

# FPGEC® Certification

Foreign Pharmacy Graduate Examination Committee™

*Includes instructions for applying to take the*

**FPGEE®**

Foreign Pharmacy Graduate Equivalency Examination®



## *Candidate Application Bulletin*



Please read the *FPGEC Candidate Application Bulletin* thoroughly to ensure that you understand all the policies and procedures for taking your examination. This bulletin contains information for all FPGEC application information and scheduling of all FPGEE appointments beginning June 1, 2015.

# FPGEC®

# Candidate Application Bulletin

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## *Mission Statement of the National Association of Boards of Pharmacy*

### **NABP Mission Statement**

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

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The policies and procedures specified in the *FPGEC Application Bulletin* are subject to change without notice.

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# Essential Information

The information below is provided to guide you through the key steps in applying for Foreign Pharmacy Graduate Examination Committee™ (FPGEC®) Certification, including instructions for registering to take the Foreign Pharmacy Graduate Equivalency Examination® (FPGEE®). It answers the most frequently asked questions about the FPGEC application process. Please read this information carefully and refer to the appropriate sections of this Application Bulletin for detailed information. If you have additional questions, refer to the “Contact Information” section beginning on page 6.

## *Contacting FPGEC and NABP Customer Service*

Customer Service can assist you with basic program information and requests, including changes to mailing and e-mail addresses, payment receipts, and resending letters that you may not have received because of an insufficient address. Questions about the following should be submitted **in writing** to the FPGEC: your FPGEC file; appealing an FPGEC decision regarding your application or documents; general inquiries regarding your documents; mailing address changes; and withdrawing your application. Additional instructions and the FPGEC mailing address are available on page 6 of this bulletin.

You may contact NABP Customer Service by calling 1-847/391-4406 or by sending an e-mail to [custserv@nabp.net](mailto:custserv@nabp.net). Additional instructions are available on page 7 of this bulletin.

## *Your FPGEC Application*

Your FPGEC Certification process begins when you send your application to the FPGEC. The following information should be included:

- **Application Form.** An application form can be accessed in the FPGEC section of the NABP website, [www.nabp.net](http://www.nabp.net). Detailed instructions for completing the application begin on page 12 of this bulletin.
- **All Applicable Fees.** Any fees required for your application must be submitted with your application. See “Application and Examination Fees” on page 9 for payment instructions and amounts.
- **Two Recognizable Photographs.** Two identical, passport-size, full-face photographs must be submitted with your application. See “Photographs” on page 10 for more information.
- **Licensing and/or Registration Documentation.** Proof of licensure and/or registration to practice pharmacy in the country or jurisdiction where you earned a degree is required. See “Official Proof of Licensure and/or Registration” on page 20.
- **Certified Copy of ID.** You must submit certified photocopy of a current form of photo identification to the FPGEC. See “Submitting Additional Supporting Documentation” on page 20.
- **Request ADA Accommodations (Optional).** If you require Americans with Disabilities Act (ADA) testing accommodations, you must include a request letter along with your application materials. See page 22 for more information.

## *Your ECE Application*

Additionally, you must submit an application and documentation to Educational Credentials Evaluators (ECE), the organization that will verify your degree credentials. ECE requires you to submit the following:

- **ECE Application.** The ECE application can be accessed online at [www.ece.org/nabp](http://www.ece.org/nabp). More information on the ECE Application and General Evaluation Report can be found on page 11.
- **Official Transcripts.** Pharmacy school transcripts, including any qualifying pre-pharmacy, bachelor’s degree, or post-baccalaureate coursework. See “Official Transcript(s)” on page 18.

- **Official Proof of Degree.** Proof of a degree in pharmacy must indicate the title of the degree and the date of issuance. See “Official Proof of Degree” on page 19 for more information.

All official documentation submitted to ECE must comply with the requirements under “Submitting Official Supporting Documentation” on page 18.

### *TOEFL iBT*

The TOEFL iBT must be completed by all FPGEC candidates. The minimum passing standards and additional information are available on page 5. There are no waivers for the TOEFL iBT requirement.

### *Before You Take the FGPEE*

- **Consider Taking the Pre-FPGEE.** See page 42 for information about the Pre-FPGEE practice exam and how to register.
- **Register with NABP.** Once you receive an FPGEE Identification Card indicating the FPGEC has determined you are eligible to take the FPGEE, you must register with NABP using the instructions provided with your FPGEE Identification Card. See page 24 for more information.
- **Schedule Testing Appointment.** Once you receive your Authorization to Test (ATT), schedule your testing appointment with Pearson VUE online ([www.pearsonvue.com/nabp](http://www.pearsonvue.com/nabp)) or by phone (1-888/709-2679). See page 25 for additional scheduling information.

### *On Examination Day*

- **Arrive Early.** Arrive at the Pearson Professional Center at least 30 minutes prior to your testing appointment.
- **Bring Acceptable Identification.** Bring your FPGEE Identification Card and two forms of acceptable identification. Acceptable identification is defined and examples are provided beginning on page 34 of this *Bulletin*.
- **Do Not Bring Prohibited Items into Test Room.** Be aware of items that are prohibited from the testing room at the Pearson Professional Center. You may wish to leave these items at home. See page 36 for a list of prohibited items.

### *After the Examination*

- **Review Your Score.** Your examination score will be available as an electronic download from a secure website approximately eight weeks after the examination administration. See page 41 for more information about your results.

#### *Key*



##### **Important Information or Note:**

The exclamation mark icon indicates important information that should be reviewed carefully.



##### **Cross Reference:**

The question mark icon indicates that related information is available in another section of the *Bulletin*.

# About the FPGEC

## *The FPGEC*

The Foreign Pharmacy Graduate Examination Committee™ (FPGEC®) oversees the certification process and grants FPGEC Certification. The FPGEC operates under the auspices of the National Association of Boards of Pharmacy® (NABP®). Established in recognition and fulfillment of responsibilities for public health care and education, the FPGEC's goals are to:

- Evaluate the qualifications of foreign pharmacy graduates who apply for FPGEC Certification.
- Oversee the development of the FPGEE.
- Inform foreign pharmacy graduates about the FPGEC Certification Program and the Foreign Pharmacy Graduate Equivalency Examination® (FPGEE®).
- Cooperate with other agencies concerned with foreign pharmacy graduates.

## *Definition of a Foreign Pharmacy Graduate*

The FPGEC defines a “foreign pharmacy graduate” as a pharmacist whose undergraduate pharmacy degree was conferred by a recognized school of pharmacy outside of the 50 United States, the District of Columbia, and Puerto Rico. US citizens who have completed their pharmacy education outside the US are considered to be “foreign pharmacy graduates,” while foreign nationals who have graduated from schools in the US are not.

## *FPGEC Certification*

NABP provides the FPGEC Certification Program to document the educational equivalency of a candidate's foreign pharmacy education, as well as their license and/or registration to practice pharmacy. To achieve FPGEC Certification, candidates must:

- Provide documents that verify their education background.
- Provide documents that verify licensure and/or registration.
- Pass the FPGEE and the Test of English as a Foreign Language™ (TOEFL®) Internet-based Test (iBT).

The FPGEC Certificate allows foreign graduates to partially fulfill eligibility requirements for licensure in the states that require the Certification.



**Important:** The FPGEC Certificate is not a license to practice pharmacy. In order to practice in the US, you must be licensed by the state in which you wish to practice.

Candidates who receive an FPGEC Certificate may be qualified to take the pharmacy licensing examination in jurisdictions that accept this Certification.



**Note:** Because licensure requirements vary by state, NABP encourages you to directly contact the board(s) of pharmacy for the state(s) in which you are seeking licensure. Contacting the board(s) directly will also allow you to obtain the most up-to-date information on state laws and requirements. A listing of board of pharmacy contact information is available in the Boards of Pharmacy section of the NABP website, located at [www.nabp.net](http://www.nabp.net).

As a candidate for FPGEC Certification, you are responsible for being knowledgeable of all policies and procedures contained within this *Bulletin*.


The FPGEC reserves the right to change the requirements for FPGEC Certification published in this *Application Bulletin* without notice to any candidate or prospective candidates. Such changes will take effect when adopted by the FPGEC. The FPGEC further reserves the right to discontinue the program at any time without advance notice to any candidate or prospective candidate.

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 program requirements.

### *Qualifications for the FPGEC Certification Program*

To be considered as a candidate for the FPGEC Certification Program, you must have graduated from a recognized or accredited school of pharmacy in a non-US country or jurisdiction. Specifically, the school of pharmacy must be accredited by a competent 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.

The FPGEC requires that if you graduated **prior** to January 1, 2003, you must have completed at least a four-year pharmacy curriculum at the time of graduation. If you graduated **on or after** January 1, 2003, you must have completed at least a five-year pharmacy curriculum at the time of graduation. The change from a four-year to five-year educational curriculum requirement has enabled the FPGEC Certification Program to be consistent with the revised standards of US pharmacy school curriculum.

 See “Official Transcript(s)” and “Minimum Curriculum Length” on pages 18 and 19 for important information about submitting your qualifications.

### **Licensure**

All candidates must also provide documentation that they are licensed and/or registered for the unrestricted practice of pharmacy in a foreign country or jurisdiction. Please refer to page 18 for complete details on providing documentation.

### **Forms and Fees**

You must submit a completed application form, fees, and supporting documentation in accordance with the procedures established by the FPGEC and as described in this *Application Bulletin* before you will be considered for approval to take the FPGE. You are responsible for providing all required materials.

### *Equivalency Examination Number*

When your required application materials are received, the FPGEC will assign you an equivalency examination (EE) number, which is a permanent identification number. You must enter this number on any subsequent application forms and use it on all correspondence with the FPGEC or NABP.

### *TOEFL iBT Requirements*


The TOEFL iBT is the sole English language proficiency examination accepted for candidates seeking FPGEC Certification. 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.




## New Minimum Passing Standards

The minimum score requirements for the TOEFL iBT, as of March 1, 2014, are as follows:

- Reading – 22
- Listening – 21
- Speaking – 26
- Writing – 24

 **Note:** As of June 1, 2014, all current candidates who have not met all requirements for certification, including passing the FPGEC, **must meet the minimum score requirements** of the TOEFL iBT, as indicated above, in order to obtain certification.

You must complete all four sections in one testing session; scores for the four sections must be reported on one official score report. If you score less than the minimum score in any section, you will not be considered for FPGEC Certification. The FPGEC will not consider a total score on the TOEFL iBT for certification purposes.


 **Note:** Effective June 1, 2014, the FPGEC will no longer consider the paper-based TOEFL and Test of Spoken English (TSE) for certification purposes.

## Test Center Restrictions


TOEFL iBT score reports from international educational testing service (ETS) test site locations are no longer accepted for candidates seeking FPGEC Certification. TOEFL iBT score reports are only accepted from ETS test centers located in NABP [member and associate member jurisdictions](#), including the 50 United States, District of Columbia, Guam, Puerto Rico, Virgin Islands, Australia, Bahamas, nine Canadian provinces (Alberta, British Columbia, Manitoba, New Brunswick, Newfoundland and Labrador, Nova Scotia, Ontario, Quebec, and Saskatchewan), and New Zealand.

