



**Board of Pharmacy Specialties** **bps**<sup>®</sup>

# *2019 Recertification Guide*

## Specialty Certification in:

Ambulatory Care Pharmacy  
Cardiology Pharmacy  
Critical Care Pharmacy  
Geriatric Pharmacy  
Infectious Diseases Pharmacy  
Nuclear Pharmacy  
Nutrition Support Pharmacy  
Oncology Pharmacy  
Pediatric Pharmacy  
Pharmacotherapy  
Psychiatric Pharmacy

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Board of Pharmacy Specialties  
2215 Constitution Avenue, NW  
Washington, DC 20037-2985  
Tel: (202) 429-7591 • Fax: (202) 429-6304  
[info@bpsweb.org](mailto:info@bpsweb.org) • [www.bpsweb.org](http://www.bpsweb.org)

BPS office hours are Monday through Friday  
8:30am to 5:00pm (Eastern Time).  
The BPS office is closed on all U.S. federal holidays

## GENERAL INFORMATION

BPS is an independent, non-governmental certification body that develops and administers board-certification examinations in recognized pharmacy practice specialties. BPS was created on January 5, 1976 by the American Pharmaceutical Association (now the American Pharmacists Association, APhA), and exists today as an autonomous division of APhA.

The Board is composed of 12 voting members, including nine pharmacists, six of whom represent BPS specialty practices and three of whom are not board certified. The Board also includes two health care professionals other than pharmacists and one public member. The BPS Executive Director and one member of the APhA Board of Trustees are non-voting Board members, *ex officio*. For a current list of Board of Director members, click [here](#).

BPS has established a Specialty Council for each recognized specialty. Specialty Councils work with the Board to develop and administer psychometrically-sound and legally defensible certification examinations, consistent with public policy regarding the credentialing of health care professionals. A Specialty Council is composed of seven pharmacists certified in the specialty area and two other pharmacists not certified in the specialty area. For a current list of Specialty Council members, click [here](#).

The principal responsibilities of BPS include:

1. To enhance public / consumer protection by developing effective certification programs for specialty practices in pharmacy.
2. To grant recognition of appropriate pharmacy practice specialties based on criteria established by the Board of Pharmacy Specialties.
3. To establish standards for certification and recertification of pharmacist specialists in recognized pharmacy practice specialties.
4. To grant eligible pharmacists certification and recertification in recognized pharmacy practice specialties.
5. To serve as a coordinating agency and informational clearing house for organizations and pharmacists in recognized pharmacy specialties.

### Importance of Certification

The primary purpose of specialization in any health care profession is to improve the quality of care individual patients receive, to promote positive treatment outcomes, and ultimately, to improve the patient's quality of life. Specialties evolve in response to the development of new knowledge or technology that can affect patient care. The

rapid, dramatic advancement of drug therapy in recent decades has created a clear need for pharmacy practitioners who specialize in specific kinds of treatment and aspects of care. Specialty certification is a responsible, progressive initiative from the profession to try to ensure the best possible patient care.

Board certification has allowed more pharmacists to participate in collaborative drug therapy management, which is a significant value to patients. Pharmacists certified in a specialty are frequently sought for professional consultations. As the contributions of pharmacists become more recognized, we anticipate greater recognition from public and private payers. Employers and patients can feel secure in knowing that a board-certified pharmacist has taken the initiative to seek advanced specialized training that sets them apart. Certification can also provide a personal reward for pharmacist specialists. Preparing for the certification exam offers an opportunity to increase advanced, specialized knowledge in a practice area. Specialty certification is a means of informing other professionals of the individual's educational and practice accomplishments, setting the specialist apart from colleagues. It is one way to demonstrate advanced knowledge and skills independent of, and in addition to a degree program, license or residency.

### Recognition of BPS Certification

BPS-certified pharmacist specialists are recognized for their advanced level of knowledge, skills, and achievement by many government agencies and educational organizations. The following are examples of specific benefits that may be realized by BPS-certified pharmacist specialists:

- U.S. Nuclear Regulatory Commission: specialists may be recognized as Authorized Nuclear Pharmacists.
- U.S. Department of Defense: specialists may receive bonus pay.
- U.S. Department of Veterans Affairs: specialists may serve at a higher pay step.
- U.S. Public Health Service: specialists may receive bonus pay.
- California, New Mexico and North Carolina State Boards of Pharmacy: specialists may apply for advanced privileges.
- Increasing numbers of employers are recognizing BPS certified specialists with monetary rewards, promotions or hiring preferences.

