Specialty Certification in:

- Ambulatory Care Pharmacy
- Compounded Sterile Preparations Pharmacy
- Geriatric Pharmacy
- Nuclear Pharmacy
- Oncology Pharmacy
- Pharmacotherapy
- Solid Organ Transplantation Pharmacy

- Cardiology Pharmacy
- Critical Care Pharmacy
- Infectious Diseases Pharmacy
- Nutrition Support Pharmacy
- Pediatric Pharmacy
- Psychiatric Pharmacy

Updated: May 28, 2020
TABLE OF CONTENTS

GENERAL INFORMATION .................................................. 3
RECERTIFICATION .......................................................... 4
BPS RECERTIFICATION REQUIREMENTS ......................... 4
APPROVED PROFESSIONAL DEVELOPMENT
PROGRAMS FOR BPS RECERTIFICATION ...................... 5
RECERTIFICATION TIMELINE ........................................... 6
RECERTIFICATION APPLICATION PROCEDURES .......... 6
PROCESSING APPLICATIONS ............................................. 6
FEES AND PAYMENT METHODS ......................................... 6
RECERTIFICATION VIA CONTINUING EDUCATION .... 7
EXAMINATION INFORMATION ........................................... 7
CANDIDATES LICENSED OUTSIDE OF THE US &
CANADA ........................................................................ 10
REQUEST FOR EXTENSION ............................................. 11
DELIST ........................................................................... 12
CONFIDENTIALITY ......................................................... 12
RECORDS RETENTION .................................................... 12
NON-DISCRIMINATION POLICY ......................................... 12
USE OF BPS MARK AND LOGO ....................................... 13
APPENDIX MATERIALS .................................................... 14
LIVE REMOTE PROCTORING ............................................. 14

Board of Pharmacy Specialties
2215 Constitution Avenue, NW
Washington, DC 20037-2985
Tel: (202) 429-7591 • Fax: (202) 429-6304
info@bpsweb.org • www.bpsweb.org

BPS office hours are Monday through Friday
8:30am to 5:00pm (Eastern Time).
The BPS office is closed on all U.S. federal holidays
GENERAL INFORMATION

BPS is an independent, non-governmental certification body that develops and administers board certification examinations in recognized pharmacy practice specialties. BPS was created on January 5, 1976 by the American Pharmaceutical Association (now the American Pharmacists Association, APhA), and exists today as an autonomous division of APhA.

The Board is composed of 12 voting members, including nine pharmacists, six of whom represent BPS specialty practices and three of whom are not board certified. The Board also includes two health care professionals other than pharmacists and one public member. The BPS Executive Director and one member of the APhA Board of Trustees are non-voting Board members, ex officio. For a current list of Board of Director members, click here.

BPS has established a Specialty Council for each recognized specialty. Specialty Councils work with the Board to develop and administer psychometrically-sound and legally defensible certification examinations, consistent with public policy regarding the credentialing of health care professionals. A Specialty Council is composed of seven pharmacists certified in the specialty area and two other pharmacists not certified in the specialty area. For a current list of Specialty Council members, click here.

The principal responsibilities of BPS include:

1. To enhance public / consumer protection by developing effective certification programs for specialty practices in pharmacy.
2. To grant recognition of appropriate pharmacy practice specialties based on criteria established by the Board of Pharmacy Specialties.
3. To establish standards for certification and recertification of pharmacist specialists in recognized pharmacy practice specialties.
4. To grant eligible pharmacists certification and recertification in recognized pharmacy practice specialties.
5. To serve as a coordinating agency and informational clearing house for organizations and pharmacists in recognized pharmacy specialties.

Importance of Certification

The primary purpose of specialization in any health care profession is to improve the quality of care individual patients receive, to promote positive treatment outcomes, and ultimately, to improve the patient’s quality of life. Specialties evolve in response to the development of new knowledge or technology that can affect patient care. The rapid, dramatic advancement of drug therapy in recent decades has created a clear need for pharmacy practitioners who specialize in specific kinds of treatment and aspects of care. Specialty certification is a responsible, progressive initiative from the profession to try to ensure the best possible patient care.

Board certification has allowed more pharmacists to participate in collaborative drug therapy management, which is a significant value to patients. Pharmacists certified in a specialty are frequently sought for professional consultations. As the contributions of pharmacists become more recognized, we anticipate greater recognition from public and private payers. Employers and patients can feel secure in knowing that a board-certified pharmacist has taken the initiative to seek advanced specialized training that sets them apart. Certification can also provide a personal reward for pharmacist specialists. Preparing for the certification examination offers an opportunity to increase advanced, specialized knowledge in a practice area. Specialty certification is a means of informing other professionals of the individual’s educational and practice accomplishments, setting the specialist apart from colleagues. It is one way to demonstrate advanced knowledge and skills independent of, and in addition to a degree program, license or residency.

Recognition of BPS Certification

BPS-certified pharmacist specialists are recognized for their advanced level of knowledge, skills, and achievement by many government agencies and educational organizations. The following are examples of specific benefits that may be realized by BPS-certified pharmacist specialists:

- U.S. Nuclear Regulatory Commission: specialists may be recognized as Authorized Nuclear Pharmacists.
- U.S. Department of Defense: specialists may receive bonus pay.
- U.S. Department of Veterans Affairs: specialists may serve at a higher pay step.
- U.S. Public Health Service: specialists may receive bonus pay.
- California, New Mexico and North Carolina State Boards of Pharmacy: specialists may apply for advanced privileges.
- Increasing numbers of employers are recognizing BPS certified specialists with monetary rewards, promotions or hiring preferences.
**RECERTIFICATION**

This guide is intended to provide BPS certified pharmacists information on the recertification process. The elements of recertification include eligibility requirements, application procedures, recertification examination administration, professional development activities, extension requests, and delist process. This document is ONLY A GUIDE. The information, procedures, and fees detailed in this publication may be amended, revised, or otherwise altered at any time without advanced notice by the Board of Pharmacy Specialties. The provision of this Guide does not confer any rights upon a candidate for recertification. The information contained in this Guide supersedes information contained in all previous editions of the BPS Recertification Guide.

