2017 Recertification Guide

Specialty Certification in:
- Ambulatory Care Pharmacy
- Critical Care Pharmacy
- Nuclear Pharmacy
- Nutrition Support Pharmacy
- Oncology Pharmacy
- Pediatric Pharmacy
- Pharmacotherapy
- Psychiatric Pharmacy

Apply online at www.bpsweb.org
# TABLE OF CONTENTS

- **Recertification** .................................................. 3
- **BPS Recertification Requirements** .................. 3
- **Approved BPS Professional Development Programs for Recertification** ............. 7
- **Recertification Timeline** ................................. 8
- **Recertification Application Procedures** .... 8
- **Processing Applications** ................................. 8
- **Fees and Payment Methods** ............................... 8
- **Recertification Via CE** .................................. 8
- **Examination Information** ................................ 9
- **Candidates Licensed Outside of the U.S and Canada** .................................. 11
- **Request for Extension** .................................. 12
- **Confidentiality** ............................................... 13
- **Use of the BPS Mark and Logo** ....................... 13
- **Mission Statement** .......................................... 14
RECERTIFICATION
This guide is intended for use by BPS-certified pharmacists who are interested in being recertified. It provides information on BPS recertification processes: eligibility requirements, application procedures and recertification examination administration.

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 and without advance notice by the Board of Pharmacy Specialties. The provision of this Guide does not confer any rights upon an applicant. 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 exam also offers the opportunity for certificants to increase knowledge in a specialty area and 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 1, 2016 the individual will be removed from the official roster of board-certified specialists. If a certified pharmacist fails to successfully complete the recertification process, extension of certification 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 deleted 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. Continuing education credit earned through an approved professional development program will only be counted towards that specific specialty area. There is no overlap in continuing education programs between specialty areas unless noted by BPS and the provider.

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 RECERTIFICATION REQUIREMENTS

AMBULATORY CARE
Recertification Requirements
Pharmacists who earn the designation Board Certified Ambulatory Care Pharmacist (BCACP) will be required to maintain their certification over a seven-year period by completing one of the following professional development activities:
• Achieving a passing score on the 100-item, multiple choice objective recertification examination, based on the content outline for the Ambulatory Care Pharmacy Specialty
  OR
• Earning 100 hours of continuing education credit provided by a professional development program approved by BPS

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

Board Certified Ambulatory Care Pharmacists are also required to pay the BPS Annual Certification Maintenance fee of $125 each year for years one through six and a $400 recertification fee in year seven.

Option One: Examination
Achieve a passing score on the 100-item, multiple choice objective recertification examination, based on the content outline of the certification examination (refer to the Ambulatory Care Content Outline for details).

Domain 1: Patient-Centered Care: Ambulatory Care Pharmacotherapy (37% of the examination).
Domain 2: Patient-Centered Care: Collaboration and Patient Advocacy (29% of the examination).
Domain 3: Translation of Evidence into Practice (14% of the examination).
Domain 4: Practice Models and Policy (14% of the examination).
Domain 5: Population and Public Health (6% of the examination).

Option Two: Continuing Education
Earn 100 hours of continuing education credit from the approved professional development programs offered by the American College of Clinical Pharmacy (ACCP) and/or the joint program offered by the American Society of Health-System Pharmacists (ASHP) and the American Pharmacists Association (APhA).

No more than 50 hours will be accepted by BPS during the first three years of the recertification cycle. Further,
Ambulatory Care Pharmacy Preparatory Review and Recertification Courses offered by either of the approved providers may only be completed for recertification credit up to two times, in nonconsecutive years, during the seven-year recertification cycle. To achieve the 100-hour requirement, the BCACP may participate in recertification offerings from both BPS-approved ambulatory care pharmacy providers.

For BCACPs who are also certified in Pharmacotherapy, ACCP and ASHP will provide opportunities for dual continuing education credits that overlap across both specialties with the Clinical Reasoning Series and Intensive Study programs. Please be advised that each year, candidates are only allowed to earn six (6) total hours towards their BCACP & BCPS certifications using these continuing education courses.

