



Foreign Pharmacy Graduate Examination Committee™

**FPGEC**®

Certification

Includes instructions for applying to take the

**FPGEE**®

Foreign Pharmacy Graduate Equivalency Examination®

Candidate Application Bulletin

Please read the *FPGEC Candidate Application Bulletin* thoroughly to ensure that you understand all the policies and procedures for taking your examination. This bulletin contains information for all FPGEC applications and scheduling of all FPGEE appointments beginning January 1, 2020, as well as open applications submitted before January 1, 2020.

# FPGEC®

# Candidate Application Bulletin

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Foreign Pharmacy Graduate Examination Committee  
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Lemrey “Al” Carter, PharmD, MS, RPh  
Executive Director/Secretary

## ***Mission Statement of the National Association of Boards of Pharmacy***

NABP is the independent, international, and impartial Association that assists its member boards and jurisdictions for the purpose of protecting the public health.

## **Vision Statement**

Innovating and collaborating today for a safer public health tomorrow.

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The policies and procedures specified in the *FPGEC Application Bulletin* are subject to change without notice.

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# Essential Information

Foreign Pharmacy Graduate Examination Committee™ (FPGEC®) Certification is required for foreign-educated pharmacists seeking to apply for the pharmacy licensing exams (including the North American Pharmacist Licensure Examination® (NAPLEX®) and Multistate Pharmacy Jurisprudence Examination® (MPJE®)) in the United States and NABP member jurisdictions. To obtain FPGEC Certification, a candidate must have their required documentation and application accepted, including a passing score on the Test of English as a Foreign Language Internet-based Test (TOEFL iBT), and pass the Foreign Pharmacy Graduate Equivalency Examination® (FPGEE®). The information below is provided to guide you through the key steps in applying for FPGEC Certification, including instructions for registering to take the FPGEE. It answers the most frequently asked questions about the FPGEC application process. Please read this information carefully and refer to the appropriate sections of this Application Bulletin for detailed information. If you have additional questions that are not covered in this Application Bulletin, refer to the “Contact Information” section beginning on page 9.

## **FPGEC 2020 Program Change Summary**

- The FPGEE will be offered once per year, in the fall.
- Some exam day procedures have changed. See the FPGEE Administration section.
- The test format is different. See the FPGEE Administration section.
- Candidates whose applications are submitted after January 1, 2020, must pass the TOEFL iBT before sitting for the FPGEE. This requirement does not apply to open applications submitted before January 1, 2020.
- Applications submitted before and after January 1, 2020 have different Attestation pages to complete. See pages 15 and 16 for examples.

### **Key**



#### **Important Information or Note:**

The exclamation mark icon indicates important information that should be reviewed carefully.



#### **Cross Reference:**

The question mark icon indicates that related information is available in another section of the *Bulletin*.

## **This Bulletin**

- **Contains Important Exam Policies and Procedures.** Please read the Bulletin thoroughly to ensure that you understand all the policies and procedures for taking your examination.
- **Is Not a Contract.** The Bulletin and its policies and procedures are not a contract between you and NABP.
- **Terms May Change.** The policies and procedures specified in the *FPGEC Candidate Application Bulletin* are subject to change without notice.
- **Open Applications Submitted Before January 1, 2020.** The policies and procedures specified in this FPGEC Candidate Application Bulletin apply to these applications unless stated otherwise.

- **Applications Submitted After January 1, 2020.** The policies and procedures specified in this FPGECCandidate Application Bulletin apply to these applications unless stated otherwise.

## Your FPGECC Application

To begin the FPGECC Certification process, you will need an NABP e-Profile and e-Profile ID. If you need to create an e-Profile, instructions for doing so begin on page 3.



Do not create a new e-Profile if you applied to the FPGECC prior to May 2018. See page 3 for more information.

After you are logged in to your e-Profile, you will be able to access the application to the FPGECC program. The application and evaluation fees (see page 13) are part of the online application submission process.

To ensure a timely review, please submit the following documentation **by mail** to FPGECC before or shortly after completing your online application. FPGECC applications are evaluated once all required documentation to support the application is received by NABP. The following documents are required:

- **FPGECC Attestation.** The completed attestation and two identical, passport-size, full-face photographs must be sent. See “Submitting the Attestation and Photograph” on page 13.
- **Licensing and/or Registration Documentation.** Proof of licensure and/or registration to practice pharmacy in the country or jurisdiction where you earned a degree is required. See “Official Proof of Licensure and/or Registration” on page 18.
- **Certified Copy of ID.** You must submit a certified photocopy of a current form of photo identification to the FPGECC. See “Submitting Additional Supporting Documentation” on page 19.
- **ECE Report/Documentation.** See “Your ECE Application” below.
- **Passing TOEFL iBT Score Report.** For applications submitted after January 1, 2020. See “TOEFL iBT” below for more information.

Once an application and all appropriate documentation is received by NABP, the review process may take at least eight weeks. Incomplete applications, deficient documentation or receipt of documentation that do not follow the requirements as described in the FPGECC Application Bulletin, are cause for additional review time and will significantly delay the review of your application. Any documents with names that do not match the name as stated on the application will also require supporting documentation as described in the FPGECC Application Bulletin. Time frames are not guaranteed and may fluctuate during high application time periods. See page 20 for more information on name changes.

**FPGECC Certification Status.** All status information related to the progress of your FPGECC application and receipt of your documentation is posted in your e-Profile. As the status changes, the new status will be posted online in your e-Profile. Due to high volume, FPGECC and NABP Customer Engagement cannot provide status information that is available in your e-Profile. For more information on the questions that FPGECC and NABP Customer Engagement can answer, see the Contact Information section on page 8.

## Your ECE Application

Additionally, you must submit an application and documentation to Educational Credential Evaluators (ECE), the organization that will verify your degree credentials. ECE requires you to submit the following:

- **ECE Application.** The ECE application can be accessed online at [www.ece.org/nabp](http://www.ece.org/nabp). More information on the ECE Application and General Evaluation Report can be found on page 16.
- **Official Transcripts.** Pharmacy school transcripts, including any qualifying pre-pharmacy, bachelor’s degree, or post-baccalaureate coursework. See “Official Transcript(s)” on page 18.

- **Official Proof of Degree.** Proof of a degree in pharmacy must indicate the title of the degree and the date of issuance. See “Official Proof of Degree” on page 19 for more information.

All official documentation submitted to ECE must comply with the requirements under “Submitting Additional Supporting Documentation” beginning on page 20.

### **TOEFL iBT**

- **If your application was submitted after January 1, 2020,** you must complete the TOEFL iBT requirement to be accepted for the FPGEE.
- **If your application was submitted before January 1, 2020,** you are eligible to complete the TOEFL iBT requirement after taking the FPGEE.
- There are no waivers for the TOEFL iBT requirement. See page 7 for the minimum passing standards and other details on the TOEFL iBT requirement.

### **Registering for the FPGEE**

- **Register with NABP.** Once your FPGEC application has been evaluated and accepted, you will be eligible to register for the FPGEE. Your status changing to “accepted” under Active Applications in your NABP e-Profile will be your notification that you have been accepted to the FPGEC program. You may then register for the next exam. When you are notified via your e-Profile status change that you are accepted, FPGEC will also send your FPGEE Identification Card (FIC) via mail. To register for the FPGEE, you will need to log in to your e-Profile, click on the FPGEC tile, and click the “Purchase FPGEE” button. Follow the instructions to complete and pay for the exam registration. Evaluations continue year-round and you have two years from your FPGEC accepted date to take the FPGEE examination. Registration for the annual FPGEE opens five months before the exam, which is usually held in October. See the NABP website for specific dates.
- **FPGEE Identification Card (FIC).** After you are accepted to take the FPGEE, you will be sent a FIC, which will serve as your primary identification for the exam. It can take two to four weeks to receive your FIC depending on your location and allowing for postal delivery time. If you do not receive the FIC within two to four weeks of your FPGEE accepted status, please email [FP@nabp.pharmacy](mailto:FP@nabp.pharmacy) to verify your mailing address and, if necessary, request a new card. FPGEC advises you not to wait until the exam nears to request another card as, depending on your location, we cannot guarantee delivery prior to the exam date. In addition, when registering for the FPGEE, be aware of the time it will take to receive your FIC and when you need to make travel arrangements.
- **Testing Appointment.** Once you register with NABP and purchase the examination through your e-Profile, Pearson VUE (NABP’s testing vendor) will email you an Authorization to Test (ATT). You may not schedule your testing appointment with Pearson VUE ([www.pearsonvue.com/nabp](http://www.pearsonvue.com/nabp)) until you have your ATT. See page 24 for additional scheduling information.

### **Before You Take the FPGEE**

- **Consider Taking the Pre-FPGEE.** More information about the pre-exam can be accessed by visiting the Programs page on the NABP website ([www.nabp.pharmacy](http://www.nabp.pharmacy)).

### **Creating a New e-Profile**



If you applied to the FPGEC prior to May 2018 and obtained an EE number, you do not need to create an e-Profile. An e-Profile ID has already been assigned to you. If you need your e-Profile ID instructions, email [FP@nabp.pharmacy](mailto:FP@nabp.pharmacy). For all other candidates, please create an e-Profile by following the steps below.

1. Click on the e-Profile link found on the FPGEC or FPGEE program page at [www.nabp.pharmacy/programs](http://www.nabp.pharmacy/programs).

Select the Customers tile on the e-Profile landing page.

2. Create a Login

Click on “Create a login” and enter your email address. Next, an email will be sent to you that includes a verification code. Enter the verification code and create a password. Once a password has been created, you may sign in with your email and new password.

- The email address you use for your login is the only email address that the FPGEC will use to correspond with you. Therefore, if you wish to correspond via email with the FPGEC, you must do so with this email.

3. Create an e-Profile

Select Create an e-Profile from the available options.

#### Name

Review the information regarding providing your legal name in your e-Profile before you enter your name.



**Important:** Your name – including last, first, middle name or initial, and suffixes – must match the name that appears on your supporting documentation. The FPGEC understands the naming conventions in most countries. If a candidate uses their father’s and/or grandfather’s names or patronymic names as part of their name as shown on their transcripts, please enter in the space provided for middle names. The family, tribe, or surname is to be entered in the space provided for “last name.”

#### Demographic Information

Provide your profession, school information, and birthdate.

4. Contact Information

Enter your home or business address, phone number(s), and other contact information.

- Enter a mailing address where you wish to receive documents by mail. The mailing address you enter here will be the address that will appear on your documents and any documents that must be mailed to you will be sent to this address.

5. Review Information and Receive e-Profile ID Number.

Please review information carefully and use the back buttons or the link provided to correct any information entered erroneously.

### On Examination Day

- **Arrive Early.** Arrive at the Pearson Professional Center at least 30 minutes prior to your testing appointment.
- **Bring Acceptable Identification.** Bring your FPGEE Identification Card (FIC) and your primary ID approved by the FPGEC. Acceptable identification is defined and examples are provided beginning on page 34.
- **Do Not Bring Prohibited Items into Test Room.** Be aware of items that are prohibited from the testing room at the Pearson Professional Center. You may wish to leave these items at home. See page 36 for a list of prohibited items.



### ***After the Examination***

- **Review Your Score.** Your examination score will be available via your e-Profile approximately eight weeks after the examination administration. See page 41 for more information about your results.

