MISSOURI BOARD OF PHARMACY
FOREIGN PHARMACY SCHOOL GRADUATE
PRELIMINARY EVALUATION LICENSE TRANSFER/RECIPROCITY APPLICANT STATEMENT

IMPORTANT INFORMATION

- Complete this Applicant Statement if you are a pharmacist who graduated from a pharmacy school that is not located in the United States or a United States territory, and you would like to transfer/reciprocate your license in another state to Missouri.
- You are eligible to transfer/reciprocate if:
  - ✓ You graduated from a pharmacy school that is not located in the United States or a United States territory;
  - ✓ You hold a current and active pharmacist license in the United States or a U.S. territory, and;
  - ✓ You have been licensed in such state/territory for at least one (1) year or you have at least 1,500 internship hours.
- If you do not qualify to reciprocate, you may apply for licensure by examination using the Foreign Pharmacy School Graduate Preliminary Evaluation Pharmacist Examination Applicant Statement.
- All pharmacist applicants must be fingerprinted and undergo a criminal history background check. *(See fingerprint instructions below).*
- Do not submit this Applicant Statement if you previously applied for license transfer/reciprocity and have failed the MPJE. A **Pharmacist Examination Retake Application** must be filed if you are applying to retest.

OVERVIEW OF FOREIGN GRADUATE LICENSE TRANSFER/RECIPROCITY PROCESS

▶ **STEP 1:**	Obtain a Foreign Pharmacy Graduate Equivalency Certification (FPGEC) from the National Association of Boards of Pharmacy (NABP)
▶ **STEP 2:**	Submit a Foreign Pharmacy School Graduate Preliminary Evaluation License Transfer/Reciprocity Applicant Statement to the Missouri Board of Pharmacy
▶ **STEP 3:**	Board will grant authorization to submit a Preliminary Application to NABP
▶ **STEP 4:**	Submit a Preliminary Application to the National Association of Boards of Pharmacy. After processing, you will receive an Official Application from NABP.
▶ **STEP 5:**	Submit the Official Application received from NABP to the Missouri Board of Pharmacy
▶ **STEP 6:**	Board will grant authorization to register for the Multistate Pharmacy Jurisprudence Examination (MPJE)
▶ **STEP 7:**	Register with NABP to take the MPJE
▶ **STEP 8:**	Board will notify NABP that you are eligible to test
▶ **STEP 9:**	Receive your Authorization to Test (ATT) from NABP/Pearson VUE (testing vendor)
▶ **STEP 10:**	Schedule your MPJE Testing Date
▶ **STEP 11:**	Take and Pass the MPJE
▶ **STEP 12:**	Pharmacist License Issued By the Board

FOREIGN PHARMACY GRADUATE EQUIVALENCY CERTIFICATION (FPGEC)

- Prior to filing this Foreign Pharmacy School Graduate Preliminary Evaluation License Transfer/Reciprocity Applicant Statement, you must apply for and receive your Foreign Pharmacy Graduate Equivalency Certification (FPGEC) from the National Association of Boards of Pharmacy (NABP).
- The FPGEC application and the application fee of $1,200 must be completed and mailed directly to: NABP, 1600 Feehanville Dr., Mt. Prospect, IL 60056. The Board does not accept or process FPGEC applications. FPGEC applications and fees must be submitted and paid to NABP.
- Information regarding FPGEC certification, including application forms and requirements, are available online at http://www.nabp.net/programs/examination/fpgec.
- Questions about the FPGEC should be directed to NABP at: custserv@nabp.net or (847) 391-4406.

INSTRUCTIONS FOR FILING THIS APPLICATION WITH THE BOARD

After obtaining your FPGEC, candidates for pharmacist licensure by transfer/reciprocity must submit a completed Foreign Pharmacy School Graduate Preliminary Evaluation Pharmacist License Transfer/Reciprocity Applicant Statement to the Board and must also pass the Multistate Pharmacy Jurisprudence Examination (MPJE) examination administered by the National Association of Boards of Pharmacy (*see exam registration information below)*.