**CRITICAL CARE PHARMACY**

Recertification Requirements

Recertification for Board Certified Critical Care Pharmacists (BCCCP) requires assessment of a practitioner's knowledge and skill through one of the two methods:

- Achieving a passing score on the 100-item, multiple-choice objective recertification examination (administered by BPS), based on the content outline for the Critical Care Pharmacy Specialty in their seventh year following initial certification; OR
- Earning 100 hours of continuing education credit provided by professional development programs approved by BPS

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

Board Certified Critical Care Pharmacists are also required to pay the BPS Annual Certification Maintenance fee of $125 each year for years one through six and a $400 recertification fee in year seven.

**Option One: Examination**

Achieve a passing score on the 100-item, multiple-choice objective recertification examination, which is based on the content outline of the certification examination (refer to the Critical Care Pharmacy Content Outline on the BPS website for details).

Domain 1: Clinical Skills and Therapeutic Management (66% of examination).
Domain 2: Practice Administration and Development (15% of examination).
Domain 3: Information Management and Education (19% of examination).

**Option Two: Continuing Education**

Earn 100 hours of continuing education credit provided by the joint program offered by the American College of Clinical Pharmacy and the Society of Critical Care Medicine and/or the American Society of Health-System Pharmacists (ASHP).

For BCCCPs who are certified in Pharmacotherapy, Ambulatory Care, and/or Pediatric pharmacy, ACCP and ASHP will provide opportunities for dual continuing education credits that overlap across these specialties with the Fundamentals of Biostatistics & Trial Design and Intensive Study programs. Please be advised that each year, candidates are only allowed to earn six (6) total hours towards their BCCCP, BCPS, BCACP, and/or BCPPS certifications using these continuing education courses.

**NUCLEAR PHARMACY**

Recertification Requirements:

Recertification for Board Certified Nuclear Pharmacists (BCNP) will be accomplished through one of two methods:

- Achieving a passing score on the 100-item, multiple choice objective recertification examination, based on the content outline of the certification examination; OR
- Earning 100 hours of continuing education provided by the professional development program approved by BPS offered through the Purdue University College of Pharmacy.

At the time of recertification, the BCNP is also required to certify that (s)he is not currently under suspension by either the U.S. Nuclear Regulatory Commission or a State Radiation Control Organization.

Board Certified Nuclear Pharmacists are also required to pay the BPS Annual Certification Maintenance fee of $125 each year for years one through six and a $400 recertification fee in year seven.

All candidates for recertification must have a current active license to practice pharmacy.

**Option One: Examination**

Achieve a passing score on the 100-item, multiple choice objective recertification examination based on the content outline (refer to the Nuclear Pharmacy Content Outline on the BPS website for details).

Domain 1: Procurement, Storage, and Handling (16% of examination).
Domain 2: Preparation, Compounding, and Dispensing (38% of examination).
Domain 3: Quality Assurance (17% of examination).
Domain 4: Health and Safety (19% of examination).
Domain 5: Drug Information and Professional Consultation (10% of examination).

**Option Two: Continuing Education**

In 2016, BPS has designated Purdue University College of Pharmacy as the new continuing education provider for professional development in nuclear pharmacy.

A BCNP recertifying via CE is required to earn 100 hours over the seven-year certification period. There are no restrictions as to which lessons in which years may be used to obtain the required number of hours.
NUTRITION SUPPORT PHARMACY
Recertification Requirement
Beginning in January 2017, Purdue University College of Pharmacy will assume responsibility as the BPS Professional Development Provider for the recertification of Board Certified Nutrition Support Pharmacists. Along with this new addition, BPS has updated the recertification requirements for the Nutrition Support specialty: All Board Certified Nutrition Support Pharmacists (2010-2015), please download the approved continuing education transition plan.

Recertification for newly Board Certified Nutrition Support Pharmacists (2016 and Beyond) is an assessment of a practitioner's knowledge and skills through one of two methods:
- Achieving a passing score on the 100-item, multiple-choice objective recertification examination, based on the content outline of the certification examination;
- OR
- Earning 100 hours of continuing education credit provided by Purdue University.

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

Board Certified Nutrition Support Pharmacists are also required to pay the BPS Annual Certification Maintenance fee of $125 each year for years one through six and a $400 recertification fee in year seven.

Examination
Achieve a passing score on the 100-item, multiple-choice recertification examination, which is based on the content outline of the certification examination (refer to the Nutrition Support Pharmacy Content Outline on the BPS website for details).

