GRADUATION AND LICENSURE INFORMATION FOR PHARMD GRADUATES 2018

GRADUATION:

☐ You **MUST** apply online for graduation no later than the Friday of the 5th week of classes for that term. The degree application deadline for winter 2018 graduates is **February 9, 2018**. The degree application deadline for spring/summer 2018 graduates is **March 9, 2018** if you want to participate in the May commencement ceremony (if not, the deadline is **June 8, 2018**). To complete a Web application, you must be able to pay immediately with a credit card or electronic check. An additional convenience fee is associated with these payments. Only currently registered students may choose to add the $40.00 fee to their tuition and fee accounts, and pay later. Find more information on applying for graduation at [http://commencement.wayne.edu/graduation.php](http://commencement.wayne.edu/graduation.php).

**Note that a hold on your account will NOT prevent you from applying for degree.**

☐ Degree Certification: Your academic record shows your graduation date as soon as your degree has been certified. Degrees are not certified until all requirements are completed, final grades are posted, the degree is verified by a staff member in the Office of Student Affairs, that graduation list is sent to and certified by the Registrar. **NOTE THAT NO DEGREES ARE CERTIFIED BEFORE THE END OF THE SEMESTER EVEN IF THE STUDENT FINISHES ROTATIONS EARLIER. THERE ARE NO EXCEPTIONS.** Diplomas and certificates will be mailed within 6 weeks after certification.

☐ Transcripts: Official transcripts should be requested via Academica, but will **not** be released if students have a hold on their account because of outstanding tuition, library fees, parking tickets or other university fees, etc.

COMMENCEMENT:

☐ Pharmacy Convocation: Any PharmD student who will be finishing their degree in winter or spring/summer 2018 is invited to participate in the Pharmacy Convocation ceremony on **May 8th, 2018 at the Max Fisher Music Center**. More information is posted on this website: [http://www.cphs.wayne.edu/pharmd/graduation.php](http://www.cphs.wayne.edu/pharmd/graduation.php).

☐ University Commencement: PharmD graduates are also invited to participate in the University’s commencement ceremony. In order to participate in the University ceremony, winter and spring/summer graduates **MUST** have submitted their application for graduation through Academica by the deadline mentioned above. The University’s commencement ceremony will be held at 10:00 am on Tuesday, **May 8th 2018** at Ford Field. More information on the University’s commencement can be found online at [http://commencement.wayne.edu/](http://commencement.wayne.edu/).

☐ Regalia: PharmD degree candidates wear doctoral regalia that must be rented through the WSU bookstore. The regalia includes doctoral black gown, doctoral hood and tam. The graduate will be able to keep the tam and tassel following the ceremony. To place an order you will need to know your height, hat size and degree earned. The bookstore will inform doctoral degree candidates of the due date for all rented regalia. The rental fee for doctoral regalia is $117.98 + tax. **Caps and gowns may be purchased at**
the WSU Bookstore during Grad Expo. Grad Expo will be held from 9am-6pm on April 3, 4, and 5. Be sure to place orders as soon as possible to ensure a timely delivery of your regalia and to avoid additional shipping charges. For information regarding caps and gowns please call the WSU bookstore at 313-577-2436 or visit http://commencements.wayne.edu/cap_gown.php

US LICENSING EXAMINATIONS:

☐ All applicants for pharmacist licensure must take and pass the NAPLEX (North American Pharmacist Licensing Exam) and the MPJE (Multi-state Pharmacy Jurisprudence Exam).
2. NABP confirms eligibility to sit for the NAPLEX and MPJE for candidates seeking licensure in Michigan. NABP processes eligibility during the online application process. When seeking eligibility to sit for the NAPLEX or MPJE in Michigan, you will pay an $85 non-refundable eligibility processing fee in addition to a $100 non-refundable application fee. The $85 fee covers both the NAPLEX and MPJE and is valid for a one-year period, starting with the initial application. If candidates have not passed their exams within that initial one year period, they will forfeit the processing fee and be required to submit a new processing fee.
3. New graduates applying for their first license are required to have an official transcript sent from the pharmacy school that they graduated from to NABP before beginning the NAPLEX/MPJE application process for Michigan. Official transcripts must be in a sealed envelope bearing the school’s stamp/seal on the envelope flap. Candidates may request that their school send the transcript electronically to Transcripts@nabp.pharmacy.
4. STUDENTS ARE RESPONSIBLE for obtaining an official transcript from the University. Official transcripts must be requested via Academica. Note that transcripts will not be released if students have a hold on their account because of outstanding tuition, library fees, parking tickets or other university fees, etc. Degrees are not certified until all requirements are completed, final grades are posted, the degree is verified by a staff member in the Office of Student Affairs, and that graduation list is sent to and certified by the Registrar.
5. You will be issued an Authorization to Test by the testing company after you have sent in your exam registration(s) and NABP has made you eligible for the exams. The Authorization to Test will contain the dates you are eligible to take the NAPLEX and MPJE. Please refer to the NAPLEX/MPJE Registration Bulletin for more information.
6. Note that the name you register under NABP with has to match your ID EXACTLY (aka middle name/initial if you have one). If it does not, you will not be allowed to sit for the exam and will have to pay a rescheduling fee.