# RECERTIFICATION

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This guide is intended to provide BPS certified pharmacists information on the recertification process. The elements of recertification include: eligibility requirements, application procedures, recertification examination administration, professional development activities, extension requests, and delist process. This document is ONLY A GUIDE. The information, procedures, and fees detailed in this publication may be amended, revised, or otherwise altered at any time without advanced notice by the Board of Pharmacy Specialties. The provision of this Guide does not confer any rights upon a candidate for recertification. The information contained in this Guide supersedes information contained in all previous editions of the BPS Recertification Guide.

Recertification assures the public and the profession that certified practitioners undergo periodic evaluation. Participating in continuing education opportunities or preparing for the recertification exam also offers the opportunity for certificants to stay up-to-date with current developments in the field. The Board of Pharmacy Specialties requires all board-certified specialists to recertify every seven years. If a BPS-certified specialist does not apply for recertification by the deadline date of August 1st of their recertification year, the individual is in jeopardy of being removed from the official roster of board-certified specialists. For example, if a certification cycle is valid until December 31, 2019, the recertification application is due August 1, 2019.

If a certified pharmacist fails to successfully complete the recertification process, a one-time extension may be granted for a one-year period, at the sole discretion of BPS while the individual seeks to successfully complete the process.

Once a BPS-certified specialist has been deleted permanently from the roster, that individual may no longer use the designation or initials associated with that specialty (e.g., Board-Certified Nuclear Pharmacist, BCNP) nor display the BPS certificate. Reinstatement can be achieved only by the successful completion of the entire certification process.

Please note, each specialty area has its own approved continuing education programs and requirements designed to assess a practitioner's knowledge in their particular subject area. To accommodate pharmacists who have achieved BPS certification in more than one specialty, professional development providers may approve selected continuing education programs for credit in more than one specialty. This may occur when program topics and content are applicable to content outlines of more than one BPS

certification program, and the professional development provider is approved for those specialties.

Pharmacists certified by BPS may earn up to 42 credit hours of the required continuing education needed for recertification in these programs approved for two or more specialties and apply the credit to each specialty in which he/she is certified.

**There is no overlap or dual purposing of continuing education programs between specialty areas unless noted by BPS and the provider.**

## BPS RECERTIFICATION REQUIREMENTS

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Board-Certified Pharmacists will be required to maintain their certification over a seven-year period by completing one of the following professional development activities:

- **Option One: Recertification Examination**  
Achieving a passing score on the 100-item recertification examination based on the Content Outline of the designated specialty.

OR

- **Option Two: Continuing Education**  
Earning specific number of hours of continuing education credit provided by a professional development program approved by BPS for the certification which is held. Each specialty has different requirements. Please see the individual website pages for more information.

**A current, active license to practice pharmacy is required for recertification.**

Recertification Eligibility Requirements and Content Outlines for each specialty can be found here:

- [Ambulatory Care Pharmacy](#)
- [Cardiology Pharmacy](#)
- [Critical Care Pharmacy](#)
- [Geriatric Pharmacy](#)
- [Infectious Diseases Pharmacy](#)
- [Nuclear Pharmacy](#)
- [Nutrition Support Pharmacy](#)
- [Oncology Pharmacy](#)
- [Pediatric Pharmacy](#)
- [Pharmacotherapy](#)
- [Psychiatric Pharmacy](#)

# APPROVED PROFESSIONAL DEVELOPMENT PROGRAMS FOR BPS RECERTIFICATION

Please contact the following organizations for further information on approved CE programs.

