STEP-BY-STEP INSTRUCTIONS FOR FILING A CPP APPLICATION

Step 1

Log in to your profile on the Board's Licensure Gateway

Once logged in, click on CPP Application:

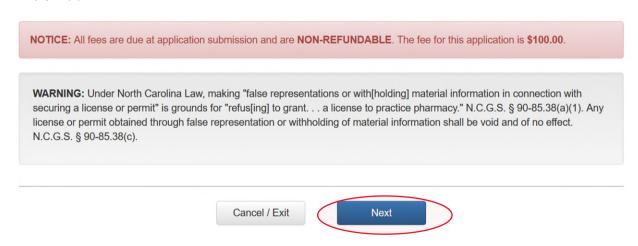


Step 2

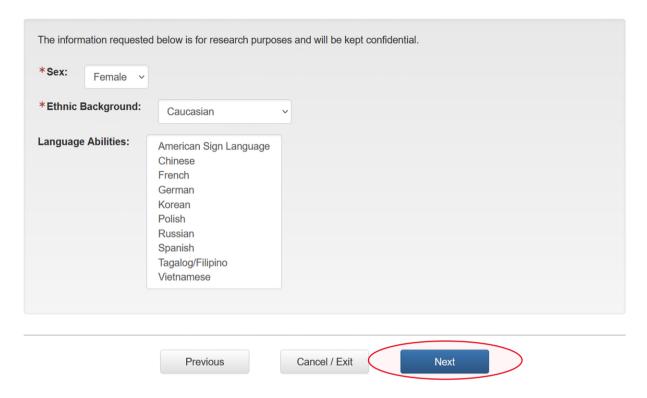
Complete the personal qualifications portions of the CPP application.

<u>Note</u>: Guidance concerning qualifying experience and certificate programs is found in the <u>CPP Licensing FAQs</u>

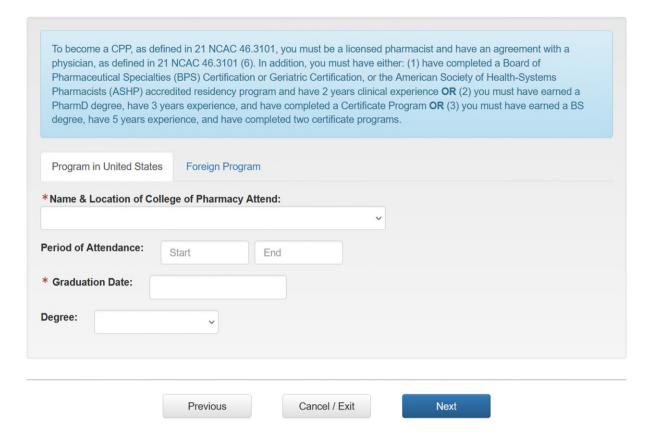
(a) Application Start



(b) Applicant Demographics

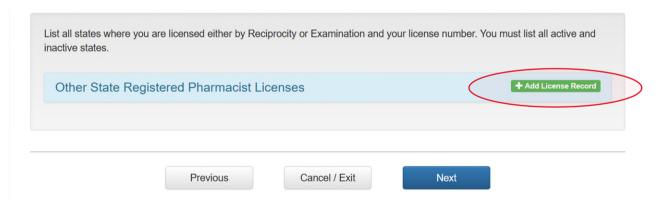


(c) Applicant Education

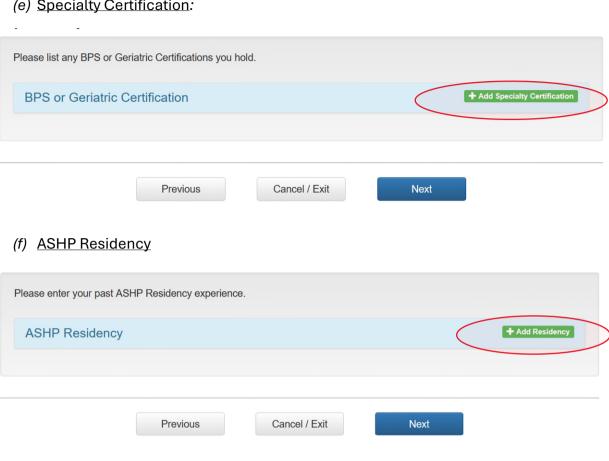


(d) Licensure History

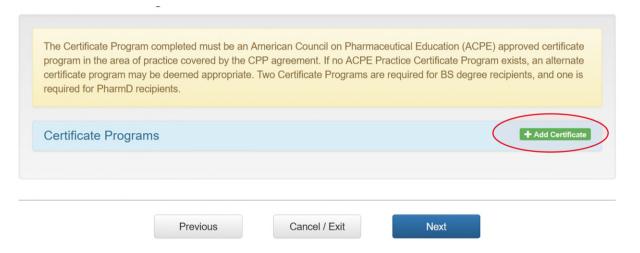
Select the green "Add License Record" button. Provide information for <u>all</u> pharmacist licenses held.



