Graduation is right around the corner, and there are many things to get done and information to digest before the big day! Graduation for Entry Level PharmD and Working Professional PharmD student students will be held on Monday, May 4, 2015, in the Phillips Center for the Performing Arts on the Gainesville campus.

**Two Ceremonies**

10:00 a.m. Working Professional PharmD
Entry Level PharmD, Gainesville Campus

3:00 p.m. Entry Level PharmD, Jacksonville Campus
Entry Level PharmD, Orlando Campus
Entry Level PharmD, St. Petersburg Campus

In order to ensure that things run as smoothly as possible, please read the following information carefully.

If you have any questions about graduation plans, please contact Sarah Resnick Carswell at the Office for Student Affairs on the Gainesville campus at carswell@cop.ufl.edu.

We look forward to seeing you at graduation. Congratulations!
## Quick Guide to This Document

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CHECK YOUR DEGREE REQUIREMENTS WITH THE ISIS DEGREE AUDIT.
Keep in mind that a rotation grading window might be open, and it may appear as if you are missing a rotation or two. If you are sure that you participated in 11 rotations, simply check the audit again next week.

Look for possible issues such as an I, N or NG in the grade field.
If found, contact the instructor.

Be sure you have eight hours of elective credit as well!

DEGREE APPLICATION

The graduation application deadline was January 30. If you missed that deadline, please send an email to Mr. Collin McLeod (cmcleod@cop.ufl.edu).

SUBJECT LINE – LATE DEGREE APPLICATION

BODY OF EMAIL

UFID (no dashes)
FIRST NAME
MIDDLE NAME
LAST NAME
SUFFIX

This is how your name will appear on your diploma. Do not use all caps.
Provide your name using MIXED case.

TB SKIN TEST/CHEST X-RAY
Before beginning classes (NO LATER THAN March 9, 4:00 p.m.), 4PD students returning to campus are required to submit results of a TB skin test or chest x-ray to DocuGator, specifying the campus they have been assigned to for the last 8 weeks of the semester, if different.

Category = Immunizations / Health
Document Type = 1Step PPD

If you are on an academic or administrative rotation for February and no longer have patient contact, you may test any time during the month.
If you have ever tested positive with the PPD skin prick test, you may test positive again. Whether it is due to childhood vaccination or exposure, you will still need to have results recorded prior to re-entry.

EVEN IF you have tested positive and have had a chest x-ray (CXR) in the last six months, you will still need a health care provider to clinically evaluate you and certify that you are symptom free. This may or may not require a CXR.

There is the IGRA blood test option, but that will probably cost more.

Some health care providers that have established a relationship with the patient are comfortable just listening to the heart and lungs and signing off on the patient being disease free. Feel free to ask such providers to complete the UF TB Surveillance Form (http://shcc.ufl.edu/files/2011/09/CLG-106.pdf).

Mitigating circumstances, such as exposure and other health issues, might certainly affect these decisions.

As a future health care provider, this will come up quite frequently for you. This is the only way to protect you and the public from disease.

We strongly recommend that you maintain a good relationship with your physician/health care team, if possible, beyond graduation. S/he would probably be more receptive to documentation over another CXR if you are regularly seen by them. Starting from scratch with someone new would inevitably be tiresome for you, because there is simply no history or relationship.

If the College of Pharmacy does not receive skin test, IGRA blood test results, or the TB Surveillance Form, students will not be able to attend classes, and thus a diploma will not be issued.

LINKS TO FORMS:
1 Step TB Test
TB Surveillance Form (for those with a history of positive TB skin test only!)
Entry Level PharmD Senior Composite Photographs.

GNV – Student Services Conference Room, HPNP G-237  
Thursday, March 12th, 10:00 a.m. – 12:30 p.m. and 1:30 p.m. – 4:00 p.m.  
Friday, March 13th, 10:00 a.m. – 12:30 p.m.

ORL – Rooms TBA  
Friday, March 20, 12:00 a.m. – 2:00 p.m.

JAX – Student Annex  
Wednesday, March 11, 9:00 a.m. – 11:00 p.m.

STP – 115A PH Building  
Monday, March 16, 12:00 p.m. – 2:00 p.m.

ALACHUA COUNTY ASSOCIATION OF PHARMACISTS AWARD

Gainesville Students Only: The Alachua County Association of Pharmacists sponsors an award to recognize "potential excellence in pharmacy to advance the professional image of pharmacy." The award consists of a plaque and a one-year membership in the Florida Pharmaceutical Association. Gainesville campus graduates have the opportunity to select the Gainesville campus senior they feel deserves this award.

