WISCONSIN PHARMACIST LICENSURE FAQS

This guide is designed to provide Wisconsin pharmacist license applicants information that may assist in navigating the licensure process. If you have further questions or licensure concerns, fill out **this form** and a PSW staff member will follow up as soon as possible.

1. When can I apply for a pharmacist license?
Currently enrolled pharmacy students may begin their licensure process by submitting **an application** at any time. We recommend submitting your application between January-April the year of graduation. While some paperwork, such as proof of graduation and internship hour completion, cannot be submitted until after graduation, submitting your application before graduation gets you in the licensure system and your payment processed as quickly as possible.

2. Which forms must be submitted by my pharmacy school for licensure?
The following forms must come from your school of pharmacy. We encourage pharmacy schools to submit these forms as soon as possible after graduation to prevent licensure delays.

If you graduated from a United States school of pharmacy and are seeking original licensure (i.e., you are not currently licensed as a pharmacist in Wisconsin or any other state):

Form 2512, Pharmacist Certification of Professional Education
Form 2533, Certification of Academic Internship in the Practice of Pharmacy

If you graduated from a foreign school of pharmacy and are not currently licensed in another state:

Form 2512, Pharmacist Certification of Professional Education

If you are currently licensed in another state:

Visit the **NABP website** and follow the steps to complete the NABP Electronic Licensure Transfer Program.

3. I got my authorization to test (ATT) for the MPJE and/or NAPLEX, but I can't schedule an exam near me for months! What can I do?
If you cannot find a testing location in Wisconsin with an open date within the next six weeks, contact the National Association of Boards of Pharmacy (NABP) at 847-391-4406.

4. I am currently licensed in another state. Can I practice in Wisconsin while awaiting my license?
If you are currently licensed as a pharmacist in good standing in another state, you can receive a temporary credential while Wisconsin processes your permanent license. You must have applied for a permanent license to be eligible for a temporary credential. This temporary credential is a full Wisconsin license and allows you to practice as a pharmacist in Wisconsin while being subject to all pharmacist responsibilities.

The temporary credential is valid from when the forms are submitted to when your permanent license is formally issued or officially denied. You must be making progress toward full licensure in order to keep your temporary license valid. If DSPS suspects you have applied for a temporary license with no intention to obtain full licensure in Wisconsin, they will nullify your temporary license. Because of this, temporary licenses automatically expire 6 months after they have been issued. If you need longer than 6 months to obtain permanent licensure, please contact PSW and we can assist in getting you an extension. Extensions and exceptions can be made for individuals clearly making progress toward full licensure (e.g., you need to take the MPJE multiple times, which has made the process take longer).

There is no fee for a temporary credential. Foreign graduates licensed in another state may not qualify for a temporary credential, depending on the foreign licensure standards of that state. PSW has been informed that foreign graduates licensed in Michigan or North Dakota do not qualify for temporary credentials; we will update this guide if we become aware of other states. In the meantime, foreign graduates licensed in another state should contact DSPS to determine whether they qualify for a temporary credential.

To apply for a temporary license, click **here** and select Health → Pharmacist → Act 10.

5. I have a past criminal conviction; what materials must be submitted?
If you have a past conviction for a misdemeanor or felony, including convictions resulting from guilty or no contest please, or have charges pending, you must submit relevant records for review. Please see **Form 2252** and its accompanying instructions for a list of materials to submit. Submitting all required materials at once will expedite the conviction review process.

Note: minor traffic offenses and municipal ordinance violations do not need to be reported and do not require a Form 2252. For more information, see **Form 2252**.

6. I need help studying for the MPJE! Does PSW have any resources available?
Yes! PSW offers an annually-updated **Pharmacy Law Review guide**, which includes a breakdown of Wisconsin pharmacy law and assessment questions to test your knowledge and understanding of the law.

7. I am still having licensure issues or experiencing a delay in the licensure process. What can I do?
If you have further questions or licensure concerns, fill out **this form** and a PSW staff member will follow up as soon as possible. PSW's assistance with licensure issues is made possible through the support of our members. For more information about membership, including FREE membership for pharmacists in their first year of practice, **visit our website**.

Pharmacy Society of Wisconsin