

Application Basics

Follow the below application basics and tips for creating your business e-Profile and submitting your accreditation or inspection application:

1. Confirm your eligibility

To apply for an NABP accreditation or inspection, businesses must meet basic eligibility requirements. To avoid unnecessary delays, review your desired accreditation's eligibility requirements to determine if you are qualified to apply for accreditation.

2. Create a business e-Profile account

Before you can apply for an NABP accreditation or inspection, you need a business e-Profile account. When creating your business e-Profile, we recommend that you provide as much detail as possible. This helps ensure that NABP and its member boards have the information needed to make decisions about the programs for which you are applying. If you already have a business e-Profile, confirm that the information provided is up to date.

Creating and maintaining an accurate, up-to-date business e-Profile provides many benefits to you:

- Streamlines the licensure or registration process by providing verified data to pharmacy regulators (such as state boards of pharmacy) to assist them with making licensure decisions
- Ensures that your business location is accurately identified
- Allows you to easily update information previously provided to NABP for the facility (eg, name or a license number)
- Eliminates the need for you to submit the same data multiple times

Google Chrome is the preferred browser for creating an e-Profile and submitting applications.

3. Complete and submit the application for one or more accreditations

Once your business e-Profile is approved, you will need to fill in additional demographic and business information to qualify for an inspection service and/or accreditation program. After you have filled in all the required fields, you are ready to begin the accreditation application process.

The accreditation and inspection process has been designed to guide you through the application process efficiently. We recommend entering complete and accurate information for the best experience. You do not need to complete your application all at once, however, you must complete all the information on a page to save the data to your application.

When you create a new application, you can choose multiple accreditation and inspection programs for a streamlined application process. Keep in mind that applications for accreditation programs and/or inspection services that are not submitted and paid for within 60 days are considered inactive and will be permanently removed.

After you have entered all necessary information and uploaded all supporting documents, you will be brought to the payment page. Here you will see the total application fee. If you would like to view general fee information, you may do so by logging in to your business e-Profile and going to the FAQs and Resources section.

Detailed steps for completing your business e-Profile and accreditation and inspection applications are available in the FAQs and Resources section of the e-Profile site. You must be logged in to your business e-Profile to view this section.