(e) Specialty Certification:

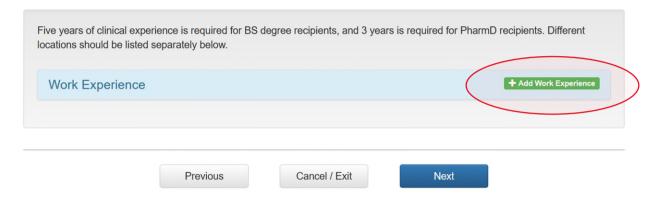


(g) Certificate Programs



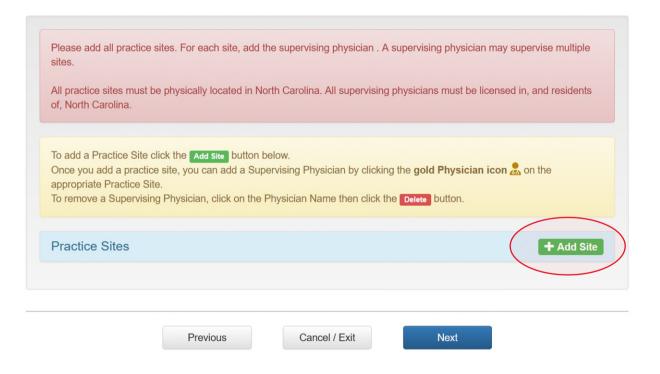
(h) Work Experience

<u>Note</u>: For purposes of CPP eligibility, APPE acquired during the final year of the Pharm.D. curriculum counts as one year of clinical experience.



Step 3

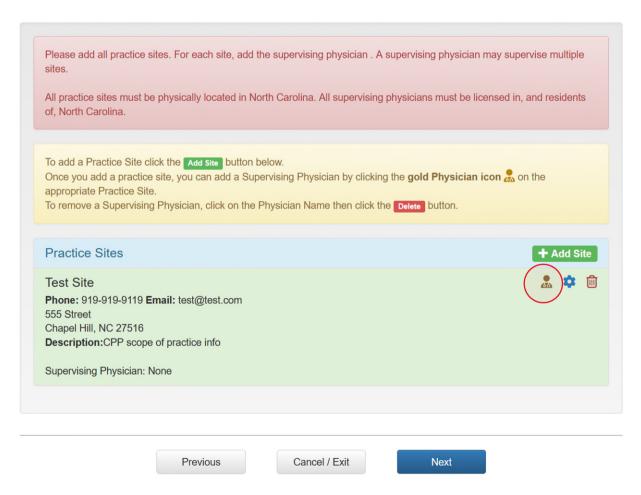
(a) Add All CPP Practices Sites



(b) Add One Supervising Physician Per CPP Practice Site

Notes:

- 1. A CPP may have multiple supervising physicians and must include all supervising physician(s) in the practice agreement. But for purposes of the application, the CPP and Supervising Physician(s) should agree on one supervising physician to be listed per practice site. A Supervising Physician may supervise multiple sites.
- 2. Nurse Practitioners (NPs) and Physician Assistants (PAs) supervised by the Supervising Physician may be added to a collaborative practice agreement, but they are <u>not</u> to be listed here. The CPP and Supervising Physician(s) are responsible for keeping a current roster of participating NPs and PAs in the collaborative practice agreement itself.



Attest to having entered a collaborative practice agreement with your supervising physician(s).

Note: You will not upload the collaborative practice agreement itself. See <u>this</u> <u>guidance</u> for information on maintaining your practice agreement at your site(s) of practice.

	entered into a collaborative practice site(s). This agree			I attest
inspection by agents	of the Pharmacy or Medica	al Boards upon request.		
	Previous	Cancel / Exit	Next	

Disclose any disciplinary history.

	of a misdemeanor/felony (other than minor traffic violation) or do you have er? Charges or convictions of DWI's should be reported.	○Yes	○No
by another state? This includes of	now have any pending actions against a pharmacist license issued to you consent order or agreement, revocation, suspension, restriction, probation, n in an alternative chemical dependency program in lieu of disciplinary proceedings?	○Yes	○No
*Have you ever had action invo board?	living you taken by any other governmental agency or professional licensing	○Yes	○No
*Have you ever voluntarily or ot	therwise surrendered any license?	○Yes	ONo
*Have you been told you are imfive (5) years?	npaired as a result of your use of alcohol or other substances within the past	○Yes	ONo
*Are you aware of any reports r Integrity and Protection Data Bar	made about you to the National Practitioner's Data Bank or the Healthcare nk (HIPDB)?	○Yes	ONG
privileges suspended, been put of privileges, or been denied staff n	censured, disciplined, had admissions monitored, had privileges limited, had on probation, or been requested to withdraw from or failed to re-apply for nembership by a licensed hospital, clinic, managed care organization or organized medical staff, in which you have trained, been a staff member or	○Yes	ONG
The state of the s	y the Drug Enforcement Administration (U.S. or State), or has any portion istration certificate voluntarily or otherwise, been limited, denied revoked, es, enclose explanation.	○Yes	ONo