Nominations may be made by email to Collin McLeod (cmcleod@cop.ufl.edu) by February 27th. No narrative is required. A link to the online voting ballot, available on the University of College of Pharmacy Spring 2015 Commencement Page, will be emailed to Gainesville students shortly after the nomination deadline.

STUDENT COMMENCEMENT SPEAKERS

Each graduating senior will get to nominate a fellow student to represent their campus at the graduation ceremony with remarks about their time and experiences in the College of Pharmacy. Students can only vote once and only for a student that is on their campus. Nominations may be made by email to Collin McLeod (cmcleod@cop.ufl.edu) by February 27th. No narrative is required. A link to the online voting ballot, available on the University of College of Pharmacy Spring 2015 Commencement Page, will be emailed to Gainesville students shortly after the nomination deadline.

OUTSTANDING FACULTY MEMBER AND T.A.

Each graduating class is given the opportunity to recognize a faculty member and teaching assistant for outstanding teaching and service to students. This honor, recognizing an individual who has demonstrated continued commitment to student achievement, is awarded at the Awards Ceremony and mentioned during the commencement ceremony. Nominations may be made by email to Collin McLeod (cmcleod@cop.ufl.edu) by February 27th. No narrative is required. A link to the online voting ballot, available on the University of Florida College of Pharmacy Spring 2015 Commencement Page, will be emailed to Gainesville students shortly after the nomination deadline.

http://www.universitycomposites.com/
GRADUATION CEREMONIES

Information about directions, parking, and more can be found on the Phillips Center for the Performing Arts website.

10:00 a.m. Working Professional PharmD
Entry Level PharmD, Gainesville Campus

3:00 p.m. Entry Level PharmD, Jacksonville Campus
Entry Level PharmD, Orlando Campus
Entry Level PharmD, St. Petersburg Campus

The ceremony will begin at 10:00 a.m. and 3:00 p.m. sharp!

Graduates should arrive no later than 9:15 a.m. / 2:15 p.m.

Lineup will be in alphabetical order by home campus. Staff members will be at all entrances directing graduates according to campus. You should be wearing your cap and gown with your hood draped over your left arm. It is important to unbutton your hood prior to draping it over your arm so that it slides easily over your head on stage. Tassels should be fastened to the top of the cap and hanging on the left side. Marshals will begin the line-up for the processional, where you will be handed your name pronunciation card. PLEASE BE ON TIME.

Guests can enter the seating area at approximately 9:30 a.m. / 2:30 p.m.

Phillips Center for the Performing Arts has staff to assist patrons requiring accommodations. The Center is wheelchair accessible and has plenty of handicapped parking spaces. Remind guests requiring such accommodations to arrive early.

At 10:00 a.m. / 3:00 p.m. the marshal will lead the graduates to their assigned rows and seats in the center of the theatre. The marshal and the graduates will stand before their assigned seats, facing the rear of the theatre. Once the graduates are in place, the faculty processional enters the theatre. The graduates turn as the faculty processional passes.
When the faculty and guests are on stage, the graduates will turn to face the stage.

The Pledge of Allegiance will be recited and the National Anthem will be sung. Male graduates should remove their caps and keep them off until the granting of degrees by the Dean. She will ask those assembled to be seated and make opening remarks.

She will then introduce the recipient of the Outstanding Pharmacy Alumnus Award, who will address the graduates.

After the commencement speech, the Ramsaur and Foote Awards will be presented.

The graduating classes will be introduced, and degrees will be awarded. The Dean, the guest speaker, and a faculty member will present graduation scrolls. The announcer will call the names of the graduates, indicating honors where appropriate.

The marshal will lead each row of graduates to the stairs at the left side of the stage, to the card scanning station. You will be queued to go up the stairs. As the announcer calls your name, hand your hood to the marshals to be hooded and then cross the stage to receive your mock diploma.

University Photography will be present to take a picture after you receive your diploma. You will then return to your seat. Free commencement proofs will be mailed to graduates within 7 - 10 days of the ceremony. There is no obligation to purchase.

The Graduating Senior Representatives from each campus (Entry Level PharmD Gainesville Campus; Working Professional PharmD / Entry Level PharmD Jacksonville, Orlando and St. Petersburg campuses) graduating class will give remarks.

