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

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.

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

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

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.