



Missouri Pharmacist License Examination Instructions

MISSOURI PHARMACIST LICENSE BY EXAMINATION INSTRUCTIONS & LICENSING FAQ

*****Pharmacist Examination Applications must be filed on the MOPRO online application portal at: <https://mopro.mo.gov/license/s/>.*****

Instructions for registering your MOPRO account are listed below and are on the [MOPRO website](#). Review this document in its entirety for important instructions on filing your pharmacist application and completing your criminal history background check. *Note: Paper applications on file with the Board prior to May 1, 2025, will still be processed; You do not need to file a new MOPRO application. *****

MOPRO REGISTRATION:

- 1) To create a MOPRO account:
 - a. Click "Register" on the MOPRO page
 - b. Click "Individual License"
 - c. Click "No, I want to sign up for a license for the first time" if you have never been licensed or registered with the Board. MOPRO will walk you through the registration process to create a new account.
 - d. Click "Yes, I want to see/edit/renew my existing Missouri license(s)" if you have been licensed or registered with the Board as a pharmacy technician, intern pharmacist, or pharmacist (currently or previously). You must have a valid e-mail address on file with the Board to register and claim your account. A One-Time Password (OTP) will be sent to the e-mail address on your license record; Click on the e-mailed link to create your account and set a password. You will be able to file a pharmacist examination application through your existing account.

Overview of Pharmacist Licensure by Examination Process

Applicants should review the [2026 New Graduate Pharmacist Licensing FAQ](#) on the Board's [website](#) for detailed information on each step of the application process.

► STEP 1:	Submit a Missouri pharmacist application via the MOPRO online licensing portal: https://mopro.mo.gov/license/s/. a. Graduates from St. Louis College of Pharmacy, UMKC Pharmacy School, Southern Illinois University- Edwardsville School of Pharmacy & University of Kansas School of Pharmacy (KU) may submit your Missouri pharmacist application before or after registering with NABP to take the exams (see Step #2) b. Graduates from all other pharmacy schools/colleges must submit their Missouri pharmacist application and proof of graduation/degree conferral before being authorized to test.
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► STEP 2:	Apply to take the NAPLEX and the Multistate Pharmacy Jurisprudence Examination (MPJE) with the National Association of Boards of Pharmacy (NABP)
► STEP 3:	The Board electronically notifies NABP that you are eligible to test
► STEP 4:	NABP/Pearson Vue will issue your official Authorization to Test (ATT) with instructions for scheduling a test date
► STEP 5:	Schedule your NAPLEX & MPJE Testing Date with Pearson Vue (NABP's approved testing vendor)
► STEP 6:	Take and Pass the NAPLEX & MPJE
► STEP 7:	Complete a criminal history background check through the Board's approved fingerprint vendor (see instructions below) <i>*Fingerprinting can be completed at any time during the licensing process, however, fingerprints are only valid for six (6) months.</i>
► STEP 8:	Pharmacist License Issued by the Board. Check MOPRO for updates on application status.

Instructions/Requirements for Pharmacist Examination Applications:

The following items must be submitted to complete this application:

- **Completed [MOPRO Pharmacist Examination Application](#):** Graduates from STLCoP, UMKC, SIU-E and KU can register with NABP for the exams before or after submitting their pharmacist application to the Board. All other graduates must have a Missouri pharmacist application on file with the Board to be declared eligible to test.
- **\$180.00 fee** (paid online in MOPRO via credit or debit card). Fees are non-refundable.
- **A 2" X 2" head and shoulders photo** must be uploaded in MOPRO. The photo will be printed on your license and will serve as your official Board photo.
- **Pharmacy College Affidavit:**
 - Graduates from St. Louis College of Pharmacy, UMKC Pharmacy School, Southern Illinois University- Edwardsville School of Pharmacy & Univ. of Kansas School of Pharmacy (KU): Your school will submit a verified graduation list directly to the Board. The Board office will authorize you to test after registering with NABP if you are on your school's verified graduation list. Proof of graduation is not required if you are on the verified graduation list.
 - Graduates from other pharmacy schools/colleges: Applicants must submit a [Pharmacy College Affidavit](#) as proof of graduation from an ACPE accredited pharmacy school (*Forms are available on the Board's website; Portions of the [Affidavit](#) must be completed by your pharmacy school/college*). Alternatively, a separate graduation verification letter may be submitted from your school verifying your name and attesting to the pharmacy school, the degree conferred, and your degree conferral date. Verification letters must be on official school letterhead and bear the appropriate school seal. The [Pharmacy College Affidavit](#) is not required if a school verification letter will be sent to the Board office. The Pharmacy College Affidavit/Verification letters should be mailed to: Missouri Board of Pharmacy, P.O. Box 625, Jefferson City, Missouri 65102.