# About the FPGEC

## The FPGEC

The Foreign Pharmacy Graduate Examination Committee™ (FPGEC®) oversees the FPGEC certification process and grants FPGEC Certification. The FPGEC operates under the auspices of the National Association of Boards of Pharmacy® (NABP®). Established in recognition and fulfillment of responsibilities for public health care and education, the FPGEC's goals are to:

- Evaluate the qualifications of foreign pharmacy graduates who apply for FPGEC Certification.
- Oversee the development of the FPGEE.
- Inform foreign pharmacy graduates about the FPGEC Certification Program and the Foreign Pharmacy Graduate Equivalency Examination® (FPGEE®).
- Cooperate with other agencies concerned with foreign pharmacy graduates.

## Definition of a Foreign Pharmacy Graduate


The FPGEC defines a “foreign pharmacy graduate” as a pharmacist whose pharmacy degree was conferred by a recognized school of pharmacy that is not ACPE-accredited and is typically outside of the 50 United States, the District of Columbia, and Puerto Rico. US citizens who have completed their pharmacy education outside the US are considered to be “foreign pharmacy graduates,” while foreign nationals who have graduated from ACPE-accredited schools in the US are not.


## FPGEC Certification

NABP provides the FPGEC Certification Program to document the educational equivalency of a candidate's foreign pharmacy education, as well as their license and/or registration to practice pharmacy. To achieve FPGEC Certification, candidates must:

- Provide documents that verify their education background.
- Provide documents that verify licensure and/or registration to practice pharmacy.
- Pass the Test of English as a Foreign Language Internet-based Test (TOEFL iBT).
- Pass the FPGEE.

**Candidates who receive an FPGEC Certificate may be qualified to take the pharmacy licensing examination in jurisdictions that accept this Certification. All 50 US states, the District of Columbia, Guam, and Puerto Rico require foreign-trained pharmacists to achieve FPGEC Certification before applying for a license from a state board of pharmacy.**

 **Important:** The FPGEC Certificate is not a license to practice pharmacy. In order to practice in the US, you must be licensed by the state in which you wish to practice.

 **Note:** Because licensure requirements vary by state, NABP encourages you to directly contact the board(s) of pharmacy for the state(s) in which you are seeking licensure. Contacting the board(s) directly will also allow you to obtain the most up-to-date information on state laws and requirements. A listing of board of pharmacy contact information is available in the Boards of Pharmacy section of the NABP website, located at [www.nabp.pharmacy](http://www.nabp.pharmacy).

**As a candidate for FPGEC Certification, you are responsible for being knowledgeable of all policies and procedures contained within this Bulletin.**

The FPGEC reserves the right to change the requirements for FPGEC Certification published in this Application Bulletin without notice to any candidate or prospective candidates. Such changes will take effect when adopted by the FPGEC. The FPGEC further reserves the right to discontinue the program at any time without advance notice to any candidate or prospective candidate.

NABP reserves the right, in its sole discretion, to refuse to accept any application, registration form, documentation, or payment that does not conform to applicable US laws and regulations and FPGEC program requirements.

## **Qualifications for the FPGEC Certification Program**

### **Education**

To be considered as a candidate for the FPGEC Certification Program, you must have graduated from a recognized or accredited school of pharmacy in a non-US country or jurisdiction or a US school that is not ACPE-accredited. Specifically, the school of pharmacy must be accredited by a competent organization that accredits or certifies professional degree programs in pharmacy or the school must be regionally recognized, meaning nations in the geographical region of the school must recognize the professional degree program of the school as meeting regionally adopted standards.

The FPGEC requires that if you graduated **prior** to January 1, 2003, you must have completed at least a four-year pharmacy curriculum at the time of graduation. If you graduated **on or after** January 1, 2003, you must have completed at least a five-year pharmacy curriculum at the time of graduation. The change from a four-year to five-year educational curriculum requirement has enabled the FPGEC Certification Program to be consistent with the revised standards of US pharmacy school curriculum.

 See “Official Transcript(s)” and “Minimum Curriculum Length” on page 19 for important information about submitting your qualifications.

### **Licensure**

All candidates must also provide documentation that they are licensed and/or registered for the unrestricted practice of pharmacy in the country or jurisdiction where the pharmacy degree was earned or in the country where you were a practicing pharmacist. Please refer to the “Pharmacist Credentials” section beginning on page 18 for complete details on providing documentation.

### **TOEFL iBT Requirements**

The TOEFL iBT is the sole English language proficiency examination accepted for candidates seeking FPGEC Certification, and a passing score on TOEFL iBT is required for acceptance to sit for the FPGEE. The TOEFL iBT must be completed by all foreign pharmacy graduates, even those who are native English speakers. There are no exceptions or waivers to these requirements. The at home TOEFL iBT is NOT accepted by the FPGEC program (see Secure Testing Environment below). ***Open applications submitted prior to January 1, 2020, remain eligible to complete the TOEFL iBT requirement after being accepted to sit for the FPGEE. If you apply after January 1, 2020, you must pass the TOEFL iBT before being accepted to sit for the FPGEE.***

**The minimum score requirements for the TOEFL iBT are as follows:**

- Reading – 22
- Listening – 21
- Speaking – 26
- Writing – 24

You must complete all four sections in one testing session; scores for the four sections must be reported to FPGEC on one official score report directly from international educational testing service (ETS). If you score less than the minimum score in any section, your score report will not be accepted. The FPGEC will not consider a total score on the TOEFL iBT.

If your open application was submitted **prior to January 1, 2020**, you remain eligible to complete the TOEFL iBT requirement after your acceptance to sit for the FPGEE. You must complete the TOEFL requirements within five years of receiving a passing FPGEE score.

Applications submitted **after January 1, 2020**, are required to complete the TOEFL iBT requirement in order to be accepted for the FPGEE.

Passing TOEFL scores are valid for the FPGEC program for two years from the date of the TOEFL iBT. This applies to both applications submitted before and after January 1, 2020.

### Secure Testing Environment

In every analysis of the profession, communication ranks near the top of necessary skills for safe and effective pharmacy practice. Pharmacists' communication with other health care providers is essential in interdisciplinary practice both when pharmacists are directly involved and when pharmacists serve as knowledgeable intermediaries. Independently, pharmacists communicate with patients more than any other health care practitioner and must translate technical jargon to patients with various levels of health literacy. It is a public health issue that pharmacists can clearly articulate, gather pertinent patient health information, and communicate that information verbally and in writing.

American pharmacy students learn communication skills in didactic settings and with their preceptors to ensure their verbal, written, speaking, and listening skills are acceptable to perform tasks essential to pharmacy practice. Requirements include the ability to participate in dynamic discussions in interdisciplinary care; hear a prescription from a physician over the phone; read a prescription; and communicate difficult drug names and diseases with healthcare specialists, patients and their caregivers.

While the TOEFL iBT exam is used by thousands of organizations throughout the world, the majority of examinees who take the TOEFL iBT are university candidates who, once accepted, would have their communication skills observed and improved under the supervision of faculty over several years. The FPGEC program does not rely on such training and mentoring but is dependent on the integrity of the TOEFL results.

For these reasons, the TOEFL is a high-stakes exam for prospective pharmacists. In accord with our other high-stakes exams, we require a secure testing environment within the United States. Furthermore, NABP does not accept "My Best" scores or scores taken outside of the secure testing center.

### Test Center Restrictions

TOEFL iBT score reports are only accepted from ETS test centers located in NABP [member and associate member jurisdictions](#), including the 50 United States, District of Columbia, Guam, Puerto Rico, Virgin Islands, Bahamas, and ten Canadian provinces (Alberta, British Columbia, Manitoba, New Brunswick, Newfoundland and Labrador, Nova Scotia, Ontario, Prince Edward Island, Quebec, and Saskatchewan).

### TOEFL iBT Reports

As a candidate for FPGEC Certification you must request your TOEFL iBT score report be submitted to the FPGEC directly by ETS. Use the **FPGEC identification number 9103**. FPGEC will only accept official score reports received directly from ETS.



**Note:** ETS reports TOEFL iBT scores for two years after a test. Contact TOEFL Services for further details.

Your name on the TOEFL iBT score report must match your name as it appears on your e-Profile. In addition, the date of birth on the official score report must also be exactly the same as it appears in your e-Profile. Score reports with discrepancies in the name, photo identification, or date of birth will not be accepted for certification. If you have changed your name since applying for FPGEC Certification, you must notify the FPGEC in writing and submit appropriate documentation of the name change.



See “Candidate’s Name” on page 21 for more information on name changes.

## Contact Information

### Educational Credential Evaluators, Inc (ECE)

For additional information regarding foreign transcript evaluation, contact:

**Mail:** ECE  
PO Box 514070  
Milwaukee, WI 53203-3470  
USA

**Phone:** 414/289-3400

**Website:** [www.ece.org](http://www.ece.org)

### Educational Testing Service (ETS)

For additional information and instructions regarding the TOEFL iBT, contact:

**Mail:** ETS  
PO Box 6151  
Princeton, NJ 08541-6151  
USA

**Phone:** 609/771-7100

**Website:** [www.ets.org](http://www.ets.org)

### Pearson VUE

For additional information about scheduling a testing appointment, contact:

**Mail:** Pearson VUE  
5601 Green Valley Dr  
Bloomington, MN 55437-1099  
USA

**Phone:** 952/681-3000


**Websites:** [www.pearsonvue.com](http://www.pearsonvue.com)  
<https://home.pearsonvue.com/nabp>

## FPGEC

The status of your FPGEC application and the status of your supporting documentation is available by logging in to your e-Profile. Review the timelines for NABP review of documentation beginning on page 2. After reviewing your e-Profile, if you still have questions, you may contact the FPGEC for the following:

- Questions regarding your FPGEC application.
- General inquiries regarding your documents.

Use your full name as it appears in your e-Profile in all communications with the FPGEC and your e-Profile ID.

 **Important:** If your email or mailing address changes, you must update the address(es) in your e-Profile. The FPGEC will only respond to the email and/or mailing address that is in your e-Profile.

Send official inquiries and submissions to:

**Email:** FP@nabp.pharmacy

**Mail:** NABP  
Attn: FPGEC  
1600 Feehanville Drive  
Mount Prospect, IL 60056  
USA

**Fax:** 1-847/391-4502

If you would like to receive a receipt of mail delivery, NABP recommends sending your communication via private courier service or United States Certified Mail, return receipt requested. The FPGEC is not responsible for delayed, lost, or misdirected mail. It may take an additional 30 business days for international mail to be delivered and 10 business days for mail sent within the US.

Due to the high volume of received correspondence, the FPGEC cannot confirm receipt of email, faxes, or mail.

## NABP Customer Engagement

Customer Engagement can only assist you with basic program information.

All status information related to the progress of your FPGEC Certification are posted in your e-Profile. As the status changes, the new status will be posted online in your e-Profile. In addition, all program processes and procedures are included in this Bulletin and many can also be found on our website. Please review both the Bulletin and the website thoroughly before contacting Customer Engagement.

To ensure the privacy and protection of all candidates, Customer Engagement can only assist candidates directly, and is unable to speak or correspond with anyone calling or writing on a candidate's behalf, including third parties on the phone or on speaker phone.