The Pharmacy Oath will be taken.

The Dean will make her closing remarks.
**LIVE STREAM**
For those of you with friends or relatives that may not be able to make it to Gainesville, please direct them to the streaming site on May 4 at 10:00 am and 3:00 for closed-captioned live feeds! Afterwards, we will host a link to both of these downloadable video file on the COP web site.

**GUESTS AT GRADUATION**
You may invite as many guests as you like! However, the Fire Marshal’s regulations insist that everyone in the theatre have a ticket. So, there will be two tables out front with tickets. Please remind your guests to pick up a ticket there! They will be collected by the ushers inside.

**AREA INFORMATION**
Information for guests regarding lodging, restaurants, parking, etc. can be found online. If you or your guests require **hotel accommodations**, please consider making your reservations as early as possible.

These listings are in no way complete nor do they imply arrangement with the university; we offer them solely to let you know that Gainesville offers a broad range of accommodations and restaurants.

**PROGRAMS**
You will be provided with two complimentary copies of the **University-wide keepsake commencement program** when you pick up your regalia at the UF Bookstore. Additional copies are available while supplies last at University of Florida Bookstore for a $1 donation to the Machen Florida Opportunity Scholars program, which helps fund a UF education for low-income students who are first in the family to attend college.

There will be plenty of **College of Pharmacy commencement programs free of charge** at the Phillips Center for the Performing Arts on the day of the ceremony.

Graduates: Each of you will find a program on your seat.
REGALIA

CAP, GOWN AND HOOD RENTALS

Graduates need to order and pick up their own regalia. Information regarding cap, gown and hood rental has been distributed by the University Registrar’s Office to your email address on record in ISIS. Look for the ordering deadline! Detailed administrative information is available on the Gator 1 Central/Bookstore site. Regalia can be picked up from the bookstore the week prior to graduation (April 20 – May 4).

When picking up your regalia, make sure you receive a black gown with black velvet bars on the sleeves, black cap, olive green velvet hood with blue and orange satin lining, and an olive green tassel. You must bring all of this with you on graduation day. Please make sure your hood is unbuttoned. Please note that other colleges do not have graduates pick up their hoods at the bookstore. If the bookstore does not issue you a hood, tell them specifically that you are a College of Pharmacy graduate and you need to bring your hood with you to graduation.

DISTANCE CAMPUSES

Please plan on arriving in Gainesville with plenty of time to pick up your regalia. The Bookstore at the Welcome Center opens at 8:00 a.m.!

RETURNING AFTER GRADUATION

Please be sure to return your gown and hood (the cap and tassel are yours to keep) to the bookstore at the UF Welcome Center after graduation. There will be a drop off bin staffed by Bookstore personnel at the Center for Performing Arts who will be pleased to collect your regalia there. Be sure to give them your full name and UFID. Failure to turn in your gown and hood will result in the withholding of your diploma and transcripts by the University.
ONLINE COMMENCEMENT FORM – Every graduate who will be participating in
the spring 2015 graduation ceremony must submit his/her full name, its phonetic
spelling/pronunciation, and program (Entry Level PharmD, WPPD) on this form. The
deadline for on line submissions is April 1, 5:00 p.m.

Information gathered here will replace the requested information on the form you
will receive with your regalia. We will collect that card when we check you in on
May 4, and provide a replacement card.

There is no room on the cards supplied by the Bookstore for academic distinctions –
that is why we are replacing the cards.

We will supply the photographer with you permanent home address. This is the
permanent home address you have on file with the Registrar’s Office. Please make
sure that information is correct no later than April 1, when we will read their file.

Entry level PharmD Only: This is the name that will be used on the composite senior
photograph!

You will retain this card until you are ready to be individually recognized on the
platform during the ceremony. When you reach the platform (as directed by a
marshal), you will hand the card to the announcer. Turn and face the audience.
You will hand a marshal your unbuttoned hood. The marshal will place the hood
over your head, ‘hooding’ you.
**Name Pronunciation Do’s and Don’ts** (for the form)

- **When Pronunciation Guidance Is Not Needed:** With names such as Katherine Stoneham or John Robinson, for example, there is no need to provide pronunciation help on the name card if the names are to be pronounced as a native American English speaker would normally pronounce them.

- **When Pronunciation Guidance Is Needed:** With a name that varies in any way from the norm, in either pronunciation or spelling, please provide guidance. For example, if the name is Katherine Stoneham but the pronunciation is kat-uh-REE-nuh STOW-nuh-hahm, please submit that in the Commencement Form.