For security purposes, the Board cannot accept e-mailed affidavits or verification letters unless e-mailed directly from your school to the Board office using a security feature that allows verification.



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- **Proof of Intern Hours:** All applicants for pharmacist licensure must complete 1,500 internship hours that comply with 20 CSR 2220-7.025.
 - **Post-2016 Pharmacy School Graduates** – In light of current ACPE requirements, pharmacist examination applicants who graduated from an ACPE accredited pharmacy college/school in or after 2016 will be deemed to have satisfied the 1,500 intern hours required for Missouri licensure.
 - **Pre-2016 Graduates:** Certification of at least 1,500 intern/experience hours must be submitted to the Board from either the applicable state Board of Pharmacy or the applicant's pharmacy school/college. Certifications must be mailed by the state board/pharmacy school directly to pharmacist@pr.mo.gov or mailed to: Missouri Board of Pharmacy, P.O. Box 625, Jefferson City, Missouri 65102. Pharmacy school/college certification letters must be on school letterhead and bear the appropriate seal.
- **Important Note for Foreign Graduates:** Graduates from a pharmacy school/college that is not located in a U.S. state or territory must hold a Foreign Pharmacy Graduate Examination Committee (FPGEC) certification from NABP (See NABP's website at: <https://nabp.pharmacy/programs/foreign-pharmacy/>). Applicants must be FPGEC certified before submitting a Missouri pharmacist application.

Please allow up to three (3) weeks after you have passed your exams for processing/final approval by the Board office. Due to volume during graduation season, please limit phone calls to the extent necessary. Applicants are encouraged to e-mail the Board office at pharmacist@pr.mo.gov for a faster response.

EXAMINATION INFORMATION

1. Applicants must apply with NABP to take the licensing exam(s) in addition to filing a Missouri application (see NABP's website at: <https://nabp.pharmacy/programs/examinations/naplex/>). NABP exam fees will apply. Your Missouri application can be filed before or after applying with NABP.
2. NABP will electronically notify the Board when your NABP exam application has been processed. The Board will electronically notify NABP if you are eligible to test (ATT). This process is electronic; You do not have to contact the Board to request to be declared eligible to test with NABP. *Note: Approval to test does not mean that your pharmacist license application will be approved. The Board reserves the right to deny or otherwise restrict licensure for candidates approved to test.*
3. NABP will provide instructions on scheduling your test with Pearson Vue® when you receive your ATT. You are responsible for scheduling testing dates/times as provided in NABP's instructions. Exams can be taken at any Pearson Vue® testing site (for a list of locations visit www.pearsonvue.com). The Board cannot schedule or provide information on testing dates/times.
4. A minimum score of seventy-five (75) is required to pass each exam. The NAPLEX and MPJE are scored independently and may be retaken independently.
5. NABP will electronically notify you of your score results through your electronic NABP e-Profile account and will electronically send exam scores to the Board. Allow up to two (2) weeks for NABP to certify your exam score to the Board. Contact NABP to request score results. **The Board will not give score results over the phone or by e-mail or fax under any circumstances.**



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6. If you fail to pass one or both exams, you may request to retest by submitting a Pharmacist Examination Retake Application available on the Board's [website](#). If you fail the NAPLEX or MPJE three (3) consecutive times, the Board may establish additional training or study requirements before you are authorized to retest.
7. Visit NABP's website for additional exam information: <https://nabp.pharmacy/programs/examinations/naplex/>.

***SCORE TRANSFERS: As per NABP, requests to transfer NAPLEX scores must be submitted directly to NABP within eighty-nine (89) days after taking the exam. See NABP's website for additional score transfer information: <https://nabp.pharmacy/programs/examinations/naplex/>.