Contact Customer Engagement using one of the following methods:

**Email:** [help@nabp.pharmacy](mailto:help@nabp.pharmacy)

**Phone:** 1-847/391-4406

When contacting Customer Engagement, please provide the following information as listed on your e-Profile:

- e-Profile ID (provided to you at registration)
- Full name
- Email address
- Mailing address
- Last four digits of your Social Security Number (if you have one)
- Phone number

# Your FPGEC and ECE Application

## General Information

This Application Bulletin explains exactly what materials and documents are required for your FPGEC Certification application. The FPGEC processes all applications and materials as quickly as possible after they are received. The FPGEC evaluates each application and all supporting documentation for accuracy, authenticity, and fulfillment of program requirements. The FPGEC will notify you of the status of your application, including any deficiencies, online in your e-Profile. You will have the opportunity to correct any deficiencies identified by the FPGEC. You are responsible for ensuring all supporting documentation is submitted to FPGEC in a timely manner.

To begin the FPGEC Certification process, you must apply online via your e-Profile and submit hard copies of the following information via mail to FPGEC for evaluation:

- Your licensing and/or registration documentation.
- A certified copy of FPGEC Attestation (see page 14 for details).
- A notarized copy of the photo identification (see page 14 for details).

You are required to submit the following information to the Educational Credential Evaluators, Inc (ECE):

- The ECE application for verification and evaluation
- Your educational credentials including:
  - » Proof of degree (credential or degree earned)
  - » Your pharmacy school transcript

When submitted, your ECE application is used to create an ECE evaluation report that is sent directly to FPGEC. The ECE evaluation report does not confirm acceptance to sit for the FPGEE.

A link to the ECE application can be found on the [ECE website](#). Application information can be found in the FPGEC section at [www.nabp.pharmacy](http://www.nabp.pharmacy).


In addition to the documentation listed above, you must submit a passing TOEFL iBT score report to the FPGEC via your ETS account if your application was submitted after January 1, 2020.


Open applications submitted prior to January 1, 2020 remain eligible to complete the TOEFL iBT requirement after being accepted to sit for the FPGEE.

### **The minimum score requirements for the TOEFL iBT are as follows:**

- Reading – 22
- Listening – 21
- Speaking – 26
- Writing – 24

Passing TOEFL scores are valid for the FPGEC program for two years from the date of the TOEFL iBT.

 See page 18 for more information on submitting supporting documentation, and page 17 for more information on applying to ECE.

 **Note:** The FPGEC may request additional information as determined necessary to establish your eligibility requirements for the program.



Candidates have two years from the application date to meet all requirements for acceptance into the FPGEC Certification Program. When all requirements have been met, you will be notified via your e-Profile that your application has been accepted and you will be eligible to purchase and register for the FPGEE. You have two years from the date of acceptance to take and pass the FPGEE.

Applications submitted after January 1, 2020, will be eligible for certification after taking the FPGEE, as the TOEFL iBT was a prerequisite. If your open application was submitted before January 1, 2020, you have five years from passing the FPGEE to take and pass the TOEFL iBT.

If you do not meet the required timelines, you will need to purchase/submit a new FPGEC application to become eligible for the FPGEE if you have not exceeded five exam attempts (see Re-take Policy on page 40). Candidates who were eligible to take the FPGEE in previous years are not guaranteed acceptance upon reapplying to take the examination and must meet all current requirements.

### **Prohibited Activities**

The FPGEC reserves the right to bar a candidate from sitting for the FPGEE, to terminate a candidate's examination session, to invalidate the results of the candidate's examination, to disqualify the candidate from the FPGEC Certification Program, to withhold an FPGEC Certificate, to revoke a Certificate, and/or to take other appropriate actions. Activities that may prompt the preceding actions include, but are not limited to:

- Providing false information on any application required for the FPGEC Program.
- Submitting falsified documentation, including but not limited to, educational documents to the FPGEC or ECE.
- Submitting any falsified FPGEC documents to other organizations or agencies.
- Giving or receiving aid, or engaging in any misconduct as defined in this *Bulletin* (see page 37), in connection with the FPGEE, or any other examination required for FPGEC Certification.
- Violating any examination or program policies of the FPGEC Certification Program.

## ***FPGEC Application and Fees***

### **Application Form**

The FPGEC application is available online. If you already have an NABP e-Profile you may click on NABP e-Profile Login in the upper right-hand corner of the NABP website to begin your application. If you do not have an e-Profile, see page 3 for instructions on how to create your account.


Once you complete all the required fields you will pay the applicable fees and submit your application. You are also required to submit your FPGEC Attestation, photograph, license and/or registration, and a photocopy of your current ID by mail to:

NABP  
Attn: FPGEC  
1600 Feehanville Drive  
Mount Prospect, IL 60056-6014

### **Photographs**


Two identical, full-face photographs of passport size (51 x 51 mm) and quality must be submitted by mail with your FPGEC Attestation. You must adhere one of the photographs to the FPGEC Attestation using glue or tape (do not staple).

The other photograph must not be signed, notarized, or marked in any way; it will be uploaded into your e-Profile. The photographs must have been taken within three months of your application submission date.

 **Important:** The entire notarial seal, stamp, or signature of the official who affirms the FPGEC Attestation must be legible, in English (FPGEC requires a translation from a credentialed translator), and must overlap a portion of both the attached photograph and the application form. The seal or signature must not cover the face in the photograph.

### Submitting the Attestation and Photograph (samples on pages 15-16)

- Read the certification statement.
- Sign (do not print) your full name (in English) on the first line indicated in the presence of a Consular Official, First-Class Magistrate, or Notary Public. You must sign and write your name in blue or black pen.
- Ask the official to complete the last two lines of the Attestation Form.
- Attach one of the required photographs in the box provided using tape or glue. Do not use a staple.
- Ask the official to apply his or her stamp, seal, or signature attesting to your signature. The official's stamp, seal, or signature must be legible and must overlap a portion of both the attached photograph and the Attestation Form. The face of the photograph must not be covered. If the official title and/or seal of the official is not in English, the FPGEC requires a translation from a credentialed translator.

 **Important:** The absence of the appropriate signatures, or any alterations or erasures of any kind, will void your application.

### Application and Examination Fees

You must submit your payment online using a credit or debit card at the time you submit your application. Personal checks, bank drafts, and cash or other unapproved forms of payment are not accepted.

#### Fees to NABP

|                              | Total Fee              | Fee Application  |
|------------------------------|------------------------|--|
| <b>FPGEC Application Fee</b> | \$550 (non-refundable) | Includes \$100 administrative fee and \$450 document evaluation fee                        |
| <b>FPGEE Fee</b>             | \$650*                 | first examination  |
| <b>FPGEE Re-take Fee</b>     | \$750**                | Additional examinations; \$100 non-refundable administrative fee and \$650 examination fee |

\*The first examination scheduled/attempted under a newly approved FPGEC application does not include a \$100 administration fee.

\*\*Additional examinations scheduled and/or attempted within the two-year acceptance period will include a \$100 non-refundable administrative fee.

**FPGEC Attestation (Application submitted before 1/1/2020)**

I hereby certify that the information I have provided to NABP related to this Attestation is true, accurate, and complete to the best of my knowledge, and that I have enclosed a recent photograph of myself consistent with the requirements in the Foreign Pharmacy Graduate Education Committee (FPGEC) Candidate Application Bulletin (Bulletin).

I hereby acknowledge that this Attestation is part of my FPGEC application.

I agree to separately submit the following FPGEC application documents as further described in the Bulletin:

1. An online FPGEC application;
2. A copy of my license and/or registration from the country where I am currently licensed; and
3. An application and required fees to Educational Credential Evaluators (ECE).

I acknowledge that if I do not timely submit a complete FPGEC application, NABP may close my FPGEC application without issuing a refund. If NABP closes my FPGEC application because it is incomplete and I still wish to achieve FPGEC certification, I acknowledge that will have to submit a new, complete FPGEC application and pay the then applicable application fee. Please see the Bulletin for further details.

I hereby certify that I have not and will not engage in any prohibited activities or misconduct as described in this Attestation, the online application, or the Bulletin, such as fraud or cheating, related to my FPGEC application, the FPGEC Certification program, or FPGEE.

I hereby authorize NABP to share with pharmacy regulatory or law enforcement authorities any information regarding my FPGEC application, including this Attestation and photograph(s), my participation in or disqualification from the FPGEC Certification program, or my TOEFL iBT or FPGEE test(s) including, without limitation, scores, status, or misconduct.

I further authorize the FPGEC to provide any information related to my FPGEC application, including this Attestation and photograph(s), or information that may otherwise become available to the FPGEC, to any organization or individual who may assist NABP in reviewing my FPGEC application, evaluating the validity of FPGEC application-related information, determining my eligibility for FPGEC Certification, or who has or had a relationship or connection to me and, in the reasonable judgment of the FPGEC, may have a legitimate interest in such information including, without limitation, a school of pharmacy that I attended or a testing organization that administered a test to me that is required by the FPGEC Certification program.

I hereby attest that I read this Attestation and the Bulletin and I hereby agree with their terms and requirements.

I further attest that I have and, to the best of my ability will continue to, comply with the Attestation and Bulletin terms and requirements.

**Applicant must print and sign his/her full name in English on the first lines below, but only in the presence of one of the following individuals: a Notary Public, Consular Official, or First-Class Magistrate.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Full Name (in black or blue pen)

**The following is to be completed by a Notary Public, Consular Official, or First-Class Magistrate in English:**

Subscribed and sworn to (or affirmed) before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature of Notary Public, Consular Official, or First-Class Magistrate:

\_\_\_\_\_  
Official Title \_\_\_\_\_

If official title and/or seal is not in English, FPGEC requires an official translation. **Alterations or erasures of any kind on this page will void the Attestation.**

ATTACH ONE PHOTOGRAPH  
HERE

Use glue or tape to attach  
the photo. DO NOT STAPLE

One additional identical  
photograph must  
accompany this application.

Seal, stamp, or signature of  
official must cover a portion  
of the attached photograph  
and the application.

**FPGEC Attestation (Application submitted after 1/1/2020)**

I hereby certify that the information I have provided to NABP related to this Attestation is true, accurate, and complete to the best of my knowledge, and that I have enclosed a recent photograph of myself consistent with the requirements in the Foreign Pharmacy Graduate Education Committee (FPGEC) Candidate Application Bulletin (Bulletin).

I hereby acknowledge that this Attestation is part of my FPGEC application.

I agree to separately submit the following FPGEC application documents as further described in the Bulletin:

1. An online FPGEC application;
2. A copy of my license and/or registration from the country where I am currently licensed; and
3. An application and required fees to Educational Credential Evaluators (ECE).
4. A non-expired, passing Test of English as a Foreign Language Internet-based Test (TOEFL iBT) score report.

I acknowledge that if I do not timely submit a complete FPGEC application, NABP may close my FPGEC application without issuing a refund. If NABP closes my FPGEC application because it is incomplete and I still wish to achieve FPGEC certification, I acknowledge that will have to submit a new, complete FPGEC application and pay the then applicable application fee. Please see the Bulletin for further details.

I hereby certify that I have not and will not engage in any prohibited activities or misconduct as described in this Attestation, the online application, or the Bulletin, such as fraud or cheating, related to my FPGEC application, the FPGEC Certification program, or FPGEE.

