, as well as other demographic information to verify your identity. Pearson VUE customer service agents can search for testing centers by location. If you have a preferred examination site, the agent can search that site for appointment availability.

Examination Confirmation

Once your appointment has been scheduled, you will receive a confirmation email from Pearson VUE that provides the details of your examination appointment, directions to your selected test center, and additional instructions for the FPGEE. If you have not received a confirmation email from Pearson VUE, then you have not completed the examination appointment.

Scheduling for Testing Accommodations

NABP follows all applicable federal and state statutes regarding people with disabilities. To ensure the security and integrity of its examinations, NABP evaluates accommodation requests.

To submit an accommodation request, begin by downloading and completing the [Accommodation Request form](#). Upload the completed form and supporting documentation to your NABP e-Profile during the online application process. Failing to upload the form at this time may cause your request to be delayed.

Testing accommodations are only made with the authorization of NABP. Pharmacy regulatory authorities may be provided with information about the nature of the accommodations that are granted.

If you are approved for testing accommodations by NABP, you must schedule your exam appointment by contacting Pearson VUE's accommodation department. Contact information is provided in the Contact Information section of this *Bulletin*.

If you schedule online instead of through the accommodation department, your accommodations may be unavailable in the testing center during your exam appointment. It is your responsibility to appropriately schedule your testing appointment, and instances where the procedure has not been followed will result in the forfeiture of the testing opportunity and the examination fee. Candidates who elect to test without accommodations are advised that adjustments will not be made to the score.

Can I cancel a testing appointment?

Yes. To receive a refund of your testing fee, you must cancel your appointment through both NABP and Pearson VUE at least 5 business days before the examination appointment. Note that the \$100 administrative fee for re-taking the exam is not refundable. Refunds are only issued to the credit card owner's name.

If you cancel your appointment with Pearson VUE, but plan to take the next scheduled exam, do not cancel your exam registration/purchase in your NABP e-Profile. Your ATT will still be valid and you can schedule with Pearson VUE during open registration for the next exam.

Refund Exceptions

You will not receive a refund for your FPGEE exam fees under the following conditions:

1. if you cancel with Pearson VUE and NABP less than 5 business days before the exam;
2. if you fail to arrive for your scheduled exam appointment;
3. if you cancel with NABP, but do not cancel with Pearson VUE;
4. if you are turned away at the test center for not bringing proper ID; or
5. if you cancel with Pearson VUE, but do not cancel with NABP (in this situation, you may still be able to schedule with Pearson VUE during open registration for the next exam, and you do not need to register again with NABP).

There are no exceptions to this policy.

If your situation falls under any of the first four circumstances above, you will need to register again for the next FPGEE and pay the required fees. Remember that you have 2 years from the date of acceptance to the FPGEC Certification Program to take the FPGEE: if your acceptance expires before the next exam, you will not be able to register or schedule. If you have registered, you may cancel with NABP to receive a refund.

Taking the FPGEE

Arrive Early

Plan to arrive at least 30 minutes before your scheduled testing appointment to give yourself plenty of time to check in and prepare. If you arrive more than 30 minutes after your scheduled examination time, you will forfeit your appointment. There are no refunds of testing fees for forfeited appointments.

Bring Your ID

Bring your FIC and the primary ID approved by the FPGEC to the test center (see below). You must present both to be admitted to the exam. The FPGEC also recommends you bring a secondary ID that contains your name and a signature.

When your test administrator instructs you to put all personal belongings in a locker, they will tell you where to keep your ID. Each time you enter and leave the testing room, your identity will be verified.

You will not be admitted to the examination without your FIC card and the proper ID, and you will not have an opportunity to reschedule your testing appointment at the test center. There will be no refund of your testing fee.

If your name has been legally changed, you must inform the FPGEC in writing at least 30 days before the examination day. Name changes cannot be completed at the test center. See the Name Changes, Name Matching on Documents, and Other Guidelines section above for more information.

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ID Requirements

In addition to your FIC, you must present one of the following acceptable primary IDs, which must be current (not expired) and contain a recent recognizable photograph and signature.