Questions

Questions regarding the Pharmacist Examination Application may be addressed to:

E-Mail: pharmacist@pr.mo.gov (e-mail is preferred)
Phone: (573) 751-0091
Fax: (573) 526-3464

Questions regarding the NAPLEX/MPJE and exam registration should be addressed to NABP at:

E-Mail: custserv@nabp.net
Phone: (847) 391-4406

FINGERPRINT INSTRUCTIONS

Fingerprinting must be conducted by IdentoGO® the Board's approved fingerprinting vendor. Complete the following steps to be fingerprinted:

1. Register to be fingerprinted on the Missouri Automated Criminal History Site (MACHS) website at www.machs.mo.gov or call 844-543-9712. **To register, you must provide the fingerprint vendor "Registration Number: 0003."** Contact IdentoGO® directly. The Board cannot schedule or assist with fingerprint appointments.
2. Find a fingerprint location by clicking on "Search for a Fingerprint Location Near You" on the MACHS website at www.machs.mo.gov or by calling 844-543-9712. Once a preferred location is designated, you will see the location address and hours of operation. IdentoGO® locations are located throughout the United States. Applicants must visit the MACHS website or call the fingerprinting vendor to find a location site. The Board does not maintain location site addresses or hours of operation.
3. IdentoGo® will assess a fingerprinting fee when your fingerprints are taken that must be paid online or in person at the fingerprint site. After you are registered, you will be given a "TCN" number from MACHS online or over the phone. Take your TCN number and a valid government issued ID with you to the fingerprint location. You WILL experience a longer wait at the fingerprint location if you do not register online or do not have your TCN number.
4. You will be given a fingerprint receipt after fingerprinting is complete. Retain a copy of your receipt for reference purposes.
5. Please 2-3 weeks for MACHS to release your electronic criminal history background reports to the Board office. Longer delays may be experienced depending on MSHP/FBI processing volume.

► ***Out-of-State Applicants:*** IdentoGO has multiple electronic printing locations throughout the United States. Visit the MACHS website to find a location near you: www.machs.mo.gov. A manual fingerprint card must be submitted to IdentoGO®, if you are outside of the country or do not have an IdentoGo® location near you. To complete fingerprinting, first register with MACHS as indicated above and make payment online. You will then need to go to a law enforcement agency and complete two inked fingerprint cards captured on a standard FBI-258 applicant fingerprint card. Mail your cards and signed pre-enrollment confirmation page to:

**IdentoGO
Missouri Cardscan Operations
100 Salem Court
Tallahassee, FL 32301**

Fingerprint cards ***should not*** be mailed to the Board. Mailed fingerprint cards take longer to process; **Expect longer processing times.**

Missouri Procedures for Out-of-State Applicant Fingerprint Cards

Out-of-State applicants should go to https://www.identogo.com/uploads/general/UEP_MO_card_scan_instructions.pdf for instructions

Also go to www.machs.mo.gov to register for the criminal history background check. You must provide Identogo **"Registration Number: 0003."** Please write the TCN number provided during online registration on the back of both fingerprint cards. For more information about fees please visit www.machs.mo.gov for a complete fee schedule.

All fingerprint cards should contain the mandatory demographic information listed below. If any of the below fields are left blank the fingerprint card will not be able to be processed and a rejection notice will be mailed back to the applicant. Mandatory Information that must be included on the fingerprint card:

First Name	Height
Last Name	Weight
Street Address	Hair Color
City	Eye Color
State	Race (Black, White, Hispanic, Indian, Asian, Other)
Zip Code	Place of Birth
Date of Birth	Citizenship
Sex (Male or Female)	Social Security Number (if a US Citizen)

The Missouri Board of **Pharmacy's Registration Number: 0003** must be notated in the upper right hand corner of the fingerprint card. Failure to include this information on the fingerprint card will result in an incorrect type of background check being done. Additional fees may be accessed if a correction is later needed.