I hereby authorize NABP to share with pharmacy regulatory or law enforcement authorities any information regarding my FPGEC application, including this Attestation and photograph(s), my participation in or disqualification from the FPGEC Certification program, or my TOEFL iBT or FPGEE test(s) including, without limitation, scores, status, or misconduct.

I further authorize the FPGEC to provide any information related to my FPGEC application, including this Attestation and photograph(s), or information that may otherwise become available to the FPGEC, to any organization or individual who may assist NABP in reviewing my FPGEC application, evaluating the validity of FPGEC application-related information, determining my eligibility for FPGEC Certification, or who has or had a relationship or connection to me and, in the reasonable judgment of the FPGEC, may have a legitimate interest in such information including, without limitation, a school of pharmacy that I attended or a testing organization that administered a test to me that is required by the FPGEC Certification program.

I hereby attest that I read this Attestation and the Bulletin and I hereby agree with their terms and requirements.

I further attest that I have and, to the best of my ability will continue to, comply with the Attestation and Bulletin terms and requirements.

**Applicant must print and sign his/her full name in English on the first lines below, using black or blue ink, but only in the presence of one of the following individuals: a Notary Public, Consular Official, or First-Class Magistrate.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Full Name (in black or blue pen)

**The following is to be completed by a Notary Public, Consular Official, or First-Class Magistrate in English:**

Subscribed and sworn to (or affirmed) before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature of Notary Public, Consular Official, or First-Class Magistrate:

\_\_\_\_\_  
Official Title \_\_\_\_\_

If official title and/or seal is not in English, FPGEC requires an official translation. **Alterations or erasures of any kind on this page will void the Attestation.**

ATTACH ONE PHOTOGRAPH  
HERE

Use glue or tape to attach  
the photo. DO NOT STAPLE

One additional identical  
photograph must  
accompany this application.


Seal, stamp, or signature of  
official must cover a portion  
of the attached photograph  
and the application.

## Registering to Re-take the FPGEE

If you wish to re-take the FPGEE, you must log in to your e-Profile and purchase a new FPGEE registration.

You will be required to pay the FPGEE re-take fees if you took the exam, did not pass, and there is still time left in the two-year acceptance period. You have two years from your acceptance date to take and pass the FPGEE. If you have not passed the FPGEE within two years of application acceptance, your FPGEC application will expire and you will be required to submit a new application to the FPGEC.

You are permitted a lifetime total of five attempts to take the FPGEE. Your FPGEC file will be closed permanently if you exhaust all allotted attempts for the FPGEE. This lifetime total includes any attempts prior to 2012.

 **Note:** Candidates who have been granted eligibility to take the FPGEE in past years are not guaranteed eligibility upon reapplying to take the examination.

## FPGEC Application Withdrawals and Refunds

If you withdraw from the program **once the application process has begun**, but your application is not in a Deficient status, you must log in to your e-Profile to submit a withdrawal request. The FPGEC application fee (includes administration and evaluation fees) is non-refundable. Your application materials will be returned to you upon your request. If your status is Application Deficient and you want to withdraw your application instead of letting it expire, you must email the FPGEC; the option is not available in your e-Profile.

If you withdraw from the program **and you are scheduled to take the FPGEE**, you must also cancel your scheduled examination with Pearson VUE and NABP within five business days to receive a refund for the test. See “Canceling/Failing to Attend Your Examination Appointment” on page 24 for details.

## ECE Application and General Evaluation Report

FPGEC candidates are required to submit an application to ECE with the appropriate fees. The online ECE application may be accessed from ECE’s website, [www.ece.org/nabp](http://www.ece.org/nabp). Questions about the ECE application may be directed to ECE by calling 1-414/289-3400.

### ECE Application Fees

You should request the **General Evaluation Report** from ECE. You must order an extra copy of the report to be submitted to the FPGEC. Please see the ECE website for current fees. (See page 9 for contact information.)

### Refund or Withdrawal of ECE Application

Inquiries regarding refunds and withdrawals from ECE must be submitted to ECE directly.

# Pharmacist Credentials


## **Submitting Official Supporting Documentation**

All candidates are required to submit supporting documentation, including sending to ECE an official transcript and proof of degree (credential or degree earned), and sending to FPGEC your proof of license and/or registration to practice pharmacy. All official documentation must:


- Include an inked or impressed seal or stamp of the issuing body.
- Include an inked signature of the individual from the issuing body authorized to certify the document.
- Be sealed in an envelope by the issuing body. A seal, stamp, or signature of an official must overlap the flap closure and the envelope.

The sealed license/registration envelope may be submitted to the FPGEC by you or the issuing body.

Official documentation that is not in English, or that contains non-English stamps or seals, must be accompanied with a word-for-word English translation from a credentialed translator.

 See the “Translation of Non-English Documents” section on page 21.


The FPGEC, at its discretion, may require further documentation to qualify you for certification. Electronically submitted documents will not be accepted.

 **Note:** ECE General Evaluation Reports are retained for only two years if you have not submitted an application. Once FPGEC has an ECE General Evaluation Report on file, you do not need to resubmit these documents to ECE for subsequent FPGEC applications.


## **Submitting Transcripts and Degree Documentation Through ECE**

Educational Credential Evaluators, Inc. (ECE) is a not-for-profit public service organization specializing in the evaluation of foreign educational credentials. As a candidate for the FPGEC Certification Program, you must have your official pharmacy school transcripts and proof of degree (credential or degree earned) evaluated by ECE. Additionally, ECE will verify the applicable accreditation or recognition status of your school of pharmacy.

You are required to submit your pharmacy education documentation, the official transcript and official proof of degree, directly to ECE according to the instructions and requirements indicated in this section.

 See page 17 for details on submitting an application to ECE.

You must request that ECE submit the General Evaluation Report directly to the FPGEC along with your supporting documentation. The FPGEC will not accept General Evaluation Reports submitted by candidates.

 **Note:** ECE does not make any determination of eligibility for the FPGEC Certification Program.

## Official Transcript(s)

To be considered for certification, you must submit official transcripts of all pre-pharmacy, bachelor of science, and post-baccalaureate pharmacy studies to ECE. If there were additional coursework requirements for graduation, an official transcript is also required.

Official transcripts must include:

- An original inked or dry school seal/stamp
- Signature (in ink) of a pharmacy school official
- Dates you attended pharmacy school
- The title (name) of each course taken
- The number of hours of study
- Grades or other documentation proving completion

Unofficial photocopies of transcripts will not be accepted.

Transcripts are not returned.

## Minimum Curriculum Length

- **Four-Year Degree:** If you were issued a pharmacy degree prior to January 1, 2003, you must have completed a minimum four-year pharmacy curriculum at the time of graduation.
- **Five-Year Degree:** If you were issued a pharmacy degree on or after January 1, 2003, you must have completed a minimum five-year pharmacy curriculum at the time of graduation.

Pre-pharmacy coursework, completed at the equivalent of a US college or university and required of all students for admission, may be considered in determining minimum curriculum length requirements.

The following completed after graduation cannot be considered for determining the minimum required curriculum length:

- Coursework
- Internships
- Continuing education certificates
- Work experience

Post-baccalaureate pharmacy degrees will only be considered when the degree obtained and the coursework completed to obtain the degree satisfactorily show that the candidate obtained patient care experience in a clinical pharmacy practice setting.

At the sole discretion of the FPGEC, post-baccalaureate degrees will be reviewed on a case-by-case basis to determine whether they may be applied to the minimum required curriculum length.

## Official Proof of Degree

Official proof of the pharmacy degree, indicating the title of the degree and the date of issuance, must also be submitted to ECE. If you are submitting information about another credential or degree earned from a pharmacy school, it must indicate the title of the credential or degree earned and the date of issuance. The pharmacy degree or credential you received must be the professional degree leading to licensure and/or registration to practice pharmacy.

## Official Proof of Licensure and/or Registration

To qualify for the FPGEC program, you must demonstrate that you have the required license and/or registration to practice pharmacy in a country outside the US, typically in the country or jurisdiction where you attended pharmacy school. Some countries require registration as a pharmacist in that

country or jurisdiction; some countries require a license; some countries require both a license and a registration; and very few countries do not require either.

Each license and/or registration must be unrestricted and certified by the appropriate government official of the jurisdiction issuing the license or registration. The documentation must include the date that the license and/or registration was issued, and must contain the official stamp and signature from the issuing body. This document must be received in a properly sealed envelope.

If your license and/or registration is from a different country than where you earned your pharmacy degree, or you were not a citizen of the country or jurisdiction where your pharmacy degree was earned, and therefore were unable to obtain licensure and/or registration to practice pharmacy in that country or jurisdiction where you attended school, you must submit:

- Official proof of licensure and/or registration in whichever country or jurisdiction the license and/or registration was obtained; **AND**
- An official statement, issued by the appropriate government official of the country or jurisdiction where your degree was earned, confirming that you would be eligible for licensure and/or registration if you were a citizen.

If neither a license or registration are required to practice pharmacy in the country or jurisdiction where you earned a pharmacy degree, you must submit with the application materials:

- A request for an “Affidavit for Failure to Obtain Licensure in a Foreign Jurisdiction” (the FPGEC will provide further information concerning this procedure to eligible candidates); **AND**
- Official documentation in a properly sealed envelope by the issuing body, verified by the pharmacy school or the applicable government agency that neither licensure nor registration was required to practice pharmacy.

## Submitting Additional Supporting Documentation



All non-English supporting documents must be accompanied by a word-for-word English translation from a credentialed translator.

## Photo Identification

You must also submit to the FPGEC a certified photocopy of a current passport. Refer to “Photocopies of Documents” (below) for details on certifying copies of photo identification. Your name on the identification must match your name on your FPGEC application and supporting documentation.

## Photocopies of Documents

Certified photocopies of documents, such as birth certificates, marriage certificates, court orders approving a name change, or state-issued identification cards, may be submitted to the FPGEC for review. Certified photocopies of the documents are those that include the attestation statement “**I have reviewed the original document and attest that this is a true and exact copy of the original**” is written directly on the photocopy by a notary public, Consular Official, or First-Class Magistrate and includes the official’s seal and signature. If a document is longer than one page, **each page** must be certified. Present both the original document and a photocopy to the notary public for proper certification. The FPGEC will not accept photocopies of documents that have been certified by you or that are not properly certified. In addition, the FPGEC will not accept “True Copy,” “Certified True Copy,” or “Attested Copy” in lieu of the attestation statement indicated above.

If you are unable to submit properly certified photocopies of your additional supporting documentation, the original documents must be submitted directly to the FPGEC. You must request, in writing to the FPGEC, to have original documents returned.




## Translation of Non-English Documents


Any document, including all seals and/or stamps, not in English must be accompanied by an official word-for-word English translation, prepared and certified as correct by an official translator. The FPGEC considers an official translator to be a certified translator, a certified court interpreter, an authorized government official, or an official from the pharmacy school where you obtained your pharmacy degree. You may also obtain an official translation from a professional translation service or an appropriate language department at any university. **The FPGEC must be able to identify the name of the translator. Each page of the translation must be signed and dated by the translator and must appear on official stationery.** The translator must provide an attestation statement regarding the accuracy of each translation. Proof of the translator's credentials must accompany each translation. You may **not** prepare your own translations.