- Passport (international passports with embedded (not visible) signatures are acceptable)
- Other valid government-issued IDs, including:
 - US-issued or foreign government-issued driver's license
 - US state ID card issued by a state's Secretary of State office

A secondary form of ID may be requested at the testing center. Acceptable forms of secondary ID, which must be current, include:

- US-issued or foreign driver's license
- Passport
- US Secretary of State-issued ID card
- US passport card
- US military ID
- Valid debit/credit/ATM cards (must be Visa, Discover, Mastercard, or American Express)

Unacceptable ID documents include, but are not limited to:

- ID with no photo (unless accompanied by another form of ID with a photo)
- Expired passports or driver's licenses
- Draft classification cards
- State-issued firearm owner IDs
- Letters of identity from a notary
- Social Security cards
- Employee IDs
- Green cards
- International driver's licenses

Temporary ID Requirements

All temporary forms of ID must meet the requirements listed above and must be the actual government-issued temporary ID. It may be paper or another form, but it may not be a copy. It must be current, valid, and contain a recognizable photograph with your signature. A secondary form of ID will still be required. Acceptable forms of temporary ID include:

- US jurisdictionally-issued temporary driver's licenses
- US jurisdictionally-issued temporary ID cards

Complete Security Check-In

During the check-in process, Pearson VUE staff will take your photo. You will also need to provide a digital signature and a palm vein scan. If you do not provide this information, you will not be able to take the exam.

If you are unable to provide a digital signature or palm vein scan, you must contact NABP at least 30 days before your examination date.

If you have questions or concerns about the check-in process, contact Pearson VUE customer service.

Test Center Restrictions

NABP recommends that you leave all unneeded personal items at home. Secure storage for personal items is not guaranteed and may be limited. You will be required to leave all personal belongings, including prohibited items (see below), outside the testing room.

In addition, all candidates are required to adhere to the following policies.

- No reference, study, or other materials may be brought into the testing center.
- Candidates will not be allowed to take anything into the testing room at the Pearson Professional Center other than those items given to them by the test center administrator and their ID documents (eg, passport, driver's license).
- Prohibited items will not be allowed into the testing room. Prohibited items include, but are not limited to, the following:
 - All electronic or digital devices, including activity wristbands, calculators, computers, e-readers, pagers, tablets, and watches
 - Beverages or food of any kind
 - Books
 - Briefcases, backpacks, computer bags, or any other carrying bag
 - Cameras and recording devices, including glasses or any other garment or device with a camera and/or microphone
 - Handbags, purses, or wallets
 - Miscellaneous contents of pockets such as loose change or car keys
 - Mobile phones of any kind
 - Outerwear such as coats or hats
 - Weapons

Once you are checked in, do not leave the test center building during the examination appointment or scheduled/unscheduled breaks unless you have received permission from the testing administrator. **Once you are checked in, do not access your cell phone or any other prohibited items until you complete the exam and leave the test center.**

You may not smoke or vape in the testing room or testing center.

Friends or relatives will not be permitted to wait in the test center or test room during your admission process or during your examination.



PROHIBITED ITEMS

These items may not be brought into the test room



Reference or study materials



Smartphones, fitness bands



Food and beverages



Briefcases, backpacks, computer bags, handbags/purses, wallets, or any other carrying bags



Miscellaneous contents of pockets such as loose change or car keys



Cameras and recording devices, including glasses or any other garment or device with a camera and/or microphone



Outerwear such as coats or hats



Weapons

You may access food, beverages, handbags/purses, and wallets during breaks

Remain Seated At Your Workstation

You will be escorted to your workstation after being checked in. Remain in your seat during the exam, except when authorized to leave by a test center administrator in accordance with NABP policies and procedures.

Remember:

- You may not leave the testing room without the test administrator's permission.
- You may not leave the test center building for any reason during your entire scheduled examination appointment.
- Do not access your cell/mobile phone anytime while at the testing center, including during breaks.

Your exam score may be invalidated, you may forfeit your appointment to test, and you may be required to reapply for the examination if you fail to follow these procedures.

What supplies are provided?

You will receive an erasable note board and pen to use during your examination. You may not remove the board or pen from the testing room at any time, and you will not be allowed to bring your own scratch paper or pencil/pen into the testing room.

An on-screen calculator can also be accessed during the exam. This calculator can be used in a scientific and 5-function mode. You may request a handheld calculator, but it will only be capable of 5-function mode. Personal calculators of any kind are prohibited.

