Pathway to Pharmacist Licensure for Veterans

Updated 8/21/2025

This document serves as a guide for veterans seeking to become an Ohio-licensed pharmacist. The Ohio Board of Pharmacy is committed to ensuring that our veterans and their families have every opportunity to join the pharmacy profession. If you have any questions or concerns, please do not hesitate to call the Board at 614-466-4143 or by email: licensing@pharmacy.ohio.gov.

"Armed forces" means the armed forces of the United States, including the army, navy, air force, marine corps, coast guard, or any reserve components of those forces; the national guard of any state; the commissioned corps of the United States public health service; the merchant marine service during wartime; such other service as may be designated by congress; or the Ohio organized militia when engaged in full-time national guard duty for a period of more than thirty days.

"Veteran" means any person who has completed service in the armed forces, including the national guard of any state, or a reserve component of the armed forces, who has been discharged under honorable conditions from the armed forces or who has been transferred to the reserve with evidence of satisfactory service.

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Section 1: Fee Waivers

Eligible Fee Waivers for Veteran Pharmacists:

- One-time pharmacist reciprocity fee of $337.50* for active-duty veterans, the spouses of active-duty veterans, and all honorably discharged veterans up to five years after discharge date.

- Pharmacist $110.00* examination fee for active-duty veterans, the spouses of active-duty veterans, and all honorable discharged veterans.

- Pharmacist renewal fee of $250.00* for active-duty veterans, the spouses of active duty veterans, and all honorably discharged veterans up to five years after discharge date.

**All eLicense system transaction fees are also waived for eligible applicants.*

Required Documentation for Veterans and Spouses for Fee Waivers For an Active Duty Veteran:

For an Honorably Discharged Veteran: Applicant must submit an unedited ("long") copy of a DD-214 form.

For an Active Duty Veteran: Applicant must submit one of the following indicating the dates of active duty service:

1. A letter from the individual's commanding officer (on letterhead) certifying that the applicant is on active duty status; or
2. A copy of the most recent permanent change of station orders; or
3. Active duty orders.

For a Spouse of an Active Duty Veteran:

1. A copy of your spouse's most recent Permanent change of station orders; or
2. A copy of your spouse's most recent active duty orders; or
3. A letter from your spouse's commanding officer (on letterhead) certifying the length of time of active duty;

   AND A copy of your spousal military license, marriage license or other documentation if not available.

If you are unable to produce the required documentation, the Board may accept other forms of documentation at the discretion of the Licensing Department. Please contact the Board for more information.

Expedited Processing

The Ohio Board of Pharmacy adopted a licensing policy to expedite processing for veterans and spouses within 48 hours, when applicable.

Section 2: Obtaining a Pharmacist License by Examination

The applicant must have graduated from an accredited college of pharmacy with a Doctor of Pharmacy (Pharm.D.) degree and completed 1,740 internship hours. Once these steps are completed, an applicant may begin the process of applying for their pharmacist license by completing the following steps:

Step 1 – Apply for NAPLEX and MPJE

Apply to take the North American Pharmacist License Exam (NAPLEX) and the Multistate Pharmacy Jurisprudence Exam (MPJE) through the National Association of Boards of Pharmacy web site: www.nabp.pharmacy/examinations.

Please note that the fees associated with each exam are eligible for GI Bill reimbursement. For more information, please visit: https://www.va.gov/education/about-gi-bill-benefits/how-to-usebenefits/test-fees/

Step 2 - Application

Submit an application to the Board via Ohio's eLicense system (https://elicense.ohio.gov/oh_homepage). For more information on registering for an eLicense account **click here**.

Please note that the initial licensing fee of $110.00* is waived for all veterans (active duty & honorably discharged) and the spouses of active-duty veterans. The $250.00* biennial renewal fee is waived for active-duty veterans, their spouses, and honorably discharged veterans up to five years after discharge date.

**All eLicense system transaction fees are also waived for eligible applicants.*

REMINDER: Make sure to submit the required documentation in the Attachments page of the online application.

Step 3 – Background Checks

Complete Ohio Bureau of Criminal Investigation (BCI) and FBI background checks and fingerprinting completed by a Webcheck provider. Instructions and Webcheck locations are available on the Board's web site (www.pharmacy.ohio.gov/background). The result of the background checks must be sent directly from BCI to the Board office.

Step 4 – Certificate of Pharmacy Education

A Certificate of Pharmacy Education must be sent from an accredited pharmacy school directly to the Board office for each candidate.

Step 5 – Register and Take NAPLEX and MPJE

Once the Board approves the application, it submits approval to the National Association of Boards of Pharmacy (NABP). NABP will then notify the applicant with their Authorization to Test. The student will schedule and take their test.

Once the applicant passes their tests and NABP posts their scores, the Board of Pharmacy will make their license active. License status can be verified online through the Board's eLicense system.

