

State of Alaska  
Board of Pharmacy  
**Guide to Obtaining Your  
Alaska Pharmacist License**



*This document is intended to answer the most common questions about applying for licensure as a pharmacist in Alaska.\* It is not, however, intended to replace reading the actual application instructions, nor can it address every possible licensing scenario. Each step serves a valuable purpose. The ultimate goals are to assure the protection of the public and verify your colleagues are adequately qualified to work by your side.*

**Read the instructions carefully and do not leave any line blank.** The most frequent cause for delays in licensing is incomplete applications. For example, new graduates need to include their Intern license information on page two of the application because it is a "license to practice pharmacy." The Pharmacist License Application, both the Certificates of Moral Character and the Verification of Work Experience all have to be notarized. "Original document" means just that ~ no faxed, scanned docs or copies. You will be using the postal mail. Carefully read the definition of "Certified, True Copy" of a document, if you are asked to provide one.

**Name/Address Change:** You must keep the board informed of your current mailing address. If your name changes, you must submit the documents required in the Change of Name Form

**Intern Licensing:** You will be mailed the Alaska Intern Jurisprudence Questionnaire from this office after all other application documents are received and in order. It is an open book, multiple choice questionnaire based on the statutes and regulations of Alaska pharmacy practice. The statutes and regs are on our website.

**Official Transcripts:** Contact your college or university to get an Official Transcript mailed directly to the Alaska Board of Pharmacy. Typically there is a small fee for this. Foreign grads ~ submit certified diploma from your accredited university and FPGEC cert from NABP. (Foreign Graduates see below)

**\*Temporary Pharmacist Licenses:** This licensing option is in the process of being repealed because the circumstances it addresses are obsolete. The temporary license option cannot be removed from the application until that regulation project is complete. Therefore, do not mark this option on your application. If you submit the \$50 temporary license fee, it will be refunded.

**Reciprocity Candidates: Verification of Licenses (VOL):** You must provide an Official Verification of Licensure (VOL) from each state in which you have ever held a license, regardless of whether or not it has expired. This form is included in the Pharmacist Application packet. You can get the boards' addresses and fee schedules from their websites. Completed VOLs need to be mailed directly from that board to our board. Completed VOLs are not to be received by the applicant and then mailed to the Alaska Board.

**Reciprocity Candidates: NABP.** If you haven't already done so, go to the NABP website ([www.nabp.net](http://www.nabp.net)) and arrange for two services. These are separate steps at the NABP, therefore completing one does not complete the other:

1. **Application for License Transfer:** Arrange to acquire this and send it to the AK Board.
2. **Register to take the MPJE.** On the left of the NABP home page you will see a list of links. You must register with the NABP to take the Alaska MPJE. General information about the NAPLEX and MPJE is in *Examination Programs*. The NABP notifies us electronically when your registration is complete. Taking the MPJE is intentionally one of the last steps in the application process. After most of your application documents are received in this office and in order, this office will then make you eligible to take the exam and you will receive an "Authorization to Test." You can then schedule your actual testing with the Pearson Vue. The Alaska MPJE is based on the Statutes and Regs on our website.

**NAPLEX and MPJE Exam Scores** are available via a link on the NABP and/or the Alaska Board of Pharmacy websites. This is the quickest way to get your exam scores.

**Reciprocity Candidates: Verification of Work Experience:** You are required to provide proof of 1500 hours of pharmacist practice. This is equivalent to one year. All 1500 hours do not have to be within the past calendar. Your former employer(s) must complete the Verification of Work Experience Reference Letter and mail it directly to this office.

**New Graduates, Internship Requirements:** You must provide proof of 1500 internship hours, of which no more than 1000 can be attributed to your educational requirements. Therefore, you must have a minimum of 500 Non Educational Intern hours to become licensed as a pharmacist in Alaska. See Regulations below.

Educational Intern Hours must be substantiated in writing by either your state board(s) through a Verification of Intern License or by your College of Pharmacy.

Non Educational Intern Hours/Non-Alaska Intern License First contact your state board(s) to confirm the written Verification of Intern License will distinguish between educational and non educational Intern hours (or similar terminology). This must be included to meet the requirement for Non Educational hours. If your state board cannot verify the Non Educational Intern hours acquired from a Non-Alaska Intern license, use the Verification of Work Experience Reference Letter to acquire this information from your supervising pharmacist. Note your supervising pharmacist must identify these hours as Non Educational (or similar terminology) on this notarized document (typically written under #6, Other)

Non Educational Intern Hours/Alaska Intern License Your preceptor is required to submit the Alaska Intern Affidavit of Experience (included in your Intern licensing packet) within thirty days of completing your internship. This information is recorded with your intern license and copied to your pharmacist application.

Affidavit of Intern Experience All applicants applying by exam or score transfer must complete the Affidavit of Intern Experience in the pharmacist application packet. Its purpose is to provide a complete list of your educational and non educational intern practice. It must total a minimum of 1500 hours.

The statutes pertaining to Internship Requirements are cited below. This office is accustomed to clarifying these regs, so don't hesitate to call or email if you have questions.

**12 AAC 52.080. INTERNSHIP REQUIREMENTS FOR A PHARMACIST LICENSE.** (a) An applicant for a pharmacist license shall submit an affidavit signed by the applicant, on a form provided by the department, documenting completion of 1,500 hours of internship or experience in the practice of pharmacy.

(b) The board will accept as internship experience only internship hours completed under the direct supervision of a pharmacist licensed under AS 08.80 or the pharmacy licensing laws of another state.

(c) The board will accept no more than 1,000 hours of internship that the applicant completed in conjunction with the educational requirements at a college of pharmacy accredited by the ACPE.

(d) An internship program in a nontraditional site, such as an industry sponsored program, must be approved by the board before the board will give any internship credit for the program.

**Foreign Graduates:** These are the documents you need to submit in lieu of transcripts and in addition to the other requirements:

(B) a certified copy of

(i) the original pharmacy school diploma issued to the applicant; and

(ii) a Foreign Pharmacy Graduate Examination Committee certificate issued to the applicant by the National Association of Boards of Pharmacy, sent directly to the department from the National Association of Boards of Pharmacy.

**Job Market/What is Alaska like?** The Alaska Pharmacists Association can assist you with job search information and Alaska-ish questions. Their website is [www.alaskapharmacy.org](http://www.alaskapharmacy.org)

You can also contact Bill Altland, a long-time Alaska pharmacist living in the village of Craig. He has worked throughout Alaska and is a former board member. [www.whailetailpharmacy.com](http://www.whailetailpharmacy.com)

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*\*Pharmacist applicants initially licensed in FL or CA may have extenuating eligibility circumstances not addressed here.*