Recertification assures the public and the profession that certified practitioners undergo periodic evaluation. Participating in continuing education opportunities or preparing for the recertification examination also offers the opportunity for certificants to stay up to date with current developments in the field. The Board of Pharmacy Specialties requires all board-certified specialists to recertify every seven years. If a BPS-certified specialist does not apply for recertification by the deadline date of August 1st of their recertification year, the individual is in jeopardy of being removed from the official roster of board-certified specialists. For example, if a certification cycle is valid until December 31, 2020, the recertification application is due August 3, 2020.

If a certified pharmacist fails to successfully complete the recertification process, a one-time extension may be granted for a one-year period, at the sole discretion of BPS while the individual seeks to successfully complete the process. Once a BPS-certified specialist has been removed permanently from the roster, that individual may no longer use the designation or initials associated with that specialty (e.g., Board-Certified Nuclear Pharmacist, BCNP) nor display the BPS certificate. Reinstatement can be achieved only by the successful completion of the entire certification process.

Please note, each specialty area has its own approved continuing education programs and requirements designed to assess a practitioner’s knowledge in their particular subject area. To accommodate pharmacists who have achieved BPS certification in more than one specialty, professional development providers may approve selected continuing education programs for credit in more than one specialty. This may occur when program topics and content are applicable to content outlines of more than one BPS certification program, and the professional development provider is approved for those specialties.

Pharmacists certified by BPS may earn up to 42 credit hours of the required continuing education needed for recertification in these programs approved for two or more specialties and apply the credit to each specialty in which he/she is certified.

There is no overlap or dual purposing of continuing education programs between specialty areas unless noted by BPS and the provider.

**BPS RECERTIFICATION REQUIREMENTS**

Board-Certified Pharmacists will be required to maintain their certification over a seven-year period by completing one of the following professional development activities:

- **Option One: Recertification Examination**
  Achieving a passing score on the 100-item recertification examination based on the Content Outline of the designated specialty.

- **OR**

- **Option Two: Continuing Education**
  Earning the required number of hours of continuing education credit provided by a professional development program approved by BPS for the certification which is held. Each specialty has different requirements. Please see the individual website pages for more information.

A current, active license to practice pharmacy is required for recertification.

Recertification Eligibility Requirements and Content Outlines for each specialty can be found here:

- [Ambulatory Care Pharmacy](#)
- [Cardiology Pharmacy](#)
- [Compounded Sterile Preparations Pharmacy](#)
- [Critical Care Pharmacy](#)
- [Geriatric Pharmacy](#)
- [Infectious Diseases Pharmacy](#)
- [Nuclear Pharmacy](#)
- [Nutrition Support Pharmacy](#)
- [Oncology Pharmacy](#)
- [Pediatric Pharmacy](#)
- [Pharmacotherapy](#)
- [Psychiatric Pharmacy](#)
- [Solid Organ Transplantation Pharmacy](#)
APPROVED PROFESSIONAL DEVELOPMENT PROGRAMS FOR BPS RECERTIFICATION

Please contact the following organizations for further information on approved CE programs.

American College of Clinical Pharmacy (ACCP)
(913) 492-3311 • FAX (913) 492-0088

American Pharmacists Association (APhA)
(202) 628-4410

American Society of Consultant Pharmacists (ASCP)
(703) 739-1300 • FAX (703) 739-1321

American Society of Health-System Pharmacists (ASHP)
(301) 664-8700 • FAX (301) 652-8278

College of Psychiatric & Neurologic Pharmacists (CPNP)
(402) 476-1677 • FAX (888) 551-7617

Hematology Oncology Pharmacy Association (HOPA)
(877) 467-2791

Pediatric Pharmacy Advocacy Group (PPAG)
(901) 820-4434 • FAX (901) 767-0704

Purdue University College of Pharmacy
Robert Heine Pharmacy Building
(765) 494-1361 • FAX (765) 494-7880

Society of Critical Care Medicine (SCCM)
(847) 827-6869 • FAX (847) 827-6886

Society of Infectious Diseases Pharmacists (SIDP)
(630) 938-4732

Site specific information

Ambulatory Care Pharmacy
(APhA) - BPS Approved Ambulatory Care Pharmacy Recertification Program
(ACCP)/(ASHP) Joint Program - BPS Approved Ambulatory Care Pharmacy Recertification Program

Cardiology Pharmacy
(ACCP/ASHP) – BPS Approved Cardiology Pharmacy Recertification Program

Compounded Sterile Preparations Pharmacy
(APhA) – BPS Approved Compounded Sterile Preparations Pharmacy
(ASHP) – BPS Approved Compounded Sterile Preparations Pharmacy

Critical Care Pharmacy
(ACCP) - BPS Approved Critical Care Pharmacy Recertification Program
(ASHP) - BPS Approved Critical Care Pharmacy Recertification Program
(SCCM) –BPS Approved Critical Care Pharmacy Recertification Program

Geriatric Pharmacy
(ASCP) - BPS Approved Geriatric Pharmacy Recertification Program
(ASHP/ACCP) Joint Program - BPS Approved Geriatric Pharmacy Recertification Program

Infectious Diseases Pharmacy
(ASHP/ACCP) Joint Program – BPS Approved Infectious Diseases Pharmacy Recertification Program
(SIDP) – BPS Approved Infectious Diseases Pharmacy Recertification Program