## **American College of Clinical Pharmacy (ACCP)**

(913) 492-3311 • FAX (913) 492-0088

## **American Pharmacists Association (APhA)**

(202) 628-4410

## **American Society of Consultant Pharmacists (ASCP)**

(703) 739-1300 • FAX (703) 739-1321

## **American Society of Health-System Pharmacists (ASHP)**

(301) 664-8700 • FAX (301) 652-8278

## **College of Psychiatric & Neurologic Pharmacists (CPNP)**

(402) 476-1677 • FAX (888) 551-7617

## **Hematology Oncology Pharmacy Association (HOPA)**

(877) 467-2791

## **Pediatric Pharmacy Advocacy Group (PPAG)**

(901) 820-4434 • FAX (901) 767-0704

## **Purdue University College of Pharmacy**

Robert Heine Pharmacy Building  
(765) 494-1361 • FAX (765) 494-7880

## **Society of Critical Care Medicine (SCCM)**

(847) 827-6869 • FAX (847) 827-6886

## **Society of Infectious Diseases Pharmacists (SIDP)**

(630) 938-4732

## **Site specific information**

### **Ambulatory Care Pharmacy**

[\(ACCP\) - BPS Approved Ambulatory Care Pharmacy Recertification Program](#)

[\(APhA\) - BPS Approved Ambulatory Care Pharmacy Recertification Program](#)

[\(ASHP\) - BPS Approved Ambulatory Care Pharmacy Recertification Program](#)

### **Cardiology Pharmacy**

[\(ACCP/ASHP\) - BPS Approved Cardiology Pharmacy Recertification Program](#)

### **Critical Care Pharmacy**

[\(ACCP\) - BPS Approved Critical Care Pharmacy Recertification Program](#)

[\(ASHP\) - BPS Approved Critical Care Pharmacy Recertification Program](#)

### **Geriatric Pharmacy**

[\(ACCP\) - BPS Approved Geriatric Pharmacy Recertification Program](#)

[\(ASHP\) - BPS Approved Geriatric Pharmacy Recertification Program](#)

### **Infectious Diseases Pharmacy**

[\(ACCP/ASHP\) - BPS Approved Infectious Diseases Pharmacy Recertification Program](#)

[\(SIDP\) - BPS Approved Infectious Diseases Pharmacy Recertification Program](#)

### **Nuclear Pharmacy**

[\(PURDUE\) - BPS Approved Nuclear Pharmacy Recertification Program](#)

### **Nutrition Support Pharmacy**

[\(PURDUE\) - BPS Approved Nutrition Support Pharmacy Recertification Program](#)

### **Oncology Pharmacy**

[\(ACCP\) - BPS Approved Oncology Pharmacy Recertification Program](#)

[\(ASHP\) - BPS Approved Oncology Pharmacy Recertification Program](#)

[\(HOPA\) - BPS Approved Oncology Pharmacy Recertification Program](#)

### **Pediatric Pharmacy**

[\(ACCP\) - BPS Approved Pediatric Pharmacy Recertification Program](#)

[\(ASHP\) - BPS Approved Pediatric Pharmacy Recertification Program](#)

[\(PPAG\) - BPS Approved Pediatric Pharmacy Recertification Program](#)

### **Pharmacotherapy**

[\(ACCP\) - BPS Approved Pharmacotherapy Recertification Program](#)

[\(ASHP\) - BPS Approved Pharmacotherapy Recertification Program](#)

### **Psychiatric Pharmacy**

[\(CPNP\) - BPS Approved Psychiatric Pharmacy Recertification Program](#)

## RECERTIFICATION TIMELINE

Please view the chart below to determine your year of recertification. Remember, your certification becomes active December 31st of the year in which you sit for the initial certification exam or recertify, (July 1st for those initially certified during a Spring test window) and is active for a full seven years.

Initial Testing Year/Year Last Recertified	Recertify by December 31
2012	2019
2013	2020
2014	2021
2015	2022
2016	2023
2017	2024
2018	2025

## RECERTIFICATION APPLICATION PROCEDURES

The candidate is responsible for submitting an application that is completely and accurately filled out. Incomplete and/or unpaid applications will not be processed.

Candidates who wish to recertify by testing in the Spring 2019 exam window must submit their application by March 15, 2019 (see 2019 Candidate's Guide for a complete list of important deadlines).

**BPS encourages candidates to submit their recertification application as early as January 1<sup>st</sup>. Certificants must submit their recertification application no later than the deadline of August 1<sup>st</sup> of their recertification year.** Those candidates wishing to test in the Fall 2019 exam window, or those using BPS-approved continuing education (CE) programs **MUST** submit their application by the August 1<sup>st</sup> deadline. Applications can be submitted through your MyBPS account by clicking the "Recertify" link. Please note that the recertification application can be submitted prior to completion of the required CE hours. CE hours for recertification may continue to be earned through the end of the calendar year for credit towards recertification.