The following items must be submitted to complete this application:

- □ **Proof of FPGEC certification –** A copy of your FPGEC certification must be submitted with your application. If you have not received your FPGEC, stop and do that first.
- □ **Completed Preliminary Evaluation License Transfer/Reciprocity Applicant Statement**. *Incomplete applications will be returned and rejected.*
- □ **Fee of $300.00** made payable to the Missouri Board of Pharmacy. The fee may be a money order, cashier's check or personal check. All fees are deposited upon receipt, and are non-refundable. Deposit of the fee does not mean your application has been accepted or approved.
- □ **Proof of Fingerprinting:** A fingerprint receipt from the State's approved fingerprinting vendor (IdentGo) must be attached to this application unless fingerprints were taken at a law enforcement agency outside of Missouri.(See Fingerprint Instructions section below for Out-of-State Applicant instructions).
- □ **Proof of Birth** (birth certificate, baptismal certificate or notarized statement from an authorized agency).
- □ **Documentation of Name Change** (if name on credentials is different than the name on this application).
- □ **Proof of U.S. citizenship or a copy of your current visa and a copy of a U.S. employment authorization** document (such as an Alien Registration Receipt Card, Form I-551 or Employment Authorization Card Form I-688-B or other document approved by the U.S. government permitting employment in the U.S.).
- □ **NABP Official Application** sent to you from NABP. The Official Application must be signed by the applicant and notarized.
- □ **Proof of Intern Hours—** Foreign pharmacy school graduates must submit proof of 1,500 hours of pharmacy practice experience only if:
  a) You have been licensed as a pharmacist in the U.S. or a U.S. territory for less than one (1) year; or
  b) If the required 1,500 hours are not documented on your NABP Official Application.
- □ The required 1,500 hours must have been earned in a U.S. state or territory after the date of your FPGEC certification. Hours earned before your FPGEC certification or outside of a U.S. state or territory cannot be accepted.
  - If your intern hours are not documented on your Official Application, the required hours must be documented by the Board of Pharmacy in the state where the hours were earned.
  - If necessary, applicants may apply for an intern pharmacist license to complete the required 1,500 hours. Intern applications are available on the Board's website at http://pr.mo.gov/pharmacists-forms.asp.
- □ **A 2" X 2" head and shoulders photo** of the applicant. Photo must be attached to the NABP Official Application.
- □ **Mail Application To:** Missouri Board of Pharmacy, PO Box 625, Jefferson City, MO 65102.

Allow three (3) weeks for processing your application. If additional information is required, you will be notified in writing. Incomplete applications or failure to completely/accurately disclose criminal history information will result in additional delay and may require additional review by the Board.

If you pass the MPJE and your application is approved, your license will be issued and your license number and status will be available on the Board's website. The Board allows applicants to use the website as proof of licensure until your printed license is received from the Board office. Your license will be mailed to the applicant address listed on your application. Please allow 3-5 days for mailing.

EXAMINATION INFORMATION

1. Foreign pharmacy school graduates applying for a Missouri pharmacist license by transfer/reciprocity must take and pass the MPJE administered by the National Association of Boards of Pharmacy for Missouri. The MPJE is specific to each state's laws. MPJE scores from other states cannot be accepted for licensure in Missouri. The MPJE exam is administered as a computerized exam.
2. The Board will notify you if you are eligible to register for the required examination after your Foreign Pharmacy School Graduate Preliminary Evaluation License Transfer/Reciprocity Applicant Statement has been processed. If you are eligible, a MPJE registration application may be submitted to NABP online at http://www.nabp.net/programs/.
3. The current examination fee is $200. Examination fees must be paid to NABP. Fees can be paid online with a credit/debit card or by mailing a money order or cashier's check made payable to "NABP" with your paper registration application.
4. The Board office does not accept MPJE registration applications/fees. MPJE registration applications and fees must be submitted and paid to NABP.
5. Contact the Board office to notify us when you have registered for the exams. Notification can be made by calling or e-mailing: (573) 751-0092 or pharmacist@pr.mo.gov. The Board will notify NABP once you are eligible to test. *Note: Approval to test does not mean that your pharmacist license application has been approved. A final decision on your application will not be made until your test scores have been received. The Board reserves the right to deny or otherwise restrict licensure for candidates approved to test. Application and testing fees will not be refunded if your license is subsequently denied or otherwise restricted by the Board.*
6. After you have been declared eligible to test by the Board, you will receive an Authorization to Test (ATT) from NABP or NABP's approved testing vendor- Pearson VUE. The Board does not send or handle ATT forms. Questions regarding your ATT should be forwarded to NABP.
7. Instructions on scheduling a testing date, time and location will be provided when you receive your ATT. You are responsible for scheduling testing dates/times with Pearson VUE as provided in the instructions given. Exams can be taken at any Pearson VUE testing site (for a list of locations visit www.pearsonvue.com).
8. A minimum score of seventy-five (75) is required to pass the MPJE. The MPJE may be retaken in the event the candidate fails to achieve a passing score.
9. Your test score will be electronically sent to the Board after you take the exam. **Allow two (2) weeks from your exam date for score results to be processed.** You will be notified in writing of your test results. Score results may also be checked online at http://www.nabp.net/programs/examination/naplex/naplex-and-mpje-score-results/. **Score results will not be given over the phone, by e-mail or by fax under any circumstances.**
10. If you pass the MPJE and your application is approved by the Board, the Board will issue your pharmacist license within 2-4 weeks. You do not need to contact the Board to request your license or to report test results. Please limit phone calls to the extent necessary.
11. If you fail to achieve a passing score on the MPJE, you may request to retest by submitting a Pharmacist Examination Retake Application to the Board. Applications are available online at www.pr.mo.gov/pharmacists-

