



Policies and Procedures
Suspension and Withdrawal of Certification Policy
Extracted from Operating Procedures Document No.: OP-001

Effective Date:

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It is the expectation of the Board of Pharmacy Specialties that its certificants will demonstrate personal and professional integrity and will bring credit to themselves, the profession of pharmacy, and the BPS certification. The certification process itself includes requirements for appropriate conduct in applying for and taking BPS examinations, maintaining certification and licensure to practice, serving as a BPS volunteer contributor, and in other relationships with BPS.

Failure to meet those standards will subject a certificant to potential censure, suspension and/or withdrawal of certification in accordance with established policy and procedures.

Policy on Censure

BPS may opt to censure or formally reprimand an individual for violation of BPS policies. If an individual is officially reprimanded or censured, that communication will become part of the individual's permanent certification record and could be considered material in the event of future deliberations related to that individual's certification status.

Policy on Suspension of Certification

The BPS Board shall be responsible for suspending, withdrawing, or changing the scope of certification. The certification of an individual may be suspended for:

- a. Failure to complete or fulfill requirements for certification or recertification.
- b. Failure to maintain professional licensure.
- c. Determination that certification or recertification was improperly granted.
- d. Misrepresentation or misstatement of facts submitted upon application for certification or recertification.
- e. Violation of Conflict of Interest and/or confidentiality/non-disclosure attestations to BPS.
- f. Violation of the Ethics and Professionalism Policy

If a complaint is received by BPS which upon investigation is related to the items listed above the BPS Board may suspend the certificant's certification for a period of time as determined by the Board. The BPS Board may establish monitoring procedures during suspension to which the certificant must conform. During the time of suspension, the certificant shall refrain from promotion of their certification. If the certificant does not remedy the conditions of suspension within the specified timeframe the certificant's certification will be withdrawn.

Policy on Withdrawal of Certification

If a complaint is received by BPS which upon investigation is related to certificant licensure and the practice of pharmacy governed by various regulatory bodies BPS will refer this complaint to the State Board of Pharmacy serving the certificant's official mailing address in BPS files. BPS will monitor closely the action of the State Board, and if the certificant's license is revoked or suspended the BPS Board may withdraw the certificant's

certification. Additionally, failure to meet requirements for the ethics and professionalism policy may also result in a withdrawal of a certificant's certification. In the event of a withdrawal the certificant must discontinue the use of any reference to BPS certification. Withdrawal for failure to maintain licensure or to recertify in accordance with BPS recertification policy is automatic and non-discretionary. All other grounds for withdrawal of certification are discretionary on the part of the Board of Pharmacy Specialties.

Procedure for Suspension of Certification

The procedure has **two steps**. The first step consists of notification to the certificant of proposed suspension of BPS certification. If the certificant fails to submit a written opposition to the proposed suspension, final action may then be taken.

The second step consists of the procedures provided by the BPS Reconsideration and Appeal Policy and Procedure and is invoked if the certificant files a written opposition to the proposed suspension.

1. Procedure for Step One: Notification to the certificant of proposed suspension

Upon receipt of information that would lead to suspension of certification, the certificant will be notified in writing of the proposed suspension and the specific grounds. In cases of discretionary suspension, this notification will be forwarded by certified (return receipt) or via email (read receipt) and will include copies of the BPS Policy and Procedure on Suspension and Withdrawal of Certification and the BPS Appeals Policy and Procedure. Within sixty (60) days of notification of proposed suspension of certification, the certificant must respond by submitting a written statement, including any documentation and evidence, in opposition to the proposed suspension in accordance with the BPS Appeal Policy and Procedure. This response shall be submitted to the Executive Director of BPS.

If the certificant fails to respond within sixty (60) days, the decision will be made by the BPS Board of Directors and will become final. A copy of the final decision will be mailed to the candidate by either certified (return receipt) or registered mail, and in the event of an adverse final decision, BPS may notify the appropriate State Board(s) of Pharmacy of the final decision.

2. Procedure for Step Two: Invoking the Appeal Procedure

If the certificant proposed for decertification notifies BPS within the required sixty (60) day period, the provisions of the BPS Appeal Policies and Procedures are invoked. If the reason for suspension of certification was failure to retain licensure for any reason (which is non-discretionary for BPS), the Reconsideration/Appeal process will be limited to verification of the non-licensure with the State Board of Pharmacy. The circumstances leading to non-licensure are not further reviewable by BPS. Since BPS requires only current, active licensure in one State, lapse, or loss of one state license, while another remains active, may not lead to non-discretionary suspension of certification, and this situation is reviewable and appealable through the BPS process.

Policy for Changing Scope of Certification

If the certificant reports that they are unable to perform the responsibilities of a certified pharmacist for any reason, the BPS Board will determine if a change in the scope of the individual's certification is warranted. The certificant must advise the appropriate parties of the limits of the scope of their certification if applicable.