## Candidate's Name

Your name on the FPGEC application must match the name that appears on your supporting documentation. If you have changed your name, you must send a properly certified photocopy of a marriage certificate or other legal document, such as a court order, that indicates the full former and current names.

If you change your name after receiving your FIC, you must ensure that there is enough time to update your name with NABP in order to receive a new FIC for your FPGEE date. Supporting documentation for the name change must be submitted to the FPGEC (see page 10 for contact information) no later than 30 days before your examination appointment. Questions on this process may be sent to [FP@nabp.pharmacy](mailto:FP@nabp.pharmacy).

 **Note:** Identification such as a driver's license, Social Security card, or permanent resident card cannot be considered as legal documentation of a name change. Be sure that the information submitted on the application form matches the information on all supporting documentation.

 **Note:** The FPGEC understands the naming conventions in most countries. If a candidate uses their father's and/or grandfather's names or patronymic names as part of their name as shown on their transcripts, please enter in the space provided in the online application for middle names. The family, tribe, or surname is to be indicated in the space provided for "last name."

# General Information

## ***Closed and Expired Applications***

**Your application may be closed and fees may be surrendered to the FPGE C in the following situations:**

- If, after evaluation of submitted documentation, it is determined that your credentials do not meet the criteria for eligibility for the FPGE C Certification Program.
- If, after repeated requests for appropriate documentation, you remain unable to comply with the requirements in order to qualify for the FPGE C Certification Program.

**Your application will expire and fees will be surrendered to the FPGE C in the following situations:**

- If you fail to complete all application requirements within two years of submitting your application. This includes the TOEFL iBT requirement as well, for applications submitted after January 1, 2020.
- If you fail to pass the FPGE E within two years of being accepted to the FPGE C Certification Program.
- If you fail to pass the TOEFL iBT within five years of passing the FPGE E. This applies to open applications submitted before January 1, 2020, only.

The FPGE C will post a notification of file closure in the candidate's e-Profile. Candidates will have 30 days to appeal the file closure decision of the FPGE C. The FPGE C will review each appeal on a case-by-case basis. Expired applications cannot be appealed. There are no extensions given on expiration dates.

If you wish to pursue FPGE C Certification once an application is closed, the application process, full fees, supporting document review, and examination process starts over as if you were a new candidate.



**Note:** Candidates who have exhausted the number of allowed lifetime attempts to take the FPGE E may not reapply for certification. The number of lifetime attempts includes those attempts prior to 2012.

## ***Testing Accommodations***

NABP abides by all applicable federal and state statutes relating to disabled individuals. To ensure the security and integrity of its examinations, NABP will evaluate accommodation requests.

To submit an accommodation request, please download and complete the [Accommodation Request form](#). Upload the completed form and supporting documentation in your NABP e-Profile during the online application process. If you do not upload your form at this time, your request may be delayed.

Testing accommodations will be made only with the authorization of NABP. Pharmacy regulatory authorities may be provided with information about the nature of the accommodations that were granted.

## ***Scheduling for Testing Accommodations***

Candidates approved for testing accommodations by NABP must schedule their examination appointments by contacting Pearson VUE's accommodation department. (See contact information on page 9.)

Failure to schedule with a Pearson VUE accommodation representative will result in accommodations not being available to the candidate at the testing center. It is the candidate's responsibility to appropriately schedule their testing appointment, and instances where the procedure has not been followed will result in the forfeiture of the testing opportunity and examination fee. Candidates who elect to test without accommodations are advised that adjustments will not be made to the test score.

# FPGEE Information

## ***FPGEE Overview***

The FPGEE is based on a nationally uniform content blueprint. The blueprint, effective April 2016, provides important information about the topics covered on the examination and the competency areas in which candidates will be tested. The blueprint is on pages 26-29 of this Bulletin and is also available on the NABP website at [www.nabp.pharmacy/programs](http://www.nabp.pharmacy/programs) under FPGEE.

The examination is a comprehensive measure of knowledge in four major pharmacy content areas:

- 10% – Basic Biomedical Sciences
- 33% – Pharmaceutical Sciences
- 22% – Social/Behavioral/Administrative Sciences
- 35% – Clinical Sciences

The FPGEE is a 200-question examination using a computerized format administered over a four-and-one-half hour testing period. Questions are presented in multiple-choice, multiple-response, constructed-response, ordered-response, and hot spot formats. (See pages 29-31 for information on the question format and sample questions.)

## ***Testing Administration***

The FPGEE is administered by Pearson VUE at its more than 200 Pearson Professional Centers (PPCs) in the continental US. The FPGEE is not available at PPCs in Alaska or Hawaii. One test date is offered annually in the fall, usually in October. Current dates are available on the NABP website. Only those candidates whose applications have been accepted by the FPGEC and have not expired before the exam will be allowed to register and schedule for the examination.

## ***Registering for the FPGEE***

### **Register With NABP**

Once your FPGEC application has been evaluated and accepted, you will be eligible to register for the FPGEE during the open registration period. To register for the FPGEE, you will need to log in to your e-Profile, click on the Active Applications tab, and click Purchase. Follow the instructions to complete and pay for the exam registration. See the NABP website for the important dates pertaining to the test date, such as registration dates.


### **FPGEE Identification Card (FIC)**


After you are accepted to take the FPGEE, you will be sent an FIC. Your FIC is required to be allowed in the testing center. If you do not bring your FIC to the examination, you will not be admitted. You will be required to reapply for the FPGEE and pay the examination fee again. If you change your name after your FIC is issued, you must request a new one no less than 30 days before the exam. See page 21 for more information.

 See “Application and Examination Fees” on page 14 for payment information.

## Authorization to Test From Pearson VUE


Once you register for the FPGEE, you will receive your ATT letter via email from Pearson VUE. The ATT letter includes instructions for scheduling your test and other important information. You may not schedule your testing appointment with Pearson VUE until you have your ATT. (See contact information on page 9.)

 **Note:** You should contact NABP if you have not received your ATT within two days of registering with NABP.

 **Note:** Registration and ATT information will not be given via phone or fax.

## Scheduling Your Examination Appointment

Upon receipt of your ATT, you may schedule an appointment to test. Your ATT letter will indicate the time frame within which you may schedule your appointment. Please note that scheduling will close one week prior to the date of the examination. Appointments are made on a first-come, first-served basis.

 **Note:** We recommend you schedule early. Waiting to schedule your testing appointment may significantly decrease the availability of your preferred test center, as each PPC has only a select number of seats available.

You must adhere to the following procedures when scheduling your appointment:


- **ATT Needed to Schedule Examination:** You cannot make a testing appointment until you have received your ATT.
- **Scheduling Your Examination:** You may schedule your examination at a PPC through the Pearson VUE website ([www.pearsonvue.com/nabp](http://www.pearsonvue.com/nabp)) or by calling Pearson VUE customer service at 1-888/709-2679.
  - » **Online:** If you live in the US, you can schedule your examination online by visiting <https://home.pearsonvue.com/nabp>. Follow the instructions to set up a web account and select your preferred testing location. Locations of the testing centers (PPCs) are also available online at <https://home.pearsonvue.com/nabp>.
  - » **Phone:** If you live outside the US, you can schedule your examination via phone by calling Pearson VUE customer service at 1-888/709-2679. If you choose to call Pearson VUE's customer service department to schedule an appointment, you will be asked to verify your identity, including verification of your e-Profile ID, last and first name, as well as other demographic information. The Pearson VUE customer service agent will search by location. If you have a preferred examination site, the agent can search that site for appointment availability.
- **Examination Confirmation:** Once your appointment has been scheduled, you will receive a confirmation email from Pearson VUE that provides the details of your examination appointment, directions to your selected test center, and additional instructions for the FPGEE. If you have not received a confirmation email from Pearson VUE, then you have not completed the examination appointment. Ensure that you have received your FIC; notify the FPGEC if you have not received your FIC within two weeks of your acceptance date.

## Canceling/Failing to Attend Your Examination Appointment

All cancellations of scheduled examination appointments must be made through both NABP and Pearson VUE **at least five business days** before the examination appointment if a refund is requested.

For example, if you are scheduled to test on October 20, you must cancel your appointment by the end of business hours on October 13.

If you cancel your scheduled exam with NABP and Pearson VUE five business days or more before the exam date, you may receive a refund for the examination fee (the \$100 administrative fee is non-refundable, this applies to the second exam purchased on an application).

 **Note:** Refunds will only be issued to the credit card owner's name.

If you cancel your appointment with Pearson VUE, but plan to take the next scheduled exam, your ATT will still be valid and you can schedule with Pearson VUE during open registration for the next exam. In this situation, **do not** cancel your exam registration/purchase in your NABP e-Profile.

You **will not receive a refund** for your FPGEE exam fees under the following circumstances:

1. If you cancel with Pearson VUE and NABP less than five business days before the examination;
2. If you fail to arrive for your scheduled exam appointment;
3. If you cancel with NABP, but do not cancel with Pearson VUE; or
4. If you cancel with Pearson VUE, but do not cancel with NABP (in this situation, you will still be able to schedule with Pearson VUE during open registration for the next exam. You do not need to register again with NABP).
5. If you are turned away at test center for improper ID.

**There is no exception to this policy.**

If your situation falls under any of the first three circumstances, you will need to register again for the next FPGEE and pay the required fees. Remember that you have two years from the date of acceptance to the FPGEC Certification Program to take the FPGEE: if your acceptance expires before the next exam, you will not be able to register or schedule. If you have registered, you may cancel with NABP to receive a refund.

 See "Application and Examination Fees" on page 14 for payment information.

### ***Pre-FPGEE***

**Prepare for the FPGEE with the only practice exam using past questions.**

The Pre-FPGEE can be accessed by logging in to your e-Profile. More information about the pre-exam can be accessed by visiting the Programs page on the NABP website ([www.nabp.pharmacy](http://www.nabp.pharmacy)).

## FPGEE Competency Statements

The FPGEE Competency Statements serve as a blueprint of the topics covered on the examination. They offer important information about the knowledge, judgment, and skills you are expected to demonstrate while taking the FPGEE. A strong understanding of the Competency Statements will aid you in your preparation to take the examination.