Nuclear Pharmacy
(PURDUE) - BPS Approved Nuclear Pharmacy Recertification Program

Nutrition Support Pharmacy
(PURDUE) - BPS Approved Nutrition Support Pharmacy Recertification Program

Oncology Pharmacy
(ACCP/ASHP) Joint Program - BPS Approved Oncology Pharmacy Recertification Program
(HOPA) - BPS Approved Oncology Pharmacy Recertification Program

Pediatric Pharmacy
(ACCP) - BPS Approved Pediatric Pharmacy Recertification Program
(ASHP) - BPS Approved Pediatric Pharmacy Recertification Program
(PPA) - BPS Approved Pediatric Pharmacy Recertification Program

Pharmacotherapy
(ACCP) - BPS Approved Pharmacotherapy Recertification Program
(ASHP) - BPS Approved Pharmacotherapy Recertification Program

Psychiatric Pharmacy
(CPNP) - BPS Approved Psychiatric Pharmacy Recertification Program
**RECERTIFICATION TIMELINE**

Please view the chart below to determine your year of recertification. Remember, your certification becomes active December 31st of the year in which you sit for the initial certification examination or recertify, (July 1st for those initially certified during a Spring test window) and is active for a full seven years.

<table>
<thead>
<tr>
<th>Initial Testing Year/Year Last Recertified</th>
<th>Recertify by December 31</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>2020</td>
</tr>
<tr>
<td>2014</td>
<td>2021</td>
</tr>
<tr>
<td>2015</td>
<td>2022</td>
</tr>
<tr>
<td>2016</td>
<td>2023</td>
</tr>
<tr>
<td>2017</td>
<td>2024</td>
</tr>
<tr>
<td>2018</td>
<td>2025</td>
</tr>
<tr>
<td>2019</td>
<td>2026</td>
</tr>
</tbody>
</table>

**APPLICATION PROCEDURES**

The candidate is responsible for submitting an application that is completely and accurately filled out. Incomplete and/or unpaid applications will not be processed. Candidates who wish to recertify by testing in the Spring 2020 examination window must submit their application by March 20, 2020 (see 2020 Candidate’s Guide for a complete list of important deadlines).

BPS encourages candidates to submit their recertification application as early as January 1st. Certificants must submit their recertification application no later than the deadline of August 3, 2020. Those candidates wishing to test in the Fall 2020 examination window, or those using BPS-approved continuing education (CE) programs MUST submit their application by the August 3rd deadline. Applications can be submitted through your MyBPS account by clicking the “Recertify” link. Please note that the recertification application can be submitted prior to completion of the required CE hours. CE hours for recertification may continue to be earned through the end of the calendar year for credit towards recertification.

Providers of BPS approved continuing education programs report all CE hours for recertification directly to BPS except ACPE approved continuing education courses for BCNSP.

**PROCESSING APPLICATIONS**

All recertification applicants will be notified via email of their eligibility within 20 working days of BPS’ receipt of their application and fee. Applicants may also check their MyBPS profile to confirm eligibility. Those candidates recertifying via examination will additionally be contacted via email to schedule their examination after their recertification application has been processed.

**FEES AND PAYMENT METHODS**

**Recertification Fee**

All Board-Certified Specialists are required to pay the BPS Annual Certification Maintenance fee of $125 USD each year for years one through six of their certification cycle and a $400 recertification fee in year seven.

Pharmacists holding more than one BPS certification are assessed only one annual fee, and certificants are not required to pay the annual fee in their recertification year unless the certificant chooses not to recertify or has delisted from the certification during the certification’s recertification year.

All pending balances must be submitted prior to successful submission of the recertification application.

The recertification fee helps cover the costs of the development and administration of recertification processes and the ongoing operations of the Board and its Specialty Councils. All fees are subject to change at the sole discretion of the Board.

Application Fees are as follows:

- Recertification via examination is $400
- Recertification via continuing education is $400
- Application fee to retake the recertification examination is $200 (Please note, this opportunity is only available within one year of the last failed attempt)

Candidates have the option to take the recertification examination in the Spring and/or Fall examination windows of their recertification year. If a candidate fails to appear for an examination, candidate must resubmit a recertification application at full price. If a candidate does not pass by the Fall examination in their recertification year, they have the option to submit a one-time, one-year extension request, if they have not previously used an extension.

**Fee Payments**

Payments are made by credit card (VISA, MasterCard, American Express, Discover). Currencies are withdrawn in U.S. dollars. Money orders are NOT accepted.

**Declined Credit Cards**

When a credit card transaction is declined you may submit an alternate credit card for processing. Please note, if you submit a payment and receive an “Error 12” message, this is due to submitting a different billing address from the one your financial institution has on file. Please contact your financial institution to confirm the correct billing address before reattempting the payment.
Forfeiture of Fees/No Refunds
Candidates who fail to arrive at the Testing Center on the date and time of the scheduled examination will forfeit their examination fees and must re-register by contacting BPS. Examination fees may NOT be transferred to another test window.

RECERTIFICATION VIA CONTINUING EDUCATION
Candidates who plan to recertify using BPS approved continuing education programs MUST submit their recertification application by the deadline date of August 3, 2020 even if they have not completed their CE requirements. Conversely, please note that credits earned that exceed the recertification requirement will not be applied to your current accrual period and credits cannot be applied forward to a future new cycle prior to the accrual period start date.

The deadline to complete the required CE for recertification is December 31, 2020. If you believe you will not complete the CE requirement by the end of the year in which you are due to recertify, you may request an extension (see “Request for Extension” section).

