



# Arkansas State Board of Pharmacy

322 South Main Street, Suite 600 Little Rock, AR 72201

P: 501.682.0190 F: 501.682.0195

asbp@arkansas.gov • www.pharmacyboard.arkansas.gov

John Clay Kirtley, Pharm.D., Executive Director



## Arkansas Application for Pharmacist Licensure by Examination

This application is submitted to the Board to meet the requirements to be released to take the NAPLEX exam. Licensure is not automatically granted on passing of NAPLEX. A secondary one-page application called “Original Pharmacist Application Obtained by Examination or Score Transfer” is required by the Board to be completed once NAPLEX is passed to grant licensure.

Please fill out application in blue or black ink. No pencil, please. Read the instructions on the application carefully and truthfully answer the personal history questions in Part VI. If you have any “Yes” answers to any of these questions, please use the [Request for Waiver](#) form to make sure that you are submitting all required documentation. If you have previously disclosed actions to the Board for a technician or intern license, please note that on the application. You will not need to resubmit documentation that was submitted previously.

Check your application to make sure it is complete, and you have included all required documentation before sending it to the Board. Incomplete applications will not be processed. Your application will expire a year from date of receipt. Application fees will not be refunded. For your application to be considered complete you must include the following documentation:

- A **check or money order** made payable to the **Arkansas State Board of Pharmacy** for \$61.25
- A passport-style **color photo** - NO PHOTOCOPIES
- A copy of your **driver’s license or state identification card**. Please contact us if you have questions about an alternate picture ID.
- A copy of your **birth certificate**. A birth certificate is preferred, but naturalization papers or a passport may be substituted for those born outside of the United States.
- A completed **Criminal Background Check (CBC) Identity Verification Form**
- Any other required documentation if a [Request for Waiver](#) is required.
- If the name shown on your supporting documentation is different from that shown on your application, you must submit **proof of legal name change** – a certified copy of your marriage license, divorce decree, affidavit or court order.
- Disclosure of your **U.S. social security number**, if you have one, is mandatory. The Arkansas State Board of Pharmacy is required under 42 USC § 666(a)(13) and Ark. Code Ann § 17-1-104 to obtain the social security numbers of all licensees to provide to the Arkansas Office of Child Support to assist in the identification of persons who are delinquent in complying with a child support order, spousal support/alimony order or in the repayment of educational loans.

Once the Board receives your application, we will run a state background check and then email or mail you a Transaction Number that you will provide to an electronic fingerprint harvester to have your fingerprints electronically submitted to the Board for the federal background check. [There is a current list of electronic fingerprint harvesters available on our website](#). Please be sure to include a **legible** email address on the application if you have one, as it will allow you to receive your Transaction Number more quickly. Check your email daily, including your spam folders, for an email from Board staff. The email address will end with @arkansas.gov. The email will include an attachment with the Transaction Number. You will need to take this form with you when go to the electronic fingerprint harvester.

**Your application is NOT considered complete and you will not be released to take the NAPLEX exam until all supporting documents and fees have been received by the Arkansas State Board of Pharmacy.**

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TAPE A COLOR  
PHOTOGRAPH TAKEN  
WITHIN 60 DAYS OF THE  
FILING OF THIS  
APPLICATION  
IN THIS SPACE

## 2022

### ARKANSAS APPLICATION FOR PHARMACIST LICENSURE BY EXAMINATION APPLICATION FEE: \$61.25

#### PART I: APPLICANT IDENTIFYING INFORMATION

**Social Security Number:** \_\_\_\_\_

**Gender:**  Male  Female

**Race:**  White  Black/African American  Asian  American Indian/Alaska Native  Other:

**Ethnicity:**  Hispanic or Latino  Not Hispanic or Latino

Last

First

Middle

Suffix (Jr.)

**Name:** \_\_\_\_\_

Identify any maiden name, surname, or any other names or aliases you have been known by or used and identify the reason for your name change.

**Other Names Used:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Place of Birth (city, state, county and country):** \_\_\_\_\_

Street

City

State

Zip

**Current Home Address:** \_\_\_\_\_

If different from current address listed above.

**Permanent Mailing Address:** \_\_\_\_\_

**Home Phone Number:** ( ) \_\_\_\_\_

**Cell Phone Number:** ( ) \_\_\_\_\_

**Work Phone Number:** ( ) \_\_\_\_\_

**Work Fax Number:** ( ) \_\_\_\_\_

**Email:** \_\_\_\_\_

Will you practice pharmacy while physically present in the State of Arkansas? YES  NO

If YES, where?