### Area 1.0 Basic Biomedical Sciences (Approximately 10% of Test)

- 1.1 *Physiology*
  - 1.1.1 *Function of the major body systems and homeostatic impact at organ and system level*
- 1.2 *Biochemistry*
  - 1.2.1 *Chemistry and utilization of biomacromolecules including proteins, lipids, carbohydrates, nucleic acid, intermediary metabolism of energy and nutritional molecules*
  - 1.2.2 *Enzymology and coenzymes and kinetics*
  - 1.2.3 *Cell chemistry, signal transduction pathways*
  - 1.2.4 *Transport and mobility*
  - 1.2.5 *Recombinant DNA and molecular biotechnology*
  - 1.2.6 *mRNA translation and protein synthesis*
- 1.3 *Microbiology Related to Human Disease*
  - 1.3.1 *Structure, function, and characteristics of microorganisms: microbe classification, structure, metabolism, genetics*
  - 1.3.2 *Pathogenic microorganisms of humans*
- 1.4 *Immunology*
  - 1.4.1 *Innate and adaptive immunity*
  - 1.4.2 *Principles of antibody actions*
  - 1.4.3 *Hypersensitivity and types of reactions*

### Area 2.0 - Pharmaceutical Sciences (Approximately 33% of Test)

- 2.1 *Medicinal Chemistry*
  - 2.1.1 *Physicochemical properties of drugs in relation to drug absorption, distribution, metabolism, and excretion (ADME)*
  - 2.1.2 *Chemical basis for drug action*
  - 2.1.3 *Fundamental pharmacophores for drugs used to treat diseases*
  - 2.1.4 *Structure-activity relationships in relation to drug-target interactions*
  - 2.1.5 *Chemical pathways of drug metabolism*
  - 2.1.6 *Applicability to making drug therapy decisions*
- 2.2 *Pharmacology and Toxicology*
  - 2.2.1 *Mechanisms of action of drugs of various categories including biologics*
  - 2.2.2 *Pharmacodynamics of drug binding and response*
  - 2.2.3 *Adverse effects and side effects of drugs*
  - 2.2.4 *Mechanisms of drug-drug interactions*
  - 2.2.5 *Drug discovery and development*
  - 2.2.6 *Acute and chronic toxic effect of xenobiotics, including drug and chemical overdose and antidotes*
- 2.3 *Pharmacognosy and Dietary Supplements*
  - 2.3.1 *Concepts of crude drugs, semi-purified, and purified natural products*
  - 2.3.2 *Classes of pharmacologically active natural products*
  - 2.3.3 *Science and regulation of dietary supplements (vitamins, minerals, and herbals)*
- 2.4 *Pharmaceutics/Biopharmaceutics*
  - 2.4.1 *Biopharmaceutical principles of drug delivery to the body via dosage forms: liquid, solid, semisolid, controlled release, patches, implants*

- 2.4.2 *Materials and methods used in preparation of drug forms*
  - 2.4.3 *Physicochemical properties relating to drug entities and dosage forms*
  - 2.4.4 *Principles of drug and dosage form stability, including chemical degradation and physical instability*
  - 2.5 *Pharmacokinetics*
    - 2.5.1 *Basic principles of in-vivo drug kinetics (linear and nonlinear)*
    - 2.5.2 *Principles of bioavailability and bioequivalence*
    - 2.5.3 *Physiologic determinates of drug onset and duration, including disease and dietary influences on absorption, distribution, metabolism, and excretion*
  - 2.6 *Pharmacogenomics and Genetics*
    - 2.6.1 *Molecular genetics, genomic, proteomic, and metabolomic principles that serve as a foundation for pharmacogenomics and the genetic basis of disease*
    - 2.6.2 *Genetic variants affecting drug action and metabolism, adverse drug reactions, and disease risk that influence the practice of personalized medicine*
  - 2.7 *Sterile and Nonsterile Compounding*
    - 2.7.1 *United States Pharmacopeia guidelines on sterile and nonsterile compounding, hazardous drugs, and FDA regulation of compounding*
    - 2.7.2 *Techniques and principles used to prepare and dispense individual extemporaneous prescriptions, including dating of compounded dosage forms*
    - 2.7.3 *Dosage form preparation calculations*
    - 2.7.4 *Sterile admixture techniques, including stability, clean-room requirements, sterility testing, and dating*
- Area 3.0 – Social/Behavioral/Administrative Sciences (Approximately 22% of Test)**
- 3.1 *Health Care Delivery Systems and Public Health*
    - 3.1.1 *Organization of health care delivery systems at the national, state, and local levels: various settings where pharmacy is practiced and the structure of health care delivery systems such as managed care organizations, accountable care organizations, health departments*
    - 3.1.2 *Health care delivery financing in the United States*
    - 3.1.3 *Social, political, and economic factors that influence the delivery of health care in the United States*
    - 3.1.4 *Public Health and Wellness: chronic disease prevention, health promotion, infectious disease control, demographics, physical, social, and environmental factors leading to disease, comparing and contrasting public health with individual medical care*
    - 3.1.5 *The health care delivery system compared and contrasted with that of other industrialized nations*
  - 3.2 *Population-Based Care and Pharmacoepidemiology*
    - 3.2.1 *Data sources and analytic tools that provide an estimate of the probability of beneficial or adverse effects of medication use in large populations*
    - 3.2.2 *Application of epidemiological study designs to evaluate drug use and outcomes in large populations*
    - 3.2.3 *Methods for continually monitoring unwanted effects and other safety-related aspects of medication use in large populations*
  - 3.3 *Economic and Humanistic Outcomes of Health Care Delivery*
    - 3.3.1 *General microeconomic and general macroeconomic principles*
    - 3.3.2 *Pharmaco-economic analysis and its application to improve the allocation of limited health care resources*
    - 3.3.3 *Humanistic outcomes and their application to improve the allocation of limited health care resources*
  - 3.4 *Pharmacy Practice Management*
    - 3.4.1 *Management principles (planning, organizing, directing, and controlling pharmacy resources) applied to various pharmacy practice setting and patient outcomes*

- 3.4.2 *Personnel management*
- 3.4.3 *Planning, including delineation between business and strategic planning*
- 3.4.4 *Marketing of goods and services: product versus service pricing, distribution, promotion*
- 3.4.5 *Accounting and financial management*
- 3.4.6 *Budgeting*
- 3.4.7 *Risk management*
- 3.5 *Pharmacy Law and Regulatory Affairs*
  - 3.5.1 *Legal and regulatory principles applied to pharmacy practice: dispensing, professional services, drug use control*
  - 3.5.2 *Administrative, civil, and criminal liability*
  - 3.5.3 *Authority, responsibilities, and operation of agencies and entities that promulgate or administer laws, regulations, or guidances related to practice and prescription and nonprescription medications*
- 3.6 *Biostatistics and Research Design*
  - 3.6.1 *Research study designs used in medical research*
  - 3.6.2 *Application and interpretation of statistical tests and data collection instruments*
- 3.7 *Ethical Decision Making*
  - 3.7.1 *Principles of biomedical ethics*
  - 3.7.2 *Ethical dilemmas in the delivery of patient-centered care including, conflicts of interest, end-of-life decision making, use of codes of ethics, oaths of the pharmacist*
  - 3.7.3 *Research ethics*
- 3.8 *Professional Communication*
  - 3.8.1 *Communication abilities (appropriate verbal, nonverbal, visual, and written) with patient and caregivers, including empathetic communication*
  - 3.8.2 *Communication abilities with other health care providers*
  - 3.8.3 *Assertiveness and problem-solving techniques in relation to difficult social and professional conflicts and situations*
  - 3.8.4 *Measurement and use of health literacy in pharmacy communications*
  - 3.8.5 *Development of cultural competency in pharmacy personnel such that services are respectful of and responsive to the health beliefs, practices, and cultural and linguistic needs of diverse patient populations*
- 3.9 *Social and Behavioral Aspects of Pharmacy Practice*
  - 3.9.1 *Health-, illness-, and sick-role behaviors of patients*
  - 3.9.2 *Principles of behavior modification*
  - 3.9.3 *Patient adherence to therapies and recommendations*
  - 3.9.4 *Caregiving throughout the lifecycle*
  - 3.9.5 *Death and dying*
- 3.10 *Medication Dispensing and Distribution Systems*
  - 3.10.1 *Systems for safe and effective preparation and dispensing of medications in all types of practice settings*
  - 3.10.2 *Role of automation and technology: pharmacy informatics, information management*
  - 3.10.3 *Continuous quality improvement programs or protocols in the medication-use process, including identification and prevention of medication errors, and establishment of error reduction programs*

**Area 4.0 – Clinical Sciences (Approximately 35% of Test)**

- 4.1 *Evidence-based Practice*
  - 4.1.1 *Interpret and evaluate drug information*
  - 4.1.2 *Apply drug-information skills for the delivery of medication therapy management*
  - 4.1.3 *Evaluate the reliability of various sources of information*
  - 4.1.4 *Interpret guidelines as they apply in a clinical setting*
  - 4.1.5 *Utilize core scientific and systems-based knowledge in the patient care decision-making process*
  - 4.1.6 *Utilize basic science principles in the development and/or implementation of drug treatment*



- protocols and clinical practice guidelines*
- 4.1.7 *Evaluate clinical trials that validate clinical appropriateness*
- 4.2 *Clinical Pathophysiology*
  - 4.2.1 *Apply concepts of pathophysiology to clinical decision making*
- 4.3 *Clinical Pharmacokinetics*
  - 4.3.1 *Utilize pharmacokinetics to calculate, evaluate, and individualize drug therapy*
  - 4.3.2 *Interpret clinical pharmacokinetics of commonly used and low-therapeutic-index drugs*
- 4.4 *Clinical Pharmacogenomics*
  - 4.4.1 *Utilize pharmacogenomics to calculate, evaluate, and individualize drug therapy*
- 4.5 *Disease Prevention and Population Health*
  - 4.5.1 *Recognize the proper use of nonpharmacologic therapies, including complementary and alternative medicines*
  - 4.5.2 *Describe measures to promote wellness and disease prevention*
  - 4.5.3 *Identify the role of immunizations in disease prevention and health promotion*
- 4.6 *Patient Assessment*
  - 4.6.1 *Describe techniques for obtaining a comprehensive patient history*
  - 4.6.2 *Describe how to perform patient physical assessments: inspection, palpation, percussion, auscultation*
  - 4.6.3 *Differentiate between normal physical assessment findings and modifications caused by common disease states and drug therapy*
  - 4.6.4 *Interpret common clinical laboratory values and diagnostic tests*
  - 4.6.5 *Perform calculations related to patient assessment: BMI, CrCl, lab adjustments*
  - 4.6.6 *Describe the use of OTC point-of-care testing devices: glucometers, pregnancy tests, home testing for HbA1c, drug screening*
- 4.7 *Clinical Pharmacology and Therapeutic Decision Making*
  - 4.7.1 *Make therapy recommendations based on dosage calculations, specific uses and indications of drugs and nutritional and support therapy*
  - 4.7.2 *Interpret therapeutic drug concentrations*
  - 4.7.3 *Assess pharmacotherapy considering contraindications, therapeutic duplications, dietary interactions, adverse drug reactions and interactions, and allergies*
  - 4.7.4 *Triage and identify when to refer patients to other health professionals*
  - 4.7.5 *Design patient-centered, culturally-relevant treatment plans*
  - 4.7.6 *Apply evidence-based decision making to patient care*
  - 4.7.7 *Recommend nonprescription and natural product therapies*
  - 4.7.8 *Identify and manage drug toxicity, drug-induced diseases, and misuse or abuse*
  - 4.7.9 *Monitor drug therapy for misuse, abuse, and non-adherence*

## **FPGEE Sample Questions**

The following are examples of question types that candidates may encounter when taking the FPGEE. These questions are presented as examples to familiarize candidates with their formats and are not intended to represent content areas on the FPGEE. Every examinee is presented with the opportunity to take a tutorial at the testing center prior to initiating the FPGEE. The tutorial instructs examinees on how to respond to all of the types of questions that could be presented on the examination. Candidates are encouraged to take the tutorial in order to become familiar with how to

submit responses in the computer-based examination.

**Multiple-Choice Question Format**

Which of the following vaccines is contraindicated in immunocompromised patients?

- A. Pneumococcal polysaccharide
- B. Varicella
- C. Meningococcal conjugate
- D. Subcutaneous influenza

**Multiple-Response Question Format**

What counseling information should a pharmacist provide to a patient taking oral tacrolimus? (Select **ALL** that apply.)

