

Year Seven Recertification Checklist

It's year seven in your certification cycle and you don't want to miss a step in the recertification process. Use this checklist to recertify by examination or continuing pharmacy education (CPE).

Recertification by Examination

- ☐ **January 1:** Submit your recertification application ahead of the deadline to receive your authorization to test (ATT), which is required to schedule your examination. BPS recommends sitting for your exam early in the year so if a passing score is not achieved, the opportunity to retest is available within the recertification year. You must sit for the exam by October 15 to ensure a score is issued by December 31. Review more dates and deadlines [here](#).
 - ☐ **August 17:** Submit your recertification application and fee of \$400 USD by the deadline of August 17.
 - ☐ **December 31:** If you do not achieve a passing score on the recertification examination in your recertification year, you may be eligible for a one-year one-time extension at the sole discretion of BPS. An extension is only granted once during the life of a certification. The extension request must be submitted through your [MyBPS Profile](#) by December 31.
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Recertification by Continuing Pharmacy Education (CPE)

- ☐ **January 1:** Submit your recertification application ahead of the deadline, regardless of your CPE progress. The CPE requirement must be completed by December 31. Check on the progress of your recertification activities through your [MyBPS profile](#).
- ☐ **August 17:** Submit your recertification application and fee of \$400 USD by the deadline of August 17 even if you haven't completed the required CPE.
- ☐ **December 31:** If you are unable to complete the required CPE in your recertification year, you may be eligible for a one-year one-time extension at the sole discretion of BPS. An extension is only granted once during the life of a certification. The extension request must be submitted through your [MyBPS profile](#) by December 31.

Certificants are responsible for monitoring and completing recertification requirements which include submitting a recertification application, completing the required continuing pharmacy education or passing the recertification exam, maintaining an active pharmacist license, and paying all BPS annual certification and recertification fees. More information is available within [the BPS Recertification Guide](#).