## TOEFL iBT Score Reports

As a candidate for FPGEC Certification you must request that TOEFL Services submit an authentic report of TOEFL iBT scores directly to the FPGEC. Use the **FPGEC identification number 9103**, and provide the TOEFL iBT registration numbers and full name as they appear on the score report. Official score reports must be submitted directly to the FPGEC by TOEFL Services.

 **Note:** TOEFL Services reports TOEFL iBT scores for two years after a test. Contact TOEFL Services for further details.

Your name on the TOEFL iBT score report must match your name as it appears on your program file. In addition, the date of birth on the official score report must also be exactly the same as it appears on the FPGEC application. Score reports with discrepancies in the name or date of birth will not be accepted for certification. If you have changed your name since applying for FPGEC Certification, you must notify the FPGEC in writing. If your name changes after you apply for FPGEC Certification, you must notify the FPGEC in writing and submit appropriate documentation of the name change.

 See “Candidate’s Name” on page 21 for more information on name changes.

## Contact Information

### ETS

For additional information and instructions regarding the TOEFL iBT contact:

**Mail:** TOEFL Services  
PO Box 6151  
Princeton, NJ 08541-6151  
USA

**Phone:** 609/771-7100

**Website:** [www.toefl.org](http://www.toefl.org)

### FPGEC

The FPGEC only accepts written communication via mail or fax. Telephone and e-mail communications will not be received. All communications submitted via fax, mail, or private courier service must be signed by the candidate. The FPGEC will not respond to unsigned communications.

You may contact the FPGEC via mail or fax for any of the following:

- Questions regarding your FPGEC file.
- Appealing an FPGEC decision regarding your application or documents.
- General inquiries regarding your documents.
- Mailing address changes.
- Withdrawing your application (see page 10).

Use your full name as it appears on the application form and your EE number in all communications with the FPGEC. A written response will be sent to the address provided on your application form within six weeks.



**Important:** If your mailing address changes, you must notify the FPGEC in writing. Include both the previous and current addresses in the notification.

Send official inquiries and submissions to:

**Mail:** NABP  
Attn: FPGEC  
1600 Feehanville Drive  
Mount Prospect, IL 60056  
USA

**Fax:** 1-847/391-4502

The FPGEC is not responsible for delayed, lost, or misdirected mail. If you would like to receive a receipt of delivery, NABP recommends sending your communication via private courier service or United States Certified Mail, return receipt requested. 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 faxes or mail.

## NABP Customer Service

Customer Service can assist you with basic program information and requests, including changes to mailing and e-mail addresses, payment receipts, and resending letters that you may not have received because of an insufficient address.

To ensure the privacy and protection of all candidates, Customer Service can only assist candidates directly, and is unable to speak or correspond with anyone calling or writing on a candidate's behalf, including third parties on the phone or on speaker phone.

Contact Customer service using one of the following methods:

**E-mail:** [custserv@nabp.net](mailto:custserv@nabp.net)

**Phone:** 1-847/391-4406

When contacting Customer Service, please provide the following information:

- Full name
- Mailing address
- Last four digits of your Social Security number (if you have one)
- Date of birth
- EE number (if you have one)

# Your FPGEC and ECE Application

## General Information

This *Application Bulletin* explains exactly what materials and documents are required for your FPGEC Certification application. The FPGEC processes all application forms and materials as quickly as possible after they are received. The FPGEC evaluates each application package and all supporting documentation for accuracy, authenticity, and fulfillment of program requirements. The FPGEC will notify you of the status of your program file, including any deficiencies, in writing. You will have the opportunity to correct any deficiencies identified by the FPGEC. You are responsible for ensuring all supporting documentation is submitted to FPGEC in a timely manner.

To begin the application process for FPGEC Certification you must submit the following information to FPGEC for evaluation:


- A completed application, including all applicable fees and two recent photographs.
- Your licensing and/or registration documentation.
- A certified copy of current photo identification.


In addition, you are required to submit the following information to the Educational Credential Evaluators, Inc (ECE):

- The ECE application for verification and evaluation
- Your educational credentials including:
  - » Degree qualification
  - » Your pharmacy school transcript

When submitted, your ECE application is used to create an ECE evaluation report that is sent directly to NABP. The ECE evaluation report does not confirm acceptance to sit for the FPGE.

The FPGEC application can be found under FPGEC Application in the FPGEC section on [www.nabp.net](http://www.nabp.net). A link to the ECE application can be found in the Education Evaluation Application section. Documentation may be submitted to FPGEC and ECE at the same time.

 See pages 18-19 for more information on submitting supporting documentation, and page 11 for more information on applying to ECE.

 **Note:** The FPGEC may request additional information as determined necessary to establish your eligibility requirements for the program.

When all requirements have been met, you will receive a letter of acceptance and will be allowed to take the FPGE. Candidates who were eligible to take the FPGE in previous years are not guaranteed acceptance upon reapplying to take the examination.

## Prohibited Activities

The FPGEC reserves the right to bar a candidate from sitting for the FPGE, to terminate a candidate's examination session, to invalidate the results of the candidate's examination, to disqualify the candidate from the FPGE Certification Program, to withhold an FPGE Certificate, to revoke a 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 Program.
- Submitting falsified documentation, including but not limited to, educational documents to the FPGEC or ECE.
- Submitting any falsified FPGEC documents to other organizations or agencies.
- Giving or receiving aid, or engaging in any misconduct as defined in this *Bulletin* (see page 37), in connection with the FPGEE, or any other examination required for FPGEC Certification.
- Violating any examination or program policies of the FPGEC Certification Program.

## *FPGEC Application Forms and Fees*


### **Application Form**

The FPGEC application is available in the FPGEC section of the NABP website at [www.nabp.net/programs/examination/fpgec/fpgec-application](http://www.nabp.net/programs/examination/fpgec/fpgec-application). Use one of the following options to complete the application:

- **Computer:** Use Adobe Acrobat to complete the form on a computer, then print the completed application.
- **Typewriter:** Print the form, then use a typewriter to fill in the information.
- **Pen:** Print the form, then use an ink pen to fill in the information. Please print using capital letters when filling the form out by hand.

Once completed, you may submit your application, applicable fees, and photographs (see the next page) to:


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

 **Note:** You must complete and submit a new FPGEC application form, along with the applicable fees, each time you wish to retake the FPGEE, even if you have submitted a previous application (see "Application for Re-examination" on the following page).

 Detailed instructions for completing the FPGEC application form are on pages 12 to 17.

### **Application and Examination Fees**

Payment in the correct form **must** accompany your application. Payments must be made to NABP in the form of a certified check, cashier's check, or money order, payable in US funds through a US bank. The purchase date of the check or money order must appear on all forms of payment. Your name, as it appears on the application form, should be shown on all payments. A relative or friend in the US may submit payment on behalf of a candidate using one of the methods above; however, the candidate's name must be on the memo line.

 **Important:** Personal checks, bank drafts, and cash or other unapproved forms of payment cannot be accepted.

### Fees to NABP

|   |   |
|---|---|
| Initial application                             | \$1,200<br>Includes: <ul style="list-style-type: none"> <li>• Fee for evaluation of documentation (\$450)</li> <li>• Fee for the examination (\$750)</li> </ul> |
| Re-examination after failed test                | \$750   |
| Re-application after withdrawal or file closure | \$1,200   |

### Photographs

Two identical, full-face photographs of passport size (51 x 51 mm) and quality must be submitted with your application. Photographs must have been taken no more than three months before the application is mailed to NABP. Computer-generated, digital, or photocopies of photographs will not be accepted. Glue or paste (do not staple or tape) one photograph to the space indicated on the application form.



**Important:** The entire notarial seal, stamp, or signature of the official who affirms page 3 of the application form must be legible and must overlap a portion of both the attached photograph and the application form. The seal or signature must not cover the face in the photograph.

The second photograph will be used on the FPGEC Certificate and must not be signed, notarized, or marked in any way.

### Application for Re-examination

If you wish to retake the FPGEE, you must complete and submit a new application form, recent photographs, and appropriate fees to the FPGEC. Before you are approved to retake the examination, your previously submitted documentation will be re-evaluated. If there is additional documentation required, the FPGEC will notify you in writing.

You are permitted a total of five attempts to take the FPGEE.

- If you have taken the test five or more times prior to January 1, 2012, you are allowed one additional testing opportunity.
- If you have tested less than five times, you will receive a maximum of five total opportunities to test.

You are responsible for tracking the number of times you have taken the FPGEE. Your program file will be closed if you exhaust all allotted attempts for the FPGEE.




**Note:** Candidates accepted to take the FPGEE in past years are not guaranteed acceptance upon reapplying to sit for the examination.

### Refunds and Withdrawals

If you wish to withdraw from the program once the application process has begun, you must submit a withdrawal request, in writing, to the FPGEC (see "FPGEC" on page 6 for contacting information). The following conditions apply:

|  |  |
|--|--|
| Request is received <b>before</b> the evaluation process begins            | Your file is closed, a \$50 administrative fee is imposed, and the application materials, along with any remaining fees, are returned to you.      |
| Request is received <b>after</b> the evaluation process begins             | Your file is closed, the evaluation fee is retained, and the application materials along with the appropriate examination fee are returned to you. |
| Request is received after the application has been evaluated and accepted  | You are not eligible for a refund, even if you fail the exam.  |
| Request is received on a reexamination application prior to being accepted | Your file is closed, a \$50 administrative fee is imposed, and remaining fees are returned to you.   |

 **Note:** Refunds will only be issued in the candidate's name.

### *ECE Application and General Evaluation Report*

FPGEC candidates are required to submit an application to ECE with the appropriate fees. The online ECE application may be accessed from ECE's website, [www.ece.org/nabp](http://www.ece.org/nabp). Questions about the ECE application may be directed to ECE by calling 1-414/289-3400.

#### **ECE Application Fees**

Payment to ECE must be made by money order, check, or credit card (Visa® or MasterCard®), payable in US dollars. If a money order or check is issued by a bank outside of the US, it must contain the printed name of the US bank with which the bank is affiliated. ECE cannot accept bank drafts or cash. All fees are subject to change without notice.

You should request the General Evaluation Report from ECE. You must order an extra copy of the report to be submitted to the FPGEC. Please see the [ECE website](#) for current fees.

#### **Refund or Withdrawal of ECE Application**

A refund will be made only if you have paid to ECE more than the cost of the evaluation report prepared by ECE. No refund will be made when an application is canceled after the application form has been submitted, or when all required documents are not provided. Inquiries regarding refunds and withdrawals from ECE must be submitted to ECE directly.

## Completing the FPGEC Application Form

The following pages contain detailed instructions for filling out the FPGEC application form. Be certain to follow all instructions carefully and to provide all information requested. Please type or print legibly. You must also be certain that the information provided on the application form matches the information contained in your supporting documents.

### FPGEC Application Page 1 (See sample on page 13)

#### Name

- **First Name:** Enter all portions of your first name completely.
- **Middle Name:** Enter all portions of your middle name completely even if you customarily use only initials for part of the name.
- **Last Name:** Enter your last name (family or surname) completely.

When corresponding with the FPGEC, indicate your name as you have entered it in this item. If you change your name after submitting an application, you must notify the FPGEC. Please see page 21, the "Candidate's Name" section, in this *Bulletin* for instructions.

