



## CTS ONLINE APPLICATION INSTRUCTIONS FOR: 051 Registered Pharmacist



**NOTICE:** Read the following instructions carefully and thoroughly prior to applying for the examination. Failure to follow instructions could result in not being scheduled for the examination.

### **Licensure by Endorsement – Do NOT apply directly to CTS**

- If you hold an **Active Registered Pharmacist license in another state** and **have not** applied for a Score Transfer in Illinois within ninety (90) days of taking your NAPLEX **OR** your Score Transfer is more than one (1) year old, please contact the National Association of Boards of Pharmacy (NABP) to arrange for a **NABP Preliminary Application for Transfer of Pharmaceutic Licensure** to be mailed to you. This application is also available through on the NABP website [www.NABP.pharmacy](http://www.NABP.pharmacy) by logging in to your NABP e-Profile.

### **Restoration of Illinois License – Do NOT apply directly to CTS**

- If you are trying to Restore your Illinois Registered Pharmacist license (**inactive or non-renewed status for five or more years**), please contact IDFPR at [fpr.lmu@illinois.gov](mailto:fpr.lmu@illinois.gov) or 800-560-6420 and request a Restoration packet be sent to you.

### **Licensure by Examination – Educated OUTSIDE the US or its Territories – Do NOT apply directly to CTS**

- Obtain a paper application or apply online to the Illinois Department of Financial and Professional Regulation (IDFPR) at <https://idfpr.illinois.gov/profs/pharm.asp>. You will be required to submit a copy of a Foreign Pharmacy Graduate Examination Committee (FPGEC) Certificate.

### **Licensure by Examination – Educated INSIDE the US or its Territories – Yes, APPLY DIRECTLY TO CTS**

- If you wish to be licensed in Illinois by examination and you have **NOT** taken and successfully passed NAPLEX and the MPJE **OR** if you have applied for a NAPLEX Score Transfer from NABP within ninety (90) days from sitting for the NAPLEX examination in a different state.

### **Application and Registration for Licensure by Examination:**

Applying for the Registered Pharmacist Examination is a **DUAL** process. All applicants must apply to **both** Continental Testing Services, Inc. (CTS) and the National Association of Boards of Pharmacy (NABP). Please make sure to do this **simultaneously** in order to avoid delays in receiving your Authorization to Test (ATT).

1. Apply online with CTS at [www.continentaltesting.net](http://www.continentaltesting.net), pay the required fee(s), and have your school submit a completed **ED-PHM** form showing proof of graduation/expected graduation
  - **NOTE:** the application is valid for **three (3) years**, if you do not pass the examination within those three (3) years you will need to reapply as a NEW applicant and resubmit all new documentation
2. Apply online for exam eligibility with NABP at [www.nabp.pharmacy](http://www.nabp.pharmacy) and pay the required fee(s)
3. After eligibility is granted, purchase your exam(s) online with NABP at [www.nabp.pharmacy](http://www.nabp.pharmacy) and pay the appropriate examination fee(s)
  - **NOTE:** Effective January 18, 2021, all applicants must provide proof of graduation to NABP before being able to purchase an exam. The official transcript must be sent directly from your college of pharmacy to NABP ([transcripts@nabp.pharmacy](mailto:transcripts@nabp.pharmacy)).
4. Wait until you receive an Authorization to Test (ATT) from Pearson VUE. Once received, schedule the exam(s) with Pearson VUE following the instructions provided and pay the required fee(s)

### **Fee(s):**

- All fee payments should be drawn on a US Bank with payment in US dollars. Any payment generated by a bank outside of the US will not be accepted by our financial institutions. All Fees are Nonrefundable.

### **Submitting Supporting Documents:**

- **Mail all supporting documents for examination approval to:**  
Continental Testing Services, Inc., 547 South LaGrange Road, P.O. Box 100, LaGrange, IL 60525-0100
- Consider sending your documents via UPS, FedEx, or CERTIFIED US Mail so that you have a confirmation receipt of document delivery
- **It is the applicant's responsibility to verify that all supporting documents are received by CTS**

**NOTE:** All communication with applicants is accomplished via email; therefore, it is critical that applicants provide a valid email address as part of their application process.