Important Dates for Candidates Recertifying Via CE
Recertification Application Deadline
August 3, 2020
CE Requirement Deadline
December 31, 2020

EXAMINATION INFORMATION
Test Dates
BPS offers both a Spring and a Fall testing window for those candidates recertifying via examination. The Spring testing window will run between April 20, 2020 and June 30, 2020. The Fall window will run between September 8, 2020 and October 12, 2020. It is in the best interest of a certificant to take the opportunity to register for the Spring examination, in which case if a passing score is not achieved, there is still an opportunity to retest during the Fall examination window. Recertification candidates licensed outside of the United States and Canada should view the “Candidates Licensed Outside of the US and Canada” section for information on examination administration in their country. The BPS recertification examination will be administered via computer by Prometric, BPS’s approved testing administrator, through its affiliated test sites. Recertification candidates must schedule the date, time, and location of their examination within the scheduled test administration window. For a complete list of deadlines and important dates, please click here.

Test Sites and Live Remote Proctoring
Through an arrangement with Prometric, BPS candidates can schedule their examinations at more than 275 test sites within the United States and more than 275 test sites outside of the U.S. Test site locations can be found on the Prometric website.

Live Remote Proctoring (LPR) is an option offered for the September – October 2020 Examination Window, with certain restrictions*. For more details on this offering, please review the Live Remote Proctoring appendix below.

Once a testing appointment is scheduled, the candidate will receive a confirmation email outlining the appointment details.

The candidate must bring a current, government-issued photo identification with signature to the test site. Acceptable forms of identification include driver’s licenses, passports, and government-issued identification cards. Unacceptable forms of identification include gym memberships, warehouse memberships, school identification cards, credit cards, and identification with signature only (no photo). The candidate’s name as it appears on the confirmation email must match the candidate’s name as it appears on the government-issued photo identification. If a candidate’s name does not match, the candidate is responsible for submitting a Name Change Request in their MyBPS profile. Candidates will be required to upload a PDF or JPG copy of government-issued identification showing their new name as part of that request. Name changes that occur after submission of the application must be requested and received no later than 30 days after the application deadline, in order to be updated in time for your examination appointment.

DANTES Program
Overseas U.S. military pharmacists may sit for BPS certification using the DANTES program through Military Education Centers. When candidates are sent an application approval email from BPS, they should click on the scheduling link provided and choose the test location, date and time of their choice.

Scheduling
In order to help assure the greatest probability that certificants receive their preferred test site and date, BPS recommends registering as early as possible. Recertification candidates will have the option of a morning or afternoon administration. Please view the Candidate’s Guide or visit www.bpsweb.org for a full list of deadlines.
*Domestic Candidates must submit their scheduling request at least four (4) days prior to their preferred testing date during the scheduled test administration window. Non-U.S. candidates must submit their scheduling request at least ten (10) business days prior to their preferred testing date.

Candidates may contact Prometric through their website or by calling Prometric at 1-800-896-6037 on matters related to scheduling a testing appointment. Voicemail will accept certificant inquiries outside of normal U.S. business hours.

Once a testing appointment is scheduled, the candidate will receive a confirmation email outlining the appointment details.

**Rescheduling**
Candidates may reschedule a testing session up to two (2) calendar days in advance of the scheduled testing appointment through Prometric’s scheduling system. **BPS staff will not process change requests. A $45 nonrefundable fee, payable to Prometric, will apply if the appointment is rescheduled between 29-2 calendar days prior to the original appointment date.**

**Americans with Disabilities Act**
The Board of Pharmacy Specialties complies with the relevant provisions of the Americans with Disabilities Act (ADA). If a candidate has a disability and requires accommodations under this Act during the certification examination, he/she should select “Special Accommodations” as part of their application form and then submit the “ADA Accommodations”.

**Deferrals**
Spring candidates have the option of having their application deferred to the Fall examination cycle of the same year. Candidates who defer to the Fall examination cycle and do not test will forfeit all fees; no additional deferrals will be allowed. NOTE: BPS does not defer applications in the Fall application window.

**Withdrawals**
Candidates who withdraw from the examination recertification process before and after the application deadline (March 20, 2020 or August 3, 2020) will be charged a withdrawal administrative fee of $200 ($250 if the examination has been scheduled). Candidates who have withdrawn from the recertification process can maintain their credential and remain in good standing by immediately requesting an extension (see “Request for Extension” section).

BPS will review requests for emergency withdrawals with decisions made on a case-by-case basis. Acceptable withdrawal requests, with appropriate documentation (e.g., physician’s letter, police report, etc.) will be considered under the following situations:

(i) Serious illness (either the candidate or an immediate family member)
(ii) Death in the immediate family
(iii) Disabling accident
(iv) Court appearance
(v) Jury duty
(vi) Unexpected military call-up

Supporting documentation must be submitted to BPS within seven (7) days after the examination date. Candidates whose withdrawal request is not approved by BPS will forfeit all testing fees. **Applications cannot be deferred from the Fall examination cycle into the next calendar year.**

**Checking-In on Examination Day at Test Centers**
Recertification candidates should arrive at the test site at least 15 minutes in advance of the scheduled testing appointment time. If a candidate arrives at the test site 30 minutes after his/her scheduled testing appointment time and is refused admission, then the candidate will forfeit his/her appointment. If an appointment is forfeited, there is no refund of the testing fee.

The candidate must present a valid government-issued photo identification with signature along with a printout of his/her testing appointment confirmation email.

Candidates will be required to sign in and will be instructed on where to store personal items and where to keep identification. The candidate’s identity will be verified every time he/she enters or leaves the testing room.

Once the candidate has been checked-in, he/she will be escorted by testing staff to a workstation. The candidate must remain at the workstation unless authorized to leave by test site staff. Candidates may not leave the room without test site staff permission. If the candidate leaves the testing room without permission prior to completing his/her examination, he/she will forfeit the testing appointment and there will be no refund of testing fees.