Providers of BPS approved continuing education programs report all CE hours for recertification directly to BPS except ACPE approved continuing education courses for BCNSP.

## PROCESSING APPLICATIONS

All recertification applicants will be notified via email of their eligibility within 20 working days of BPS' receipt of their application and fee. Applicants may also check their

MyBPS profile to confirm eligibility. Those candidates recertifying via examination will additionally be contacted via email to schedule their exam after their recertification application has been processed.

## FEES AND PAYMENT METHODS

### Recertification Fee

All Board-Certified Specialists are required to pay the BPS Annual Certification Maintenance fee of \$125 USD each year for years one through six of their certification and a \$400 recertification fee in year seven.

Pharmacists holding more than one BPS certification are assessed only one annual fee, and certificants are not required to pay the annual fee in their recertification year unless the certificant chooses not to recertify.

All pending balances must be submitted prior to successful submission of the recertification application.

The recertification fee helps cover the costs of the development and administration of recertification processes and the ongoing operations of the Board and its Specialty Councils. All fees are subject to change at the sole discretion of the Board.

Application Fees are as follows:

- Recertification via examination is \$400
- Recertification via continuing education is \$400
- Application fee to retake the recertification examination is \$200 (Please note, this opportunity is only available within one year of the last failed attempt)

Candidates have the option to take the recertification examination in the Spring and/or Fall examination windows of their recertification year. If a candidate fails to appear for an examination, candidate must resubmit a recertification application at full price. If a candidate does not pass by the Fall examination in their recertification year, they have the option to submit a one-time, one-year extension request, if they have not previously used an extension.

### Fee Payments

Payments are made by credit card (VISA, MasterCard, American Express, Discover). Currencies are withdrawn in U.S. dollars. Money orders are NOT accepted.

### Declined Credit Cards

When a credit card transaction is declined you may submit an alternate credit card for processing. Please note, if you submit a payment and receive an "Error 12" message, this is due to submitting a different billing address from the one your financial institution has on file. Please contact your

financial institution to confirm the correct billing address before reattempting the payment.

### Forfeiture of Fees/No Refunds

Candidates who fail to arrive at the Testing Center on the date and time of the scheduled examination will forfeit their examination fees and must re-register by contacting BPS. Examination fees may NOT be transferred to another test window.

## RECERTIFICATION VIA CONTINUING EDUCATION

Candidates who plan to recertify using BPS approved continuing education programs MUST submit their recertification application by the deadline date of August 1, 2019 **even if they have not completed their CE requirements. Conversely, please note that credits earned that exceed the recertification requirement will not be applied to your current accrual period and credits cannot be applied forward to a future new cycle prior to the accrual period start date.**

The deadline to complete the required CE for recertification is December 31, 2019. If you believe you will not complete the CE requirement by the end of the year in which you are due to recertify, you may request an extension (see "Request for Extension" section).

### Important Dates for Candidates Recertifying Via CE

**Recertification Application Deadline**  
August 1, 2019

**CE Requirement Deadline**  
December 31, 2019

## EXAMINATION INFORMATION

### Test Dates

BPS offers both a Spring and a Fall testing window for those candidates recertifying via exam. The Spring testing window will run between April 22, 2019 and May 12, 2019. The Fall window will run between September 20, 2019 and October 13, 2019. Recertification candidates licensed outside of the United States and Canada should view the "Candidates Licensed Outside of the US and Canada" section for information on exam administration in their country. The BPS recertification exam will be administered via computer by Prometric, BPS's approved testing administrator, through its affiliated test sites. Recertification candidates must schedule the date, time, and location of their examination within the scheduled test administration window. Please see the Candidate's Guide for a complete list of deadlines and important dates.

### Test Sites

Through an arrangement with Prometric, BPS candidates can schedule their examinations at more than 275 test sites within the United States and more than 275 test sites outside of the U.S. Test site locations can be found on the Prometric [website](#).

Once a testing appointment is scheduled, the candidate will receive a confirmation email outlining the appointment details.