- **Examples of How to Provide Pronunciation Guidance on the Name Scanning Card:**
  - Treise Bettelheim (trees BAY-tull-hime)
  - Pandit Rathmasuthragandi (PAHN-deet Rath-muh-sooth-ruh-GAHN-dee)
  - Tchien Tang (she-YEN TAHNG)
  - Ravi Patel (RAH-vee pah-TELL)
  - Myrstslv Yvtushnko (meer-ISS-ta-slahv iv-too-SHIN-kow)

**DIPLOMAS**

Diplomas will not be handed out at graduation. The Office of the University Registrar will mail diplomas to your permanent address on file in ISIS approximately ten weeks after graduation. Please [verify your address](http://www.herffjones.com/uf/) through the myUFL portal. Main Menu>My Account>Update My Directory Profile

Diplomas measure 11 ¾” high by 16” wide!


**MANDATORY GRADUATION SURVEY**

Watch for emails from the Registrar’s Office, which will redirect you to a link in ISIS.

**FEES/FINES**

Satisfy all financial obligations (fines, tickets, fees, etc.) with University Financial Services. Outstanding debt will delay release of your diploma and transcript. All emergency or short-term loans from the College and University must also be paid before graduation.
GRADUATING WITH HONORS
Requirements are as follows:

Cum laude: GPA in required pharmacy courses (excluding electives) upon graduation must be 3.50 and higher.

Magna cum laude: Successful completion of Honors project; and GPA in required pharmacy courses (excluding electives) upon graduation must be between 3.6 and 3.79.

Summa cum laude: Successful completion of Honors project; and GPA in required pharmacy courses (excluding electives) upon graduation must be 3.80 or higher.

Check your eligibility via the Degree Audit in ISIS (scroll down).

Guidelines for Project Implementation and Review can be found at http://www.cop.ufl.edu/education/student-affairs/academics/academic-honors-requirements/academic-honors-at-graduation/

Honor cords (twisted orange and blue) will be available for purchase from the bookstore when you pick up your regalia. At the commencement ceremony, students graduating cum laude should wear one set of cords, those graduating magna cum laude should wear two sets of cords, and those graduating summa cum laude should wear three sets of cords. The bookstore will have a list of all students who are eligible to purchase honor cords. Honor cords are purchased (approximately $15 per set), and therefore do not need to be returned with your regalia.

If you are certain you deserve cords, but do not find yourself on their list, call Collin McLeod (352/273-6217) from the bookstore for resolution. Sometimes the off calendar grading windows for APPEs or a processing grade change can leave students on the cusp omitted from the Registrar’s initial list. The Office of Student Affairs can authorize the purchase of cords on behalf of eligible students not on their list. If there is still a problem obtaining your cords, you will also be able to buy them from any of the Student Affairs Coordinators as you line up for the processional. $15/set. Cash only.

Graduates distinguished by Rho Chi Honorary Pharmaceutical Society and/or Phi Lambda Sigma Honorary Pharmacy Leadership Society may wear those societies’ cords. Members of pharmacy student organizations such as ASP, FSHP, Kappa Psi, Kappa Epsilon, etc. may not wear cords. Cords at graduation in the College of Pharmacy are representations of academic and leadership distinction. Having graduates wear multiple cords representing only membership in selected organizations dilutes the recognition for the graduates who have distinguished themselves through their dedication to academics and leadership.
GATORLINK ACCESS
Graduating students should have continued access to their GatorLink mailbox for several terms. The Registrar’s Office (OUR) marks graduates in the UF Directory as "Recent Attendee" for approximately five terms, then "Former Student" indefinitely. "Recent Attendee" allows continued access to GatorLink email.

"Former Student" allows access only to web sites that require a GatorLink username.

LIBRARY ACCESS
All access to library resources, including ExamMaster, ends when you graduate. You may want to check out the free websites listed on the UF Library Guide (http://libguides.library.health.ufl.edu/index.php) for pharmacy to see if any of those have help for studying for licensure examinations. Medscape.com (http://www.medscape.com/) does include CME articles with questions.

Concerns related to library databases should be addressed to the Librarian Liaison to the College of Pharmacy, Rae Jesano, rjesano@ufl.edu.
LICENSURE for Entry-Level PharmD

F.A.Q.

You apply for licensure in Florida after graduation.