Name of Pharmacy:

Address of Pharmacy:

**Citizenship:**

a. Are you a Citizen of the United States? YES  NO

b. If you answered **NO** to the question above, are you: (Please check one of the following.)

a qualified alien (as defined in 8 U.S.C. § 1641.)

a nonimmigrant under the Immigration and Nationality Act ( 8 U.S.C.A. § 1101 et seq.)

an alien who is paroled into the United States under 8 U.S.C. § 1182 (d)(5) for less than one year.

other – please provide a detailed explanation.

#### FOR OFFICE USE ONLY

Fee Submitted: \$61.25 Check No.: \_\_\_\_\_

## PART II: PREVIOUS EXAMINATION RECORD

Have you previously taken the NAPLEX or any other board-administered examination for licensure?

YES  NO

If **YES**, you must disclose places, dates, and results in the following spaces:

Name of State	Date of Exam (MM/YYYY)	Outcome (Passed or Failed)

## PART III: EDUCATION INFORMATION

### Pre-Pharmacy College Training (Prior to Entering Pharmacy College)

Name & Location of College Attended	Period of Attendance (MM/YYYY)		Degree, if any
	From	To	

### Pharmacy College Training (Completed)

Name & Location of College of Pharmacy Attended	Period of Attendance (MM/YYYY)		Degree, if any
	From	To	

## PART IV: RECORD OF LICENSURE INFORMATION

If you have ever been licensed, certified, or registered to practice pharmacy (as a technician, intern or pharmacist), or held any other professional license, certification or registration, complete the information below – if you need additional space, use a separate sheet of paper to complete this section.

State	Title of License, Certification or Registration	License, Certificate or Registration Number	Date of Issue	In Good Standing? <small>Answer yes or no.*</small>

\*If license is not current and in good standing, please explain on a separate sheet.

## PART V: CERTIFICATION OF DEGREE CONFERRAL

This page of your application is to be completed by the Registrar or Dean at your college or school of pharmacy.

<b>COLLEGE AFFIDAVIT</b>	
This is to certify that	_____
	<i>Full Legal Name of Applicant</i>
attended the	_____
	<i>College or School of Pharmacy</i>
from	_____ to _____
with a degree conferral date of	_____
	<i>Month/Day/Year</i>
	with the degree of Pharm.D.
Signature:	_____
Printed Name of Dean or Registrar:	_____
Check one: Dean <input type="checkbox"/> Registrar <input type="checkbox"/>	

### FOR NOTARY USE ONLY:

State of: _____	County of: _____
Sworn to before me this _____ day of _____, 20_____	
_____ Notary Public Signature	
My Commission Expires: _____	
Print, Type, or Stamp Name of Notary	

## PART VI: PERSONAL HISTORY INFORMATION

You must respond fully and truthfully to these questions and, if the answer is "Yes" to any part of these questions, you **must** provide a notarized written detailed explanation of the circumstances.

**You must fully and truthfully report your criminal history whether or not the arrest/citation was dismissed, dismissed through drug court diversion, expunged under the first offender act, alternative sentencing act, Act 531, Act 305, or Act 346 or it happened over 5 years ago.** This criminal history includes all DWI, DUI, and MIP (Minor in Possession) violations, possession of controlled substances, theft, shoplifting, domestic violence, assault violations, or any other violation of any state or federal law, whether misdemeanor or felony, and regardless of the state or territory in which it happened.

**If you do not fully and truthfully report your history, your application will be denied and/or you will be subject to other sanctions.** Please contact the Arkansas State Board of Pharmacy at 501-682-0190 if you do not understand the above information.

Have you had any application for any professional license or registration refused or denied by any licensing authority?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever voluntarily surrendered a professional license or registration?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever been the subject of a disciplinary action with regard to any license or registration?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever had a license or registration revoked, suspended or subjected to other disciplinary action?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
To your knowledge, have any unresolved or pending complaints ever been filed against you with any professional licensing agency or association?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Is there any disciplinary action pending against you by any licensing jurisdiction, the USDA, Drug Enforcement Agency, or any state drug enforcement authority?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever been cited, arrested for, charged with, or convicted of (including a <i>nolo contendere</i> plea or guilty plea) a criminal offense in any state or in federal court (other than minor traffic violations) whether or not sentence was imposed or suspended?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever been pardoned from a criminal conviction?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever had a record expunged?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever been cited, arrested for, charged with, or convicted of (including a <i>nolo contendere</i> plea or guilty plea) a violation of any federal or state drug law(s) or rule(s) whether or not sentence was imposed or suspended?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you been treated for a drug, alcohol addiction, mental health disorder or participated in a rehabilitation program in the last 5 years?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Do you currently have an alcohol or other substance abuse problem?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Within the last five (5) years have you had a license or certification revoked or suspended, other disciplinary action taken, or an application for licensure or certification refused, revoked or suspended by any professional licensing authority of another state, territory or country?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