Accept the Non-Disclosure Agreement

Before you begin the FPGEE, you will be required to read and agree to the terms and conditions of the NABP Non-Disclosure Agreement for the FPGEE. If you agree, select the box to confirm and proceed to the testing application. You will not be able to take the exam until you accept the terms of the non-disclosure agreement.

Complete the Examination

Before the test begins, you will have 10 minutes to complete a mandatory tutorial. You will then have a total of 4 hours and 30 minutes to complete the 200-question examination. This time begins when the first question appears on screen.

When you have completed the exam, there is an optional end-of-examination survey, after which the test administrator will collect your note board and marker and walk you through the check-out process.

Breaks

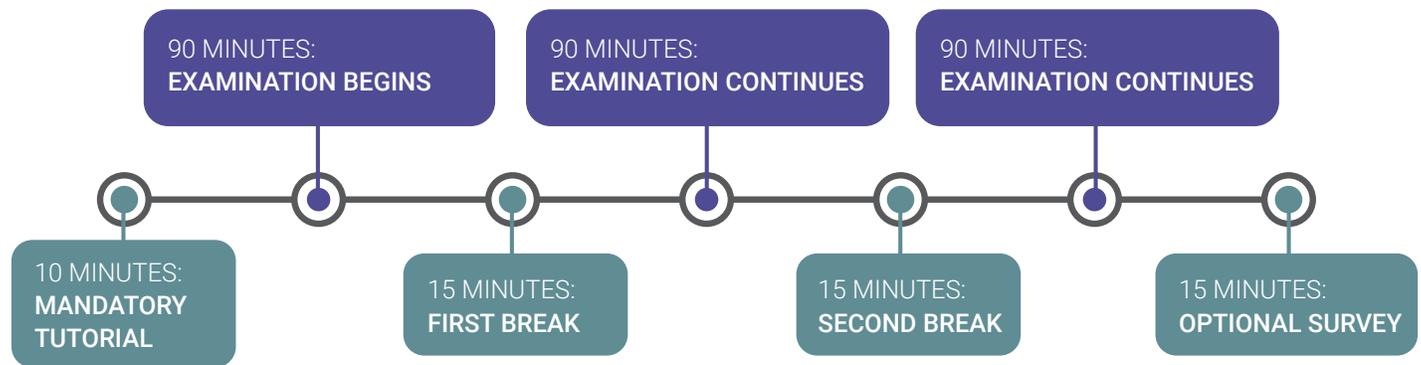
There are two 15-minute breaks provided after 90 minutes and 180 minutes. These breaks do not count against your total testing time.

In addition to the 15-minute breaks, you may raise your hand to inform the testing administrator if you need to take an additional break. Time taken for optional breaks will count against your total testing time.

During all breaks, test center restrictions, security measures, and codes of conduct continue to apply. Your palm vein pattern must be scanned any time you re-enter the testing room.

During breaks, you may access food, beverages, handbags, purses, wallets, money, medication, or specific items from the Pearson VUE Comfort Aid List. You may not access your phone or any other items at any time during the examination appointment or leave the testing center building, including during breaks.

Your Testing Schedule



Can I skip or return to previous questions?

No. The format of the exam requires that all questions be answered in the order they appear. You may not skip a question or return to a previous question.

Misconduct

Individuals are expressly prohibited from engaging in misconduct at all times in connection with any portion of the NAPLEX, MPJE, or FPGEE, including exam questions, answers, question format, profiles, or scenarios (individually or collectively “Exam Content”). Misconduct in connection with Exam Content or the NAPLEX, MPJE, or FPGEE includes, without limitation, the following:

- Selling
- Offering
- Disclosing
- Making available any portion or the entirety of Exam Content
- Transmitting
- Copying
- Reproducing
- Requesting
- Purchasing
- Receiving, acquiring, or utilizing Exam Content without specific NABP authorization
- Attempting, arranging, or having an individual take an examination for you
- Attempting, arranging, or taking the examination for another individual

Misconduct in connection with any NABP examination or Exam Content is prohibited at all times, including prior to applying, scheduling, or taking the examination, during an examination appointment, or after the examination, as described in this *Bulletin*. Misconduct can involve individuals, candidates, or groups of individuals or candidates such as classmates, coworkers, friends, family, study groups, prep courses, organizations, or entities. Individuals or groups of individuals who engage in any misconduct described in this or any other exam bulletin may be subject to one or more of the actions listed in the “Actions” subsection of this *Bulletin*.