### **Checking Your Application Status:**

- Application status is updated every business day and is **only available online** and NOT available by phone or email. You can check your status on the CTS home page under Application Status and Test Results. The direct link is [www.continentaltesting.net/OnlineStatus/Login.aspx](http://www.continentaltesting.net/OnlineStatus/Login.aspx).

### **Authorization to Test (ATT):**

- Applications will be screened for eligibility once fees and **ALL documentation** have been received. Once eligibility is determined, the applicant will be approved at CTS.
- **You must be registered with NABP and Pearson Vue in order to receive an Authorization to Test (ATT)** which is sent to the applicant **by email** from Pearson Vue
- Once the ATT is received, please follow the instructions to schedule your examination appointment
- **The ATT is only valid for one testing session**
- **Note: The three-year application validity supersedes the date shown on the ATT**

### **What Happens After Taking the Exam:**

- Official examination results are usually released within 7-10 business days following the exam
- An **Official Results Letter** with instructions on how to apply for licensure will be sent to you by CTS after the grades have been reviewed
- **Make sure your address and email address are up-to-date with CTS**

### **Applying for Illinois Licensure:**

- All applicants who apply directly to CTS will have to apply to IDFPR upon passing your examination in order to obtain a license
- **DO NOT apply for licensure with IDFPR PRIOR to receiving your Official Results Letter from CTS** as the Official Results letter provides instructions on **how to apply** for licensure with IDFPR along with the fee amount and any required documentation

**NOTE: If application for licensure is not made within one year after notification of passing the examination, you shall again be required to successfully complete the examination, unless you obtain licensure in another jurisdiction of the US within one year of passing the examination.**

### **Procedures for RETAKING the NAPLEX and/or MPJE:**

- You must apply online with CTS at [www.continentaltesting.net](http://www.continentaltesting.net) and pay their application fee  
**You must wait until you receive your official result letter from CTS in order to reapply to CTS, if you do not wait until you receive your official result letter, your application will NOT be processed.**
  - NABP mandatory waiting period for retakes: MJPE is 30 days and NAPLEX is 45 days
  - If the retake is during the initial three-year application period, you **will NOT** have to resubmit Proof of Graduation with the application
  - If the retake is **after** the initial three-year application period, that application is **EXPIRED**. You must submit a **NEW** application along with **NEW** supporting documents including the proof of graduation
- Apply online for exam eligibility with NABP at [www.nabp.pharmacy](http://www.nabp.pharmacy) and pay the required fee(s)
- After eligibility is granted, purchase your exam(s) online with NABP at [www.nabp.pharmacy](http://www.nabp.pharmacy) and pay the appropriate examination fee(s)
- Wait until you receive an Authorization to Test (ATT) from Pearson VUE. Once received, schedule the exam(s) with Pearson Vue following the instructions provided and pay the required fee(s).

### **Exam Failure(s):**

If this is your third (3rd) failure, and for every third (3rd) failure thereafter, you must complete remediation prior to being approved for additional attempts at either examination. The remediation must be approved by the Department before you begin the remediation. You may contact the DPR Call Center at 800/560-6420 to request a remediation packet or contact the Department in writing. Illinois Department of Financial and Professional Regulation, Pharmacist Remediation, 320 W. Washington St. 3rd Floor, Springfield, Illinois, 62786.

### **Reference Materials and Procedures for the NAPLEX and MPJE Examinations:**

- Reference Materials and Procedures for the NAPLEX and MPJE Examinations can be found at [nabp.pharmacy/programs/examinations/](http://nabp.pharmacy/programs/examinations/)

**ALWAYS RETAIN A COPY OF ALL YOUR DOCUMENTS & EXAMINATION RESULTS FOR YOUR PERSONAL FILE**