Test site staff will provide the candidate with an erasable note board and pen that may be replaced as needed during the test. The candidate may not remove the note boards or pens, and candidates are not allowed to use their own scratch paper or writing tools. Additionally, candidates will be provided with a calculator available on their computer.
Testing room temperature can be unpredictable; therefore, BPS suggests that the candidate bring appropriate clothing with them (e.g., sweater, sweatshirt without hood) to help them adapt to a cooler or warmer climate in the examination room. Candidates may bring earplugs if they are sensitive to noise. If earplugs are brought, the earplugs will be subject to inspection by the testing center staff.

**Personal Item Exception**
At this time, we are expanding the Personal Item Exception (PIE) policy to include Medical Masks and medical rubber gloves.

Candidates wearing surgical or medical masks:

- The candidate should briefly remove the mask so ID can be visually verified
- During this brief removal, the masks should be visually inspected at check-in to look for notes written inside. TCAs should not touch or handle the masks during inspection
- Candidates choosing to wear masks during testing need to keep the mask on for the duration of testing. If a candidate decides to remove the mask during their examination, they should be made to store it in their locker
- The mask should be removed for image capture (if required for the examination)

Candidates are also permitted to wear medical rubber gloves in the test room. The gloves should be briefly visually inspected per our security policies. Check the gloves for any notes concealed or written on them.

**Prohibited Items**
Candidates are expressly prohibited from bringing the following items to the test site:

- Cameras, cell phones or other mobile devices, optical readers, or other electronic devices that include the ability to photograph, photocopy, or otherwise copy test materials
- Notes, books, dictionaries, or language dictionaries
- Book bags or luggage
- iPods, MP3 players, headphones, or pagers
- Calculators, computers, PDAs, or other electronic devices with one or more memories
- Personal writing utensils (i.e., pencils, pens, and highlighters)
- Watches
- Food and beverage
- Hats, hoods, or other headgear, unless required for religious purposes

All items are subject to inspection by the proctor. If Prometric test site personnel determines that a candidate has brought any prohibited items to the testing site, the candidate’s item may be demanded and held for an indefinite period of time by Prometric test site personnel. BPS and Prometric reserve the right to review the memory of any electronic device that may be in the candidate’s possession at the test site to determine whether any test materials have been photographed or otherwise copied.

If the review determines that any test materials are in the memory of any such device, BPS and Prometric reserve the right to delete materials and/or retain them for subsequent disciplinary action. Upon completion of the review and any applicable deletions, BPS and Prometric will return the device to the candidate but will not be responsible for the deletion of any materials that may result from the review, whether or not such materials are test materials.

By bringing any such device into the test site in contravention of BPS and Prometric policies, the candidate expressly waives any confidentiality or other similar rights with respect to the device, BPS and Prometric review of the memory of the device, and/or the deletion of any materials. BPS, Prometric, the examination site, and the test site staff are not liable for lost or damaged items brought to the examination site.

**Inclement Weather and Cancellations**
Prometric will attempt to contact candidates in the event of a test site closure due to inclement weather to reschedule their appointment. As sites close, emails are issued to candidates impacted notifying them of the closures, and Prometric’s website is also updated with this information. However, because closures can occur at any time during inclement weather. The candidate is responsible for contacting Prometric to receive the most up-to-date information regarding whether a center is open or to reschedule the examination appointment. If a test site is officially closed, candidates will not be charged a rescheduling fee. If a test site is open and the candidate does not keep his or her appointment, the candidate forfeits all fees.

**Checking-In on Examination Day via Live Remote Proctoring**
While LRP testing generally mirrors traditional in-center test processes, there are important disclosures to consider. For more details, please review the Live Remote Proctoring appendix below.

**Examination Format and Administration**
Four-option multiple-choice questions constitute the majority of examination items; however, most of the specialty examinations also use alternate item types such as
multiple choice, multiple-correct response, drag and drop, and items supplemented with images and videos.

During the examination, if a candidate experiences difficulty with the computer, he/she should notify the proctor immediately and await further instruction. Most technical issues are resolved quickly with a simple refresh of the screen or by the proctor logging you back into the examination.

BPS specialty certification examinations are delivered via computer. While it is not the norm, internet technology issues can occasionally occur requiring the proctor to log you back into your examination. If this happens, inform the proctor that you have a computer issue.

If a technical issue lasts longer than 30 minutes and prevents you from continuing with the examination, you may choose to stop and reschedule to another day, or you may continue to wait for the resolution. Again, most technical issues are resolved quickly.

Candidates will be provided with a scientific calculator app available on their computer screen for use during the examination. A sample calculator is available on the BPS website.

Candidates will have the option to add comments to each examination item (question). The comments will be collected and shared in aggregate for review by BPS staff and the applicable BPS Specialty Council. Comments will not be used in the scoring of the examination.

Instructions will be provided to candidates on their computer screen. Only answers submitted via computer will be scored. Answers written on whiteboards will not be scored.

Statement of Confidentiality for BPS Examinations:

1. This examination and the test questions contained herein are the exclusive property of BPS.
2. This examination and the questions contained herein are protected by copyright law. No part of this examination may be copied or reproduced in part or in whole by any means whatsoever, including memorization.
3. The theft or attempted theft of any examination materials is punishable as a felony.
4. My participation in any irregularity occurring during this examination, such as giving or obtaining unauthorized information or aid, as evidenced by observation or subsequent analysis, may result in termination of my participation, invalidation of the results of my examination or other appropriate action.
5. Further discussion or disclosure of the contents of the examination orally, in writing or by any other means is prohibited.

My electronic signature on my application indicates that I have read, understood and agree to be bound by the statement of confidentiality and that I have read and understood the BPS Candidate’s Guide. Failure to comply can result in termination of my participation, invalidation of the results of my examination or other appropriate action.