forms.asp. If you fail the MPJE two (2) consecutive times, the Board may establish additional training or study requirements before you are authorized to retest.

12. For additional information on MPJE content, format and registration, see NABP's MPJE Registration Bulletin available online at http://www.nabp.net/programs/examination/naplex/registration-bulletin.

FINGERPRINT INSTRUCTIONS

To complete your application, you must be fingerprinted and undergo a criminal history background check. Fingerprinting must be conducted by IdentGo, the Board's approved fingerprinting vendor. To be fingerprinted, complete the following steps:

▶ **STEP 1:**	Register to be fingerprinted on the Missouri Automated Criminal History Site (MACHS) website at www.machs.mo.gov or call 844-543-9712. **To register, you must provide the fingerprint vendor "Registration Number: 0003.** Do not contact the Board to schedule a fingerprint appointment.
▶ **STEP 2:**	Once you are registered, you will be given a "TCN" number from MACHS online or over the phone. Write down or print your TCN number and take it with you when you are fingerprinted.
▶ **STEP 3:**	Find a fingerprint location by clicking on "Fingerprint Sites" on the top of the MACHS webpage located at www.machs.mo.gov or by calling 844-543-9712. Once a preferred location is designated, you will see the location address and hours of operation. The Board does not maintain location site addresses or hours of operation. Applicants must visit the MACHS website or call the fingerprinting vendor to find a location site.
▶ **STEP 4:**	Take your TCN number and a valid government issued ID with you to the fingerprint location. **You WILL experience a long wait at the fingerprint location if you do not register online or forget to take your TCN number to the fingerprint location.**
▶ **STEP 5:**	Pay the fingerprint fee and get your prints taken. You must pay the fingerprint fee online or in person at the site. For verification purposes, your picture will be taken at the fingerprint site. **This picture cannot be used as the picture required for your application.**
▶ **STEP 6:**	After you are fingerprinted, you will be given a fingerprint receipt that shows you have been fingerprinted. **The receipt must be submitted to the Board with your completed application.** Receipts must be dated no more than ninety (90) days prior to submission of the application. If the receipt date is more than ninety (90) days from the date your application was submitted, you will be required to be re-fingerprinted and pay an additional fee.

- ***Out-of-State Applicants:*** If you are outside of the state and cannot drive to a Missouri fingerprint location, please register with MACHS as indicated above and make payment online. You will then need to go to a law enforcement agency and complete two inked fingerprint cards captured on a standard FBI-258 applicant fingerprint card. **Write Registration Number: 0003 on your fingerprint card. Write your TCN number on the back of your fingerprint cards.** Mail your cards to:

IdentoGO
Cardscan Department-Missouri Program
340 Seven Springs Way, Ste. 250
Brentwood, TN 37027

Fingerprint cards ***should not*** be mailed to the Board. Mailed fingerprint cards take longer to process; expect longer processing times.