The examination appointment session begins when the candidate is checked in to the test center, and includes scheduled and non-scheduled breaks, and ends when the candidate is dismissed from the center. Examples of examination misconduct include, but are not limited to:

- Attempting to take the examination for someone else or taking the examination for someone else
- Attempting to have someone else take the examination for you or having someone else taking the examination for you
- Taking the examination for any purpose other than determining the eligibility for licensure, unless otherwise approved by NABP and the board(s) of pharmacy
- Accessing a cell phone or any other electronic communications devices
- Using notes, books, reference material, or other aids
- Attempting to aid an individual or receive aid to complete the exam
- Bringing any materials, devices, or items to the examination appointment session that may compromise the security or validity of the administration
- Failing to follow an administrator's instructions
- Creating a disturbance of any kind
- Removing or attempting to remove the test center scratch paper, note boards, writing materials, or the like
- Copying, memorizing, or removing exam content
- Tampering with the operation of the computer or attempting to use it for any function other than taking the examination
- Leaving the testing room without permission
- Leaving the testing center building for any reason
- Selling, offering, disclosing, transmitting, copying, reproducing, requesting, purchasing, receiving, or utilizing without specific NABP authorization, or making available any portion or entirety of the exam content in any form

Individuals who engage in any misconduct described in this section or who exhibit any of the behaviors described in this section may be subject to one or more of the actions listed below.

Consequences of Misconduct

If NABP obtains information that an individual has engaged in any misconduct as defined in this *Bulletin*, NABP, in its sole discretion, may take one or more actions including, but not limited to:

- Placing a hold on the individual's ability to schedule an examination appointment
- Placing a hold on the individual's ability to apply for an examination
- Suspending the test administration
- Forfeiting of all testing fees
- Terminating the test administration
- Withholding the reporting of an examination score or invalidation of an examination score as described in this *Bulletin*
- Notifying one or more boards of pharmacy or state or federal law enforcement agencies

- Initiating or participating in civil, criminal, and/or administrative proceedings against the individual that may result in civil penalties, criminal punishments, and/or disciplinary action, including denial of licensure or licensure revocation by one or more board(s) of pharmacy

NABP reserves the right to share with one or more boards of pharmacy or law enforcement authorities information concerning an individual's misconduct or the withholding or invalidation of a candidate's NAPLEX, MPJE, and/or FPGEE score.

Unusual Testing Circumstances

In the rare event that a problem arises in the administration of an examination, it may affect an individual or a group of test takers. Problems may include, without limitation: power failures, defective equipment, or other disruptions of the exam administrations such as natural disasters or other emergencies. When these atypical circumstances occur, Pearson VUE will conduct an investigation to provide information to NABP. Based on this information, NABP, at its sole discretion, may not score the test, may withhold the reporting of a score while NABP reviews the matter, or may cancel or invalidate the test score. Affected test takers will be notified of the reason for the cancellation and their options for retaking the test at the next scheduled FPGEE administration the following year, if their registration does not expire. There is no appeal of any decision made due to atypical testing circumstances.

If circumstances require you to wait more than 30 minutes and you have already started the testing session you will be given the option to either reschedule your appointment with Pearson VUE for the following year (if your registration does not expire) or to continue testing after the problem is resolved. If you choose to reschedule an appointment, the required waiting period applies, but that session will not be counted as an examination attempt. If you choose to continue testing after the problem is resolved, you will have no further options such as rescheduling. Your test results will be processed in accordance with standard procedures, and that session will be counted as an examination attempt.

Inclement Weather

If your testing center closes because of inclement weather, Pearson VUE will attempt to contact you to reschedule the appointment; however, it is your responsibility as a candidate to contact Pearson VUE to determine if the test center is open and/or to reschedule. Remember that the FPGEE is only offered once per year, and you will only be able to reschedule if your application will not expire before the next administration.