## PART VII: CERTIFICATIONS

**Please read carefully and sign below.**

By virtue of filing this application, I do solemnly swear or affirm that I am of good moral character, and that I understand the instructions and terms as set forth in this application form, that I have personally completed this form, that the information given in this application is true, correct and complete to the best of my knowledge, and that the copy of my driver's license or other identifying photographic identification attached hereto is a true likeness of myself. I authorize the Arkansas State Board of Pharmacy to review state files pertaining to my registration and practice, and all law enforcement records, administrative records, motor vehicle records, and court documents to confirm the accuracy and completeness of the information provided herein. This application and signature shall act as authorization of entities in possession of applicable information to release such information to the Arkansas State Board of Pharmacy.

I understand that falsification of the information on this form may constitute grounds for denial or revocation of eligibility for the NAPLEX. I hereby certify under penalty of perjury under the laws of the State of Arkansas to the truth and accuracy of all statements and representations made in this application and that I personally completed the application. I have read and understand the instructions and statements on this application.

\_\_\_\_\_  
Signature of applicant (Full Legal Name)

\_\_\_\_\_  
Date signed

# Criminal Background Check Identity Verification Form Instructions

## Criminal Background Check Identity Verification Form:

- Fill out all the required boxes on the fingerprint card using the information below prior to taking the fingerprints.
- Fill out all the required information on the Criminal Background Check Identity Verification Form prior to taking the fingerprints.
- Once fingerprinted, have the person that took your prints fill out the "Fingerprint Technician Information" portion of the Criminal Background Check Identity Verification Form and seal the fingerprint card and the Criminal Background Check Identity Verification Form in a signed envelope. You'll submit this sealed and signed envelope with your completed application to the Board of Pharmacy.

## FBI Fingerprint Card:

- **Fingerprint cards are required for out-of-state applicants.** In-state applicants must use the In-State CBC Form to have their fingerprints electronically harvested. Effective July 28, 2021, in accordance with Act 630, background checks from individuals in Arkansas must be submitted electronically (live scan). Paper fingerprint cards will no longer be accepted and will be returned to the applicant and an electronic submission will be required before the application on file with the Board can continue to be processed. The State of Arkansas is not currently set up to receive electronic fingerprint submissions from out-of-state locations.
- **You MUST use a standard FBI fingerprint card, form No. FD-258 used by the FBI for noncriminal fingerprinting.** You can contact the State Board of Pharmacy office to have one sent to you. Email your mailing address to [asbp@arkansas.gov](mailto:asbp@arkansas.gov) or call (501) 682-0190 to request a card.
- **Have fingerprints done by someone APPROPRIATELY TRAINED to collect them.** A delay in the processing of your FBI criminal background check is commonly caused by incomplete FBI fingerprint cards and poor quality of fingerprints. Contact your city's police station or the county sheriff's office to see if they can fingerprint you. There are also independent live scan operators that may be able to fingerprint you, however, make sure they can print your fingerprints on the FBI fingerprint card provided by the Board.
- **DO NOT BEND OR FOLD THE FBI FINGERPRINT CARD.**

### **Fields to be completed on the Fingerprint Card**

(Type or print, black ink only - Fingerprints must be done in **BLACK** Ink.)

- Last name, First name, Middle name
- **Signature of person fingerprinted – sign this field in front of the fingerprint technician after they've verified your identity**
- Aliases (other names you have used, including nicknames, maiden names, other married names, etc.)
- Date of birth (MM/DD/YYYY)
- Residence of person fingerprinted (street address or post office box, city, state, zip)
- Citizenship (i.e., United States, England, Mexico)
- Sex: M= Male, F= Female
- Race: A=Asian; W=White; B=Black; I=American Indian, H=Hispanic, U=Unknown
- Height (foot' inches")
- Weight (in pounds)
- Eyes: BLU=Blue; BRO=Brown; BLK=Black; GRY=Gray; GRN=Green; HAZ=Hazel; XXX=Unknown
- Hair: BAL=Bald; BRO=Brown; BLK=Black; SDY=Sandy; GRY=Gray; WHI=White; BLN=Blond; RED=Red; XXX=Unknown
- Place of birth (city/state or foreign country)
- Employer and address ("none" if you are unemployed)
- Social Security Number
- Leave all other spaces blank (i.e., Reason Fingerprinted, OCA, FBI, MNU)
- If an individual is missing one or more fingers, a notation in the fingerprint block(s) indicating why a partial or missing image exists must be written in. Handwritten notation recommended for fingerprint submissions include: AMP=amputated; TI=tip amputated; Missing at Birth; Cut off; Shot off; Deformed; and Missing.