#### FPGEC Information

- **FPGEC Experience:** Indicate whether or not you have previously applied to take the FPGEE.
- **EE Number:** If you have ever been assigned an EE number by the FPGEC, enter it in the space provided.

#### Address

Enter your full mailing address, including the appropriate state or province and a zip or postal code.

- **Street Address:** Enter your full mailing street address. All correspondence will be forwarded to this address.
- **City:** Print the name of the city in which you live.
- **ZIP/Postal Code:** Enter your ZIP or postal code.
- **State:** Enter the name of the state in which you live (if applicable).
- **Province:** Enter the name of the province in which you live (if applicable).
- **Country:** Enter the country in which you live.

#### Personal Information

- **Social Security Number:** Indicate your Social Security number in the space provided, if you have a Social Security number.
- **Date of Birth:** Enter the month, day, and year (MMDDYYYY) in which you were born.
- **Gender:** Enter the appropriate gender (male or female).
- **Marital Status:** Enter your present marital status.
- **Maiden Name:** (Women only) Print your full name as it appeared before marriage. List each name in the order of First Name, Middle Name, Family, or Surname. This section is required, even if your name did not change after marriage.
- **Place of Birth:** Enter the name of the city, state/province, and country in which you were born.

#### Citizenship and Language Information

- **At Birth:** Print the name of the country in which you held citizenship at the time of your birth.
- **Upon Entering Pharmacy School:** Print the name of the country in which you held citizenship at the time you entered pharmacy school.
- **Current (Now):** Print the name of the country in which you currently hold citizenship.
- **Native Language:** Print the name of your native language or mother tongue.





National Association of Boards of Pharmacy®

## Foreign Pharmacy Graduate Examination Committee™ (FPGEC®) Application Form for Examination and Certification

**Note:** All applicable items must be filled out completely and correctly. Be sure the information you provide on this application accurately matches that which appears on your supporting documentation. This form is a fillable PDF that may be filled out on screen and printed, or you may print the form and complete it using a typewriter or an ink pen. When filling out the form with ink, please print in capital letters.

### Applicant Information

First Name: CAROLINEMiddle Name(s): ROSELast Name: RYAN-DOEHave you ever applied to take the FPGEE before? Yes ☒ No ☐If you have been assigned an Equivalency Examination (EE) number, enter it here: 

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | - | 4 | 5 | 6 | 7 |
|---|---|---|---|---|---|---|---|

Enter your full mailing address, including appropriate state or province, and zip/postal code.

Street Address: 2711 WEST 5TH AVENUECity: AMES State/Province/Territory: IAZip/Postal Code: 55065 Country: \_\_\_\_\_If you have a United States Social Security number, enter it here: 

|   |   |   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | - | 4 | 5 | - | 6 | 7 | 8 | 9 |
|---|---|---|---|---|---|---|---|---|---|---|

Date of Birth: 

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| 0 | 3 | 2 | 3 | 1 | 9 | 5 | 0 |
|---|---|---|---|---|---|---|---|

 Gender: Male ☐ Female ☒Marital Status: Single ☒ Married ☐ Widowed ☐ Divorced ☐

Maiden Name/Name Before Marriage:

\_\_\_\_\_  
(First) (Middle) (Last)

Place of Birth:

|                |                            |            |
|----------------|----------------------------|------------|
| <u>CHICAGO</u> | <u>IL</u>                  | <u>USA</u> |
| (City)         | (State/Province/Territory) | (Country)  |

Citizenship

At Birth: USAUpon Entering Pharmacy School: USACurrent (now): USANative Language: ENGLISH

## FPGEC Application Page 2 (See sample on page 15)

### Pharmacist Education Information

- List the precise name of the schools where pharmacy courses were taken.
- Provide for each school the location (country), beginning and ending dates of attendance, and the total number years you attended.
- Make certain to indicate both the month and year in each date of attendance. Include this information for all schools in which you took pharmacy courses for your degree to be awarded.
- Also include schools in which pre-pharmacy courses were taken.

### Pharmacy Degree(s)

- **First Pharmacy Degree:** Select the title of the first degree in pharmacy you received that led to the practice of pharmacy. Enter the date this degree was issued. Make certain to indicate both the month and year of the date of issue.
- **Advanced Degree:** If you obtained an advanced (post-graduate) degree in pharmacy, select the title of the degree obtained. Enter the date this degree was issued. Make certain to indicate both the month and year of the date of issue.

### Pharmacist License and/or Registration Record

- **Was an unrestricted license required to practice pharmacy?** Indicate whether or not an unrestricted license was required to practice pharmacy in the country or jurisdiction where your pharmacy degree was earned by selecting "yes" or "no."
- **Date License was Issued:** Enter the month and year in which your license to practice pharmacy was issued.
- **Was an unrestricted registration required to practice pharmacy?** Indicate whether or not an unrestricted registration was required to practice pharmacy in the country or jurisdiction where your pharmacy degree was earned by selecting "yes" or "no."
- **Date Registration was Issued:** Enter the month and year in which your registration to practice pharmacy was issued.

If you obtained licensure and/or registration in a country or jurisdiction other than where you obtained your pharmacy degree:

- Indicate the name of the country or jurisdiction where you are/were licensed and/or registered to practice.
- **Was an unrestricted license required to practice pharmacy in the country where you practice?** Indicate whether or not an unrestricted license was required to practice pharmacy by selecting yes or no.
- **Date License was Issued:** Enter the month and year in which the license to practice pharmacy was issued
- **Was an unrestricted registration required to practice pharmacy in the country where you practice?** Indicate whether or not an unrestricted registration was required to practice pharmacy by selecting yes or no.
- **Date Registration was Issued:** Enter the month and year in which the registration to practice pharmacy was issued.
- **Has any punitive action been taken against you by any pharmacy licensing or registering authority or any recognized pharmacy organization, or have you been refused admission to a recognized pharmacy organization?** Indicate "yes" or "no." If the answer is "yes," you must provide a complete, written explanation on a separate sheet of paper, including such details as date, location, charge, and any punitive action taken.

**Pharmacist Education Information**

List the exact name of all schools in which pharmacy courses were taken, including pre-pharmacy courses.

| School(s) Attended  | Location (Country) | Attended From (MM/YY) | Attended To (MM/YY) | No. of Years |
|---------------------|--------------------|-----------------------|---------------------|--------------|
| UNIVERSITY OF CAIRO | EGYPT              | 03/65                 | 06/70               | 5            |
|                     |                    |                       |                     |              |
|                     |                    |                       |                     |              |
|                     |                    |                       |                     |              |

**Pharmacy Degree(s)**

First degree leading toward the practice of pharmacy:

Diploma ☐ Bachelor ☒ Master ☐ PharmD ☐ Other ☐ \_\_\_\_\_

Date Degree Issued: 06/19/70

Advanced degree obtained in practice of pharmacy:

Master ☐ PharmD/Doctorate ☐ Other ☐ \_\_\_\_\_

Date Degree Issued: M M Y Y Y Y

**Pharmacist Licensure and/or Registration Record**

|   |   |   |
|---|---|---|
| Was an unrestricted license required to practice pharmacy in the country where your degree was obtained?  | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | Date license was issued: 03/19/71         |
| Was an unrestricted registration required to practice pharmacy in the country where your degree was obtained?   | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | Date registration was issued: M M Y Y Y Y |
| If you did not obtain a license and/or registration to practice pharmacy in the country or jurisdiction where you obtained your pharmacy degree complete the following: |   |   |
| Country or jurisdiction where you are licensed/registered to practice pharmacy: _____   |   |   |
| Was an unrestricted license required to practice pharmacy in the country where you practice?  | Yes <input type="checkbox"/> No <input type="checkbox"/>            | Date license was issued: M M Y Y Y Y      |
| Was an unrestricted registration required to practice pharmacy in the country where you practice?   | Yes <input type="checkbox"/> No <input type="checkbox"/>            | Date registration was issued: M M Y Y Y Y |

Has any punitive action been taken against you by any pharmacy licensing or registering authority or any recognized pharmacy organization, or have you been refused admission to a recognized pharmacy organization?

Yes ☐ No ☒

If the answer to the above question is "yes," explain fully on a separate sheet of paper giving such details as date, location, charge, and punitive action taken.

**FPGEC Application Page 3 (See sample on page 17)****Certification and Photograph**

- Read the certification statement.
- Sign (do not print) your full name (in English) on the first line indicated in the presence of a Consular Official, First-Class Magistrate, or Notary Public. You may sign your name in pencil or ink.
- Ask the official to complete the last two lines of the application.
- Attach one of the required photographs in the box provided.
- Ask the official to apply his or her stamp, seal, or signature attesting to your signature. The official's stamp, seal, or signature must be legible and must overlap a portion of both the attached photograph and the application. The face of the photograph must not be covered. If the official title and/or seal of the official is not in English, the FPGEC requires a translation.



**Important:** The absence of the appropriate signatures, or any alterations or erasures of any kind, will void your application form.



## Certification

FPGEC Application page 3 of 3

I hereby certify that the information provided in this application is true and accurate and to the best of my knowledge, and that I have enclosed recent photographs of myself.

I agree that (1) falsification of this application, or (2) the submission of any falsified documentation, including but not limited to educational documents, to the FPGEC, or (3) the submission of any falsified FPGEC documents to other agencies, or (4) the giving or receiving of aid in the Foreign Pharmacy Graduate Equivalency Examination® (FPGEE®), Test of English as a Foreign Language Internet-based Test (TOEFL® iBT), or any examination that is required in order to achieve FPGEC Certification, may be sufficient cause for the FPGEC to prohibit me from the examination, to terminate my participation in the examination, to invalidate the results of my examination, to withhold a certificate, to revoke a certificate, or to take other appropriate action.

I agree to cause the current vendor(s) of the TOEFL iBT to release to NABP my scores, per the instructions in the FPGEC Application Bulletin. Further, in the event of cancellation or invalidation of my TOEFL iBT score(s), I hereby authorize the vendor of such test to release to NABP complete information regarding the cancellation or invalidation of such score(s) as well as my identifying information. I acknowledge that the vendor of such test may request that I provide further authorization in order to release information. I also understand that this authorization is valid for three (3) years from the date of my application for FPGEC Certification and that I can revoke this consent at any time by submitting written notice to the FPGEC at the address published on the NABP Web site, [www.nabp.net](http://www.nabp.net); however, I understand that if I revoke this consent, NABP may not be able to complete its evaluation of my eligibility for FPGEC Certification, or any continuation of FPGEC Certification, if granted and that it could negatively affect my application for FPGEC Certification up to, and including closure of my FPGEC program file or disqualification from the FPGEC program.

I agree that the FPGEC Certificate and all copies thereof remain the property of the FPGEC and must be returned to the FPGEC if the FPGEC determines that I am not eligible to hold the Certificate, or that it was issued in error.

I hereby authorize the FPGEC to transmit any information contained in this application, or information that may otherwise become available to the FPGEC, to any governmental department or agency, to any employer, or to any other organization or individual who, in the judgment of the FPGEC, has a legitimate interest in such information, including but not limited to NABP's Pharmacist and Pharmacy Achievement and Discipline® program.