Examination Schedule
The examination day schedule is provided below.
- Examination (100 items): 2.5-hour testing period
- No scheduled breaks

Please note that there are no scheduled breaks for the recertification examination. The timer continues to count down if a certificant chooses to take an unscheduled break.

Examination Results
Candidates will receive their score reports electronically approximately 60 days following the close of the scheduled examination administration window by logging in to their MyBPS accounts.

Retaking the Examination
If a recertification candidate fails to achieve a passing score on the examination during the Spring cycle, the candidate may retest in the Fall examination window. If the candidate fails to achieve a passing score during the Fall examination window, the candidate may request an extension, if they have not previously used one. Please see the “Request for Extension” section for more information. The fee for retaking the examination is $200. Candidates who wish to retake the examination will be asked to submit an abbreviated application form through their MyBPS account.

For full information on the BPS examination process, please refer to the BPS website or the 2020 Candidate’s Guide.

CANDIDATES LICENSED OUTSIDE OF THE US & CANADA

BPS certification is oriented primarily toward pharmacists licensed and practicing in the U.S. All recertification candidates must submit a copy of their current, active, legal authorization to practice pharmacy in their country of origin or residence, along with their application form. If these documents are not in English, notarized English translations must be provided by the candidate, at the candidate’s expense.

Throughout BPS specialty recertification examinations, all
measures from laboratory test results are expressed in traditional U.S. units. A conversion chart will NOT be offered as part of the examination. A reference table of normal lab values is NOT provided. Candidates should take this into consideration when preparing for the examination.

The Board is aware that examination questions dealing with procedures or regulatory issues in the U.S. are not necessarily pertinent to candidates who practice in foreign countries. However, all candidates are given the same examination and are held to the same standard of achievement, regardless of the country in which they practice and the regulations under which they practice.

Please note BPS certification does not confer the privilege to practice pharmacy in the U.S. or any other country.

**REQUEST FOR EXTENSION**

Candidates seeking recertification who believe that they will not be able to sit for the recertification examination in their recertification year or who believe that they will not be able to complete all required CE by December 31 of the year in which they are to recertify may request an extension of their certification status. Please follow these steps to complete your request for an extension.

1. Log-in to your MyBPS profile.
2. Click on the “Recertify” link to be directed to the recertification application. Select the recertification route and submit the recertification application. BPS must first approve the recertification application before you can request an extension.
3. Once the recertification application is approved, a “Request Extension” link will be available in your MyBPS profile.
4. Complete the extension request form by uploading a written request (in PDF or JPG format).
   - Provide specific reasons for not being able to sit for the examination or earning the total hours by the December 31st deadline.
   - Outline a plan to meet all recertification requirements (either by earning the total hours of CE or passing the Spring and/or Fall recertification examination) by December 31, of your recertification year.
   - The Extension Request must be received by BPS by December 31, of your recertification year.

Please note, all requests for extensions submitted after the Fall examination registration window is closed are processed by selecting the continuing education route in the recertification application regardless of your intended plan for meeting the recertification requirements.

This request should be submitted via your MyBPS account after a recertification application has been submitted and approved by clicking the “Request Extension” link that appears after the recertification application is approved. Certificants must first complete a recertification application form and the $400 recertification fee plus any past fees including any $5 annual penalties. As part of the extension request form, a candidate must submit and upload a written request (in PDF or JPG format), providing specific reasons for not being able to sit for the examination or to meet the December 31 deadline for CE, as well as outline a plan for meeting all recertification requirements by December 31 of the following year. The request must be received by BPS by December 31 of the year in which the candidate is to recertify.

**BPS will only grant an extension one-time during the life of the certification.**

If a candidate wishes to change their recertification route during their extension year, the candidate must contact BPS regarding this change request.

During the extension period, the individual’s certification remains active; however, this period will be treated as a one-year extension on a one-time only basis, assuming the candidate has not already been granted an extension. No additional extension will be granted beyond this one-year period. All recertification requirements must be completed by the end of the one-year extension or that individual’s certification will lapse, and his/her name will be removed from the official roster of BPS-certified pharmacist specialists. Once removed permanently from the roster, reinstatement can be achieved only by the successful completion of the entire certification process. The only way to reinstate certification is to re-apply for initial certification which includes meeting all eligibility requirements, paying all fees, and passing the initial certification examination.

When recertification is accomplished through a continuing professional development program for any specialty, all hours creditable to a specific seven-year recertification period must be earned within that accrual period (plus an additional year, if granted an extension). Credit hours may not be carried over from one seven-year period to the next.

Candidates should note that there are expiration dates associated with earning BPS recertification credit. BPS will only award recertification credit for modules based on the completion and submission date of the post-test assessment.

If a certificant is recertifying via examination, they must pass
the examination in either the Spring or Fall window in their extension year.

If a candidate is granted an extension and successfully recertifies, the new seven-year certification cycle will begin after the completion of the extension year.

**DELIST**

You may request to delist from your certification by contacting the Recertification Manager, Lulu H. Mziray, MBA-HM at lmziray@aphanet.org for official instructions on how to officially complete the process to be delisted from a BPS certification and to avoid future communication regarding your certification.

**CONFIDENTIALITY**

BPS is committed to protecting confidential or proprietary information related to applicants and certification holders, as well as the examination development, maintenance and administration process. BPS will not disclose any confidential applicant/certification holder’s information outside of the course of BPS business unless authorized in writing by the individual or as required by law.

**Sharing of Certificant Data**

If necessary, for BPS’s ordinary course of business, and subject to appropriate contractual confidentiality protections, BPS may share certain personal information about applicants and certificants with third parties who use such personal information to provide core services to BPS or to assist BPS and individuals with the maintenance of those individuals’ certifications.