Domain 1: Clinical Practice: Provision of Patient-Centered Nutrition Support
- Subdomain A: Assessment (22% of examination).
- Subdomain B: Design and Initiation of a Therapeutic Plan of Care (27% of examination).
- Subdomain C: Monitoring and Management (14% of examination)

Domain 2: Nutrition Support Operations
- Subdomain A: Practice Management (7% of examination).
- Subdomain B: Policy and Protocol Management (7% of examination).
- Subdomain C: Compounding Operations (16% of examination).

Domain 3: Retrieval, Interpretation, Generation, and Communication of Knowledge in Nutrition Support (7% of examination).

ONCOLOGY PHARMACY
Recertification Requirements
Recertification for Board Certified Oncology Pharmacists (BCOP) requires assessment of practitioner's knowledge and skills through one of two methods:
- Achieving a passing score on the 100-item, multiple-choice objective recertification examination, based on the content outline of the certification examination;
- OR
- Earning 100 hours of continuing education credit provided by a professional development program approved by BPS.

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

Board Certified Oncology Pharmacists are also required to pay the BPS Annual Certification Maintenance fee of $125 each year for years one through six and a $400 recertification fee in year seven.

Option One: Examination
Achieve a passing score on the 100-item, multiple-choice objective recertification examination, based on the content outline of the certification examination (refer to the Oncology Pharmacy Content Outline for details).

Domain 1: Patient Management and Therapeutics. (57% of the examination).
Domain 2: Research and Education. (22% of the examination).
Domain 3: Practice Administration and Development. (17% of the examination).
Domain 4: Public Health and Advocacy. (4% of the examination).
*Please note, an updated content outline will be available for the Fall 2017 exam.

Option Two: Continuing Education
Earn 100 hours of continuing education credit from the approved professional development program offered by the American College of Clinical Pharmacy (ACCP) in conjunction with the American Society of Health-System Pharmacists (ASHP), and/or the Hematology/Oncology Pharmacy Association (HOPA). Please note, BCOP must complete the review course at least once, but no more than three times during the seven-year recertification cycle.

PEDIATRIC PHARMACY
Recertification Requirements
Recertification for Board Certified Pediatric Pharmacy Specialists (BCPPS) requires an assessment of practitioner's knowledge and skills through one of two methods:
- Achieving a passing score on the 100-item, multiple-choice objective recertification examination (administered by BPS), based on the content outline for the Pediatric Pharmacy Specialty in their seventh year following initial certification;
- OR
- Earning 100 hours of continuing education credit provided by a professional development program approved by BPS.

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

Board Certified Pediatric Pharmacy Specialists are also required to pay the BPS Annual Certification Maintenance
fee of $125 each year for years one through six and a $400 recertification fee in year seven.

**Option One: Examination**
Achieve a passing score on the 100-item multiple choice recertification examination, based on the content outline of the certification examination (refer to the Pediatric Pharmacy Content Outline on the BPS website for details).

Domain 1: Patient Management (58% of the examination).
Domain 2: Practice Management (20% of the examination).
Domain 3: Information Management and Education (18% of the examination).
Domain 4: Public Health and Advocacy. (4% of the examination).

**Option Two: Continuing Education**
Earn 120 hours of continuing education credit from the approved professional development programs offered by the American College of Clinical Pharmacy (ACCP) and/or the American Society of Health-System Pharmacists (ASHP).

No more than 60 hours may be earned prior to the end of the fourth year of certification. However, all 120 hours may be earned during the last three years of certification. To achieve the 120 hour requirement, recertification candidates may participate in recertification offerings from both BPS approved pharmacotherapy continuing education providers.

The Pharmacotherapy Review & Recertification courses offered by either of the approved providers may only be completed for recertification credit up to two times, in nonconsecutive years. All other components may be completed every year throughout the seven-year recertification cycle to earn recertification credit.

For BCPS who are also certified in Ambulatory Care pharmacy, ACCP and ASHP will provide opportunities for dual continuing education credits that overlap across both specialties with the Clinical Reasoning Series and Intensive Study programs. Please be advised that each year, candidates are only allowed to earn six (6) total hours towards their BCPS, BCPS, BCACP, and/or BCCCP certifications using these continuing education courses.

