



**Board of Pharmacy Specialties
2026-2028
Specialty Councils
Call for Applications
*Informational Booklet***

Application materials must be received by BPS no later than Wednesday, April 9, 2025.

The Board of Pharmacy Specialties (BPS) is seeking applications for qualified pharmacists to serve on its specialty councils for a 3-year term starting in January 2026 and ending in December 2028.

Application Deadline

BPS must receive all the following items **NO LATER THAN Wednesday, April 9, 2025 at 5:00pm Eastern Time:**

- Completed electronic [application](#)
 - o Statement of interest (300 words or less)
 - o Current resumé or curriculum vitae

Prior to submitting the application, carefully review and consider the qualifications, position duties, responsibilities, and required time commitment outlined in this call for applications booklet, the BPS Conflict of Interest policy, and the commitment to serve document. The documents related to council member policy can be found on the [policy page](#) of the BPS website.

Members of a specialty council must complete a 2-year wash-out period after term expiration to be eligible to sit for the specialty certification exam and/or to contribute to preparation and review courses or recertification programs.

Questions – Contact Sajel Lewis, BPS Senior Manager, Professional Engagement, at slewis@aphanet.org

Purpose

BPS Specialty Councils are responsible for:

- Developing standards and requirements for certification and recertification of pharmacists in the specialty area for approval by the BPS Board of Directors;
- Participating in the examination development process by reviewing and approving examination items and assembled forms of the certification examination; and
- Reviewing and approving professional development programs for the recertification of pharmacist specialists.

Specialty councils are to be comprised of at least 10 members who are board-certified in that specialty area. Each specialty council may include up to two additional members, each of whom may be either board-certified in that specialty area or a pharmacist not certified in that specialty area but with other qualifications and/or expertise pertinent to the specialty area.

Desired Characteristics for BPS Specialty Council Members

Applicants for BPS Specialty Council members should demonstrate the following characteristics:

- Leadership experience and ability
- Effective interpersonal communication skills and teamwork
- Previous volunteer experience with BPS or other organizations (e.g., professional, certification, regulatory, licensure body)
- Understanding of and adherence to the [BPS Policies and Procedures](#)
- Recognition and disclosure of relevant conflicts of interest
- Professional and ethical behavior
- Capacity to meet required time and travel commitments
- Awareness and support from applicant's employer

Eligibility Requirements

Applicants for a BPS Specialty Council must be licensed pharmacists who are actively practicing in the specialty area or have expertise that is relevant to the specialty area. Applicants do not need to be certified by BPS in the specialty represented by the council, but there is a requirement that each specialty council consist of at least 10 members who are board-certified in that specialty area. If appointed as a board-certified specialty council member, an individual must maintain an active certification status in that specialty for the duration of their term(s).

Term of Appointment

The term of appointment for council members is 3 years. Terms are based on a calendar year, defined as January 1 to December 31. Council members who are no longer able to meet the responsibilities of their appointment are asked to provide notice to BPS of a premature conclusion to their term of appointment. Council members are eligible for reappointment to serve a second three-year term, subject to a review of participation and completion of responsibilities in the first term.

Responsibilities

Specialty council activities are based on the annual scope of work and may include the following:

- Participate in one in-person exam development meeting with BPS Exam Developers to review and approve examination forms and/or review and edit examination items (2 days);
- Participate in examination development meetings via teleconference with a BPS Exam Developer to review and approve examination forms and/or review and edit examination items (across multiple sessions, each typically 2-4 hours in duration);
- Participate in other examination development activity, either individually or via teleconference, such as writing of examination items, feedback to examination item writers, updating of references for examination items, reclassification of examination items, or pre-meeting review of assembled examination forms;
- Assist the BPS Exam Developer in maintaining and updating the style guide for the certification exam;
- Review and provide feedback on the activities and performance of professional development programs;
- Review and recommend applicants for BPS Specialty Council appointment to the BPS Board of Directors;
- Participate in the governance of the certification program, in accordance with BPS governing documents, such as the annual election of Specialty Council chair and vice chair, and the review and recommendation of requirements for certification eligibility and recertification;
- Promote BPS Certification to prospective certification candidates and other stakeholders in pharmacy; and
- Provide any additional insights and subject matter expertise to BPS, including environmental scans and notice of changes in regulatory and licensing practices, standards, and guidelines.

Time and Travel Commitment

BPS Specialty Council members should expect to attend one 2-day in-person exam development meeting per year and attend six or more examination development meetings via teleconference (typically 2-4 hours in length). Meeting dates and times are selected according to the availability of specialty council members and the project timelines for assembly and publication of examinations. BPS will reimburse travelers for expenses associated with required meetings, including transportation, hotel, and meals. The in-person exam development meeting may either be in conjunction with a pharmacy conference (e.g., APhA, ASHP, ACCP) or as a stand-alone meeting.

BPS Specialty Council members should also expect to allocate an additional 20-30 hours per year for additional examination development activity, the review and evaluation of professional development program (i.e., recertification) providers, the review and approval of reports associated with the development and maintenance of the examination content outline or

passing standard, and the review of applications for incoming specialty council members.

BPS Specialty Council members should expect to attend one 90-minute business meeting each year via teleconference. Meeting date and time will be selected according to the availability of specialty council members (usually held in June or July). BPS Specialty Council members should also expect to allocate an additional 3-6 hours per year for the review of applications for incoming specialty council members and recertification continuing education providers.

A representative of each BPS Specialty Council is to attend the fall BPS Board of Directors meeting to provide an annual update to the board of directors on the activities of the specialty council for that year.

Incentives

Service on a BPS Specialty Council is a volunteer professional development activity with no direct financial compensation for service. Council members can make recertification progress (i.e., CPE or CPD units) via service on a specialty council. Additional information will be provided during orientation. All work products developed while serving on a BPS Specialty Council are the exclusive property of BPS. Direct expenses, such as travel for scheduled and approved activities, are reimbursed according to the established BPS guidelines.

BPS Policies

In accordance with BPS Policies and procedures, all volunteer contributors and leaders must sign and adhere to the BPS Conflict of Interest Policy, confidentiality and non-disclosure agreement, commitment to serve statement, and antitrust policy. These documents can be found on the [policy page](#) of the BPS website and will be provided to specialty council members for signature prior to the start of their term. Questions related to this policy should be directed to Sajel Lewis, BPS Senior Manager, Professional Engagement, (slewis@aphanet.org) and will be escalated to BPS Legal Counsel as needed.

Notification of Selection

Applicants will be informed of their selection decision for council service by the end of September 2025.

Additional Information

Once appointed as a BPS Specialty Council member, terms will begin the following year (e.g., appointed in 2025 to serve in 2026). Specialty council members will be provided with virtual orientation materials in early 2026.

For more information about each BPS Specialty, visit <https://www.bpsweb.org/bps-specialties>.