**Examination Results**

Individual examination results are considered confidential. Examination scores are released only to the individual candidate, unless a signed release is provided in advance. Results are not released by phone, fax or email. All personal information submitted by applicants and certification holders with their application, is considered confidential.

**Application Status**

An individual’s application status is considered confidential. We do not disclose information regarding whether an individual has applied for certification or has taken the examination. Current certification status is published and verifiable as noted in the Credential Verification section.

**Credential Verification**

The names of currently certified individuals are not considered confidential and may be published by BPS. Published information may include name, city, state, country, certification(s) held and certification status.

**BPS Database**

Personal information retained within the applicant/certification holder database and/or applicant/certification holder files will be kept confidential. This includes information and any documentation regarding a disability and the need for accommodation in testing. With the applicant’s/certification holder’s written permission, BPS shares non-personal information with third parties. This information is not considered confidential and may include name, city, state, country, certification(s) held and certification status.

**RECORDS RETENTION**

BPS retains examination results (scores), summary reports from examination administrations and active applicant data indefinitely. Submitted paper documentation is retained for one (1) year. After one (1) year, BPS will shred those documents. A candidate should retain his or her own copies of all documentation sent to BPS.

**NON-DISCRIMINATION POLICY**

BPS endorses the principle of equal opportunity and nondiscrimination in all certification specialty programs and prohibits discrimination against its applicants, candidates, certified persons, staff, and volunteers. Certification is offered to all eligible persons regardless of age, gender, religion, national origin, marital status, sexual orientation or disability, or any other category protected by federal or state law. BPS ensures fair and equitable treatment of all candidates throughout all phases of the certification process. All BPS decisions related to certification (including granting, suspending and withdrawing) are made impartially and free from non-discriminatory judgements.

**IMPARTIALITY STATEMENT**

The BPS management and its employees, volunteers and contractors understand the importance of impartiality and the consideration of any potential conflicts of interest in carrying out its certification activities. BPS shall manage conflicts of interest and ensure the objectivity of its certification activities. BPS shall act impartially in relation to its applicants, candidates, and certified persons.

Decisions on certification programs shall be made in accordance with established policies and procedures. Policies and procedures affecting applicants, candidates, and certified persons shall be made public and shall fairly and accurately convey information about the certification program. Certification of individuals is based on objective evidence obtained by BPS through a fair, valid and reliable assessment process which is not influenced by other interests or parties. BPS is committed to identifying and assessing risks in all related certification activities which
may result in a conflict of interest or pose a threat to impartiality.
The BPS management and its employees, volunteers and contractors understand the importance of impartiality and the consideration of any potential conflict of interests in carrying out its certification activities. BPS shall manage conflict of interest and ensure the objectivity of its certification activities. BPS shall act impartially in relation to its applicants, candidates, and certified persons. Decisions on certification programs shall be made in accordance with established policies and procedures. Policies and procedures affecting applicants, candidates, and certified persons shall be made public and shall fairly and accurately convey information about the certification program. Certification of individuals is based on objective evidence obtained by BPS through a fair, valid and reliable assessment process which is not influenced by other interests or parties. BPS is committed to identifying and assessing risks in all related certification activities which may result in a conflict of interest or pose a threat to impartiality.

**USE OF BPS MARK AND LOGO**
The BPS certification mark and logo are the property of BPS. Permission to use the certification mark or logo is granted to certified persons at the discretion of BPS, for permissible uses only. A candidate who passes the examination will receive a certificate suitable for framing and will have the right to claim the mark of a Board-Certified Pharmacist in the specific pharmacy specialty. Use of BPS marks and logos is limited to those persons who have been granted the pharmacy specialty designation by BPS and who satisfy all maintenance and recertification requirements established by BPS.

**Use of the Designation**
To use BPS letters in one’s title, individuals must: (1) meet and continue to meet our certification and recertification standards; and (2) demonstrate the requisite experience requirements. Successful individuals are authorized to use the following certification marks or designations in communications and marketing materials, once they have earned the specific designation as appropriate: BCACP®, BCCP®, BCSCP®, BCCCP™, BCGP®, BCIDP®, BCNP®, BCNSP®, BCOP®, BCPPS®, BCPS®, BCPP®, and BCTXP®.
APPENDIX MATERIALS
LIVE REMOTE PROCTORING
As a pilot measure for 2020, BPS has partnered with Prometric to provide live remote proctored (LRP) testing on a limited basis. To be eligible, candidates must be approved to test in the fall 2020 examination window and reside in the U.S. or Canada.

Prometric will employ reasonable efforts to provide for adequate remote proctors to meet demand for the BPS examinations; however, BPS cannot guarantee availability of an examination session at a specific time within the designated examination window.

While LRP testing generally mirrors traditional in-center test processes, there are important disclosures to consider before deciding to schedule an LRP examination:

- Please review the ProProctor User Guide in preparation for your examination.
- Ensure a testing location that is indoors (walled), well lit, with a closed door and free from background noise and disruptions. Your workstation and surrounding area must be free of pens, paper, electronic devices, etc. No content that could potentially provide an unfair advantage during your examination, including anything posted on walls or within your immediate area, is allowed during your session.
- Ensure that no third party (i.e., person or pet) is present in the room or enters the room for the duration of the examination. If this occurs, your examination will be terminated and/or your results invalidated.
- Computer View: Candidate’s computer must clearly be shown and fully inspected during the check-in process. If this cannot be accomplished with an external web-camera for desktops or mirror for laptops, File a CPR.

PERSONAL DATA COLLECTION & PROCESSING
You must consent to the collection and processing of your personal data (including valid photo ID, video images of your person, workspace, and/or room in your home or office), and biometrics (i.e. facial recognition technology), as required by BPS.