Be prepared for the following FEES:

Pharmacist Examination Application & Licensure Fee - $295.00 (includes $100.00 non-refundable application fee) Certified check or money order should be made payable to the Florida Department of Health.
NAPLEX Fee - $505.00
MPJE Fee - $210.00

PREPARATION

Pre-NAPLEX

NABP’s Practice Exam

Graduates have access to a 185-question NAPLEX Practice Exam available as part of the current Exam Master Subscription. Practice exams have proven to be a great way for students to get a realistic exam experience, identify their strengths and weaknesses, and focus their study in preparation for the real exam.

ORL & STP campus students – Click on Gainesville to access the site.

JAX has its own portal.

NABP is aware of web sites that are posting NABP documents, such as examination registration bulletins, without NABP authorization. In some cases, the material that is posted on such sites may be outdated and/or incorrect. Please ensure that you visit www.nabp.net to obtain current, official NABP documents and materials or contact NABP customer service if you have any questions.
LAW

Dr. Smith is offering an online review course for the NAPLEX & MPJE: Florida Pharmacy Law (MPJE®) Online Review Course

There are no longer study guides available; however, the following has been suggested as a study guide for federal law:


There is an organization, RXLAW (http://rxlaw.org/), which compiles state statutes and regulations into a comprehensive study guide.

The NABP will provide each graduating senior with a copy of the Survey of Pharmacy Law on CD, which can be picked up at your assigned campus office during the last 8 weeks of the semester. They are available now!
1. REGISTER AND PAY ($505) NABP TO TAKE THE NAPLEX/MPJE.

   http://www.nabp.net/  (847) 391-4406

**NAPLEX F.A.Q.**

The entire NAPLEX/MPJE application process is on line (nothing to be mailed).

*Create an NABP eProfile*

**Complete the EDUCATION portion**

**Your Graduation date is MAY 5, 2015.**

The Graduation Date is **NOT** the day of the commencement ceremony.

Use the Drop Down Menu for your campus.
NAPLEX/MPJE SCORE RELEASE.
This is very important assessment data that the Accreditation Council on Pharmaceutical Education expects each college to collect. In order for the College to access individual scores on the NAPLEX and MPJE, we must obtain your permission via the attached release.
**Please upload the completed FORM as a pdf to DocuGator no later than Monday, March 30, 1:00 p.m.**

*From the website – File>Save As…pdf*

How to complete parts of the form:

**NOTE:** You will notice that there is a line for your NABP Identification number. *This is not required.* As long as you submit JUST the last four digits of your social security, along with your signature and other requested information, the form will be considered complete.

99% of the 2014 seniors signed this form, and 97% of them passed the NAPLEX on the first attempt! The scores give us information on how well you scored on sections of the exam. That helps the Curriculum Committee with adjustments necessary in the PharmD program.
Going to Another State.

If, upon graduation, your intentions are to sit for another state’s boards, feel free to send that state’s education verification documentation (their version of the Form A) to mcleod@cop.ufl.edu for completion after May 5, 2015! Experience has shown that the risk of losing part of your application is eliminated if you follow these easy steps:

1. Complete your portion of State X’s Board Application
2. Send the entire packet to:
   Collin McLeod
   PO Box 100495
   Gainesville, FL 32610
3. Use removable stickers to identify pages that need a signature
4. The education verification portion will be completed, and the entire packet will be forwarded to the State Board of Pharmacy.
5. You will be provided with the FedEx tracking number for follow up.

Candidates for licensure should choose a primary state to be licensed in.

NABP permits a NAPLEX score to be transferred for up to 90 days after the examination is taken. This typically provides enough time for a candidate to transfer their score and fulfill the remaining requirements for licensure in the second, third, or fourth state if applicable.

DO contact the staff at both board offices regarding policies and procedures concerning primary/secondary licensing. The Office for Student Affairs cannot advise you in this matter – ONLY the states’ boards can.

IL & MA use an external company (CTS/Continental Testing Services). Their phone number is (708) 354-9911.

If you run into a form that requires specific enrollment dates, please refer to this chart:
2. APPLY TO BE LICENSED IN THE STATE OF FLORIDA

The DEGREE CONFER date may not be prior to the current date

YOU MAY START (& SAVE) THIS APPLICATION AT ANY TIME;
THE SYSTEM WILL NOT ACCEPT THE APPLICATION UNTIL AFTER THE DEGREE CONFER
DATE HAS PASSED.