I acknowledge that if I receive FPGEC Certification, I will be eligible to take the pharmacist licensing examination in those states and jurisdictions that recognize FPGEC Certification, providing that I am otherwise eligible for licensure in such state or jurisdiction. I understand and agree that it is incumbent upon me to contact the board of pharmacy in the state or jurisdiction where I seek licensure to determine its FPGEC Certification and licensure requirements. I acknowledge that the FPGEC makes no representations as to my eligibility for licensure as a pharmacist in any state or jurisdiction.

I hereby certify that I have read this application and the FPGEC Application Bulletin, and I agree to abide by their terms and requirements. I further certify that I have read and understand the terms and requirements of the FPGEC Application Bulletin, and I agree to abide by their terms and requirements.

Applicant must sign his/her name in the space provided below, in English on the first line below, but only in the presence of one of the following: a Notary Public, Consular Official, or First-Class Magistrate.

Signature of Applicant:

The following to be completed by a Notary Public, Consular Official, or First-Class Magistrate:

Subscribed and sworn to (or affirmed) before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Signature of Notary Public, Consular Official, or First-Class Magistrate:

Official Title \_\_\_\_\_

If official title and/or seal is not in English, FPGEC requires a translation. If not, this page will void the application.

The Consular Official, First-Class Magistrate or Notary Public must sign in this space provided. If not, the application will be voided.

Candidate's photograph must be either glued or pasted to the application and fit within the parameters of this box.

ATTACH  
ONE  
PHOTOGRAPH  
HERE

One additional identical photograph must accompany this application.

An official's stamp must be placed at the bottom left hand corner of the photo.

Candidate must sign in this area. Any alterations or erasures will void the application.

The date line must be completed without any alterations or erasures.

# Pharmacist Credentials

## *Submitting Official Supporting Documentation*

All candidates are required to submit supporting documentation, including an official transcript, proof of degree, and proof of license and/or registration to practice pharmacy. All official documentation must:

- 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.

The sealed envelope may be submitted to the FPGEC by you or the issuing body.

Official documentation that is not in English, or that contains non-English stamps or seals, must be accompanied with a word-for-word English translation.

 See the “Translation of Non-English Documents” section on page 21.


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

 Please note that effective August 1, 2016, ECE General Evaluation Reports will be retained for only two years.

## *Submitting Transcripts and Degree Documentation Through ECE*


Educational Credential Evaluators, Inc. (ECE) is a not-for-profit public service organization specializing in the evaluation of foreign educational credentials. As a candidate for the FPGEC Certification Program, you must have your official pharmacy school transcripts and degree qualification evaluated by ECE. Additionally, ECE will verify the applicable accreditation or recognition status of your school of pharmacy.

You are required to submit your pharmacy education documentation, the official transcript and official proof of degree, directly to ECE according to the instructions and requirements indicated in this section.

 See page 11 for details on submitting an application to ECE.

You must request that ECE submit the General Evaluation Report directly to the FPGEC along with your supporting documentation. The FPGEC will not accept General Evaluation Reports submitted by candidates.

Please note that effective August 1, 2016, ECE General Evaluation Reports will be retained for only two years. Upon receipt of the General Evaluation Report from ECE, the FPGEC will continue the evaluation process and advise you regarding the status of your program file.

 **Note:** ECE does not make any determination of eligibility for the FPGEC Certification Program.

## **Official Transcript(s)**

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

Official transcripts 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.

After reviewing your transcripts, ECE will forward your official transcripts to FPGEC for its own records. Transcripts are not returned.

### Minimum Curriculum Length

- **Four-Year Degree:** If you were issued a pharmacy degree prior to January 1, 2003, you must have completed a minimum four-year pharmacy curriculum at the time of graduation.
- **Five-Year Degree:** If you were issued a pharmacy degree on or after January 1, 2003, you must have completed a minimum five-year pharmacy curriculum at the time of graduation.

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
- Work experience

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

At the sole discretion of the FPGEC, 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.

### Official Proof of Degree

Official proof of the 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 qualification from a pharmacy school, it must indicate the title of the degree or qualification and the date of issuance. The pharmacy degree or qualification you received must be the professional degree leading to licensure and/or registration to practice pharmacy.

### Alternate Procedures

If you have graduated from a recognized pharmacy program prior to January 1, 2003, with at least a four-year curriculum, or on or after January 1, 2003, with at least a five-year pharmacy curriculum, but cannot provide documentation of your educational credentials (transcript and degree) as required, you may be eligible for an alternate procedure. The alternate procedure is considered only after the application form and supporting documentation have been evaluated by the FPGEC. Requests for alternate procedures must be submitted with your application. The FPGEC will consider each request individually.

Only candidates authorized by the FPGEC to utilize the alternate procedures will be permitted to do so. Appropriate forms will be provided to candidates by the FPGEC.

## *Official Proof of Licensure and/or Registration*

Official proof of a license and/or registration to practice pharmacy in the country or jurisdiction where you earned a pharmacy degree is required. Each license and/or registration must be unrestricted and certified by the appropriate government official of the jurisdiction issuing the license or registration. The documentation must include the date that the license and/or registration was issued.

If a license and/or registration is required to practice pharmacy in the country or jurisdiction where you earned a pharmacy degree, you must obtain the license and/or registration in that country or jurisdiction to be considered for FPGEC Certification. If both a license and registration are required, you must submit official documentation of both.

If you were not a citizen of the country or jurisdiction where your pharmacy degree was earned, and therefore were unable to obtain licensure and/or registration to practice pharmacy, you must submit:

- Official proof of licensure and/or registration in whichever country or jurisdiction it 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.

If you were not a citizen of the country or jurisdiction where your pharmacy degree was earned and would have been eligible to obtain licensure and/or registration to practice pharmacy there, however, neither was obtained, you must submit:

- Official proof of licensure and/or registration in whichever country or jurisdiction it 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 neither a license and/or registration are required to practice pharmacy in the country or jurisdiction where you earned a pharmacy degree, you must submit:

- A request for an "Affidavit for Failure to Obtain Licensure in a Foreign Jurisdiction" with the application materials (the FPGEC will provide further information concerning this procedure to eligible candidates); **AND**
- Official documentation verified by the pharmacy school or the applicable government agency that neither licensure nor registration was required to practice pharmacy.

## *Submitting Additional Supporting Documentation*

### **Photo Identification**

You must also submit to the FPGEC a certified photocopy of a current photo identification—for example, a driver's license, a state-issued identification card, or a passport. Refer to "Photocopies of Documents" (below) for details on certifying copies of photo identification. Your name on the identification must match your name on your FPGEC application and supporting documentation. See page 34 for details on name matching requirements.

### **Photocopies of Documents**

Certified photocopies of documents, such as birth certificates, marriage certificates, court orders approving a name change, or state-issued identification cards, may be submitted to the FPGEC for review. Certified photocopies of the documents are those where the words **"I have reviewed the original document and attest that this is a true and exact copy of the original"** are written directly on the photocopy by a notary public, Consular Official, or First-Class Magistrate and includes the official's seal and signature. If a document is longer than one page, **each page** must be certified. Present both the original document and a photocopy to the notary public for proper certification. The FPGEC will not accept photocopies of documents that have been certified by



you or that are not properly certified. In addition, the FPGEC will not accept “True Copy,” “Certified True Copy,” or “Attested Copy” in lieu of the attestation statement indicated above.

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

### 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 FPGEC 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** prepare your own translations.

### Candidate’s Name

Your name on the FPGEC application must match the name that appears on your supporting documentation. If you have changed your name, you must send a properly certified photocopy of a marriage certificate or other legal document, such as a court order, that indicates the full former and current names.



**Note:** Identification 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 submitted on the application form matches the information on all supporting documentation.



**Note:** The FPGEC understands the naming conventions in most countries. In completing the FPGEC application, candidates should enter father’s and/or grandfather’s names or patronymic names in the space provided for middle names. The family, tribe, or surname is to be indicated in the space provided for “last name.”

# General Information

## *Closed File*

Your **file will be closed and fees surrendered to the FPGE**C in the following situations:

- If you have scheduled an appointment for the FPGE, are absent the day of the examination, and fail to cancel your appointment within the time period allowed.
- If you are not yet certified and fail to correspond in writing with the FPGE office, or to file an updated application, for a period of two years.



**Note:** In the above instance, your FPGE score will be voided upon file closure.

- If you fail the FPGE five times, per a policy effective January 1, 2012. Or, in the case of those candidates who have already tested five or more times as of January 1, 2012, if you fail your next attempt.

Your **file will be closed and applicable fees refunded** in the following situations:

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

The FPGE will send notification of file closure, in writing, to applicable candidates. Candidates will have 30 days to appeal the file closure decision of the FPGE. The FPGE will review each appeal on a case-by-case basis.

If you wish to pursue FPGE Certification once the file is closed, the application process, full fees, supporting document review, and examination process starts over as if you were a new candidate.



**Note:** Candidates who have exhausted the number of allowed attempts to take the FPGE may not reapply for Certification.

## *Testing Accommodations*

The FPGE abides by all applicable federal and state statutes relating to the accommodation of disabled individuals. To ensure the security and integrity of the examinations, the FPGE will evaluate accommodation requests.

A candidate must submit a request letter, along with the application materials, indicating the nature of his or her disability, the history of special testing accommodations that have been granted for such disability, and the nature of the accommodations requested. With the request letter, the candidate must also submit a letter from the candidate's qualified practitioner documenting the disability.

Testing accommodations will be made only with the authorization of the FPGE.

If testing accommodations are granted for any examination that is required for FPGE Certification, NABP may note the grant of accommodations on FPGE Certification documentation, should the candidate achieve FPGE Certification. Pharmacy regulatory authorities that inquire about such a note will only be provided with information about the nature of the accommodations that were granted.

### *Scheduling for Testing Accommodations*

Candidates approved for testing accommodations by FPGEC must schedule their examination appointments by contacting Pearson VUE's customer service department at 1-800/466-0450. Failure to schedule with a Pearson VUE customer service representative will result in accommodations not being available to the candidate at the testing center. It is the candidate's responsibility to appropriately schedule their testing appointment, and instances where the procedure has not been followed will result in the forfeiture of the testing opportunity and examination fee. Candidates who elect to test without accommodations are advised that adjustments will not be made to the test score.

### *Pharmacist and Pharmacy Achievement and Discipline Database*

NABP's Pharmacist and Pharmacy Achievement and Discipline® (PPAD®) database contains information about pharmacists, interns, technicians, pharmacies, and other entities licensed by state boards of pharmacy. PPAD also lists those individuals who are awarded FPGEC Certification. The information is listed on NABP's website at [www.nabp.net](http://www.nabp.net). If you do not want your Certification listed on the website, you must write to the FPGEC and request that the Certification not be listed.

# FPGEE Information

## *FPGEE Overview*

The FPGEE is based on a nationally uniform content blueprint. The blueprint, effective April 2016, provides important information about the topics covered on the examination and the competency areas in which candidates will be tested. The blueprint is on pages 26-30 of this *Bulletin* and is also available on the NABP website at [www.nabp.net/programs](http://www.nabp.net/programs) under FPGEE.


The examination is a comprehensive measure of 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 250-question examination using a computerized format administered over a five-and-one-half hour testing period. Questions are presented in multiple-choice, multiple-response, constructed-response, ordered-response, and hot spot formats. (See pages 30-31 for information on the question format and sample questions.) The examination is administered twice a year at more than 200 Pearson VUE testing centers in the continental US.