QUESTIONS

Questions regarding this Preliminary Evaluation Applicant Statement may be addressed to:

E-Mail: pharmacist@pr.mo.gov
Phone: (573) 751-0092
Fax: (573) 526-3464

Questions regarding the FPGEC, your NABP Official Application, MPJE, or your ATT should be addressed to NABP at:

E-Mail: custserv@nabp.net
Phone: (847) 391-4406
Fax: (847) 391-4502

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STATE OF MISSOURI
DIVISION OF PROFESSIONAL REGISTRATION
MISSOURI BOARD OF PHARMACY

MAILING ADDRESS:
MISSOURI BOARD OF PHARMACY
PO BOX 625
JEFFERSON CITY, MO 65102

OVERNIGHT ADDRESS:
3605 MISSOURI BLVD.
JEFFERSON CITY, MO 65109

FOR OFFICE USE ONLY
LICENSE #
ISSUE DATE
VOID DATE
RECEIVED DATE

- SEE INSTRUCTIONS FOR COMPLETION OF THIS FORM AND FINGERPRINT REQUIREMENTS
- **APPLICATION FEE: $300**
- KEEP COPY OF COMPLETED APPLICATION FOR YOUR RECORDS

APPLICANT INFORMATION

APPLICANT NAME (LAST) (FIRST) (MIDDLE) (MAIDEN) | SOCIAL SECURITY NUMBER

ADDRESS (STREET) (CITY) (STATE) (ZIP)

DATE OF BIRTH (MM/DD/YYYY) | ☐ MALE ☐ FEMALE | CONTACT TELEPHONE NUMBER

EMAIL ADDRESS

EMPLOYMENT INFORMATION *(Provide the following information for your current or anticipated employment as a pharmacist, if known.)*

EMPLOYER BUSINESS NAME | MISSOURI PHARMACY PERMIT NO. *(if applicable)*

ADDRESS (STREET) (CITY) (STATE) (ZIP) | EMPLOYMENT START DATE

REQUIRED DOCUMENTATION

******Documents must be translated into English and notarized by an authorized individual******

COPIES OF THE FOLLOWING DOCUMENTS MUST BE SUBMITTED WITH THIS APPLICATION:

- ☐ Copy of FPGEC Certificate (Foreign Pharmacy Graduate Equivalency Certification) as provided by the National Association of Boards of Pharmacy.
- ☐ Proof of Birth (birth certificate, baptismal certificate or notarized statement from an authorized agency).
- ☐ Documentation of Name Change (if name on credentials is different than the name on this application).
- ☐ Proof of U.S. citizenship OR a copy of your current visa AND a copy of a U.S. employment authorization document (such as an Alien Registration Receipt Card, Form I-551 or Employment Authorization Card Form I-688-B or other document approved by the U.S. government permitting employment in the U.S.).

INTERN HOURS

All applicants for pharmacist licensure must complete 1,500 internship hours that comply with 20 CSR 2220-7.025.

- Proof of the required 1,500 internship hours is required only if:
  - 1) you have been licensed as a pharmacist for less than one (1) year OR
  - 2) the required 1,500 hours are not documented on your NABP Official Application. You do not have to submit additional documentation if you have been licensed as a pharmacist for more than one (1) year or the required 1,500 hours are documented on your NABP Official Application.
- The required 1,500 hours must be documented by the Board of Pharmacy in the state where the hours were earned. If the state licensing board does not certify intern hours, a verification letter identifying the number of hours earned must be received from your pharmacy school/college. Verification letters must be submitted on school letterhead and bear the appropriate seal.

SPECIAL ACCOMMODATIONS

DO YOU NEED SPECIAL ACCOMMODATIONS TO TAKE THE EXAM(S)? ☐ YES ☐ NO

(*If yes, an Application for Disability Accommodation should be completed and mailed to the Board. Applications are available on the Board's website at http://pr.mo.gov/pharmacists-forms.asp.)*

CHARGES, CONVICTIONS, DISCIPLINARY ACTIONS AND STATUS

Answer all questions in this section. If you answer "yes" to any question, a detailed written explanation must be included with your application (*attach additional sheets if necessary*). Failure to include an explanation or to answer all of the questions will result in your application being rejected. If you are in doubt, answer "yes" and provide an explanation.

a. **SUSPENDED IMPOSITION OF SENTENCE/SUSPENDED EXECUTION OF SENTENCE:** You are required to answer "yes" to the criminal history questions and to provide an explanation even if you have received a Suspended Imposition of Sentence ("SIS") or Suspended Execution of Sentence ("SES"). An attorney may advise you that you do not have to report SIS or SES information. However, the Board has access to both SIS and SES records. You must answer "yes" even if you received an SIS or an SES.