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## Criminal Background Check Identity Verification Form

<b>FINGERPRINT REASON:</b>		<b>Authority:</b> ACA § 17-92-317		<b>Agency ID:</b> AR 920450Z	
		<b>Agency Name:</b> ST BD OF PHARMACY, LITTLE ROCK, AR			
<b>APPLICANT INFORMATION (Please fill out all the fields below BEFORE going to be fingerprinted):</b>					
Full Name:					
Last		First	Middle	Maiden / All Other Married Names	
Social Security #:		Date of Birth:		State of Birth:	
Sex:	Race:	Height:	Weight:	Eyes:	Hair:
Driver's License #:			State of Issuance (of driver's license):		
Mailing Address:					
Street Address		City	State	Zip	
I understand that my personal information and fingerprints submitted by agency are used to search against criminal identification records from both Arkansas Crime Information Center (ACIC) and Federal Bureau of Investigation (FBI). I hereby authorize the release of any records to the person or agency listed above. I further understand ACIC and the FBI may also retain the submitted information and fingerprints as permitted by the Privacy Act of 1974, 5 USC § 552a, for routine uses beyond the principal purpose listed above.					
Signature of Applicant				Date	

### ATTENTION FINGERPRINT TECHNICIAN: Please follow the instructions below for fingerprinting this applicant.

1. Please ensure that the applicant has filled out all the information on the fingerprint card and the information below for "APPLICANT INFORMATION" prior to taking the fingerprints.
2. Request a valid, unexpired government-issued photo ID from the applicant and compare the physical descriptors on the applicant's photo ID to the applicant and to the information on the fingerprint card.
3. Please fill out the information in the boxes below for "FINGERPRINT TECHNICIAN INFORMATION". Please print clearly.
4. **Once the prints have been taken, make sure the applicant signs the "Signature of Person Fingerprinted" field and that you have signed the "Signature of Official Taking Fingerprints" field.** Place the fingerprint card and this form into the envelope and seal it. Please write your name or identification across the edge of the seal. Return the sealed envelope to the applicant. Do not give the applicant the card without first sealing it inside the envelope.

<b>FINGERPRINT TECHNICIAN INFORMATION:</b>	
Date Fingerprints were Taken:	
Type of Photo ID provided: <input type="checkbox"/> Driver's License <input type="checkbox"/> Passport <input type="checkbox"/> Military ID <input type="checkbox"/> Other:	
Fingerprint Technician's Agency/Company Name:	
Printed Name of Fingerprint Technician	Signature of Fingerprint Technician
** Ensure that the correct fingerprinting reason code and agency ID are used.	

FOR ASBP OFFICE USE ONLY:

Envelope? Y N    Sealed? Y N    Signed? Y N    Completed? Y N    Initials & Date:

OOS CBC Identity Verification Form & Instructions – July 2021

# Privacy Act Statement

Privacy Act of 1974, 5 USC § 552a

This privacy act statement is also located on the back of the FD-258 fingerprint card.

- **Authority:** The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.
- **Principal Purpose:** Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.
- **Routine Uses:** During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

## Procedure to obtain change, correction, or updating of identification records

28 CFR § 16.30 through 16.34

If, after viewing his/her identification record, the subject thereof believes that it is incorrect or incomplete in any respect and wish changes, corrections, or updating of the alleged deficiency, he/she should make application directly to the agency which contributed the questioned information.

The individual can contact Arkansas Crime Information Center (ACIC) at (501) 682-7444 or Arkansas State Police at (501) 618-8000. The subject of a record may also direct his/her challenge as to the accuracy or completeness of any entry on his/her record to the:

[FBI, Criminal Justice Information Service \(CJIS\) Division](#)

ATTN: SCU, Mod. D2

1000 Custer Hollow Road

Clarksburg, WV 26306

The FBI will then forward the challenge to the agency which submitted the data requesting that agency to verify or correct the challenged entry. Upon the receipt of an official communication directly from the agency which contributed the original information, the FBI CJIS Division will make any changes necessary in accordance with the information supplied by that agency.