## *Testing Administration*

The FPGEE is administered by Pearson VUE at its Pearson Professional Centers (PPCs) in the continental US. The FPGEE is not available at PPCs in Alaska or Hawaii. Two test dates are offered each year: one in the spring and one in the fall. Current dates are available on the NABP website. Only those candidates who have been accepted by the FPGEc to sit for the FPGEE will be allowed to register for the examination. You will be given the opportunity to take the test on one of two consecutive testing opportunities.


 **Important:** If you are unable to test during your two opportunities due to work, health, or visa issues, you must notify NABP in writing and provide official documentation of why you are unable to test in order to be offered an additional opportunity to sit for the examination. Notification must be received prior to the date of the examination representing your second opportunity or the date of your deferred opportunity. FPGEc policy states that all applicants must take the FPGEE within three years of the original acceptance date.

## *Registering to Test with NABP*

Once the FPGEc determines you are eligible to take the examination, you will receive a FPGEE Identification Card, which will contain instructions to begin the registration process. Before scheduling your examination appointment, you are required to register online with NABP. The registration link is available in the FPGEE section of the NABP website ([nabp.net](http://nabp.net)). When registering, you must provide a current and valid e-mail address because your Authorization to Test (ATT) will be sent electronically. Exam registration with NABP will begin approximately 14 weeks before the test date, and the deadline to complete registration will be about two weeks before the FPGEE is administered. See the NABP website for the important dates pertaining to your assigned test date.

Your FPGEE Identification Card is valid for one of your two consecutive testing opportunities only. You will be required to reapply for the FPGEE if you miss both of these testing opportunities or if you fail your first attempt. If you do not bring your FPGEE Identification Card to the examination, you will not be admitted. You will be required


to reapply for the FPGEE and pay the examination fee again (see page 9). A new FPGEE Identification Card will be issued if you are required to reapply for the examination.

 **Important:** Be sure to retain your FPGEE Identification Card. A fee of \$25 will be charged to obtain a duplicate. Replacement FPGEE Identification Cards must be requested in writing, accompanied with the appropriate fee.

 See “Application and Examination Fees” on page 9 for payment information.

### *Authorization to Test from Pearson VUE*


Within one week of registering to test with NABP, you will receive your ATT via e-mail from Pearson VUE with the instructions on how to schedule your testing appointment and other important information for the FPGEE. You may not schedule an appointment to test until this notification has been received. Each ATT issued is unique for each specific examination. If you do not schedule a test for the date listed in your initial ATT, you must register with NABP for your second opportunity to test at the next administration and wait to receive a new ATT.

 **Note:** You should contact Pearson VUE if you have not received your ATT within one week of registering with NABP.

 **Note:** Registration and ATT information will not be given via phone or fax.

### *Scheduling Your Examination Appointment*

Upon receipt of your ATT from Pearson VUE, you may schedule an appointment to test. Your notification e-mail will indicate the time frame within which you may schedule your appointment. Please note that scheduling will close one week prior to the date of the examination. Appointments are made on a first-come, first-served basis.

 **Note:** We recommend you schedule early. Waiting to schedule your testing appointment may significantly decrease the availability of your preferred test center, as each PPC has only a select number of seats available.

You must adhere to the following procedures when scheduling your appointment:

- **ATT Needed to Schedule Exam:** You cannot make a testing appointment until you have received your ATT from Pearson VUE.
- **Scheduling Your Examination:** You may schedule your examination at a PPC through the Pearson VUE website or by calling Pearson VUE customer service.
  - » **Online:** To schedule your examination online, visit [www.pearsonvue.com/nabp](http://www.pearsonvue.com/nabp). Follow the instructions to set up a web account and select your preferred testing location. Locations of the testing centers (PPCs) are also available online at [www.pearsonvue.com/nabp](http://www.pearsonvue.com/nabp).
  - » **Phone:** To schedule your examination via phone, call Pearson VUE customer service at 1-888/709-2679. If you choose to call Pearson VUE’s customer service department to schedule an appointment, you will be asked to verify your identity, including verification of your EE number, last and first name, as well as other demographic information. The Pearson VUE customer service agent will search 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 e-mail from Pearson VUE that provides the details of your examination appointment, directions to your selected test center, and additional instructions for the FPGEE.

## Canceling/Failing to Attend Your Examination Appointment

**!** **Important:** All cancellations of scheduled examination appointments must be made through Pearson VUE at least five business days before the examination appointment.

For example, if you are scheduled to test on Tuesday, April 14, you must cancel your appointment by the end of the day on Monday, April 6.

If extreme circumstances require you to cancel less than five business days before the examination, you will be required to pay a resitting fee of \$150. Once your fee has been received, you will be required to register again with NABP to test and to receive a new ATT. You must receive a new ATT to schedule an appointment for the next FPGEE.

**?** See "Application and Examination Fees" on page 9 for payment information.

**!** **Note:** For requests to resit, additional documentation may be required by the FPGEC.

If you fail to arrive for your scheduled appointment without previously notifying NABP and Pearson VUE, you will forfeit your initial application fee and your program file will be closed. There are no exceptions to this policy. You will need to submit a new application, including two passport-size photos, and a new \$1,200 application fee to NABP in order to be considered for a future FPGEE.

You must contact NABP if you cannot take the FPGEE during the assigned testing opportunity and have not scheduled an examination appointment with Pearson VUE. See the FPGEE Administration section of this *Bulletin* for more information.

## FPGEE Competency Statements

The FPGEE Competency Statements serve as a blueprint of the topics covered on the examination. They offer important information about the knowledge, judgment, and skills you are expected to demonstrate while taking the FPGEE. A strong understanding of the Competency Statements will aid you in your preparation to take the examination.

### Area 1.0 Basic Biomedical Sciences (Approximately 10% of Test)

- 1.1 *Physiology*
  - 1.1.1 Function of the major body systems and homeostatic impact at organ and system level
- 1.2 *Biochemistry*
  - 1.2.1 Chemistry and utilization of biomacromolecules including proteins, lipids, carbohydrates, nucleic acid, intermediary metabolism of energy and nutritional molecules
  - 1.2.2 Enzymology and coenzymes and kinetics
  - 1.2.3 Cell chemistry, signal transduction pathways
  - 1.2.4 Transport and mobility
  - 1.2.5 Recombinant DNA and molecular biotechnology
  - 1.2.6 mRNA translation and protein synthesis
- 1.3 *Microbiology Related to Human Disease*
  - 1.3.1 Structure, function, and characteristics of microorganisms: microbe classification, structure, metabolism, genetics
  - 1.3.2 Pathogenic microorganisms of humans
- 1.4 *Immunology*
  - 1.4.1 Innate and adaptive immunity
  - 1.4.2 Principles of antibody actions
  - 1.4.3 Hypersensitivity and types of reactions

## Area 2.o - Pharmaceutical Sciences (Approximately 33% of Test)

- 2.1 *Medicinal Chemistry*
  - 2.1.1 Physicochemical properties of drugs in relation to drug absorption, distribution, metabolism, and excretion (ADME)
  - 2.1.2 Chemical basis for drug action
  - 2.1.3 Fundamental pharmacophores for drugs used to treat diseases
  - 2.1.4 Structure-activity relationships in relation to drug-target interactions
  - 2.1.5 Chemical pathways of drug metabolism
  - 2.1.6 Applicability to making drug therapy decisions
- 2.2 *Pharmacology and Toxicology*
  - 2.2.1 Mechanisms of action of drugs of various categories including biologics
  - 2.2.2 Pharmacodynamics of drug binding and response
  - 2.2.3 Adverse effects and side effects of drugs
  - 2.2.4 Mechanisms of drug-drug interactions
  - 2.2.5 Drug discovery and development
  - 2.2.6 Acute and chronic toxic effect of xenobiotics, including drug and chemical overdose and antidotes
- 2.3 *Pharmacognosy and Dietary Supplements*
  - 2.3.1 Concepts of crude drugs, semi-purified, and purified natural products
  - 2.3.2 Classes of pharmacologically active natural products
  - 2.3.3 Science and regulation of dietary supplements (vitamins, minerals, and herbals)
- 2.4 *Pharmaceutics/Biopharmaceutics*
  - 2.4.1 Biopharmaceutical principles of drug delivery to the body via dosage forms: liquid, solid, semisolid, controlled release, patches, implants
  - 2.4.2 Materials and methods used in preparation of drug forms
  - 2.4.3 Physicochemical properties relating to drug entities and dosage forms
  - 2.4.4 Principles of drug and dosage form stability, including chemical degradation and physical instability
- 2.5 *Pharmacokinetics*
  - 2.5.1 Basic principles of in-vivo drug kinetics (linear and nonlinear)
  - 2.5.2 Principles of bioavailability and bioequivalence
  - 2.5.3 Physiologic determinates of drug onset and duration, including disease and dietary influences on absorption, distribution, metabolism, and excretion
- 2.6 *Pharmacogenomics and Genetics*
  - 2.6.1 Molecular genetics, genomic, proteomic, and metabolomic principles that serve as a foundation for pharmacogenomics and the genetic basis of disease
  - 2.6.2 Genetic variants affecting drug action and metabolism, adverse drug reactions, and disease risk that influence the practice of personalized medicine
- 2.7 *Sterile and Nonsterile Compounding*
  - 2.7.1 United States Pharmacopeia guidelines on sterile and nonsterile compounding, hazardous drugs, and FDA regulation of compounding
  - 2.7.2 Techniques and principles used to prepare and dispense individual extemporaneous prescriptions, including dating of compounded dosage forms
  - 2.7.3 Dosage form preparation calculations
  - 2.7.4 Sterile admixture techniques, including stability, clean-room requirements, sterility testing, and dating

## Area 3.o – Social/Behavioral/Administrative Sciences (Approximately 22% of Test)

- 3.1 *Health Care Delivery Systems and Public Health*
  - 3.1.1 Organization of health care delivery systems at the national, state, and local levels: various settings where pharmacy is practiced and the structure of health care delivery systems such as managed care