Section 3: Obtaining a Pharmacist License by Reciprocity

Step 1 – NABP License Transfer

Submit a license transfer application to NABP through the electronic license transfer program (eLTP) via your NABP e-profile. Account creation instructions can be found on NABP's website. The eLTP application has a required fee of $375 and $75 for additional states paid to NABP. Once your application is successfully processed, NABP electronically submits your application to the applicable board(s) of pharmacy for evaluation.

Step 2 – Submit an application for a pharmacist license to the Ohio Board of Pharmacy via eLicense Ohio.

Indicate the application type as Reciprocity. Please note that the reciprocity fee of $337.50* is waived for active-duty veterans, their spouses, and honorably discharged veterans up to five years after discharge date.

The application must be submitted electronically via eLicense Ohio; paper applications will not be accepted. If you do not have an eLicense Ohio account, you will need to create one. Step-by-step instructions for account registration can be found on the Board's website here. For assistance with account registration and password resets, please contact the eLicense Ohio Customer Support Center at 855-405-5514, Monday – Friday, 8 am to 5 pm.

REMINDER: Make sure to submit the required documentation in the Attachments page of the online application.

**All eLicense system transaction fees are also waived for eligible applicants.*

Step 3 – Submit fingerprints for Ohio BCI&I and FBI criminal records checks.

Applicants can choose to submit their fingerprints one of two ways:

1. In person at a WebCheck agency, or
2. Manual inked fingerprint impressions mailed directly to Ohio BCI&I.

Complete Ohio Bureau of Criminal Investigation (BCI) and FBI background checks and fingerprinting completed by a Webcheck provider. Instructions and Webcheck locations are available on the Board's web site (www.pharmacy.ohio.gov/background). The result of the background checks must be sent directly from BCI to the Board office.

Once an applicant's background check results are received and reviewed, the applicant will be issued a license. Notification will be sent via email. An official wall certificate will be sent by mail approximately six to eight weeks after licensure is awarded.

NOTE: Unlike other reciprocity applicants, veterans are not required to attend a virtual reciprocity hearing.

Section 4: Continuing Education and License Renewal Policies for Veterans and Spouses of Active-Duty Veterans

Continuing Education Requirements for Ohio Pharmacists

Ohio Pharmacists are required to complete three C.E.U.s (30 hours) of approved continuing education during the two-year licensing period. For more information on continuing education requirements, please visit: www.pharmacy.ohio.gov/CE.

Fulfilling Continuing Education Requirements for Pharmacist Veterans

The Ohio Board of Pharmacy adopted a rule that states if a pharmacist is a member of the armed forces, reserves, the Ohio National Guard, the Ohio military reserve, or the Ohio naval militia, then the Board is required to consider relevant military education, training or service that has been completed by the license holder when determining the fulfillment of any continuing education requirements. To ask for consideration of relevant military education, training, or service towards your continuing education requirements, please submit a letter of explanation or email to the Board (Attention: Licensing Department - licensing@pharmacy.ohio.gov) and include any official documentation.

License Renewals and Continuing Education for Active Duty Veterans and Their Spouses

The Ohio Board of Pharmacy will grant extension periods and waivers for the completion of license renewal and continuing education requirements for active-duty veterans and their spouses. If a current pharmacist or their spouse is called to active duty for military service, the time period allowed for completion of any continuing education requirements or license renewal will be extended by the amount of time that the pharmacist or the pharmacist's spouse was on active duty. A pharmacist seeking an extension period or waiver must provide documentation to the Board (Attention: Licensing Department - licensing@pharmacy.ohio.gov) demonstrating the length of time of active duty service.

Required Documentation for License Renewal and Continuing Education Extensions for Active Duty Veterans and Their Spouses

For an Active Duty Veteran: Applicant must submit one of the following:

1. A letter from the individual's commanding officer (on letterhead) certifying that the applicant is on active-duty status; or
2. A copy of the most recent permanent change of station orders; or
3. Active-duty orders.

For a Spouse of an Active Duty Veteran:

1. A copy of your spouse's most recent Permanent change of station orders; or
2. A copy of your spouse's most recent active-duty orders; or
3. A letter from your spouse's commanding officer (on letterhead) certifying the length of time of active duty;

AND A copy of your spousal military license, marriage license or other documentation if not available.

If you are unable to produce the required documentation, the Board may accept other forms of documentation at the discretion of the Licensing Department. Please contact the Board for more information.

Section 5: Additional Reports and Resources

- Ohio Board of Pharmacy Report to the Ohio Department of Veterans Services
- Ohio Department of Veterans Services
- Ohio Office of Workforce Transformation
- O*NET Online - Military Crosswalk Search
- GI Bill - Veterans Benefits Administration - United States Department of Veterans Affairs
- American Association of Colleges of Pharmacy
- U.S. Bureau of Labor Statistics – Pharmacists