US LICENSURE APPLICATION:

☐ State of Michigan Licensure:

The Michigan Board of Pharmacy Licensure Application can be reviewed and downloaded by accessing the link below. Current fees are provided in the link.
https://www.michigan.gov/documents/lara/Application_for_a_Pharmacist_License_598203_7.pdf
Note:

1. **DO NOT SEND** Certificate of Education to Wayne State. The Office of Student Affairs will complete the Certification of Pharmacy Education for those who are eligible to sit for the licensing examinations to the Michigan Board of Pharmacy. **Please note that this cannot be completed until all requirements are completed, final grades are posted, and the final degree verification has been completed.**

2. Prior to submitting this application for licensure, you must have obtained a passing score on both the NAPLEX and the MPJE.

3. If you already submitted a Michigan Board of Pharmacy licensure application, it will be placed on hold until you complete and pass the NAPLEX and MPJE exams. The Licensing and Regulatory Affairs (LARA) office will have access to your licensing exam scores.

☐ **Out of State Licensure:**

It is the graduating student's responsibility to find out what each state requires for licensing purposes, acquire and complete any necessary forms. You will need to submit the Certification of Pharmacy Education form for each state in which you are pursuing licensure to the Office of Student Affairs (suite 1600) so that they can certify any information needed from the program. You can also send this information via email to Eric Upshaw at eric_upshaw@wayne.edu. Please note that this cannot be done until all requirements are completed, final grades are posted, and the final degree verification has been completed.

**CANADIAN EXAMINATION AND LICENSURE PROCEDURES:**

☐ Please visit the PEBC website for information on applying for Canadian Licensure.

http://www.pebc.ca/index.php/ci_id/5366/la_id/1.htm

**National Identifier Number**
If you are applying to PEBC for the first time after August 20, 2014, and you obtained your pharmacy education in the United States, you are required to register on the Pharmacists’ Gateway Canada and receive a National Identifier Number before applying to PEBC for the Pharmacist Qualifying Examination. PEBC cannot process your application without this number. **Please write your National Identifier Number in the top, right corner of the Qualifying Examination applications.**

**Applying for the Qualifying Examination**
You are required to submit an application, fee and identification documents to PEBC by the application deadline listed in the Examination Dates and Fees section. Application instructions are on the Applying for the Examination page. Please follow the instructions carefully.

You must also arrange for PEBC to receive the following:

1. **Letter from university/college confirming program completion**—If you need a letter for your application, please notify Jozy Hayek (jhayek@wayne.edu) no later than April 1, 2018. If you are eligible and have requested a letter, the letter will be sent to The Pharmacy Examining Board of Canada and Ontario College of Pharmacists (OCP) by May 7, 2018. Note that requirements have changed from years past. In place of the letter that used to be sent in January or February stating that the student is expected to complete the degree requirements, the PEBC now requires a letter confirming that the student has completed all degree requirements and is eligible to graduate, with the anticipated graduation date.
2. Final transcript
Applicants need to request that a copy of final transcripts be sent directly from Wayne State University to the PEBC showing graduation date and degree granted. Your academic record shows your graduation date as soon as your degree has been certified. Degrees are not certified until all requirements are completed, final grades are posted, the degree is verified by a staff member in the Office of Student Affairs, the graduation list is sent to and certified by the Registrar. Note that transcripts should be requested via Academica, but will not be released if students have a hold on their account because of outstanding tuition, library fees, parking tickets or other university fees, etc.