Start Here

Review the Requirements:

Note: The following information is abridged, including only the information pertinent to your licensure. Full requirements can be found in Section 465.007, F.S.

1. In order to be licensed as a pharmacist in the State of Florida, you must apply to the Florida Board of Pharmacy and have passing scores on the North American Pharmacist Licensure Examination (NAPLEX) as well as the Multistate Pharmacy Jurisprudence Examination (MPJE) (also referred to as the “Florida law exam”).

2. The UF College of Pharmacy sends Form A (Certificate of Education) via FedEx to the Board FOR YOU after graduation. No other forms documenting hours are needed.

YOU WILL NOT NEED FORM B

UF will use the information you provide here to complete the Form

Submit this form NO LATER THAN April 1!

3. All applicants must complete a Florida Board approved course on medication errors prior to licensure. Complete this submission AFTER GRADUATION. Instructions to apply On Line are as follows:

Create an account. (Be sure to jot down your password! You can always log out and resume the application later.)

Follow along with the following example, tab by tab:

You will see…

Select>

Pharmacist Licensure by Examination for U.S. and Puerto Rico Graduates
Basic Data

This will be the address displayed online when you are licensed.

If it changes later, just contact the Board with that information

NO PO BOX! **Street address required!**

Education

Your graduation date is **MAY 5, 2015**

[Note: Commencement ceremony date HAS NOTHING TO DO with the date your degree is conferred!]

**Alberta Gator tried to enter this year's actual graduation date and received this error message –**

![Pharmacy Education Form](image-url)
Go ahead and enter a *Temporary Graduation Date AS A PLACEHOLDER* so that you can return on May 5 and complete the application.

You must select a temporary graduation date
- That does not precede your date of birth
- That has not yet occurred

*Alberta Gator selected May 6, 2014 as her placeholder in this example - There were NO ERROR messages!*
Exam History: Answer ‘No’ and ‘No’.

Yes  No

Did you transfer your NAPLEX score to Florida within the past three (3) years?

Yes  No

You WILL HAVE APPLIED to take the MPJE when you registered for the NAPLEX, so do NOT check this box

Florida Pharmacist Examination

This examination is also referred to as the Multistate Pharmacy Jurisprudence Examination (MPJE) and the Florida law exam.

If you have completed this exam, please click on the 'To Add Exam' button to add the exam date. If you have not completed the exam, please check the box.

Check here if you have never applied to take the Florida pharmacist examination.

To Add Exam Click Here
History
Select Florida Intern License.

CLICK HERE:

**Florida Intern License**

If you have ever been licensed as an intern in FLORIDA, please:

To Add Florida Intern Licenses Click Here

If asked for your license number, you should double check it [online].

DO NOT complete this section:
CE (Continuing Education)

Medical Errors Course:
YES, you have completed this.
Provider Number: 2419
Provider/School Name: University of Florida College of Pharmacy
Course Number/Title: PHA 5226/Evidence Based Pharmacy
Date completed: 12/10/2014
**Background and Additional Information**

Answer completely and honestly!

**LIST FELONY & MISDEMEANOR OFFENSES**

Note that you are asked to list ‘Nolo Contendere pleas. This is when you neither admit nor dispute the charge. It is a term often used with plea agreements.

*Check your documentation.* EVEN IF you have had an offense sealed or expunged, it is recommended that you declare it here. Some background checks (most often in healthcare) can reveal all offenses, even if ‘sealed’.

**REVIEW** all submitted information, and pay.

Within 7-14 days of receipt of your application, the Board office will notify you of the receipt of your application, any required documents needed, and your status.

Upon successful submission of the electronic portion of the application, be prepared to supply a copy of your U.S. social security card. The only acceptable social security cards are those issued by the Social Security Administration. A social security card that states it is NOT VALID FOR EMPLOYMENT, does not meet the requirements and is NOT acceptable.

The Board *may* ask for your Form A. They have a standardized letter going out to all applicants from all schools at this very busy time of year. If you get anything requesting a Form A, **DISREGARD IT**. The Office for Student Affairs will have sent, via Fedex, the Form A (Certificate of Education) for you on the day after your degree is conferred and visible on ISIS. **Please DO NOT** contact the Office for Student Affairs for this!
ALL REQUIREMENTS FOR REGISTRATION MUST BE MET WITHIN ONE (1) YEAR OF THE RECEIPT OF YOUR APPLICATION, OR THE APPLICATION WILL EXPIRE AND YOU WILL BE REQUIRED TO REAPPLY.