The candidate must bring a current, government-issued photo identification with signature to the test site. Acceptable forms of identification include driver's licenses, passports, and government-issued identification cards. Unacceptable forms of identification include gym memberships, warehouse memberships, school identification cards, credit cards, and identification with signature only (no photo). The candidate's name as it appears on the confirmation email must match the candidate's name as it appears on the government-issued photo identification. If a candidate's name does not match, the candidate is responsible for submitting a Name Change Request in their MyBPS profile. Candidates will be required to upload a PDF or JPG copy of government-issued identification showing their new name as part of that request. **Name changes that occur after submission of the application must be requested and received no later than 30 days after the application deadline, in order to be updated in time for your examination appointment.**

### DANTES Program

Overseas U.S. military pharmacists may sit for BPS certification using the DANTES program through Military Education Centers. When candidates are sent an application approval email from BPS, they should click on the scheduling link provided and choose the test location, date and time of their choice.

### Scheduling

In order to help assure the greatest probability that certificants receive their preferred test site and date, BPS recommends registering as early as possible. Recertification candidates will have the option of a morning or afternoon administration. Please view the Candidate's Guide or visit [www.bpsweb.org](http://www.bpsweb.org) for a full list of deadlines.

*\*Domestic Candidates must submit their scheduling request at least four (4) days prior to their preferred testing date during the scheduled test administration window. Non-U.S. candidates must submit their scheduling request at least ten (10) business days prior to their preferred testing date.*

Candidates may contact Prometric through their [website](#) or by calling Prometric at 1-800-896-6037 on matters related to scheduling a testing appointment. Voicemail will accept

certificant inquiries outside of normal U.S. business hours.

Once a testing appointment is scheduled, the candidate will receive a confirmation email outlining the appointment details.

## Rescheduling

Candidates may reschedule a testing session up to two (2) calendar days in advance of the scheduled testing appointment through Prometric’s scheduling system. **BPS staff will not process change requests. A \$45 nonrefundable fee, payable to Prometric, will apply if the appointment is rescheduled between 29-2 calendar days prior to the original appointment date.**

Day of Testing	Appointment Must be Rescheduled/Cancelled By:
Monday	Saturday of the previous week
Tuesday	Sunday of the current week
Wednesday	Monday of the current week
Thursday	Tuesday of the previous week
Friday	Wednesday of the current week
Saturday/Sunday	Thursday of the current week

## Americans with Disabilities Act

The Board of Pharmacy Specialties complies with the relevant provisions of the Americans with Disabilities Act (ADA). If a candidate has a disability and requires accommodations under this Act during the certification examination, he/she should select “Special Accommodations” as part of their application form and then submit the “ADA Accommodations”.

## Deferrals

Spring candidates have the option of having their application deferred to the Fall examination cycle of the same year. Candidates who defer to the Fall exam cycle and do not test will forfeit all fees; no additional deferrals will be allowed. NOTE: BPS does not defer applications in the Fall application window.

## Withdrawals

Candidates who withdraw from the exam recertification process before and after the application deadline (March 15, 2019 or August 1, 2019) will be charged a withdrawal administrative fee of \$200 (\$250 if the exam has been scheduled). Candidates who have withdrawn from the recertification process can maintain their credential and remain in good standing by immediately requesting an extension (see “Request for Extension” section).

BPS will review requests for emergency withdrawals with decisions made on a case-by-case basis. Acceptable withdrawal requests, with appropriate documentation (e.g., physician’s letter, police report, etc.) will be considered under the following situations:

- (i) Serious illness (either the candidate or an immediate family member)
- (ii) Death in the immediate family
- (iii) Disabling accident
- (iv) Court appearance
- (v) Jury duty
- (vi) Unexpected military call-up

Supporting documentation must be submitted to BPS within seven (7) days after the exam date. Candidates whose withdrawal request is not approved by BPS will forfeit all testing fees. **Applications cannot be deferred from the Fall exam cycle into the next calendar year.**

## Checking In on Examination Day:

Recertification candidates should arrive at the test site at least 15 minutes in advance of the scheduled testing appointment time. If a candidate arrives at the test site 30 minutes after his/her scheduled testing appointment time and is refused admission, then the candidate will forfeit his/her appointment. If an appointment is forfeited, there is no refund of the testing fee.