**PHARMACOTHERAPY**

**Recertification Requirements**
Recertification for Board Certified Pharmacotherapy Specialists (BCPS) is an assessment of a practitioner's knowledge and skills through one of two methods:

- Achieving a passing score on the 100-item, multiple-choice objective recertification examination, based on the content outline of the certification examination;
  - OR
- Earning 120 hours of continuing education credit provided by professional development programs approved by BPS.

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

Board Certified Pharmacotherapy Specialists are also required to pay the BPS Annual Certification Maintenance fee of $125 each year for years one through six and a $400 recertification fee in year seven.

**Option One: Examination**
Achieve a passing score on the 100-item, multiple-choice objective recertification examination, based on the content outline of the certification examination (refer to the Pharmacotherapy Content Outline on the BPS website for details).

Domain 1: Patient-specific Pharmacotherapy (55% of the examination).
Domain 2: Retrieval, generation, interpretation and dissemination of knowledge in pharmacotherapy (25% of the examination).

Domain 3: Systems and Population-based Pharmacotherapy (20% of the examination).

**PSYCHIATRIC PHARMACY**

**Recertification Requirements**
Recertification of Board Certified Psychiatric Pharmacists (BCPP) requires an assessment of a practitioner's knowledge and skills through one of two methods:

- Achieving a passing score on the 100-item multiple choice recertification examination, based on the content outline of the certification examination;
  - OR
- Earning 100 hours of continuing education credit provided by a professional development program approved by BPS.

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

Board Certified Psychiatric Pharmacists are also required to pay the BPS Annual Certification Maintenance fee of $125 each year for years one through six and a $400 recertification fee in year seven.

**Option One: Examination**
Achieve a passing score on the 100-item multiple choice recertification examination, based on the content outline of the certification examination (refer to the Psychiatric Pharmacy Content Outline on the BPS website for details).

Domain 1: Patient Management (62% of the examination).
Domain 2: Information Management (18% of the examination).
Domain 3: Systems and Population-based Pharmacotherapy (20% of the examination).
Domain 4: Public Health and Advocacy. (4% of the examination).
Domain 3: Health Policy and Practice Management (13% of examination).

*Please note, an updated content outline will be available for the Fall 2017 Psychiatric exam.

Option Two: Continuing Education
The BPS-approved professional development program for Psychiatric Pharmacy is currently offered by the College of Psychiatric and Neurologic Pharmacists (CPNP).

The BCPP is required to earn 100 hours credit from this program.

Please note, BCPPs recertifying via continuing education are required to complete the Review Course a minimum of once, and a maximum of two times during their seven-year recertification cycle. The Review Course is revised and released every other year on the even year (2016, 2018, etc.). Given this revision cycle, individuals cannot repeat the current edition of the Review Course for BCPP Recertification or ACPE credit.

APPROVED BPS PROFESSIONAL DEVELOPMENT PROGRAMS FOR RECERTIFICATION

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

For Ambulatory Care Pharmacy
American College of Clinical Pharmacy (ACCP)
(913) 492-3311 • FAX (913) 492-0088
(ACCP) - BPS Approved Ambulatory Care Pharmacy Recertification Program

American Pharmacists Association (APhA)
(202) 628-4410
www.pharmacist.com

American Society of Health-System Pharmacists (ASHP)
(301) 664-8700 • FAX (301) 652-8278
(ASHP) - BPS Approved Ambulatory Care Pharmacy Recertification Program

For Critical Care Pharmacy
American College of Clinical Pharmacy (ACCP)
(913) 492-3311 • FAX (913) 492-0088
(ACCP) - BPS Approved Critical Care Recertification Program

Society of Critical Care Medicine (SCCM)
(847) 827-6869 • FAX (847) 827-6886
(SCCM) - BPS Approved Critical Care Pharmacy Recertification Program

American Society of Health-System Pharmacists (ASHP)
(301) 664-8700 • FAX (301) 652-8278
(ASHP) - BPS Approved Critical Care Pharmacy Recertification Program

For Nuclear Pharmacy
Purdue University College of Pharmacy
Robert Heine Pharmacy Building
(765) 494-1361 • FAX (765) 494-7880
http://ce.pharmacy.purdue.edu

