

International Applicant Helpful Tips Step 1:

Determine Your Eligibility

- Review the eligibility requirements and [Content Outline](#) for your chosen specialty in order to determine if you are eligible.
- The Content Outline provides a detailed list of the types of job duties that qualify as valid practice experience in your chosen specialty.
- Practice experience is only valid after **full pharmacist licensure** by an official government licensing body. Only current, valid pharmacy licenses with certified English translations will be accepted and should be uploaded with your application. Internship experience or any other work experience earned prior to full licensure will not be counted towards this requirement.

Step 2: Application Process

- Create a profile and submit your application online



The screenshot shows the BPS Portal website. On the left, there is a 'Menu' section with three options: 'Log In', 'Forgot Your Password?', and 'New Individual Account'. The 'New Individual Account' option is circled in red. The main content area is titled 'Portal' and includes a banner image of laboratory glassware with the text 'Independent, Peer Developed Testing and Certification'. Below the banner, there is a 'Welcome to the Board of Pharmacy Specialties (BPS)' section with a list of actions: 'Create your BPS certification application to sit for the upcoming BPS exam' and 'Verify and update your account and contact information'. To the right, there is a 'Login' section with input fields for 'Username' and 'Password', a 'Login' button, and a 'Forgot Password?' link. At the bottom of the login section, it says 'If you have any issues, click [here](#) for assistance.'

- Use your full legal first and last name on your application exactly as it appears on your ID. You may be denied entry to the test site if the name on your admission ticket does not match the name on your ID.
- Provide complete contact information for your employer including the name of the business, your supervisor's full name, business email address and phone number.

Step 3: Education Documentation Request

- Submit a [Graduation Documentation Submission Form](#) to your University.
- 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. Please note, all applications are processed within 20 working days of receipt.
- You must include your BPS ID on this completed form. It can be found in your BPS online profile:

The screenshot shows a user profile page with several tabs: Details, Emails, All Activity, Attributes, Log History, Personal, Background, Certification, and CE Info. The 'Personal' tab is selected, and the 'Profile' section is visible. The 'BPS ID' field is circled in red and contains the value 'IND-879673'. Other fields include Name, Username, Password, Last Update, Contact Info (Email Address, Secondary Email, Home Phone, Cell Phone, Work Phone), Address (Mailing Address, Work Address, Home Address), and Certification Information.

Profile			
Name		BPS ID	IND-879673
Username		Password	
Last Update	<ul style="list-style-type: none">• Last Updated: 6/1/2015 6:34:51 PM• PROFGROUP1 Has your license ever been revoked or suspended? changed to No• PROFGROUP1 Date of Initial Licensure changed to 6/28/2001• Other Names Used changed to Elizabeth Dianne Smith; Date of Birth changed to 5/25/1977• More...		
Contact Info			
Email Address		Secondary Email	
Home Phone		Cell Phone	
Work Phone			
Address			
Mailing Address		Work Address	
Home Address			
Certification Information			

Step 4: Sending Your Documents to BPS

- Please request your University to include this form along with your education documentation when they send it to BPS. Failure to do so will result in your application review being significantly delayed or denied.
- Your transcript status will be updated via your BPS account. You can log into your account to check your status to see if it has been received. **Your status will be updated to "Awaiting Approval" if your transcripts have been received and are under review.**
- Please be advised that if your graduation documents are sent directly to BPS in a foreign language, BPS staff will not confirm receipt until the translation process has been completed

through a service provided by BPS. This can add an additional 7 to 10 business days to the review time.

Step 5: General Communication with BPS

- Send all correspondence using the BPS [“Contact Us”](#) form. Please note that replies can take up to 5 business days.
- Always include your full name, University, and Date of Birth (DOB) when sending emails to BPS in order to ensure the accuracy of information.
- Once you receive a reply, please continue the discussion with the BPS staff person emailing you. Do not send any additional emails to other BPS staff or fill out another Contact Us form.
- Always reply to the last message in the email thread with the same BPS Staff person in order to maintain the continuity of the conversation and to insure the accuracy of the information being provided.
- If you receive a request for additional documentation, please upload it directly to your profile using the link provided in the email sent to you.

Step 6: The Review Process

- Application review can take up to 20 business days.
- Please reply to all requests for additional information in a timely manner and with all of the requested information or your review may be delayed or your application denied.
- You can check the status of your application by logging into your MyBPS account.

Step 7: Scheduling

- If your application is approved, you will receive a “notice to schedule” email from our test site administrator “Castle Worldwide.” See [“Dates, Deadlines, and Fees”](#) for a complete schedule.
- Scheduling is on a first come, first served basis depending on when your application was submitted.
- International applicants taking the computer based exam must schedule at least 10 business days prior to their desired exam date. Candidates testing in those countries offering the paper based exam must schedule their exam date at least 3 weeks in advance of the testing window.
- Candidates may reschedule a test up to 10 business days in advance of the scheduled date within the designated window by contacting Castle Worldwide directly. A \$50.00 non-refundable fee will be imposed by Castle Worldwide.
- Deferrals are only allowed from the Spring to Fall exam cycles. Fall examinations cannot be deferred.