**The candidate must present a valid government-issued photo identification with signature along with a printout of his/her testing appointment confirmation email.**

Candidates will be required to sign in and will be instructed on where to store personal items and where to keep identification. The candidate’s identity will be verified every time he/she enters or leaves the testing room.

Once the candidate has been checked-in, he/she will be escorted by testing staff to a workstation. The candidate must remain at the workstation unless authorized to leave by test site staff. Candidates may not leave the room without test site staff permission. If the candidate leaves the testing room without permission prior to completing his/her examination, he/she will forfeit the testing appointment and there will be no refund of testing fees.

Test site staff will provide the candidate with an erasable note board and pen that may be replaced as needed during the test. The candidate may not remove the note boards or pens, and candidates are not allowed to use their own scratch paper or writing tools. Additionally, candidates will be provided with a [calculator](#) available on their computer screen for use during the exam.

Testing room temperature can be unpredictable; therefore, BPS suggests that the candidate brings appropriate clothing with them (e.g., sweater, sweatshirt without hood) to help them adapt to a cooler or warmer climate in the examination room. Candidates may bring earplugs if they are sensitive to noise. If earplugs are brought, the earplugs will be subject to inspection by the testing center staff.



## Prohibited Items

Candidates are expressly prohibited from bringing the following items to the test site:

- Cameras, cell phones or other mobile devices, optical readers, or other electronic devices that include the ability to photograph, photocopy, or otherwise copy test materials
- Notes, books, dictionaries, or language dictionaries
- Book bags or luggage
- iPods, MP3 players, headphones, or pagers
- Calculators, computers, PDAs, or other electronic devices with one or more memories
- Personal writing utensils (i.e., pencils, pens, and highlighters)
- Watches
- Food and beverage
- Hats, hoods, or other headgear, unless required for religious purposes

All items are subject to inspection by the proctor if suspicious behavior is detected. If Prometric test site personnel determines that a candidate has brought any prohibited items to the testing site, the candidate's item may be demanded and held for an indefinite period of time by Prometric test site personnel. BPS and Prometric reserve the right to review the memory of any electronic device that may be in the candidate's possession at the test site to determine whether any test materials have been photographed or otherwise copied.

If the review determines that any test materials are in the memory of any such device, BPS and Prometric reserve the right to delete materials and/or retain them for subsequent disciplinary action. Upon completion of the review and any applicable deletions, BPS and Prometric will return the device to the candidate but will not be responsible for the deletion of any materials that may result from the review, whether or not such materials are test materials.

By bringing any such device into the test site in contravention of BPS and Prometric policies, the candidate expressly waives any confidentiality or other similar rights with respect to the device, BPS and Prometric review of the memory of the device, and/or the deletion of any materials. BPS, Prometric, the examination site, and the test site staff are not liable for lost or damaged items brought to the examination site.

## Inclement Weather and Cancellations

Prometric will attempt to contact candidates in the event of a test site closure due to inclement weather to reschedule their appointment. As sites close, emails are issued to candidates impacted notifying them of the closures, and

Prometric's website is also updated with this information. However, because closures can occur at any time during inclement weather. The candidate is responsible for contacting Prometric to receive the most up-to-date information regarding whether a center is open or to reschedule the examination appointment. If a test site is officially closed, candidates will not be charged a rescheduling fee. If a test site is open and the candidate does not keep his or her appointment, the candidate forfeits all fees.

## Examination Format and Administration

Four-option multiple-choice questions constitute the majority of examination items; however, most of the specialty examinations also use alternate item types such as multiple response, drag and drop, and hotspot.

During the examination, if a candidate experiences difficulty with the computer, he/she should notify the proctor immediately and await further instruction. Most technical issues are resolved quickly with a simple refresh of the screen or by the proctor logging you back into the examination.

BPS specialty certification examinations are delivered via computer. While it is not the norm, internet technology issues can occasionally occur requiring the proctor to log you back into your examination. If this happens, inform the proctor that you have a computer issue.

If a technical issue lasts longer than 30 minutes and prevents you from continuing with the examination, you may choose to stop and reschedule to another day, or you may continue to wait for the resolution. Again, most technical issues are resolved quickly.

Candidates will be provided with a scientific calculator app available on their computer screen for use during the examination. A sample calculator is available on the [BPS website](#).

