



NABP

National Association of
Boards of Pharmacy

Application Basics

Follow the below application basics and tips for creating your business e-Profile and submitting your accreditation or inspection application:

1. Confirm your eligibility

To apply for an accreditation or inspection, businesses must meet basic eligibility requirements. To avoid unnecessary delays, review your desired accreditation and/or inspection's eligibility requirements to determine if you are qualified to apply.

2. Create a business e-Profile account

Before you can apply for an NABP accreditation or inspection, you need a business e-Profile account. When creating your business e-Profile, we recommend that you provide as many details as possible. This helps ensure that NABP and its member boards have the information needed to make decisions about the programs for which you are applying. If you already have a business e-Profile, confirm that the information provided is up to date.

Creating and maintaining an accurate, up-to-date [business e-Profile](#) provides many benefits to you:

- Streamlines the licensure or registration process by providing verified data to pharmacy regulators (such as state boards of pharmacy) to assist them with making licensure decisions
- Ensures that your business location is accurately identified
- Allows you to easily update information previously provided to NABP for the facility (eg, name or a license number)
- Eliminates the need for you to submit the same data multiple times

Google Chrome is the preferred browser for creating an e-Profile and submitting applications.

3. Complete and submit the application for one or more accreditations and/or inspections

Once your business e-Profile is approved, you will need to fill in additional demographic and business information to qualify for an accreditation and/or inspection. Review the eligibility requirements for your desired accreditation to determine if a successful prerequisite inspection is needed **prior** to applying for accreditation. After you have filled in all the required fields, you are ready to begin the accreditation and/or inspection application process.

The accreditation and inspection process has been designed to guide you through the application process efficiently. We recommend entering complete and accurate information for the best experience. You do not need to complete your application all at once, however, you must complete all the information on a page to save the data to your application.

When you create a new application, you can choose multiple accreditation and inspection programs for a streamlined application process. Keep in mind that applications for accreditation programs and/or inspection services that are not submitted and paid for within 60 days are considered inactive and will be permanently removed.

After you have entered all necessary information and uploaded all supporting documents, you will be brought to the payment page. Here you will see the total application fee. If you would like to view general fee information, you may do so by logging in to your business e-Profile and going to the Instructions and FAQs section.

Detailed steps for completing your business e-Profile and accreditation and inspection applications are available in the Instructions and FAQs section of the e-Profile site. You must be logged in to your business e-Profile to view this section.