Sample Registration #

APPLICANT		TYPE OR PRINT ALL INFORMATION IN BLACK		LEAVE BLANK	
SIGNATURE OF APPLICANT <i>[Signature]</i> ADDRESS OF APPLICANT 3255 MAIN STREET JEFFERSON CITY, MO 65101 DATE OF BIRTH 01/29/2009 SEX F RACE W PLACE OF BIRTH MO SOCIAL SECURITY NUMBER 000000785, C2001		LAST NAME JORDON, MARY ANN FIRST NAME MARY ANN MIDDLE NAME JORDON HEIGHT 5'00 WEIGHT 120 HAIR COLOR BRN EYE COLOR BLU RACE W PLACE OF BIRTH MO DATE OF BIRTH 01/29/2009 SEX F RACE W PLACE OF BIRTH MO SOCIAL SECURITY NUMBER 000000785, C2001		LEAVE BLANK 1234 Volunteer LEAVE BLANK 04005622	

Only include "Volunteer" if the background check is being conducted for a position as a volunteer.

Fingerprint cards and signed pre-enrollment page should be mailed to:

**IdentoGO
Missouri Cardscan Operations
100 Salem Court Way
Tallahassee, FL 32301**

Questions about this process may be directed to Identogo at 844-543-9712 or to The Missouri State Highway Patrol at 573-526-6312

Important Notice Concerning Your Fingerprint-based Background Check

As an applicant who is the subject of a state and/or national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you must understand that by mailing your fingerprints to the Missouri State Highway Patrol or to IdentoGO, the Missouri Fingerprint Services vendor, you hereby agree to the following:

- Your fingerprints will be used to check the criminal history record files of the Missouri State Highway Patrol (MSHP) and/or the Federal Bureau of Investigation (FBI).
- Any criminal history information returned as a result of this search will be made available to requestors pursuant to Chapter 43 RSMo.
- All information, including your fingerprints, photograph, and any demographic data collected during the course of your fingerprint-based record check may be stored in MSHP and/or FBI files. Such data will be subject to comparisons against other submissions received by the MSHP and/or the FBI and to further disseminations by the MSHP or the FBI as may be authorized under the Federal Privacy Act (5USC 552a(b)) or Missouri Revised Statutes.
- Any future updates made to your arrest record may also be shared with the agency requesting this fingerprint-based background check if the requesting agency is a subscriber to the state and/or federal Rap Back program.

Questions about this notice may be directed to the Missouri State Highway Patrol Criminal Justice Information Services Division at 573-526-6153 or machs@mshp.dps.mo.gov

AGENCY PRIVACY REQUIREMENTS FOR NONCRIMINAL JUSTICE APPLICANTS

Authorized governmental and non-governmental agencies/officials that conduct a national fingerprint-based criminal history record check on an applicant for a noncriminal justice purpose (such as a job or license, immigration or naturalization matter, security clearance, or adoption) are obligated to ensure the applicant is provided certain notice and other information and that the results of the check are handled in a manner that protects the applicant's privacy.

- Officials must provide to the applicant written notice¹ that his/her fingerprints will be used to check the criminal history records of the FBI.
- Officials using the FBI criminal history record (if one exists) to make a determination of the applicant's suitability for the job, license, or other benefit must provide the applicant the opportunity to complete or challenge the accuracy of the information in the record.
- Officials must advise the applicant that procedures for obtaining a change, correction, or updating of an FBI criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- Officials should not deny the job, license, or other benefit based on information in the criminal history record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.
- Officials must use the criminal history record solely for the purpose requested and cannot disseminate the record outside the receiving department, related agency, or other authorized entity.²

The FBI has no objection to officials providing a copy of the applicant's FBI criminal history record to the applicant for review and possible challenge when the record was obtained based on positive fingerprint identification. If agency policy permits, this courtesy will save the applicant the time and additional FBI fee to obtain his/her record directly from the FBI by following the procedures found at 28 CFR 16.30 through 16.34. It will also allow the officials to make a more timely determination of the applicant's suitability.

Each agency should establish and document the process/procedures it utilizes for how/when it gives the applicant notice, what constitutes "a reasonable time" for the applicant to correct or complete the record, and any applicant appeal process that is afforded the applicant. Such documentation will assist State and/or FBI auditors during periodic compliance reviews on use of criminal history records for noncriminal justice purposes.

¹ Written notification includes electronic notification, but excludes oral notification.

² See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d), 50.12(b) and 906.2(d).

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification¹ that your fingerprints will be used to check the criminal history records of the FBI.
- If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job, license, or other benefit based on information in the criminal history record.²

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.³

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/cjis/background-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

¹ Written notification includes electronic notification, but excludes oral notification.

² See 28 CFR 50.12(b).

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).