Candidates will have the option to add comments to each examination item (question). The comments will be collected and shared in aggregate for review by BPS staff and the applicable BPS Specialty Council. Comments will not be used in the scoring of the examination.

Instructions will be provided to candidates on their computer screen. Only answers submitted via computer will be scored. Answers written on whiteboards will not be scored.

## Examination Schedule

The examination day schedule is provided below.

- Examination (100 items): 2.5-hour testing period
- No scheduled breaks

*Please note that there are no scheduled breaks for the recertification exam. The timer continues to count down if a certificant chooses to take an unscheduled break.*

## Examination Results

**Candidates will receive their score reports electronically approximately 60 days following the close of the scheduled examination administration window by logging in to their MyBPS accounts.**

## Retaking the Examination

If a recertification candidate fails to achieve a passing score on the examination during the Spring cycle, the candidate may retest in the Fall examination window. If the candidate fails to achieve a passing score during the Fall examination window, the candidate may request an extension, if they have not previously used one. Please see the “Request for Extension” section for more information. The fee for retaking the examination is \$200. Candidates who wish to retake the examination will be asked to submit an abbreviated application form through their MyBPS account.

For full information on the BPS examination process, please refer to the BPS website or the 2019 [Candidate’s Guide](#).

## CANDIDATES LICENSED

### OUTSIDE OF THE US & CANADA

BPS certification is oriented primarily toward pharmacists licensed and practicing in the U.S. All recertification candidates must submit a copy of their current, active, legal authorization to practice pharmacy in their country of origin or residence, along with their application form. If these documents are not in English, notarized English translations must be provided by the candidate, at the candidate’s expense.

Throughout BPS specialty recertification examinations, all measures from laboratory test results are expressed in traditional U.S. units. A conversion chart will **NOT** be offered as part of the examination. A reference table of normal lab values is **NOT** provided. Candidates should take this into consideration when preparing for the examination.

The Board is aware that examination questions dealing with procedures or regulatory issues in the U.S. are not necessarily pertinent to candidates who practice in foreign

countries. However, all candidates are given the same examination and are held to the same standard of achievement, regardless of the country in which they practice and the regulations under which they practice.

Please note BPS certification does not confer the privilege to practice pharmacy in the U.S. or any other country.

## REQUEST FOR EXTENSION

Candidates seeking recertification who believe that they will not be able to sit for the recertification examination in their recertification year or who believe that they will not be able to complete all required CE by December 31 of the year in which they are to recertify may request an extension of their certification status. This request should be submitted via your MyBPS account after a recertification application has been submitted and approved by clicking the “Request Extension” link that appears after the recertification application is approved. Certificants must first complete a recertification application form and the \$400 recertification fee plus any past fees including any \$5 annual penalties. As part of the extension request form, a candidate must submit and upload a written request (in PDF or JPG format), providing specific reasons for not being able to sit for the examination or to meet the December 31 deadline for CE, as well as outline a plan for meeting all recertification requirements by December 31 of the following year. The request must be received by BPS by December 31 of the year in which the candidate is to recertify.

**BPS will only grant an extension one-time during the life of the certification.**

If a candidate wishes to change their recertification route during their extension year, the candidate must contact BPS regarding this change request.

During the extension period, the individual’s certification remains active; however, this period will be treated as a one-year extension on a one-time only basis, assuming the candidate has not already been granted an extension. No additional extension will be granted beyond this one-year period. All recertification requirements must be completed by the end of the one-year extension or that individual’s certification will lapse, and his/her name will be removed from the official roster of BPS-certified pharmacist specialists. Once removed permanently from the roster, reinstatement can be achieved only by the successful completion of the entire certification process.

When recertification is accomplished through a continuing professional development program for any specialty, all hours creditable to a specific seven-year recertification period must be earned within that accrual period (plus an additional year, if granted an extension). Credit hours may

not be carried over from one seven-year period to the next.

Candidates should note that there are expiration dates associated with earning BPS recertification credit. BPS will only award recertification credit for modules based on the completion and submission date of the post-test assessment.

If a certificant is recertifying via exam, they must pass the examination in either the Spring or Fall window in their extension year.

If a candidate is granted an extension and successfully recertifies, the new seven-year certification cycle will begin after the completion of the extension year.