- organizations, accountable care organizations, health departments
- 3.1.2 Health care delivery financing in the United States
- 3.1.3 Social, political, and economic factors that influence the delivery of health care in the United States
- 3.1.4 Public Health and Wellness: chronic disease prevention, health promotion, infectious disease control, demographics, physical, social, and environmental factors leading to disease, comparing and contrasting public health with individual medical care
- 3.1.5 The health care delivery system compared and contrasted with that of other industrialized nations
- 3.2 *Population-Based Care and Pharmacoepidemiology*
  - 3.2.1 Data sources and analytic tools that provide an estimate of the probability of beneficial or adverse effects of medication use in large populations
  - 3.2.2 Application of epidemiological study designs to evaluate drug use and outcomes in large populations
  - 3.2.3 Methods for continually monitoring unwanted effects and other safety-related aspects of medication use in large populations
- 3.3 *Economic and Humanistic Outcomes of Health Care Delivery*
  - 3.3.1 General microeconomic and general macroeconomic principles
  - 3.3.2 Pharmacoeconomic analysis and its application to improve the allocation of limited health care resources
  - 3.3.3 Humanistic outcomes and their application to improve the allocation of limited health care resources
- 3.4 *Pharmacy Practice Management*
  - 3.4.1 Management principles (planning, organizing, directing, and controlling pharmacy resources) applied to various pharmacy practice setting and patient outcomes
  - 3.4.2 Personnel management
  - 3.4.3 Planning, including delineation between business and strategic planning
  - 3.4.4 Marketing of goods and services: product versus service pricing, distribution, promotion
  - 3.4.5 Accounting and financial management
  - 3.4.6 Budgeting
  - 3.4.7 Risk management
- 3.5 *Pharmacy Law and Regulatory Affairs*
  - 3.5.1 Legal and regulatory principles applied to pharmacy practice: dispensing, professional services, drug use control
  - 3.5.2 Administrative, civil, and criminal liability
  - 3.5.3 Authority, responsibilities, and operation of agencies and entities that promulgate or administer laws, regulations, or guidances related to practice and prescription and nonprescription medications
- 3.6 *Biostatistics and Research Design*
  - 3.6.1 Research study designs used in medical research
  - 3.6.2 Application and interpretation of statistical tests and data collection instruments
- 3.7 *Ethical Decision Making*
  - 3.7.1 Principles of biomedical ethics
  - 3.7.2 Ethical dilemmas in the delivery of patient, centered care including, conflicts of interest, end-of-life decision making, use of codes of ethics, oaths of the pharmacist
  - 3.7.3 Research ethics
- 3.8 *Professional Communication*
  - 3.8.1 Communication abilities (appropriate verbal, nonverbal, visual, and written) with patient and caregivers, including empathetic communication
  - 3.8.2 Communication abilities with other health care providers
  - 3.8.3 Assertiveness and problem-solving techniques in relation to difficult social and professional conflicts and situations
  - 3.8.4 Measurement and use of health literacy in pharmacy communications
  - 3.8.5 Development of cultural competency in pharmacy personnel such that services are respectful of and



responsive to the health beliefs, practices, and cultural and linguistic needs of diverse patient populations

### 3.9 *Social and Behavioral Aspects of Pharmacy Practice*

- 3.9.1 Health-, illness-, and sick-role behaviors of patients
- 3.9.2 Principles of behavior modification
- 3.9.3 Patient adherence to therapies and recommendations
- 3.9.4 Caregiving throughout the lifecycle
- 3.9.5 Death and dying

### 3.10 *Medication Dispensing and Distribution Systems*

- 3.10.1 Systems for safe and effective preparation and dispensing of medications in all types of practice settings
- 3.10.2 Role of automation and technology: pharmacy informatics, information management
- 3.10.3 Continuous quality improvement programs or protocols in the medication-use process, including identification and prevention of medication errors, and establishment of error reduction programs

## Area 4.0 – Clinical Sciences (Approximately 35% of Test)

### 4.1 *Evidence-based Practice*

- 4.1.1 Interpret and evaluate drug information
- 4.1.2 Apply drug-information skills for the delivery of medication therapy management
- 4.1.3 Evaluate the reliability of various sources of information
- 4.1.4 Interpret guidelines as they apply in a clinical setting
- 4.1.5 Utilize core scientific and systems-based knowledge in the patient care decision-making process
- 4.1.6 Utilize basic science principles in the development and/or implementation of drug treatment protocols and clinical practice guidelines
- 4.1.7 Evaluate clinical trials that validate clinical appropriateness

### 4.2 *Clinical Pathophysiology*

- 4.2.1 Apply concepts of pathophysiology to clinical decision making

### 4.3 *Clinical Pharmacokinetics*

- 4.3.1 Utilize pharmacokinetics to calculate, evaluate, and individualize drug therapy
- 4.3.2 Interpret clinical pharmacokinetics of commonly used and low-therapeutic-index drugs

### 4.4 *Clinical Pharmacogenomics*

- 4.4.1 Utilize pharmacogenomics to calculate, evaluate, and individualize drug therapy

### 4.5 *Disease Prevention and Population Health*

- 4.5.1 Recognize the proper use of nonpharmacologic therapies, including complementary and alternative medicines
- 4.5.2 Describe measures to promote wellness and disease prevention
- 4.5.3 Identify the role of immunizations in disease prevention and health promotion

### 4.6 *Patient Assessment*

- 4.6.1 Describe techniques for obtaining a comprehensive patient history
- 4.6.2 Describe how to perform patient physical assessments: inspection, palpation, percussion, auscultation
- 4.6.3 Differentiate between normal physical assessment findings and modifications caused by common disease states and drug therapy
- 4.6.4 Interpret common clinical laboratory values and diagnostic tests
- 4.6.5 Perform calculations related to patient assessment: BMI, CrCl, lab adjustments
- 4.6.6 Describe the use of OTC point-of-care testing devices: glucometers, pregnancy tests, home testing for HbA1c, drug screening

### 4.7 *Clinical Pharmacology and Therapeutic Decision Making*

- 4.7.1 Make therapy recommendations based on dosage calculations, specific uses and indications of drugs and nutritional and support therapy
- 4.7.2 Interpret therapeutic drug concentrations

- 4.7.3 Assess pharmacotherapy considering contraindications, therapeutic duplications, dietary interactions, adverse drug reactions and interactions, and allergies
- 4.7.4 Triage and identify when to refer patients to other health professionals
- 4.7.5 Design patient-centered, culturally-relevant treatment plans
- 4.7.6 Apply evidence-based decision making to patient care
- 4.7.7 Recommend nonprescription and natural product therapies
- 4.7.8 Identify and manage drug toxicity, drug-induced diseases, and misuse or abuse
- 4.7.9 Monitor drug therapy for misuse, abuse, and non-adherence

## *FPGEE Sample Questions*

The following are examples of question types that candidates may encounter when taking the FPGEE. These questions are presented as examples to familiarize candidates with their formats and are not intended to represent content areas on the FPGEE. Every examinee is presented with the opportunity to take a tutorial at the testing center prior to initiating the FPGEE. The tutorial instructs examinees on how to respond to all of the types of questions that could be presented on the examination. Candidates are encouraged to take the tutorial in order to become familiar with how to submit responses in the computer-based examination.

### **Multiple-Choice Question Format**

Which of the following vaccines is contraindicated in immunocompromised patients?

- A. Pneumococcal polysaccharide
- B. Varicella
- C. Meningococcal conjugate
- D. Subcutaneous influenza

### **Multiple-Response Question Format**

What counseling information should a pharmacist provide to a patient taking oral tacrolimus? (Select **ALL** that apply.)

- A. Avoid live virus vaccinations
- B. Avoid grapefruit and grapefruit juice
- C. If a dose is missed, double up on the next dose
- D. Do not drink alcohol while taking this medication
- E. Medication levels need to be monitored

### **Constructed-Response Question Format**

Griseofulvin oral suspension contains 125 mg/5 mL. A physician prescribed 250 mg bid for 2 weeks for a patient. How many milliliters of griseofulvin should be dispensed in order to fill this prescription?

(Answer must be numeric; round the final answer to the nearest **WHOLE** number.)

### **Ordered-Response Question Format**

Rank the following topical corticosteroids from highest to lowest potency.

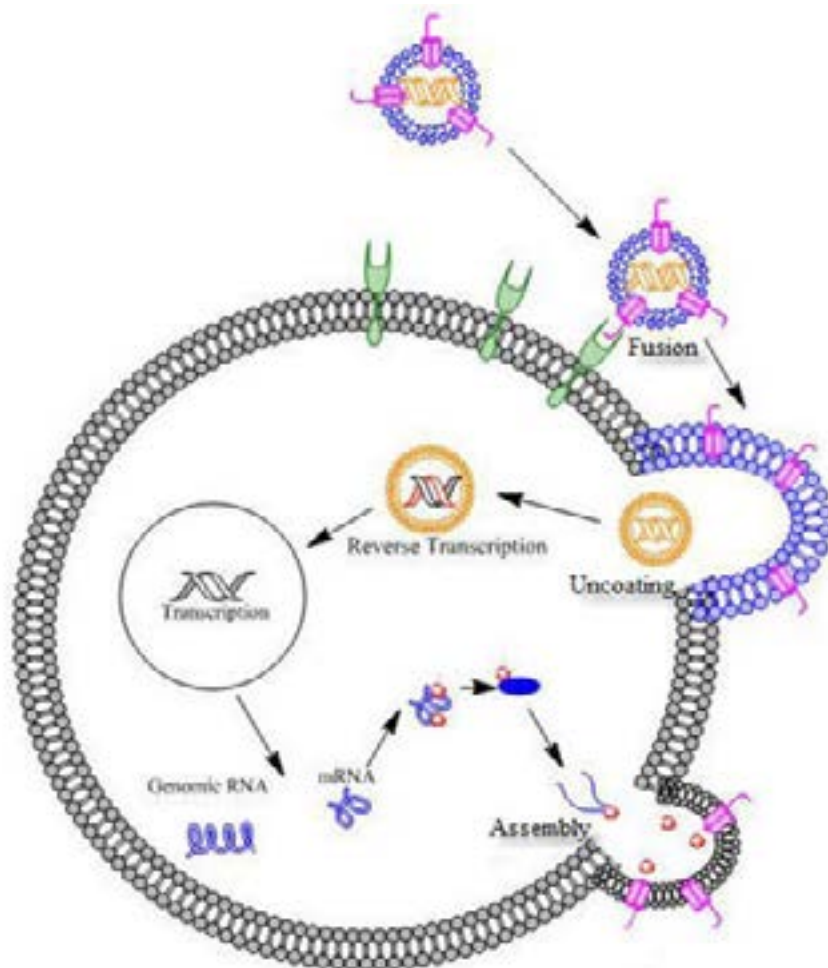
(ALL options must be used.)

Left-click the mouse to highlight, drag, and order the answer options.

| Unordered Options            | Ordered Response |
|------------------------------|------------------|
| Fluocinonide 0.05%           |                  |
| Hydrocortisone acetate 1%    |                  |
| Halobetasol propionate 0.05% |                  |
| Mometasone furoate 0.1%      |                  |

### Hot Spot Question Format

Using the diagram below, identify where in the HIV life-cycle maraviroc exerts its mechanism of action. (Select the TEXT response, and left-click the mouse. To change your answer, move the cursor, select alternate TEXT response and click.)



# FPGEE Administration

## *On the Day of the Examination*

Review the following information before your examination administration.

### **Arrive Early**

- Plan to arrive at the test center at least 30 minutes before your scheduled testing time to allow for check-in procedures. If you arrive at the test center 30 minutes *after* your scheduled examination time, you will forfeit your appointment. **If you forfeit your appointment, there will be no refund of your testing fee and you will be required to reapply for the FPGEE and submit the appropriate retake fee in order to retest.**

### **Bring Identification**

- When you arrive at the test center, you will be required to present your FPGEE Identification Card and a primary form of identification (ID) that contains a recent photograph and signature. It is also recommended that you bring a secondary ID that contains your name and signature. (More information is included in the "Identification Requirements" section that follows.) Your test administrator will instruct you to put all personal belongings in a locker and will provide instructions on where to keep your ID. Each time you enter and leave the testing room, your identity will be verified.

### **Follow Security Procedures**

Pearson VUE testing center staff will take a digital photograph of each examination candidate, and each candidate will provide his or her digital signature and a palm vein scan.

