
EFFECTIVE DATE: 12/29/2025

POLICY & PROCEDURE TITLE:
Pharmacy Residency Licensure Policy

REVIEW BY: 12/29/2027

PURPOSE

To outline requirements for pharmacist licensure for all Residents in the Pharmacy Residency Program (“Residents”).

POLICY

Residents must make every effort to obtain pharmacist licensure to practice in Pennsylvania prior to August 1 of the residency year. If the resident is not licensed by September 15th of the residency year, the resident will be dismissed from the PGY1 Pharmacy Residency Program (“Program”).

PROCEDURE

1. All incoming Residents will apply for pharmacist licensure to the Pennsylvania State Board of Pharmacy if they do not already have an active Pennsylvania Pharmacist license. This application will be submitted no later than the date of graduation.
 - a. Further guidance on this process may be obtained from the Pennsylvania Department of State, Board of Pharmacy.
2. Residents will schedule the North American Pharmacist Licensure Examination (NAPLEX) and Multistate Pharmacy Jurisprudence Examination (MPJE) within two business days of receiving authorization to test (ATT). Both exams will be scheduled no later than the second week of July of the residency year.
 - a. The Residency Program Director (RPD) and Residency Program Coordinator (RPC) will be notified as soon as possible via email of scheduled exam dates.
 - b. If there are unforeseen delays preventing exams from being scheduled by this deadline (i.e. delays from the School of Pharmacy or Board of Pharmacy) new specified dates will be determined by the RPD/RPC and Resident.
3. If the Resident does not pass an exam the Resident is allowed one re-take of the exam provided, they will still be licensed by Sept 15 of the residency year. Any re-take should be scheduled for the earliest available date to ensure licensure is obtained as close to August 1 of the residency year as is feasible.
 - a. The RPD and RPC will be notified as soon as possible via email of scheduled exam dates.

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4. If a Resident is not licensed prior to August 1 of the residency year the following will occur:
 - a. Program preceptors will be informed that the resident is not licensed as this will impact the duties that are assigned on Learning Experiences.
 - b. The RPD will assess the Residents' Learning Experiences and projects and adjust as necessary.
 - c. Progress in the residency program may be affected, and any activities missed will need to be made up. No extensions of the program will be permitted to support missed activities due to a delay in licensure.
 - d. If licensure is not obtained by September 15 of the residency year the Resident will be dismissed from the Program and their position will be terminated.
5. When licensure is obtained electronically, the RPD, RPC, and staffing longitudinal preceptor will be notified via email by the Resident.
6. When the physical license is obtained a copy will be sent via e-mail to the RPD and Inpatient Operations Manager by the Resident.

SCOPE/APPLICABILITY

PGY1 Pharmacy Residency

RESPONSIBLE DEPARTMENT

Further guidance concerning this Policy may be obtained from the PGY1 Pharmacy Residency Program

RELATED PROCEDURES AND OTHER MATERIALS

[Accreditation Standards for PGY1 Pharmacy Residencies - ASHP](#)