## **DELIST**

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You may request to delist from your certification by contacting Lulu H. Mziray, MBA-HM at [lmziray@aphanet.org](mailto:lmziray@aphanet.org) for official instructions on how to officially complete the process to be delisted from a BPS certification and to avoid future communication regarding your certification.

## **CONFIDENTIALITY**

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BPS is committed to protecting confidential or proprietary information related to applicants and certification holders, as well as the examination development, maintenance and administration process. BPS will not disclose any confidential applicant/certification holder's information outside of the course of BPS business unless authorized in writing by the individual or as required by law.

### **Exam Results**

Individual examination results are considered confidential. Exam scores are released only to the individual candidate, unless a signed release is provided in advance. Results are not released by phone, fax or email. All personal information submitted by applicants and certification holders with their application, is considered confidential.

### **Application Status**

An individual's application status is considered confidential. We do not disclose information regarding whether or not an individual has applied for certification or has taken the examination. Current certification status is published and verifiable as noted in the Credential Verification section.

### **Credential Verification**

The names of currently certified individuals are not considered confidential and may be published by BPS. Published information may include name, city, state, country, certification(s) held and certification status.

## **BPS Database**

Personal information retained within the applicant/certification holder database and/or applicant/certification holder files will be kept confidential. This includes information and any documentation regarding a disability and the need for accommodation in testing. With the applicant's/certification holder's written permission, BPS shares non-personal information with third parties. This information is not considered confidential and may include name, city, state, country, certification(s) held and certification status.

## **USE OF BPS MARK AND LOGO**

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The BPS certification mark and logo are the property of BPS. Permission to use the certification mark or logo is granted to certified persons at the discretion of BPS, for permissible uses only. A candidate who passes the examination will receive a certificate suitable for framing and will have the right to claim the mark of a Board-Certified Pharmacist in the specific pharmacy specialty. Use of BPS marks and logos is limited to those persons who have been granted the pharmacy specialty designation by BPS and who satisfy all maintenance and recertification requirements established by BPS.

### **Use of the Designation**

To use BPS letters in one's title, individuals must: (1) meet and continue to meet our certification and recertification standards; (2) demonstrate the requisite experience requirements. Successful individuals are authorized to use the following certification marks or designations in communications and marketing materials, once they have earned the specific designation as appropriate: BCACP®, BCCP®, BCSCP®, BCCCP™, BCGP®, BCIDP®, BCNP®, BCNSP®, BCOP®, BCPPS®, BCPS®, and BCPP®.

### **Records Retention**

BPS retains examination results (scores), summary reports from exam administrations and active applicant data indefinitely. Submitted paper documentation are retained for one (1) year. After one (1) year, BPS will shred those documents. Candidates should retain his or her own copies of all documentation sent to BPS.

## **IMPARTIALITY STATEMENT**

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BPS adheres to principles of impartiality in all certification activities and shall act impartially toward all applicants, candidates, and certificants. BPS enforces its commitment to impartiality by continually monitoring processes to assure impartiality. BPS regards any complaints or indication of partiality as serious and will investigate and take appropriate action to address the perceived or reported

cause of partiality.

# MISSION STATEMENT

The Mission of the Board of Pharmacy Specialties is to improve patient care by promoting the recognition and value of specialized training, knowledge and skills in pharmacy and specialty board certification of pharmacists.

We will accomplish this mission by:

- *Providing leadership for the profession of pharmacy in the discussion, evolution, direction and recognition of specialty board certification of pharmacists;*
- *Establishing and promoting, in collaboration with stakeholders, the value of pharmacy specialization and board certification;*
- *Establishing the standards for identification and recognition of pharmacy specialties;*
- *Establishing standards of eligibility, knowledge, and skills as the basis for board certification;*
- *Developing and administering a valid process to evaluate the knowledge and skills of pharmacists;*
- *Assessing and recognizing the continued eligibility, knowledge, and skills of board-certified pharmacist specialists through a valid recertification process.*



## **Board of Pharmacy Specialties**

2215 Constitution Avenue, NW

Washington, DC 20037-2985

202-429-7591 • FAX 202-429-6304

[info@bpsweb.org](mailto:info@bpsweb.org)

[www.bpsweb.org](http://www.bpsweb.org)