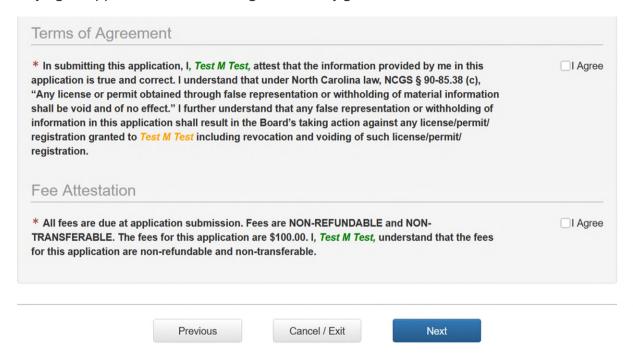
Complete the Employee Misclassification Certification.

Note: This certification is required by statute for all applicants for any occupational license, registration, or permit issued by a North Carolina occupational licensing board.

Fair Classification Act), Estimated Income Tax employee who believes	ned as an employee by N.C. Gen. Stat. §§ 95-25.2(4)(NC Department Of Labor), 143-96-1(b)(10)(Employment Security Act), 97-2(2)(Workers' Compensation Act), or 105 for Individuals) shall be treated as an employee unless the individual is an independent that the employee has been misclassified as an independent contractor by the employees it is classification to the Employee Classification Section within the North Carolina Industrial	5-163.1(4)(Withholding; ent contractor. Any loyee's employer may
	n Section North Carolina Industrial Commission	
1233 Mail Service Cen		
Raleigh, NC 27699-123		
Telephone: (919) 807-2	582	
Fax: (919)715-0282		
Email: emp.classification	on@ic.nc.gov	
Employee misclassifica	tion is defined as avoiding tax liabilities and other obligations imposed by Chapter 9	5 96 97 105 or 143
of the North Carolina G 143-762(5)]	General Statutes by misclassifying an employee as an independent contractor. [N.C. Contractor of the c	Gen. Stat. §
of the North Carolina G 143-762(5)]	read and understand the Public Notice Statement regarding Employee	
of the North Carolina G 143-762(5)] * I certify that I have Misclassification prov	read and understand the Public Notice Statement regarding Employee vided above. on of Employee Misclassification, have you ever been investigated for	Gen. Stat. §
of the North Carolina G 143-762(5)] * I certify that I have Misclassification prov * Noting the definition	read and understand the Public Notice Statement regarding Employee vided above. on of Employee Misclassification, have you ever been investigated for	Gen. Stat. § ☐I Agree
of the North Carolina G 143-762(5)] * I certify that I have Misclassification prov * Noting the definition	read and understand the Public Notice Statement regarding Employee vided above. on of Employee Misclassification, have you ever been investigated for	Gen. Stat. § □I Agree

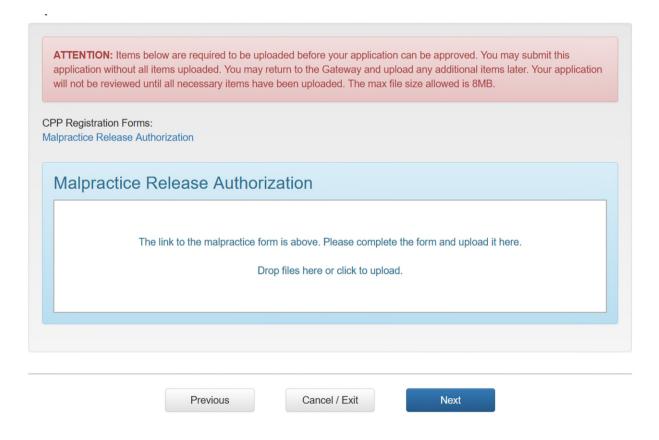
Verify the completeness and accuracy of all information entered.

Note: A CPP application, like any Board application, must be completed and attested by the person actually applying for the credential. Allowing someone else to complete and attest to the application's truthfulness and completeness is a ground for denying an application or for voiding one already granted.



Upload a completed malpractice release authorization. The form is found by clicking on the blue "Malpractice Release Authorization" link. Once completed and signed, upload as a PDF document by dropping in the indicated upload box.

<u>Note:</u> As stated above, do <u>not</u> upload your collaborative practice agreement. See <u>this guidance</u> for information on maintaining your practice agreement at your site(s) of practice.



Step 9

Proceed to payment and confirmation of application.

Once submitted, please allow 7-10 business days for review of your application. Once the CPP Credential has been issued, an auto-email will be sent to the CPP.