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

For Oncology Pharmacy
American College of Clinical Pharmacy (ACCP)
(913) 492-3311 • FAX (913) 492-0088
(ACCP) - BPS Approved Oncology Recertification Program

American Society of Health-System Pharmacists (ASHP)
(301) 664-8700 • FAX (301) 652-8278
(ASHP) - BPS Approved Oncology Recertification Program

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

For Pediatric Pharmacy
American College of Clinical Pharmacy (ACCP)
(913) 492-3311 • FAX (913) 492-0088
(ACCP) - BPS Approved Pediatric Pharmacy Recertification Program

American Society of Health-System Pharmacists (ASHP)
(301) 664-8700 • FAX (301) 652-8278
(ASHP) - BPS Approved Pediatric Pharmacy Recertification Program

Pediatric Pharmacy Advocacy Group (PPAG)
(901) 820-4434 • FAX (901) 767-0704
(PPAG) - BPS Approved Pediatric Pharmacy Recertification Program

For Pharmacotherapy
American College of Clinical Pharmacy (ACCP)
(913) 492-3311 • FAX (913) 492-0088
(ACCP) - BPS Approved Pharmacotherapy Recertification Program

American Society of Health-System Pharmacists (ASHP)
(301) 664-8700 • FAX (301) 652-8278
(ASHP) - BPS Approved Pharmacotherapy Recertification Program

For Psychiatric Pharmacy
College of Psychiatric & Neurologic Pharmacists (CPNP)
(402) 476-1677 • FAX (888)551-7617
https://cpnp.org/bcpp/recertification/products
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 exam 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>2010</td>
<td>2017</td>
</tr>
<tr>
<td>2011</td>
<td>2018</td>
</tr>
<tr>
<td>2012</td>
<td>2019</td>
</tr>
<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>
</tbody>
</table>

RECERTIFICATION APPLICATION PROCEDURES

It is the candidate’s responsibility to submit an application that is completely and accurately filled out. Incomplete applications will not be processed. It is the candidate’s responsibility to ensure the application is submitted by the deadline of August 1, 2017. Candidates who wish to recertify by testing in the Spring 2017 exam window must submit their application by March 6, 2017 (see Spring 2017 Candidate’s Guide for a complete list of important deadlines). Those candidates wishing to test in the Fall 2017 exam window, or those using BPS-approved continuing education programs MUST submit their application by the August 1 deadline. Applications can be submitted through your MyBPS account.

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.

PROCESSING APPLICATIONS

All recertification applicants will be notified of their eligibility within 20 working days of BPS’ receipt of their application and fee. Those candidates recertifying via examination will be contacted via email to schedule their exam after submitting a completed recertification application.

FEES AND PAYMENT METHODS

Recertification Fee
The fee for recertification is four hundred U.S. dollars ($400) and is due at the time the recertification application is submitted (no later than August 1, 2017).

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.

Fee Payments
Payments are made in U.S. dollars by check, cashier’s check, or money order made payable to Board of Pharmacy Specialties, or by credit card (VISA, MasterCard, American Express, Discover). Purchase orders are NOT accepted.

Declined Credit Cards and Returned Checks
When a credit card transaction is declined you may submit an alternate credit card for processing. When a check is returned for non-sufficient funds, payment must be sent by certified check or money order for the amount due. BPS reserves the right to charge fees incurred as a result of a check returned for insufficient funds.

Forfeiture of Fees/No Refunds
Candidates who fail to arrive at the Testing Centers 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 CE

Candidates who plan to recertify using BPS approved continuing education programs MUST submit their recertification application by the deadline date of August 1, 2017 even if you have not completed your CE requirements.

The deadline to complete the required CE for recertification is December 31, 2017. 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).

Important Dates for Candidates
Recertifying Via CE
Recertification Application Deadline
August 1, 2017
CE Requirement Deadline
December 31, 2017
EXAMINATION INFORMATION

Test Dates
BPS offers both a Spring and a Fall testing window for those candidates recertifying via exam. The Spring testing window will run between April 20, 2017 and May 6, 2017. The Fall window will run between September 21, 2017 and October 7, 2017. Recertification candidates licensed outside of the United States and Canada should view the section “Information for Foreign-licensed Candidates” beginning on Page 9 for information on exam administration in their country. Candidates testing in Egypt and Saudi Arabia will take the paper-based exam on April 20, 2017 & September 20, 2017. In all other countries the BPS recertification exam will be administered via computer by Castle Worldwide (Castle), BPS’s approved testing provider, through its affiliated test sites. Recertification candidates must schedule the date, time and location of their examination within the scheduled test administration window. Please see the Candidate’s Guide for a complete list of deadlines and important dates.