b. If you answer "yes" to any of the criminal history questions, you must provide certified court documents that show the dates, charges and dispositions of your arrests/convictions. Typically, this would include copies of the charging document (complaint, indictment), the Judgment and Sentence and any other documents showing the disposition of your case. Documents MUST be certified by the court.

c. If you've had a pharmacy technician, pharmacist, pharmacy intern, pharmacy, drug distributor or any other healthcare registration, license, permit, or certificate, denied or disciplined in this state or in any other state or country, provide an explanation and a copy of any related official documents, settlement agreements or disciplinary documents.

d. *338.185 RSMo provides: "After August 28, 1990, notwithstanding any other provisions of law, the board of pharmacy shall have access to records involving an applicant for a license or permit or renewal of a license or permit as provided within this chapter, where the applicant has been adjudicated and found guilty or entered a plea of guilty or nolo contendere in a prosecution under the laws of any state or of the United States for any offense reasonably related to the qualifications, functions, or duties of any profession licensed or regulated under this chapter, for any offense an essential element of which is fraud, dishonesty or an act of violence or for any offense involving moral turpitude, whether or not sentence is imposed."*

1. Do you have any felony or misdemeanor criminal charges pending against you in Missouri or in any other state, country or court (including federal court)?	☐ YES ☐ NO
2. Have you ever been found guilty or entered a plea of guilty or nolo contendere to a felony or misdemeanor in Missouri or in any other state, country or court (including federal court)?	☐ YES ☐ NO
3. Have you received a Suspended Imposition of Sentence (SIS) or Suspended Execution of Sentence (SES) (felony or misdemeanor) in any criminal prosecution in Missouri or in any other state, country or court (including federal court)?	☐ YES ☐ NO
4. Are you now charged or have you ever been found guilty of or entered a plea of guilty or nolo contendere to any traffic offense resulting from or related to the use of drugs or alcohol in any state, country or court (including a municipal court) whether or not sentence was imposed or a suspended imposition of sentence (SIS) was received? (i.e., DUI, DWI, etc.)	☐ YES ☐ NO
5. Have you ever had an application for a pharmacy technician, pharmacist, pharmacy intern, pharmacy, drug distributor or any other healthcare registration, license, permit, or certificate denied in this state, or any other state or country? *(If yes, copies of any denial documents must be provided)*	☐ YES ☐ NO
6. Have you ever had a pharmacy technician, pharmacist, pharmacy intern, pharmacy, drug distributor or any other healthcare registration, license, permit, or certificate disciplined in this state or in any other state or country? *(If yes, copies of any disciplinary documents must be provided)*	☐ YES ☐ NO
7. Have you ever voluntary surrendered a pharmacy technician, pharmacist, pharmacy intern, pharmacy, drug distributor or any other healthcare registration, license, permit, or certificate in lieu of discipline or while a complaint /investigation was pending?	☐ YES ☐ NO

8. Are you now using any drug, controlled substance or alcoholic beverage to an extent that such use may impair your ability to perform the work of a pharmacist?	□ YES □ NO
9. Are you currently addicted to or dependent on alcohol or any drug (controlled or non-controlled) or other substance?	□ YES □ NO
10. In the past 10 years, have you been addicted to or dependent on alcohol or any drug (controlled or non-controlled or other substance)?	□ YES □ NO
11. Are you currently experiencing any medical condition or disorder that limits or impairs your judgment or that otherwise affects your ability to practice pharmacy in a safe and competent manner?	□ YES □ NO
12. In the past 10 years, have you ever been adjudged insane or incompetent by or in any state, court or country?	□ YES □ NO
13. Are you now or have you ever been required by any state or federal court or by any state, federal or municipal law to register as a sex offender?	□ YES □ NO
14. Are you now or have you ever been placed on the List of Excluded Individuals and Entities maintained by the U.S. Department of Health and Human Services, Office of Inspector General (also known as the "OIG Exclusion List")?	□ YES □ NO
15. Are you now or have you ever been placed on the Employee Disqualification List maintained by the Missouri Department of Health and Senior Services or the Missouri Department of Mental Health (even if a waiver has been granted)?	□ YES □ NO

