

## BPS E-Transcript Instructions

The Board of Pharmacy Specialties (BPS) allows candidates to share online versions of their academic transcripts from institutions in and outside of the United States. The following details will bring a candidate through the process of submitting their e-transcript in the certification application process. Questions or comments can be directed to Scott Smith, Registrar, at [ssmith@aphanet.org](mailto:ssmith@aphanet.org)

**Step 1:** From the certification application the candidate will be directed to the Degree/E-Transcript section. Click the “Add Degree/E-Transcript” button to begin the e-transcript submission process.

Degree/E-Transcript

Please click the **Add Degree/E-Transcript** button to report one or more of the following then select the highest pharmacy-related degree to proceed to the next step.

- Please report all your academic degrees.

OR

- For candidates licensed outside of the United States or Canada, please report your official e-transcript.
- Then select the highest pharmacy-related degree to proceed to the next step.

**Add Degree/E-Transcript**

**Step 2:** The candidate must describe the degree type, major, institution name, and completion date.

General Files Review and Submit

General

Degree Type\*

Major\*

Institution\*

Completion Date\* Date of Graduation

**Step 3:** Enter the name and email address of the staff member from the academic institution who provided the e-transcript or other documentation submitted to BPS. Types of acceptable files and documentation, as well as instructions for international applicants, will be found on this page. Click the “Add Files” button to submit.

General Files Review and Submit

Attachments

If your license is issued outside of the United States or Canada, please attach a translated copy of your E-transcript, diploma or other documentation supporting it's equivalency.  
The document must be an official document directly from your college or university. You must also provide the name and email address of the staff member that provided the document for you from the college or university.  
BPS may contact the institution to verify that the transcript is an official document and that it was provided by the college or university.

College or University Staff Member Name Ernest Wright

College or University Staff Member Email ewright@aphanet.org

File(s) Preferred formats: pdf, png, jpg

**+ Add files...** **Cancel upload**

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**Cancel** **Prev** **Next** **Submit**

**Step 4:** Review your degree information on the Confirmation screen and click the “Submit” button.

Confirmation Screen

General	
Degree Type	PharmD
Major	Pharmacy
Institution	TEST
Completion Date	02/01/2019

  

Attachments	
College or University Staff Member Name	TEST
College or University Staff Member Email	livepraise7@gmail.com
File(s)	None

[← Prev](#)   [Next →](#)   [Submit](#)   [Cancel](#)

Once an applicant completes this process and all other steps in the BPS certification application process, they will hear back within 20 business days about the status of their application. If issues arise or additional information is required, a member of the BPS team will reach out for clarification. This and other steps in a candidate's process to BPS Board Certification can be found in the [BPS Candidates Guide](#).