- A. Avoid live virus vaccinations
- B. Avoid grapefruit and grapefruit juice
- C. If a dose is missed, double up on the next dose
- D. Do not drink alcohol while taking this medication
- E. Medication levels need to be monitored

**Constructed-Response Question Format**

Griseofulvin oral suspension contains 125 mg/5 mL. A physician prescribed 250 mg bid for 2 weeks for a patient. How many milliliters of griseofulvin should be dispensed in order to fill this prescription?

(Answer must be numeric; round the final answer to the nearest **WHOLE** number.)

**Ordered-Response Question Format**

Rank the following topical corticosteroids from highest to lowest potency.

(**ALL** options must be used.)

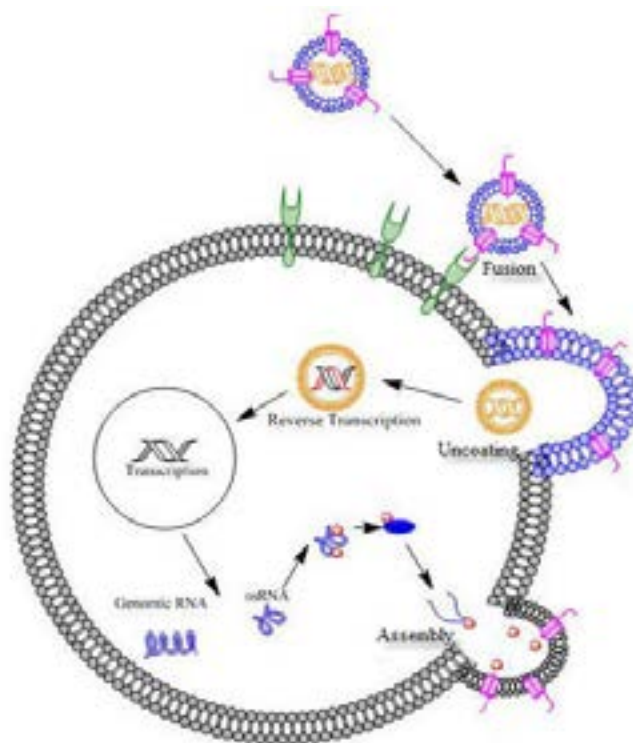
Left-click the mouse to highlight, drag, and order the answer options.

| Unordered Options            | Ordered Response |
|------------------------------|------------------|
| Fluocinonide 0.05%           |                  |
| Hydrocortisone acetate 1%    |                  |
| Halobetasol propionate 0.05% |                  |

| Unordered Options       | Ordered Response |
|-------------------------|------------------|
| Mometasone furoate 0.1% |                  |

**Hot Spot Question Format**

Using the diagram below, identify where in the HIV life-cycle maraviroc exerts its mechanism of action. (Select the TEXT response, and left-click the mouse. To change your answer, move the cursor, select alternate TEXT response and click.)



# FPGEE Administration

## ***On the Day of the Examination***

Review the following information before your examination administration.

### **Arrive Early**

- Plan to arrive at the test center at least 30 minutes before your scheduled testing time to allow for check-in procedures. If you arrive at the test center 30 minutes *after* your scheduled examination time, you will forfeit your appointment. **If you forfeit your appointment, there will be no refund of your testing fee and you will be required to reapply for the FPGEE and submit the appropriate retake fee in order to retest.**

### **Bring Identification**

- When you arrive at the test center, you will be required to present your FIC and a primary form of identification (ID) that contains a recent photograph and signature. It is also recommended that you bring a secondary ID that contains your name and signature. (More information is included in the “Identification Requirements” section that follows.) Your test administrator will instruct you to put all personal belongings in a locker and will provide instructions on where to keep your ID. Each time you enter and leave the testing room, your identity will be verified.

### **Follow Security Procedures**

Pearson VUE testing center staff will take a digital photograph of each examination candidate, and each candidate will provide his or her digital signature and a palm vein scan.

- For palm vein scans, a device will be used to digitally record the pattern of the candidate’s palm veins.
- Candidate palm vein patterns are digitally encrypted and securely transmitted to Pearson VUE. If you do not provide the required identifying information, you will not be permitted to take the examination.
- In the event that you are unable to provide a digital signature or palm vein pattern, you must contact NABP at least 30 days prior to your examination date.
- For more information about the check-in process and palm vein scans, please contact Pearson VUE customer service at 1-888/709-2679.

### **Remain Seated**

- Once you have been admitted, the test center administrator will escort you to a workstation. You must remain in your seat during the examination, except when authorized to leave by a test center administrator in accordance with NABP policies and procedures.
- You may not leave the *testing room* without the test administrator’s permission.
- You may not leave the *test center building* for any reason during your entire scheduled examination appointment.
- Your exam score may be invalidated, you may forfeit your appointment to test, and you may be required to reapply for the examination if:

- » you leave the testing room without permission,
- » you leave the test center building for any reason after being admitted but prior to initiating the examination or prior to completing your examination, or
- » you access your cell/mobile phone anytime while at the testing center including breaks.

❓ Refer to Misconduct During the Examination on page 38.

## Supplies

- The administrator will provide you with an erasable note board and a pen to use during your examination. You may not remove the note boards or pen from the testing room at any time. You will not be allowed to take your own scratch paper or pencil/pen into the testing room.
- You can activate an on-screen calculator during the examination. The on-screen calculator can be used in a scientific and five-function mode. If you request a handheld calculator for any reason, you will only be supplied with a five-function calculator by Pearson VUE. Personal calculators of any kind are prohibited.
- Raise your hand to notify the administrator of the following:
  - » You think you have problems with your computer.
  - » You need to take a break.
  - » You need the administrator for any other reason.

## Examination Administration

### Non-Disclosure Agreement

Before starting the FPGEE, you will be required to read the terms and conditions of the [NABP Non-Disclosure Agreement](#) for NABP Examinations. If you agree, select the box to confirm that you agree to the Non-Disclosure Agreement and proceed to the application. You will not be able to proceed if you do not accept the terms of the Agreement.

### Examination Duration and Breaks

- Before beginning the FPGEE, you will be allotted 10 minutes to complete a mandatory tutorial.
- You will have 4 hours and 30 minutes to complete the examination.
- The FPGEE consists of 200 questions.
- The examination will begin when the first question appears on the screen.
- Two 15-minute breaks are offered after 90 minutes and 180 minutes. Your palm vein pattern must be scanned when you re-enter the testing room. These breaks will not count toward the 4 hours and 30 minutes allotted to complete the FPGEE.
- At the end of the examination, you will have 15 minutes to complete a brief optional survey.

### Format and Option to Review Questions


The format of the examinations requires that **all** test questions be answered in the order in which they are presented. You will **not** be allowed to skip a question or return to a previous question.

### Completing the Examination

When you have completed your time on the examination there is an optional end-of-examination survey, after which the test administrator will collect your note board and marker and walk you through the check-out process.

## Break Information


Two 15-minute breaks are offered after 90 minutes and 180 minutes.

 **Important:** All test center restrictions, security measures, and codes of conduct also apply during the break. Your palm vein pattern must be scanned any time you re-enter the testing room.

## Identification Requirements


You must bring the following identification to the testing center to be granted admission to the exam:

- Your NABP-embossed FIC
- A primary form of ID that contains a recent photograph and signature

 **Note:** *Without your FIC and primary form of ID, you will not be admitted to the examination. You will be required to register to re-take the FPGEE and pay the required fees again (see page 14).*

 **Important:** Your name on your identification must match your name on your FIC.

If your forms of identification are not in English, NABP highly recommends that you provide an official translation of the identification.

 See the “Translation of Non-English Documents” section on page 21.

Your signature on your IDs must match your digital signature provided on the day of the examination as well as your signature on your FPGEC attestation. It is also recommended that you bring a secondary form of ID that contains your name and signature. Forms of ID that have **expired** are **not** considered to be valid.

If the name(s) on your primary ID does not match the name on your FIC, you must correct the discrepancy by contacting the FPGEC in writing at least **30 business days** prior to the date of your scheduled examination. **If the name on your FIC is different from the name on your IDs, you will not be permitted to test. Name updates cannot be completed at the test center.**

## Acceptable Forms of Photo Identification

### Primary ID

You must present one of the following acceptable primary IDs, which must be current (not expired) and contain a recent recognizable photograph and signature. **Note:** International-issued passports with embedded (not visible) signatures are acceptable.

- Passport
- Other valid government-issued IDs including:
  - » US-issued or foreign driver’s license
  - » US state identification card

### Secondary ID

A secondary ID may be requested at the testing center. Acceptable forms of secondary ID, which must be current, include the following:

- US-issued or foreign driver’s license
- Passport
- State-issued ID card

- US passport card
- US military ID
- Valid debit/credit/ATM cards (must be Visa, Discover, Mastercard, or American Express)

**Unacceptable ID documents** include, but are not limited to, the following:

- ID with no photo (unless accompanied by another primary form of ID with photo)
- Expired passport
- Expired driver’s license
- Draft classification card
- Letter of identity from a notary
- Social Security card
- Employee ID
- Green card
- International driver’s license

### Temporary IDs

All candidates using temporary forms of identification must follow the same guidelines listed under “Acceptable Forms of Photo Identification.” The identification must match the name on your FIC.

All temporary forms of identification must be current (not expired) and must contain a recent recognizable photograph with your signature. A secondary form of identification may be required.


Acceptable forms of temporary identification include only:

- State-issued temporary driver’s license (with a photo)
- State-issued temporary ID cards (with a photo)
- State-issued learner’s permit (with a photo)

Candidates using any forms of identification other than the ones listed above must contact NABP and present the identification for validation at least 30 business days prior to their test administration.

### Failure to Present Proper ID

You will not be admitted to the examination without the proper ID, and you will not have an opportunity to reschedule your testing appointment at the test center. There will be no refund of your testing fee.

 See page 17 for information on reapplying to take the FPGEE.

### Name Changes

Candidates who have had their name legally changed must contact the FPGEC in writing at least 30 days prior to the examination day. Name changes cannot be completed at the test center and documentation brought to the test center confirming your name change will not be accepted.

 See the “Candidate’s Name” section on page 21.

If the name on your FIC is different from the name on your IDs, you will not be permitted to test.

### Test Center Restrictions

To ensure that examination results for all candidates are earned under comparable conditions and represent fair and accurate measurement of each candidate’s individual knowledge and skills, it is necessary to maintain a standardized and secure testing environment. All candidates must adhere to the following policies:

- No reference, study, or other materials or devices may be brought into the testing center.
- Candidates will not be allowed to take anything into the testing room at the PPC other than those items given to them by the test center administrator and their ID documents (eg, passport, driver's license).
- Prohibited items will not be allowed into the testing room. Prohibited items include, but are not limited to, the following:
 

|                          |  |                        |
|--------------------------|--|------------------------|
| » Beverages              | » Computer bags  | » Pagers               |
| » Books                  | » Contents of pockets  | » Photographic devices |
| » Book bags or backpacks | » Food   | » Recording devices    |
| » Briefcases             | » Handbags/purses  | » Wallets              |
| » Calculators            | » Other electronic or digital devices (watches, activity wristbands, PDAs) | » Weapons              |
| » <b>Cell phones</b>     |  |                        |
| » Computers/tablets      | » Outerwear (coats, hats)  |                        |
- Secure storage located outside the testing room will be provided for personal items, but space is limited. Test centers assume no responsibility for candidates' personal belongings.
- Even if no secure storage is available, you will be required to leave all other personal belongings, including prohibited items, outside the testing room.