TAX COMPLIANCE

All persons and business entities renewing a license with the Division of Professional Registration are required to have paid all state taxes and also are required to have filed all necessary state income tax returns for the preceding three years. If you have failed to pay your taxes or have failed to file your tax returns, your license will be subject to suspension within 90 days of being notified by the Missouri Department of Revenue of any delinquency or failure to file. The following tax information must be provided:

Pursuant to Section 324.010, RSMo:

Were you a Missouri resident in any of the last 3 years? ☐ YES ☐ NO

Did you have any Missouri income in any of the last 3 years? ☐ YES ☐ NO

Were you subject to Missouri income tax in any of the last 3 years? ☐ YES ☐ NO

All questions must be completed. False statements are subject to criminal penalties and/or license discipline.
For tax questions, contact the Department of Revenue at (573) 751-7200 or e-mail income@dor.mo.gov.

APPLICANT AFFIDAVIT

I have personally completed the foregoing application truthfully and completely. All the information and answers contained in this application and any attachments are true and correct to my best knowledge and belief. I am making this affidavit knowing that any false statements or material omission subjects me to criminal penalties for making a false affidavit under Section 575.050, RSMO.

I understand that I must comply with federal and state laws as well as the regulations of the Missouri Board of Pharmacy. I hereby certify under the penalty of perjury that the above statements, as well as all information provided here, are true and accurate.

MUST BE SIGNED IN THE PRESENCE OF A NOTARY	SIGNATURE OF APPLICANT
DATE	PRINT NAME

NOTARY PUBLIC EMBOSSER OR BLACK INK RUBBER SEAL STAMP	STATE	COUNTY (OR CITY OF ST. LOUIS)
	SUBSCRIBED AND SWORN BEFORE ME, THIS DAY OF YEAR	**USE RUBBER STAMP IN CLEAR AREA BELOW.**
	NOTARY PUBLIC SIGNATURE / MY COMMISSION EXPIRES	
	NOTARY PUBLIC NAME (TYPED OR PRINTED)	

Missouri Multistate Jurisprudence Examination
Information & Fact Sheet

ABOUT THE EXAM

- The Multistate Pharmacy Jurisprudence Examination ("MPJE") tests an applicant's knowledge of state and federal pharmacy/drug laws and is administered by the National Association of Boards of Pharmacy ("NABP").
- The MPJE exam is specific for Missouri. The Board does not accept MPJE scores from other states/jurisdictions.
- The Missouri MPJE is required for all Missouri pharmacist applicants.
- MPJE registration information is available online at http://www.nabp.net/programs/examination/mpje.

EXAM CONTENTS

- Applicants should study all laws that regulate or affect pharmacists, pharmacies and drug distributors. Links to governing law are located in the Resources section below.
- In Missouri, controlled substances are regulated by the Missouri Bureau of Narcotics and Dangerous Drugs. Applicants should study both state and federal controlled substance laws.
- To help focus your study, see the attached list of statutes/regulations that are **NOT** covered on the MPJE.

RESOURCES

- **Missouri Board of Pharmacy Statutes/Rules**: http://pr.mo.gov/pharmacists-rules-statutes.asp .
- **Missouri Pharmacist Practice Guide**: http://pr.mo.gov/boards/pharmacy/practiceguide.pdf . *Note: The Pharmacist Practice Guide is not a comprehensive review of all state and federal pharmacy/drug law and may not include rule/statutory revisions enacted after the publication date.*
- **Missouri Controlled Substance Statutes/Rules**: http://pr.mo.gov/pharmacists-rules-statutes.asp
- **Missouri Bureau of Narcotics and Dangerous Drugs**: http://www.dhss.mo.gov/BNDD/
- **U.S. Drug Enforcement Administration:** http://pr.mo.gov/pharmacists-related-links-dea.asp
- **U.S. Food and Drug Administration:** http://www.fda.gov/
- **Other federal/state resources**: http://pr.mo.gov/pharmacists-related-links.asp.