Upon receiving your supporting documentation, the Board will review your file and send you written notification regarding your application status. If your file is incomplete, a deficiency letter will be sent, notifying you of any remaining requirements.

The Florida Board of Pharmacy Office will notify the NABP that your application is complete. You will then receive, by email, an Authorization to Test (ATT) number. Your ATT is valid for one year from the date the Florida Board office receives your application. Pearson Vue has electronic testing centers in every state and territory (Hawaii, Alaska, Puerto Rico).

The NABP will provide test scores to the Board of Pharmacy. Applicants may view scores online or www.nabp.net.

**Under no circumstances** will the Florida Board staff give exam scores over the phone. You may request copies of your exam scores by emailing info@floridaspharmacy.gov.

The actual copy of your license should arrive within 7 days of the issue date at the physical address you supplied in the application.
CONTINUING PHARMACY EDUCATION (CPE) COURSES
Licensed pharmacists are required to complete **30 hours** of continuing pharmacy education courses each licensing period, 10 hours of which must be live. A licensing period is TWO years. October 1 through September 30 TWO YEARS from the start date.

*Example:* Initial license in 2015. There are no continuing education (CE) requirements for 2015, but the 30 hours must be completed before September 30, 2017.

Your Medication Errors Course (PHA 5226/Evidence Based Pharmacy) counts as **two** hours of the 30 required hours. At the first licensure, each applicant for licensure must complete a **1-hour HIV course** approved by the Board of Pharmacy.

WPPD Only: UF College of Pharmacy reports CE credit for *Florida pharmacists* to CE Broker regularly, and for all pharmacists in the US to CPE Monitor. All ACPE providers are required to report to CPE Monitor, and as of January 1, 2013, ALL providers have ceased sending out paper records of completed CE credit. Pharmacists must have a unique number which consists of a number issued by NABP along with his/her birthdate (MMDD – not year). *Example:* 258568-0413, if the person was born April 13th. This number is mandatory to obtain CE credit and may be obtained from the NABP.

Entry Level PharmD Only: Remember, you selected CPE Monitor when you registered to take the NAPLEX.

CPE Monitor, through the collaborative efforts of NABP, the Accreditation Council for Pharmacy Education (ACPE), and ACPE providers, allows you to electronically keep track of CPE credits from ACPE-accredited providers.

The CPE tracking system creates a direct link for sending CPE data from ACPE-accredited providers to ACPE and then to NABP, ensuring that all reported CPE units are officially verified by ACPE-accredited providers.
Immunization Administration Certification and Application
Upon successful completion of a subset of Pharmacotherapy 6 (PHA 5788) pertaining to immunization administration, a letter will be sent to the Florida Board of Pharmacy, certifying your completion of the immunization administration certification program.

Once licensed as a pharmacist in the State of Florida, you may apply to be licensed as an immunization administrator.
DATES TO REMEMBER!

1/30  
Degree Application deadline  
Email mcleod@cop.ufl.edu if missed

2/27  
ACAP (GNV) Award Nominations Due to mcleod@cop.ufl.edu  
Campus Speaker Nominations Due to mcleod@cop.ufl.edu

2/27  
Faculty/TA Recognition Nominations Due to mcleod@cop.ufl.edu  
TBA

2/27  
ACAP (GNV) Voting Closes - Link TBA

3/23  
Campus Speaker Voting Closes  
St. Petersburg
Orlando
Jacksonville
Gainesville

TBA  
Faculty Recognition Voting Closes - Link TBA

3/9  
TB test or chest x-ray results deadline  

TBA  
Regalia ordering deadline

3/30  
NAPLEX Release Forms

3/11-16  
Senior Photos - http://www.universitycomposites.com/

4/1  
Online Commencement Form  
Form A due

Mar-Apr  
Pick up NABP law study CD from campus office

4/22  
Classes End

4/25  
Pay any outstanding fees, fines, or loans

4/8  
3:00 p.m. College Awards Reception, Paramount Plaza, Gainesville

4/20 – 5/4  
Pickup regalia  
Loan Exit Counseling watch for email from financial aid office

5/4-7  
Return gown and hood to bookstore

5/5/15  
ACTUAL DEGREE CONFERENCE DATE

5/5  
Submit electronic Florida Board application!

5/7  
Degree comment and final grades available on ISIS