Important Dates

Spring 2017 Application Deadline
March 6, 2017

Fall 2017 Application Deadline
August 1, 2017

Examination Dates

Spring 2017 Examination Window
April 20, 2017 - May 6, 2017
April 20, 2017 (Egypt and Saudi Arabia) (Paper-based Testing)

Fall 2017 Examination Window
September 21, 2017 - October 7, 2017 (Computer-based Testing)
September 20, 2017 (Egypt and Saudi Arabia) (Paper-based Testing)

Test Sites
BPS candidates can schedule their examinations at more than 450 test sites within the United States and more than 200 test sites outside of the United States through an arrangement with Castle. Test site locations can be found on the Castle website: http://www.castleworldwide.com/castleweb/clients/testing-services/testing-facilities.aspx. Once an application is approved by BPS, applicants will be contacted by Castle to begin the scheduling process. Castle will contact you via email. It is recommended that applicants add ibt@castleworldwide.com to the list of acceptable addresses so that the emails to not get blocked by a spam filter.

Once a testing appointment is scheduled, the candidate will be notified of the exact test location, date, and time via email. The candidate must bring his/her printed confirmation to the test site. Please note that this confirmation will contain critical information, including the candidate’s testing password.

The candidate also must bring 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. The name on your identification must match the name on file with BPS. If this is not the case, submit a Name Change Request through your MyBPS account. In order to help assure the greatest probability that candidates will receive their preferred test site and date, BPS recommends registering as early as possible once the schedule has been established.

Refer to the Candidate's Guide and/or www.bpsweb.org for a complete list of scheduling deadlines.

The testing network available to candidates has ample seats to meet demand for the BPS examinations. Castle will employ reasonable efforts to secure the test site and date requested by the candidate; however, BPS cannot guarantee availability of a testing session at a specific location within the designated testing period. Seats are filled on a first-come, first-served basis, based on test site availability.

Candidates may reschedule a testing session up to four (4) business days in advance of the schedule testing appointment through Castle's scheduling system. BPS staff will not process change requests. A $50 nonrefundable fee payable to Castle Worldwide will apply.

DANTES Program
Overseas U.S. military pharmacists may sit for BPS certification using the DANTES program through Military Education Centers. When candidates are sent a notice to schedule from Castle, they should contact Castle directly with the location and contact information from the DANTES site.

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. Please view the Candidates Guide or visit www.bpsweb.org for a full list of priority 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.

Castle will issue a Notice to Schedule (NTS) e-mail to approved certificants based upon the schedule noted. The NTS email will provide certificants with a unique username/password and the URL address to access Castle’s online test scheduling system. Castle will issue a Notice to Schedule (NTS) e-mail to approved certificants based upon the schedule noted on the BPS website.

Castle will provide telephone and e-mail support to certificants on matters related to scheduling a testing appointment. Voicemail will accept certificants inquiries outside of normal U.S. business hours [Eastern time]. Once a testing appointment is scheduled, the certificant will be notified of the exact test location, date, and time
The certificant must bring his/her printed confirmation to the test site.

The certificant also 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 certificant's name as it appears on the confirmation email must match the certificant's name as it appears on the government-issued photo identification. Certificants are responsible for contacting BPS with any name changes that occur after the submission of their application by submitting a name change request through their MyBPS account.

**Rescheduling**

Certificants may reschedule a testing session up to four (4) business days in advance of the scheduled testing appointment through Castle's scheduling system. BPS staff will not process change requests. A $50 nonrefundable fee, payable to Castle, will apply.

<table>
<thead>
<tr>
<th>Day of Testing</th>
<th>Appointment: Must Reschedule/ Cancel By:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Tuesday of the previous week</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Wednesday of the previous week</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Thursday of the previous week</td>
</tr>
<tr>
<td>Thursday</td>
<td>Friday of the previous week</td>
</tr>
<tr>
<td>Friday</td>
<td>Monday of the current week</td>
</tr>
<tr>
<td>Saturday / Sunday</td>
<td>Tuesday of the current week</td>
</tr>
</tbody>
</table>

**Special Circumstances**

In the following situations and with appropriate documentation, certificants may change their testing session with fewer than four (4) days' notice. Certificants must contact Castle directly with documentation in order to reschedule. A $50 nonrefundable fee, payable to Castle, will apply.