*******STATUTES/RULES NOT COVERED ON THE MISSOURI MPJE*******

MISSOURI STATUTES*

Sec. 338.020, RSMo	Application for license-requirements, oath, penalty
338.030	Applicant-requirements for qualifications
338.035	Application, contents-intern pharmacist-board shall promulgate rules-procedure
338.040	License issued with examination, when-reciprocity -equivalency examination-fees
338.043	Temporary license-eligibility-restrictions-renewal
Sections 338.500 – 338.650	Medicaid tax, Audits, Rebate Fund

MISSOURI RULES*

20 CSR 2220-1.020	Board Compensation
20 CSR 2220-2.165	Licensure Disciplinary Agreements
20 CSR 2220-2.170	Procedure for Impaired Pharmacist
20 CSR 2220-2.180	Public Records
20 CSR 2220-4.010	General Fees
20 CSR 2220-7.010	General Licensing Rules
20 CSR 2220-7.025	Intern Pharmacist Licensure
20 CSR 2220-7.027	Approved Missouri Schools/Colleges of Pharmacy
20 CSR 2220-7.030	Pharmacist Licensure by Examination
20 CSR 2220-7.040	Foreign Graduates
20 CSR 2220-7.050	License Transfer/Reciprocity
20 CSR 2220-7.060	Score Transfer
20 CSR 2220-7.070	Temporary Pharmacist License (Post-Graduate Training)
20 CSR 2220-7.090	Fingerprint Requirements

Missouri Procedures for Out-of-State Applicant Fingerprint Cards

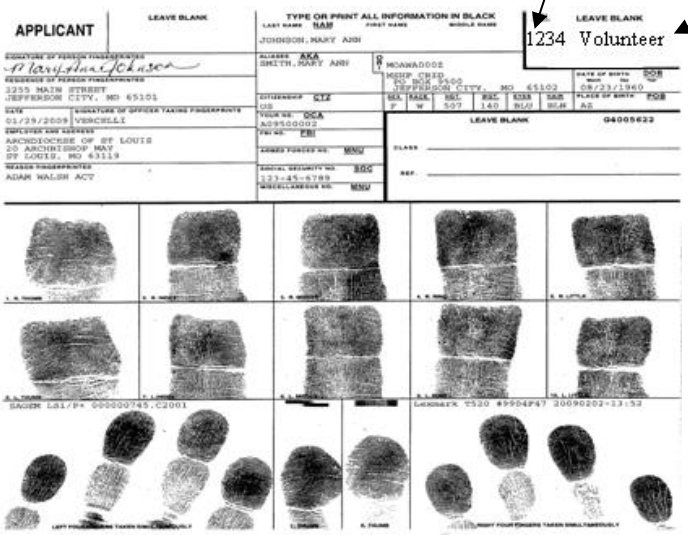
Out-of-State applicants should mail their fingerprint cards to IdentoGO for criminal background check processing.

Also go to www.machs.mshp.dps.mo.gov/ to register for the criminal history background check. You must provide IdentoGO **"Registration Number: 0003."** For more information about fees please visit www.machs.mshp.dps.mo.gov/ for a complete fee schedule.

All fingerprint cards should contain the mandatory demographic information listed below. If any of the below fields are left blank the fingerprint card will not be able to be processed and a rejection notice will be mailed back to the applicant. Mandatory Information that must be included on the fingerprint card:

First Name	Height
Last Name	Weight
Street Address	Hair Color
City	Eye Color
State	Race (Black, White, Hispanic, Indian, Asian, Other)
Zip Code	Place of Birth
Date of Birth	Citizenship
Sex (Male or Female)	Social Security Number (if a US Citizen)

The Missouri Board of **Pharmacy's Registration Number: 0003** must be notated in the upper right hand corner of the fingerprint card. Failure to include this information on the fingerprint card will result in an incorrect type of background check being done. Additional fees may be accessed if a correction is later needed.



Fingerprint cards and associated fees should be mailed to:

IdentoGO
Cardscan Department-Missouri Program
340 Seven Springs Way, Ste. 250
Brentwood, TN 37027

Questions about this process may be directed to IndentoGO at 1-844-543-9712 or to the Missouri State Highway Patrol at 573-526-6312

Important Notice Concerning Your Fingerprint-based Background Check

As an applicant who is the subject of a state and/or national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you must understand that by mailing your fingerprints to the Missouri State Highway Patrol or to IdentGo, the Missouri Fingerprint Services vendor, you hereby agree to the following:

- Your fingerprints will be used to check the criminal history record files of the Missouri State Highway Patrol (MSHP) and/or the Federal Bureau of Investigation (FBI).
- Any criminal history information returned as a result of this search will be made available to requestors pursuant to Chapter 43 RSMo.
- All information, including your fingerprints, photograph, and any demographic data collected during the course of your fingerprint-based record check may be stored in MSHP and/or FBI files. Such data will be subject to comparisons against other submissions received by the MSHP and/or the FBI and to further disseminations by the MSHP or the FBI as may be authorized under the Federal Privacy Act (5USC 552a(b)) or Missouri Revised Statutes.
- Any future updates made to your arrest record may also be shared with the agency requesting this fingerprint-based background check if the requesting agency is a subscriber to the state and/or federal Rap Back program.