- For palm vein scans, a device will be used to digitally record the pattern of the candidate's palm veins.
- Candidate palm vein patterns are digitally encrypted and securely transmitted to Pearson VUE. If you do not provide the required identifying information, you will not be permitted to take the examination.
- In the event that you are unable to provide a digital signature or palm vein pattern, you must contact NABP at least 30 days prior to your examination date.
- For more information about the check-in process and palm vein scans, please contact Pearson VUE customer service at 1-888/709-2679.

### **Remain Seated**

- Once you have been admitted, the test center administrator will escort you to a workstation. You must remain in your seat during the examination, except when authorized to leave by a test center administrator in accordance with NABP policies and procedures.
- 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.
- 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 leave the testing room without permission, or
  - » you leave the test center building for any reason after being admitted but prior to initiating the examination or prior to completing your examination. **There will be no refund of your FPGEE fee.**

## Supplies

- The administrator will provide you with an erasable note board and a pen to use during your examination. You may not remove the note boards or pen from the testing room at any time. You will not be allowed to take your own scratch paper or pencil/pen into the testing room.
- You can activate an on-screen calculator during the examination. The on-screen calculator can be used in a scientific and five-function mode. If you request a handheld calculator for any reason, you will only be supplied with a five-function calculator by Pearson VUE. Personal calculators of any kind are prohibited.
- Raise your hand to notify the administrator of the following:
  - » You think you have problems with your computer.
  - » You need to take a break.
  - » You need the administrator for any other reason.

## Examination Administration

### Non-Disclosure Agreement

Before starting the FPGEE, you will be required to read the terms and conditions of the [NABP Non-Disclosure Agreement](#) for NABP Examinations. If you agree, select the box to confirm that you agree to the Non-Disclosure Agreement and proceed to the application. You will not be able to proceed if you do not accept the terms of the Agreement.

### Examination Duration and Breaks

- Before beginning the FPGEE, you will be allotted 10 minutes to complete a mandatory tutorial.
- You will have 5 hours and 30 minutes to complete the examination.
- The FPGEE consists of 250 questions.
- The examination will begin when the first question appears on the screen.
- Halfway through the examination, you will have a mandatory 30-minute break. Your palm vein pattern must be scanned when you re-enter the testing room. These times will not count toward the 5 hours and 30 minutes allotted to complete the FPGEE.
- At the end of the examination, you will have 15 minutes to complete a brief optional survey.

### Format and Option to Review Questions

The format of the examinations requires that **all** test questions be answered in the order in which they are presented. You will **not** be allowed to skip a question or return to a previous question until all questions have been completed. However, you will be able to mark questions for review as you answer them. Once you have answered all questions for a section, you will have the option to return to the questions you marked for review and change the answer if you so choose.

### Completing the Examination

When you have completed your time on the examination 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.

## Break Information

Part 1 of the examination lasts 2 hours and 45 minutes and is followed by a mandatory 30-minute break.




**Important:** All test center restrictions, security measures, and codes of conduct also apply during the break. Your palm vein pattern must be scanned anytime you re-enter the testing room.


- If you complete Part 1 of the FPGEE prior to the 2 hours and 45 minutes allotted, you may not begin Part 2 of the examination until the time allotted for Part 1 and the mandatory break has passed.
- After the mandatory break has passed, you will be allowed 2 hours and 45 minutes to complete Part 2 of the examination. You may leave the test building once you have completed Part 2 of your examination.

## Identification Requirements


You must bring the following identification to the testing center to be granted admission to the exam:

- Your FPGEE Identification Card
- A primary form of ID that contains a recent photograph and signature

 **Note:** Without your FPGEE Identification Card and primary form of ID, you will not be admitted to the examination. You will be required to reapply for the FPGEE and pay the examination fee again (see page 9).

 **Important:** Your name on your identification must match your name on your FPGEE Identification Card.

If your forms of identification are not in English, NABP highly recommends that you provide an official translation of the identification.

 See “Translation of Non-English Documents” section on page 21.

Your signature on your IDs must match your digital signature provided on the day of the examination as well as your signature on your FPGEC application. It is also recommended that you bring a secondary form of ID that contains your name and signature. Forms of ID that have **expired** are **not** considered to be valid.

If the name(s) on both your primary and secondary IDs do not match the name on your FPGEE ID Card, you must correct the discrepancy by contacting the FPGEC in writing at least **30 business days** prior to the date of your scheduled examination. **If the name on your FPGEE ID Card is different from the name on your IDs, you will not be permitted to test. Name updates cannot be completed at the test center.**

## Acceptable Forms of Photo Identification

### Primary ID

You must present one of the following acceptable primary IDs, which must be current (not expired) and contain a recent recognizable photograph and signature. NOTE: International-issued passports with embedded (not visible) signatures are acceptable.

- Passport
- Other valid government-issued IDs including:
  - » US-issued or foreign driver’s license
  - » US state identification card

### Secondary ID

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

- Driver’s license
- Passport
- State-issued ID card
- US passport card

- Military ID
- 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, the following:

- ID with no photo (unless accompanied by another primary form of ID with photo)
- Expired passport
- Expired driver's license
- Draft classification card
- Letter of identity from a notary
- Social Security card
- Employee ID
- Green card

### Temporary IDs

All candidates using temporary forms of identification must follow the same guidelines listed under "Acceptable Forms of Photo Identification." The identification must match the name on your FPGEE ID Card.


All temporary forms of identification must be current (not expired) and must contain a recent recognizable photograph with your signature. A secondary form of identification is still required. Acceptable forms of temporary identification include only:

- State-issued temporary driver's license (with a photo)
- State-issued temporary ID cards (with a photo)
- State-issued learner's permit (with a photo)

Candidates using any forms of identification other than the ones listed above must contact NABP and present the identification for validation at least 30 business days prior to their test administration.


### Failure to Present Proper ID

You will not be admitted to the examination without 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. You will be required to reapply for the FPGEE.

 See page 10 for information on reapplying to the FPGEC.

### Name Changes

Candidates who have had their name legally changed must contact the FPGEC in writing at least 30 days prior to the examination day. Name changes cannot be completed at the test center and documentation brought to the test center confirming your name change will not be accepted.

 See "Candidate's Name" section on page 21.

If the name on your FPGEE ID Card is different from the name on your IDs, you will not be permitted to test.


### Test Center Restrictions

To ensure that examination results for all candidates are earned under comparable conditions and represent fair and accurate measurement of each candidate's individual knowledge and skills, it is necessary to maintain a standardized and secure testing environment. All candidates must adhere to the following policies:

- No reference, study, or other materials or devices may be brought into the testing center.

- Candidates will not be allowed to take anything into the testing room at the PPC 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:
 

|                          |  |                        |
|--------------------------|--|------------------------|
| » Beverages              | » Computer bags  | » Pagers               |
| » Books                  | » Contents of pockets  | » Photographic devices |
| » Book bags or backpacks | » Food   | » Recording devices    |
| » Briefcases             | » Handbags/purses  | » Wallets              |
| » Calculators            | » Other electronic or digital devices (watches, activity wristbands, PDAs) | » Weapons              |
| » Cell phones            | » Outerwear (coats, hats)  |                        |
| » Computers/tablets      |  |                        |
- Secure storage located outside the testing room will be provided for personal items, but space is limited. Test centers assume no responsibility for candidates' personal belongings.
- Even if no secure storage is available, you will be required to leave all other personal belongings, including prohibited items, outside the testing room.

 **Important:** Candidates may access the following items outside the testing room on scheduled or unscheduled breaks

- Beverages
- Food
- Handbags/purses
- Wallets
- Smoking, regardless of substance, is not allowed in the testing room or in the testing center building.
- Friends or relatives who accompany you will not be permitted to wait in the test center building or test room during your admission or during your examination and are not permitted to contact you while you are taking the examination or during the mandatory break.
- You may not leave the test center building during the examination appointment or mandatory break. If you leave the testing room or test center building, including the check-in and secure storage area, without the permission of the test site administrator at any time during the examination appointment or mandatory break, you may be suspended from the test administration and your score may be invalidated.

### *What to Do in Case of Inclement Weather*

In the event of a testing center closing due to inclement weather, Pearson VUE will attempt to contact the candidate. However, it is the responsibility of the individual candidate to contact Pearson VUE to determine if the test center is open. If the PPC where the candidate is scheduled to test is open and the candidate does not keep his or her scheduled appointment, the candidate forfeits all fees and no portion of the examination fee will be refunded.

### *If Your Computer Experiences Technical Difficulties*

On rare occasions, technical difficulties occur at the testing center. If you experience a computer technical difficulty, notify the test center administrator immediately. Every effort will be made to correct any difficulties as quickly as possible. Should the testing center experience a loss of power, back-up systems are in place and every reasonable effort will be made to retrieve testing data. Once power is restored, candidates will be able to continue their testing sessions from the point at which they were interrupted.



If technical issues cause you to wait more than 30 minutes after your scheduled appointment time, or a restart delay lasts longer than 30 minutes, you will be given the choice of continuing to wait until after the delay to begin/continue your examination or rescheduling your appointment at the next scheduled FPGEE administration without an additional fee. If you choose to reschedule your appointment or the technical issue cannot be resolved, you will be allowed to test at the next scheduled FPGEE administration at no additional charge and without a required waiting period and your testing results will be invalidated. If you choose not to reschedule, but rather to continue testing after a delay, you will have no other options and your testing results will be considered valid.

## Security Measures

The FPGEE is the property of NABP and is a confidential examination that is protected by trade secret law, copyright law, and other applicable state and federal laws and regulations. The FPGEE will be made available to the examination candidate solely for the purpose of determining eligibility for FPGEC Certification.

Numerous security measures will be enforced during the test administration to ensure the integrity of the program. Be aware that you will be observed at all times while taking the examination. This observation may include direct observation by test center staff, as well as video and audio recording of your testing session.

## Misconduct

Individuals are expressly prohibited from engaging in misconduct at all times in connection with the FPGEE, including misconduct related to exam questions, answers, or question format (individually and collectively "Exam Content"). Misconduct in connection with Exam Content or the FPGEE include, 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 the FPGEE for you
- Attempting, arranging, or taking the examination for another individual

Misconduct in connection with the FPGEE or Exam Content is prohibited at all times, including prior to registering, scheduling, or taking the examination, during an examination appointment session as described in this *Bulletin*, and after taking the examination. Misconduct can involve individuals, candidates, or groups of individuals or candidates such as classmates, co-workers, friends, family, study groups, organizations, or entities. Individuals or groups of individuals who engage in any of the misconduct described in this section may be subject to one or more of the actions listed in the "Actions" subsection of this *Bulletin* below.

## Misconduct During the Examination

Individuals who engage in any of the following misconduct or exhibit any of the following behaviors during their examination appointment session may be subject to one or more of the actions listed in the "Actions" subsection of the *Bulletin* below. The examination appointment session begins when the candidate is checked in to the test center, includes scheduled and non-scheduled breaks, and ends when the candidate is dismissed from the center.