**Important:** Candidates may access the following items outside the testing room on scheduled or unscheduled breaks

- Beverages
- Food
- Handbags/purses
- Wallets
- Smoking, regardless of substance, is not allowed in the testing room or in the testing center building.
- Friends or relatives who accompany you will not be permitted to wait in the test center building or test room during your admission or during your examination and are not permitted to contact you while you are taking the examination or during the optional break.
- **You may not leave the test center building during the examination appointment or optional break.** If you leave the testing room or test center building, including the check-in and secure storage area, without the permission of the test site administrator at any time during the examination appointment or optional break, you may be suspended from the test administration and your score may be invalidated.
- **You may not access your cell phone during your break.**

### **What to Do in Case of Inclement Weather**

In the event of a testing center closing due to inclement weather, Pearson VUE will attempt to contact the candidate. However, it is the responsibility of the individual candidate to contact Pearson VUE to determine if the test center is open. If the Pearson Professional Center (PPC) where the candidate is scheduled to test is open and the candidate does not keep his or her scheduled appointment, the candidate forfeits all fees and no portion of the examination fee will be refunded.



## ***If Your Computer Experiences Technical Difficulties***

On rare occasions, technical difficulties occur at the testing center. If you experience a computer technical difficulty, notify the test center administrator immediately. Every effort will be made to correct any difficulties as quickly as possible. Should the testing center experience a loss of power, back-up systems are in place and every reasonable effort will be made to retrieve testing data. Once power is restored, candidates will be able to continue their testing sessions from the point at which they were interrupted.

If technical issues cause you to wait more than 30 minutes after your scheduled appointment time, or a restart delay lasts longer than 30 minutes, you will be given the choice of continuing to wait until after the delay to begin/continue your examination or rescheduling your appointment at the next scheduled FPGEE administration without an additional fee. If you choose to reschedule your appointment or the technical issue cannot be resolved, you will be allowed to test at the next scheduled FPGEE administration at no additional charge; however, if your FIC or application expires, you will need to reapply. Your testing results will be invalidated. If you choose not to reschedule, but rather to continue testing after a delay, you will have no other options and your testing results will be considered valid.

## ***Security Measures***

The FPGEE is the property of NABP and is a confidential examination that is protected by trade secret law, copyright law, and other applicable state and federal laws and regulations. The FPGEE will be made available to the examination candidate solely for the purpose of determining eligibility for FPGEC Certification.

Numerous security measures will be enforced during the test administration to ensure the integrity of the program. Be aware that you will be observed at all times while taking the examination. This observation may include direct observation by test center staff, as well as video and audio recording of your testing session.

## ***Misconduct***

Individuals are expressly prohibited from engaging in misconduct at all times in connection with the FPGEE, including misconduct related to exam questions, answers, or question format (individually and collectively "Exam Content"). Misconduct in connection with Exam Content or the FPGEE include, without limitation, the following:

- Selling
- Offering
- Disclosing
- Making available any portion or the entirety of Exam Content
- Transmitting
- Copying
- Reproducing
- Requesting
- Purchasing
- Receiving, acquiring, or utilizing Exam Content without specific NABP authorization
- Attempting, arranging, or having an individual take the FPGEE for you
- Attempting, arranging, or taking the examination for another individual

Misconduct in connection with the FPGEE or Exam Content is prohibited at all times, including prior to registering, scheduling, or taking the examination, during an examination appointment session

as described in this Bulletin, and after taking the examination. Misconduct can involve individuals, candidates, or groups of individuals or candidates such as classmates, co-workers, friends, family, study groups, organizations, or entities. Individuals or groups of individuals who engage in any of the misconduct described in this section may be subject to one or more of the actions listed in the “Actions” subsection of this Bulletin below.

### **Misconduct During the Examination**

Individuals who engage in any of the following misconduct or exhibit any of the following behaviors during their examination appointment session may be subject to one or more of the actions listed in the “Actions” subsection of the Bulletin below. The examination appointment session begins when the candidate is checked in to the test center, includes scheduled and non-scheduled breaks, and ends when the candidate is dismissed from the center.

Examples of misconduct during the examination appointment session include, but are not limited to:

- Attempting to take the examination for someone else or taking the examination for someone else.
- Attempting to have someone else take the examination for you or having someone else take the examination for you.
- Taking the examination for any purpose other than determining the eligibility for FPGEC Certification, unless otherwise approved by NABP and the board(s) of pharmacy.
- Accessing a cell phone or any other electronic communications devices.
- Using notes, books, reference material, or other aids.
- Attempting to aid an individual or receive aid to complete the examination.
- Bringing any materials, devices, or items to the examination appointment session that may compromise the security or validity of the administration.
- Failing to follow an administrator’s instructions.
- Creating a disturbance of any kind.
- Removing or attempting to remove from the test center scratch paper, note boards, writing materials, or the like.
- Copying or memorizing examination questions, answers, or any other examination content and/or removing such information.
- Tampering with the operation of the computer or attempting to use it for any function other than taking the examination.
- Leaving the testing room without permission.
- Leaving the testing center building for any reason.
- Selling, offering, disclosing, copying, reproducing, transmitting, requesting, purchasing, receiving, utilizing without specific NABP authorization, or making available any portion or the entirety of the FPGEE in any form.

Individuals who engage in any of the misconduct described in this section or who exhibit any of the behaviors described in this section prior to, during, or after their examination appointment session may be subject to one or more of the actions listed in the “Actions” subsection of this Bulletin below.

### **Actions**

If NABP obtains information that an individual engaged in any misconduct, as defined in the Bulletin, NABP, in its sole discretion, may take one or more actions, including but not limited to:

- Placing a hold on the individual’s ability to schedule an examination appointment.
- Placing a hold on the individual’s ability to register for an examination.
- Suspension of the test administration.
- Forfeiture of all testing fees.

- Termination of the test administration.
- Withholding the reporting of the examination score or invalidation or cancellation of an examination score as described in the FPGEE Score Withholding, Cancellation, or Invalidation section.
- Disqualification from the FPGEC Certification Program or revocation of your FPGEC Certificate.
- Notification to one or more boards of pharmacy or state or federal law enforcement agencies.
- Initiation of civil, criminal, and/or administrative proceedings against the candidate that may result in civil penalties, criminal punishments, and/or disciplinary action, including denial of licensure or licensure revocation by one or more board(s) of pharmacy.

Individuals have 30 days from the date of FPGEC's disqualification or revocation notice to submit a petition for an appeal. The disqualification or revocation notice will provide the appeal process.

### ***Notification to Authorities***

NABP reserves the right to share with pharmacy regulatory or law enforcement authorities information concerning the withholding, cancellation, or invalidation of a candidate's score on any examination that is required for FPGEC Certification, the status of an FPGEC application, including candidates' file closure, the withholding of an FPGEC Certificate, candidate misconduct, the disqualification of a candidate from the FPGEC Certification Program, or the revocation of a candidate's FPGEC Certificate.

### ***Atypical Testing Circumstances***

In the rare event that a problem arises in the administration of an examination, it may affect an individual or a group of test takers. Problems may include, without limitation, power failures, defective equipment, or other disruptions of the exam administrations such as natural disasters or other emergencies. When these atypical circumstances occur, Pearson VUE will conduct an investigation to provide information to NABP. Based on this information, NABP, at its sole discretion, may not score the test, may withhold the reporting of a score while NABP reviews the matter, or may cancel or invalidate the test score. Affected test takers will be notified of the reason for the cancellation and their options for retaking the test at the next scheduled FPGEE administration. There is no appeal of any decision made due to atypical testing circumstances.

### ***FPGEE Score Withholding, Cancellation, or Invalidation***

NABP reserves the right to determine, in its sole discretion and at any time, whether to withhold the reporting of an examination score or to cancel or invalidate one or more examination scores of an individual or a group of individuals. The withholding, canceling, or invalidating of one or more examination scores of an individual or a group of individuals may occur prior to, during, or after examination administration.

NABP may cancel or invalidate an examination score or withhold the reporting of an examination score for any reason including, without limitation, the following:

- Atypical testing circumstances
- Misconduct by one or more individuals as described in this *Bulletin*
- Testing irregularities
- Noncompliance with policies by one or more candidates
- Observed irregular behavior of one or more candidates
- Discrepancy or falsification of an examination candidate's identification

- Impersonating an examination candidate or allowing an unauthorized person to take an examination
- Unusual answer patterns
- Unusual or large score variances among a candidate's examinations
- Unusually low score
- Psychometric review
- Leaving a testing center facility
- Accessing examination content prior to taking the exam
- Stealing exam content
- Communicating with other test takers during an examination appointment session
- Disclosing, publishing, reproducing, or transmitting an exam, in whole or in part, in any form and by any means, whether verbal, written, electronic, or mechanical, for any purpose

NABP's right to determine whether to withhold, cancel, or invalidate an examination score is not in any way waived or modified because NABP processed an examination registration form, authorized a candidate to sit for an examination, scored an examination, or reported an examination score.

### ***Re-take Policy***

All current and new FPGEC candidates are allowed a maximum of five attempts to successfully pass the FPGEE. No FPGEC candidate will be allowed more than five attempts, even if the five attempts were prior to 2012.

Candidates that do not pass the FPGEE upon the final allowed attempt will have their FPGEC file closed and will be ineligible for further testing.

Candidates who did not pass the FPGEE before the acceptance expiration date and have not tested the maximum number of times will need to submit a new FPGEC application and the appropriate fee.

② See the "Application and Examination Fees" section on page 14.

# Score Results

## ***Your FPGEE Score Results***

Your score result will be available in your e-Profile approximately eight weeks after the test administration unless NABP has withheld, canceled, or invalidated your score as described in this Bulletin.

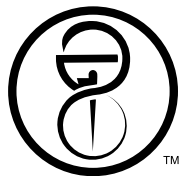
The minimum acceptable passing score on the FPGEE is a 75. The score is a scaled, equated score. It is not a tally of the number of questions answered correctly, nor is it a percentage score. It is equated to ensure that any difference in the difficulty of questions on a particular form of the FPGEE will not affect the scaled score you receive, and that your scaled score will not be influenced by the scores of other candidates who take the same examination at the same time you do. The range of possible scaled scores on the FPGEE is between 1 and 150.

**Effective January 1, 2012**, your FPGEE score will be valid for five years from the date of the examination, and will become invalid at that time if an FPGEC certificate has not been obtained. Candidates who do not complete the FPGEC Certification process before their FPGEE score expires will be required to retake the FPGEE if they wish to pursue certification in the future.

## ***FPGEE Rescore***

If you believe that your score is not accurate, you may request a rescore. Prior to the release of FPGEE scores, all scores are carefully validated. However, on occasion, a candidate may believe that the reported score is not accurate. Candidates may request an FPGEE rescore and verification via the e-Profile for a fee of \$100 within 60 days of release of scores. Rescores may take 2-4 weeks for processing.

To request a rescore, log in to your e-Profile, click on Application History, click on the rescore link next to the relevant examination, and follow the instructions to complete the request and submit your payment.



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