Questions about this notice may be directed to the Missouri State Highway Patrol Criminal Justice Information Services Division at 573-526-6153 or machs@mshp.dps.mo.gov

AGENCY PRIVACY REQUIREMENTS FOR NONCRIMINAL JUSTICE APPLICANTS

Authorized governmental and non-governmental agencies/officials that conduct a national fingerprint-based criminal history record check on an applicant for a noncriminal justice purpose (such as a job or license, immigration or naturalization matter, security clearance, or adoption) are obligated to ensure the applicant is provided certain notice and other information and that the results of the check are handled in a manner that protects the applicant's privacy.

- **Officials must provide to the applicant written notice[1] that his/her fingerprints will be used to check the criminal history records of the FBI.**
- **Officials using the FBI criminal history record (if one exists) to make a determination of the applicant's suitability for the job, license, or other benefit must provide the applicant the opportunity to complete or challenge the accuracy of the information in the record.**
- **Officials must advise the applicant that procedures for obtaining a change, correction, or updating of an FBI criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.**
- **Officials should not deny the job, license, or other benefit based on information in the criminal history record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.**
- **Officials must use the criminal history record solely for the purpose requested and cannot disseminate the record outside the receiving department, related agency, or other authorized entity.[2]**

The FBI has no objection to officials providing a copy of the applicant's FBI criminal history record to the applicant for review and possible challenge when the record was obtained based on positive fingerprint identification. If agency policy permits, this courtesy will save the applicant the time and additional FBI fee to obtain his/her record directly from the FBI by following the procedures found at 28 CFR 16.30 through 16.34. It will also allow the officials to make a more timely determination of the applicant's suitability.

Each agency should establish and document the process/procedures it utilizes for how/when it gives the applicant notice, what constitutes "a reasonable time" for the applicant to correct or complete the record, and any applicant appeal process that is afforded the applicant. Such documentation will assist State and/or FBI auditors during periodic compliance reviews on use of criminal history records for noncriminal justice purposes.

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[1] Written notification includes electronic notification, but excludes oral notification.

[2] See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d), 50.12(b) and 906.2(d).

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- **You must be provided written notification[1] that your fingerprints will be used to check the criminal history records of the FBI.**
- **If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.**
- **The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.**
- **If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job, license, or other benefit based on information in the criminal history record.[2]**

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.[3]

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at http://www.fbi.gov/about-us/cjis/background-checks.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

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[1] Written notification includes electronic notification, but excludes oral notification.
[2] See 28 CFR 50.12(b).
[3] See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

The State of Missouri is grateful to all service members, Veterans, and their families. Words cannot convey Missouri's appreciation for your dedication and sacrifice. We truly appreciate everything you do for our country and the great state of Missouri.

For your convenience, we have put together a few services and resources available to the military-connected community in Missouri.

Missouri Benefits and Resource Portal

The Missouri Veterans Commission has created a portal to serve as an informational tool and service guide to help service members, Veterans, and their families find benefits and local resources.

www.veteranbenefits.mo.gov
573-522-4061

U.S. Department of Veterans Affairs (VA)

The VA can support you and your loved ones in different ways throughout your life. If eligible, they offer a wide array services like health care, housing, employment, education and more.

www.va.gov
800-698-2411

Veterans Reimbursement for Licensing Exams

Veterans taking professional state licensing or certification examinations required by the Department of Commerce & Insurance (DCI) can be reimbursed for the cost of the exam. Visit the Missouri Department of Elementary and Secondary Education's **Veterans Education website** at https://dese.mo.gov/adult-learning-rehabilitation-services/veterans-education/licensure-certification-test-benefits to learn more about how the GI Bill can pay the cost of a license or certification test.

If you or someone you know is in crisis please call

Veterans Crisis Line
1-800-273-8255 PRESS 1
or text 838255