You must remove your eyeglasses for close visual inspection (i.e., rotating 360 degrees). These inspections will take a few seconds and will be done at check-in (and again upon return from breaks) before you begin or resume testing to ensure you do not violate any security protocol.

Jewelry outside of wedding and engagement rings is prohibited. Please do not wear other jewelry during testing. Hair accessories, ties and bowties are subject to video inspection. Use of ornate clips, combs, barrettes, headbands, tie clips, cuff links and other accessories are prohibited during testing and you will be asked to remove these items. Violation(s) of this protocol may result in the termination of your exam and notification to BPS.

VIRTUAL TEST CENTER PROCESSES
- PRIOR to launching your examination, you must download and install the ProProctor Application and perform a computer system check.
- An original, valid (unexpired), government issued photo and signature bearing ID is required to take an examination. You will be required to demonstrate your workspace and surrounding area using your webcam.
- You will be required to raise your pants legs above your ankles, empty and turn all pockets inside-out and raise shirt sleeves above your wrists prior to every entry into the virtual test center.
- If you are wearing eyeglasses, you will be required to remove them for 360-degree visual inspection to ensure they do not contain any recording device(s). Large jewelry items must be removed from your person prior to and throughout the duration of the examination.
- If you have long hair that covers your ears, you will be asked to pull your hair back to ensure nothing is affixed or embedded in your ear(s).

PROHIBITED ITEMS AND EXAMINEE CONDUCT IN THE VIRTUAL TESTING CENTER
Requests for special accommodations will be reviewed by BPS staff on a case-by-case basis and addressed as per existing BPS policy.

Please note that leaving the camera view while the examination is in progress, is strictly prohibited. Changing location while testing, turning off lighting or audio, speaking to or receiving aid from other individuals is also strictly prohibited.

Unauthorized personal items must not be accessible while testing. Such items include, but are not limited to outerwear,
hats, food, drinks, purses, bags or briefcases, notebooks, watches, cell phones, electronic devices, calculators, or wearable technology.

Eating, drinking, smoking, and chewing gum are prohibited during the examination.

Written notes, published materials, or other testing aids are prohibited.

Light clothing items removed for comfort such as sweaters, suit jackets, scarves, etc., must be hung on the examinee’s chair, not placed in laps or on the workstation desktop. Outerwear such as heavy coats, parkas, raincoats, etc., is not permitted in the testing area.

CONFIDENTIALITY OF EXAM CONTENT ADMINISTERED THROUGH LIVE REMOTE PROCTORING

The remote proctoring application, computer-based test delivery system, tutorial, examination content, and surveys are the published, confidential, and proprietary materials or intellectual property of Prometric and/or BPS.

Communicating, publishing, reproducing, or transmitting any part of an examination, in any form or by any means (e.g. verbal, electronic, written, etc.) for any purpose is strictly prohibited. ANY reproduction or disclosure will result in immediate notification to BPS and potential filing of administrative, civil, and/or criminal charges against you and anyone directing or conspiring with you.

ADDITIONAL POLICIES

LRP Outside of the US and Canada
Candidates outside of the U.S. or Canada are not eligible for LRP testing. Violation of this policy (i.e., candidates outside of the U.S. or Canada testing using LRP) will subject test results to invalidation or other appropriate action.

Use of Scratch Paper
The policy on the use of scratch paper (i.e., dry erase board) for in-center testing is described in another section. For LRP candidates, options for the use of scratch paper (or suitable alternative) will be confirmed by Prometric at the time of LRP test administration. Please note that the testing engine used by Prometric contains an online calculator for use during the testing session. The use of a separate calculator is strictly prohibited.

Internet outage(s)
If during the examination the candidate experiences an internet outage that exceeds 10 minutes, the examination session will be terminated, and a report filed with BPS. Please be sure to select a testing location with stable, high-speed Internet access.

Unscheduled Breaks
No more than one (1) unscheduled break will be allowed per section, and for no more than five (5) minutes in duration. If an unscheduled break exceeds five (5) minutes, BPS will be notified. Please note that the remote proctor will repeat the check-in procedure after each break (unscheduled or otherwise). If a candidate takes an unscheduled break during a recertification examination, that time is deducted from their examination period.

Interruptions of LRP Examinations
As a condition of selecting LRP, candidates must have access to reliable high-speed internet service and computer equipment and acknowledge that neither Prometric nor BPS bears responsibility for any candidate’s computer malfunctions, internet service issues, or power outages, should any arise. In the unlikely event that an LRP examination is interrupted for more than 10 minutes (including, but not limited to, extended power outage, loss of internet connection), the examination session will be terminated. To maintain the security of sensitive examination content, candidates will not be permitted to retest in the current examination window. However, each case will be reviewed, and after review, candidates may be granted an opportunity to register to retake an examination in a future testing window.
MISSION STATEMENT

The Mission of the Board of Pharmacy Specialties is to improve patient care by promoting the recognition and value of specialized training, knowledge and skills in pharmacy and specialty board certification of pharmacists.

We will accomplish this mission by:

- Providing leadership for the profession of pharmacy in the discussion, evolution, direction and recognition of specialty board certification of pharmacists;
- Establishing and promoting, in collaboration with stakeholders, the value of pharmacy specialization and board certification;
- Establishing the standards for identification and recognition of pharmacy specialties;
- Establishing standards of eligibility, knowledge, and skills as the basis for board certification;
- Developing and administering a valid process to evaluate the knowledge and skills of pharmacists;
- Assessing and recognizing the continued eligibility, knowledge, and skills of board-certified pharmacist specialists through a valid recertification process.

Board of Pharmacy Specialties
2215 Constitution Avenue, NW
Washington, DC 20037-2985
202-429-7591 • FAX 202-429-6304
info@bpsweb.org
www.bpsweb.org

©Copyright 2020, Board of Pharmacy Specialties. All Rights Reserved.