(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

**Withdrawals**

Candidates who withdraw from the exam recertification process after the application deadline (March 6, 2017 or August 1, 2017) will be charged a late withdrawal administrative fee of $200 ($250 if the exam 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).

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 exam date. Candidates whose withdrawal request is not approved by BPS will forfeit all testing fees. Applications cannot be deferred from the Fall exam cycle into the next calendar year.

**Checking In on Examination Day:**

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, which 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 screen for use during the exam.

Testing room temperature can be unpredictable; therefore, we suggest that you bring appropriate clothing with you (e.g., sweater, sweatshirt without hood) to help you adapt to
a cooler or warmer climate in the examination room. Bring earplugs if you are sensitive to noise. If you choose to bring earplugs, they will be subject to examination by the testing center staff.

**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 suspicious behavior is detected. If Castle test site personnel determine that a candidate has brought any prohibited items to the test site, the candidate’s item may be demanded and held for an indefinite period of time by Castle test site personnel. BPS and Castle 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 Castle 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 Castle 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 Castle policies, the candidate expressly waives any confidentiality or other similar rights with respect to the device, BPS and Castle review of the memory of the device, and/or the deletion of any materials. BPS, Castle, 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**
Castle 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 Castle’s website is also updated with this information. However, because closures can occur at any time during inclement weather, it is the responsibility of the candidate to contact Castle to receive the most up-to-date information regarding if 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.

**Retaking the Examination**
If a recertification candidate fails to achieve a passing score on the examination, retaking the examination must take place within the following year. During this 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. 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. All recertification requirements must be completed by the end of the one-year extension, including passing the recertification exam, 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.

For full information on the BPS examination process, please refer to the BPS website or the 2017 Candidate’s Guide.

**CANDIDATES LICENSED OUTSIDE OF THE U.S & CANADA**
BPS certification is oriented primarily toward pharmacists licensed and practicing in the U.S. Recertification candidates who are not licensed to practice in the U.S. 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 units.

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.

Recertification candidates planning on testing in Egypt and Saudi Arabia should refer to the Spring or Fall 2017 Candidate’s Guides for information regarding test administration in their 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. This request should be submitted via your MyBPS account. Certificants must upload a recertification application form and the $400 recertification fee must be submitted prior to this request for extension, plus any past fees including a $5 annual penalty. As part of the extension request, a candidate must submit 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.

All requests will be reviewed on a case-by-case basis. The Board may grant a one-year extension on a one-time only basis. 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.

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 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 exam, they will only be granted one opportunity to test, and must pass the exam in their extension year. No additional extensions will be granted for examination retakes. If a candidate is granted an extension and successfully recertifies, it will result in resetting the certificants next certification date by one year to seven years from the end of the extension.
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 information outside of the course of BPS business unless authorized in writing by the individual or as required by law.

Exam Results
Individual examination results are considered confidential. Exam 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 or not 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.

USE OF THE 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 the 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 the BPS marks and logos is limited to those persons who have been granted the pharmacy specialty designation by the BPS and who satisfy all maintenance and recertification requirements established by the 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; (2) demonstrate the requisite experience requirements; and (3) agree to abide by the Code of Ethical and Professional Responsibility. Successful individuals are authorized to use the following certification marks or designations in communications and marketing materials, as appropriate: • BCPS® etc.

Record Retention
BPS retains examination results (scores), summary reports from exam administrations and active applicant data indefinitely. We retain submitted paper documentation for one (1) year. After one (1) year, we will shred those documents. You should retain your own copies of all documentation sent to BPS.

IMPARTIALITY STATEMENT

BPS provides objective and balanced certification activities for all applicants, candidates and certified persons. Impartiality is a key component of our business ethics and we adhere to transparent procedures based on ISO 17024, which allows us to monitor our certification activities to avoid any potential threats to impartiality.
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.

©Copyright 2017, Board of Pharmacy Specialties. All Rights Reserved.