Examples of misconduct during the examination appointment session 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 take the examination for you.
- Taking the examination for any purpose other than determining the eligibility for FPGEC Certification, 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 examination.
- 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 from the test center scratch paper, note boards, writing materials, or the like.
- Copying or memorizing examination questions, answers, or any other examination content and/or removing such information.
- 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, copying, reproducing, transmitting, requesting, purchasing, receiving, utilizing without specific NABP authorization, or making available any portion or the entirety of the FPGEE in any form.

Individuals who engage in any of the misconduct described in this section or who exhibit any of the behaviors described in this section prior to, during, or after their examination appointment session may be subject to one or more of the actions listed in the "Actions" subsection of this *Bulletin* below.

## Actions

If NABP obtains information that an individual engaged in any misconduct, as defined in the *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 register for an examination.
- Suspension of the test administration.
- Forfeiture of all testing fees.
- Termination of the test administration.
- Withholding the reporting of the examination score or invalidation or cancellation of an examination score as described in the FPGEE Score Withholding, Cancellation, or Invalidation section.
- Disqualification from the FPGEC Certification Program or revocation of your FPGEC Certificate.
- Notification to one or more boards of pharmacy or state or federal law enforcement agencies.
- Initiation of civil, criminal, and/or administrative proceedings against the candidate 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.

## *Notification to Authorities*

NABP reserves the right to share with pharmacy regulatory or law enforcement authorities information concerning the withholding, cancellation, or invalidation of a candidate's score on any examination that is required for FPGEC Certification, the status of an FPGEC application, including candidates' file closure, the withholding of an FPGEC Certificate, candidate misconduct, the disqualification of a candidate from the FPGEC Certification Program, or the revocation of a candidate's FPGEC Certificate.

## *Atypical 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 appeal process does not apply to atypical testing circumstances.

## *FPGEE Score Withholding, Cancellation, or Invalidation*

NABP reserves the right to determine, in its sole discretion and at any time, whether to withhold the reporting of an examination score or to cancel or invalidate one or more examination scores of an individual or a group of individuals. The withholding, canceling, or invalidating of one or more examination scores of an individual or a group of individuals may occur prior to, during, or after examination administration.

NABP may cancel or invalidate an examination score or withhold the reporting of an examination score for any reason including, without limitation, the following:

- Atypical testing circumstances
- Misconduct by one or more individuals as described in this *Bulletin*
- Testing irregularities
- Noncompliance with policies by one or more candidates
- Observed irregular behavior of one or more candidates
- Discrepancy or falsification of an examination candidate's identification
- Impersonating an examination candidate or allowing an unauthorized person to take an examination
- Unusual answer patterns
- Unusual or large score variances among a candidate's examinations
- Unusually low score
- Psychometric review
- Leaving a testing center facility
- Accessing examination content prior to taking the exam
- Stealing exam content
- Communicating with other test takers during an examination appointment session
- Disclosing, publishing, reproducing, or transmitting an exam, in whole or in part, in any form and by any means, whether verbal, written, electronic, or mechanical, for any purpose


NABP's right to determine whether to withhold, cancel, or invalidate an examination score is not in any way waived or modified because NABP processed an examination registration form, authorized a candidate to sit for an examination, scored an examination, or reported an examination score.

## *Retake Policy*

Effective January 1, 2012, all current and new FPGEC candidates are allowed a maximum of five attempts to successfully pass the FPGEE. Those candidates who have already met or exceeded this limitation will be allowed one final attempt at passing the FPGEE, regardless of how many times they have tested prior to January 1, 2012. Those candidates will have two consecutive opportunities, beginning January 2012, to test one final time.

Candidates that do not pass the FPGEE upon the final allowed attempt will have their program file closed by the FPGEC and will be ineligible for further testing.

Candidates who did not pass the FPGEE and have not tested the maximum number of times will need to submit a new application and appropriate fee.

 See "Application and Examination Fees" section on pages 9-10.

# Score Results

## *Your FPGEE Score Results*

Your score result will be available for electronic download from a secure website approximately eight weeks after the test administration unless NABP has withheld, canceled, or invalidated your score as described in this *Bulletin*. The score results are available online until the first day of the next FPGEE administration. After that date, you must submit a request to receive your score in writing.

The minimum acceptable passing score on the FPGEE is a 75. The score is a scaled, equated score. It is not a tally of the number of questions answered correctly, nor is it a percentage score. It is equated to ensure that any difference in the difficulty of questions on a particular form of the FPGEE will not affect the scaled score you receive, and that your scaled score will not be influenced by the scores of other candidates who take the same examination at the same time you do. The range of possible scaled scores on the FPGEE is between 1 and 150.

Score reports for candidates who receive a failing score on the FPGEE will include a diagnostic report, which indicates their relative performance in each major competency area. Because of the secure nature of the FPGEE, no further review of the test questions is allowed.

**Effective January 1, 2012**, your FPGEE score will be valid for five years from the date of the examination. Candidates who do not complete the FPGEC Certification process before their FPGEE score expires will be required to retake the FPGEE if they wish to pursue certification in the future.

The five-year validity period of an FPGEE score applies to current candidates who have already passed the FPGEE but have not obtained their FPGEC Certificate. For example, a passing score on the December 6, 2009 FPGEE is valid until December 6, 2014.



**Note:** Expired scores will not be reported. The FPGEC is unable to provide verification of an expired score.

## *FPGEE Score Review*

If you believe that your score report is not accurate, you may request a score review. Prior to the release of FPGEE scores, all scores are carefully validated. However, on occasion, a candidate may believe that the reported score is not accurate. Candidates who request an FPGEE score review may have their scores verified for a fee of \$100. Payment must be made to NABP in the form of a certified check, cashier's check, or money order payable in US funds and drawn through a US bank. The purchase date of the check or money order must appear on all forms of payment. Personal checks, cash, or other unapproved forms of payment will not be accepted.


Note that it is extremely unlikely that a score will be changed through the review process. All score review requests must be submitted in writing within 60 days of the release of scores and accompanied with the \$100 fee. Your request must include your name, exactly as it appears on your FPGEE Identification Card, and your EE number. You will receive the results of your score review (in writing) within two to four weeks.



See "Application and Examination Fees" on pages 9-10 for details pertaining to appropriate payment methods.


# Pre-FPGEE

## Pre-FPGEE Overview

 **Note:** The Pre-FPGEE will be unavailable while upgrades are being made to the exam delivery software. It will be available no later than February 1, 2016, in time for the Spring 2016 FPGEE administration.

The Pre-FPGEE is an FPGEE practice examination written and developed by NABP. A computerized examination delivered via the Internet, the Pre-FPGEE is designed to familiarize you with the types of questions, test layout, and content areas that appear on the FPGEE. When taking the Pre-FPGEE, candidates are allotted 85 minutes to complete the 66-question examination. This time limit is proportional to the time allowed on the FPGEE. Candidates are able to review previously answered questions or change answers at any time during the examination.

In preparing for the Pre-FPGEE, it is suggested that candidates review the FPGEE Competency Statements, which are available on pages 26-30 of this *Bulletin* and can be accessed on the NABP website ([www.nabp.net/programs/examination/fpgee/fpgee-blueprint](http://www.nabp.net/programs/examination/fpgee/fpgee-blueprint)). To best interpret the score obtained on the Pre-FPGEE, it is recommended that the examination be taken without the use of study aids or reference materials.


 **Note:** If you are considering taking a review course before the examination, please be aware that the FPGEC does not endorse ANY specific review course. FPGEE test questions are kept under strict, secure conditions, thus the only questions truly representative of the FPGEE test are those that appear in the Pre-FPGEE.

Those who complete the Pre-FPGEE will be given a scaled score based on their answers to the questions. Pre-FPGEE scores are interpreted in a similar fashion as the FPGEE. Candidates will have the ability to print their score report for their personal records. Pre-FPGEE scores will not be released to anyone other than the candidate, unless NABP is legally required to disclose such information. The Pre-FPGEE is a practice exam and is not designed to predict FPGEE scores. Your Pre-FPGEE score may significantly differ from your actual FPGEE score. NABP does not claim that a strong performance on the Pre-FPGEE predicts passing the FPGEE.

## Registering for the Pre-FPGEE

The Pre-FPGEE can be accessed by visiting the Programs page on the NABP website ([www.nabp.net/programs/examination/pre-fpgee](http://www.nabp.net/programs/examination/pre-fpgee)). Candidates must first create an NABP e-Profile to purchase the examination. Please make certain that when creating your e-Profile, you enter your name exactly as it appears on your FPGEC program file.

The fee for the Pre-FPGEE is \$50. Candidates register online and may use any major credit card. There are no refunds once the practice examination has been purchased.

 **Important:** After you have registered and paid for the Pre-FPGEE, you will have seven days to take the examination.

Please note that candidates may only take each Pre-FPGEE test form once; however, a new form is available approximately four weeks before each FPGEE administration.

## Minimum System Requirements to Take the Pre-FPGEE

To take the Pre-FPGEE, a computer running either Microsoft Windows 7 or 8/8.1 or Mac OS 10.7 (Snow Leopard) through 10.10 (Yosemite) operating system software is required and must meet the following system requirements:

- Mozilla Firefox 38.0 and higher
- Google Chrome 43.0 and higher
- Internet Explorer 11.0 and higher, with text size set to medium or smaller
- Reliable Internet access (high-speed connection preferred for optimal performance)
  - » Because wireless Internet routers may fail, NABP recommends using a direct Internet connection while taking the Pre-FPGEE.
- Access to a printer for score reports.



**Note:** The Safari browser on the Mac platform is NOT supported, and you may encounter difficulties in completing the exam if you utilize Safari as your browser. Please utilize Chrome or Firefox if you plan to take your Pre-FPGEE using an Apple computer. In addition, please attempt to delete your cookies saved by your internet browser. Instructions can be found at the following link: <http://www.wikihow.com/Clear-Your-Browser%27s-Cookies>. Please do not hesitate to contact Customer Service if you have additional questions.

## Whom to Contact If You Experience Technical Difficulties

Please contact NABP Customer Service at 847/391-4406 should you experience any computer problems while registering for or taking the Pre-FPGEE. Customer Service is available Monday through Friday, 9 AM to 5 PM Central time.

## Security Measures

The Pre-FPGEE is a confidential practice examination that is protected by trade secret law, copyright law, and other applicable state and federal laws and regulations. The Pre-FPGEE will be made available to candidates solely for the purpose of helping candidates familiarize themselves with the questions, layout, and content areas that appear on the FPGEE.

All Pre-FPGEE documents, examination questions, answers, and content are the exclusive property of NABP. The selling, offering, disclosing, publishing, reproducing, transmitting, copying, requesting, purchasing, receiving, acquiring, or utilizing any portion or the entirety of the Pre-FPGEE without authorization, or making available the Pre-FPGEE including, but not limited to, examination question format, answers, questions, profiles, or scenarios, in whole or in part, in any form and by any means, whether verbal, written, electronic, or mechanical, for any purpose is prohibited at all times.

If NABP obtains information indicating an examination candidate sold, offered, disclosed, published, reproduced, transmitted, copied, requested, purchased, received, acquired, or utilized any portion or the entirety of the Pre-FPGEE without authorization, or made available any portion of the Pre-FPGEE, as described above, in any form to or from individuals, organizations, study groups, or the like, NABP may take actions against the candidate resulting in, but not limited to, disqualification from the FPGEC Program, civil penalties, and/or criminal proceedings.



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