GUIDE TO
BPS CERTIFICATION
for International Applicants

Meet Eligibility Requirements
a. Review the Eligibility Requirements by specialty including experience and licensure

Score
a. A score of 500 or greater is required to pass
   • Newly certified specialists will automatically receive a certificate approximately 90 days after notification of their passing score, and have the option to claim a complimentary BPS digital badge. Congratulations!
b. A score of less than 500 is not considered a passing score
   • Candidates may apply to retake exam within 1 year of the original test at reduced rate

Results
a. Candidates will receive their score reports approximately 60 days after the test administration window closes by logging into their MyBPS account.

Take the Exam
a. Part 1 - 100 Exam items - 150 minutes
b. Optional break (up to 30 minutes)
c. Part 2 - 75 Exam Items - 120 minutes

Prepare
a. Review the Exam Content Outline, which delineates the knowledge areas that make up the examination by specialty.
b. Though not required nor affiliated with BPS, it is recommended to seek out Exam Preparation materials and/or courses.
c. Please note, 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 exam.

Apply
a. BPS offers 2 examination windows per year. Review the Upcoming Deadlines.
b. Applicants submit their application on MyBPS (New applicants must create a profile; Existing certificants must log-in using their existing profile.) Review the Candidate’s Guide for more information
   • Please note that names printed on Certificates are based on the information submitted on applicants’ initial application
c. Submit your Employer Verification Letter and/or Proof of Residency Completion
d. Applications take up to 20 Business Days to process
   • Two-step Application Review Process
   • Applications reviewed on a “first come, first served basis”

Submit Education Documentation
a. Once you have submitted your application, please complete the Graduation Documentation Submission Form, send it to your University to request a copy of your University transcripts or have the graduation certificate sent directly to BPS:
   Board of Pharmacy Specialties
   2215 Constitution Avenue, NW • Washington, DC 20037-2985

Schedule
a. If your application is approved, you will receive an “authorization to test (ATT)” email from BPS with the approval notification to schedule your exam.
   • Candidates are advised to regularly check their Inbox and Spam/Junk Email folders for their ATT message
b. Examinations are scheduled through the BPS Examination Administrator, Prometric using the ATT email

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