If the PPC where you are scheduled to test is open and you do not keep your scheduled appointment, you will forfeit all fees. No portion of the examination fee will be refunded.

RECEIVING YOUR SCORE

In most circumstances, your examination score will be available via your e-Profile about 8 weeks after you take the exam.

The minimum acceptable passing score on the FPGEE is 75. The minimum scaled score you can earn is 0 and the maximum is 150.

The exam score reported is not a percentage value, but is a mathematically based weighted scoring model used to calculate an ability measure for each candidate. The ability measures are converted to scaled scores that range from 0 to 150. Scaled scores do not represent the raw number of correct answers and should not be interpreted as such.

The FPGEE passing standard has been established by a panel of pharmacy experts, and the ability level that defines the passing standard is the same for all FPGEE administrations.

Your FPGEE score will be valid for 5 years from the date of the examination. It will become invalid after 5 years if an FPGEC Certificate has not been obtained. If you do not complete the FPGEC Certification process before your FPGEE score expires, you will be required to retake the FPGEE if you wish to pursue certification in the future. Remember you have a lifetime limit of five attempts to take the FPGEE.

Can I Retake the Exam?

If you do not pass the exam, you can retake the FPGEE, but there are some limitations.

First, remember that the exam is only offered once per year. If the next FPGEE administration will fall within your 2-year acceptance period, you may log in to your e-Profile to purchase a new FPGEE registration.

The fee to retake the FPGEE is \$750. This includes the \$650 exam fee and an additional, nonrefundable administrative fee of \$100.

If the next administration will not happen until after your acceptance period has ended, you will need to restart the process by applying to the FPGEC Certification Program again. You may contact the FPGEC to request closure of your application before the expiration date to allow for earlier reapplication.

Every candidate can take the exam a maximum total of 5 times during their lifetime. If you do not pass the exam after 5 attempts, you will no longer qualify for FPGEC Certification.

Can my exam be rescored?

Yes. If you believe your score is not accurate, you may request a rescore. You may do so through your NABP e-Profile within 60 days of the release of your score. The fee is \$100 and the rescore process will take 2-4 weeks for processing.

To request a rescore, log in to your e-Profile, select Application History, then select the rescore link next to the relevant examination, and follow the instructions to complete the request and submit your payment.

CONTACT INFORMATION

Questions About	Contact
<ul style="list-style-type: none">Foreign Education/Transcript Evaluation	ECE Customer Service Phone: 414/289-3400 Website: www.ece.org
<ul style="list-style-type: none">TOEFL iBT	ETS Customer Service Phone: 609/771-7100 Website: www.ets.org
<ul style="list-style-type: none">Status of your FPGEC ApplicationGeneral FPGEC/FPGEE informationID requirements for test center admissionOfficial inquiries and submissions	<p>All of these topics are addressed in this Bulletin and in the Foreign Pharmacy and Help sections of the NABP website. After reviewing these resources, if you still have questions, contact the FPGEC.</p> <p>Email: FP@nabp.pharmacy</p> <p>Mail: NABP Attn: FPGEC 1600 Feehanville Drive Mount Prospect, IL 60056</p> <p>US Fax: 847/391-4502</p>
<ul style="list-style-type: none">Name changes, updates, or corrections	<p>Must be submitted in writing to the FPGEC*</p> <p>Mail: NABP Attn: FPGEC 1600 Feehanville Drive Mount Prospect, IL 60056</p>
<ul style="list-style-type: none">Basic program information	NABP Customer Engagement** Email: help@nabp.pharmacy Phone: 847/391-4406

*If you would like to receive a receipt of mail delivery, NABP recommends sending your communication via private courier service or United States Certified Mail, return receipt requested. The FPGEC is not responsible for delayed, lost, or misdirected mail. It may take an additional 30 business days for international mail to be delivered, and 10 business days for mail sent within the US. Due to the high volume of received correspondence, the FPGEC cannot confirm receipt of email, faxes, or mail.

** When contacting NABP Customer Engagement, have the following information ready to provide:

- e-Profile ID
- Full Name
- Email Address
- Mailing Address
- Last four digits of your Social Security Number (if you have one)
- Phone Number



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1600 Feehanville Drive
Mount Prospect, IL 60056
847/391-4406

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