



SPCB

SPECIALTY
PHARMACY
CERTIFICATION
BOARD

Handbook

Specialty Pharmacy Certification Board®

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The policies and procedures specified in this handbook are subject to change without notice.

This handbook summarizes SPCB policies for candidates and certificants. Where this handbook and SPCB policy differ, SPCB policy governs.

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Important Links

Every link below opens on the SPCB or vendor website.

- [SPCB Website](#)
- [Certification Platform](#)
- [PSI Testing Locations](#)
- [Request for Testing Accommodations Form](#)
- [Employment Verification Form](#)
- [PSI Pre-Approved Comfort Aids List](#)
- [SPCB Code of Conduct and Disciplinary Policy](#)

1. Introduction

The Certified Specialty Pharmacist (CSP) Candidate Handbook provides essential information about the certification program, including application requirements, examination procedures, and recertification policies.

About the Specialty Pharmacy Certification Board

Established in 2012, the Specialty Pharmacy Certification Board (SPCB) administers the Certified Specialty Pharmacist (CSP) credential, a non-governmental professional certification program for specialty pharmacists. Originally incorporated as a separate 501(c)(6) organization affiliated with the National Association of Specialty Pharmacy (NASP), SPCB merged with NASP in 2016 and now operates as an unincorporated division of NASP.

The NASP Board of Directors has permanently delegated to SPCB sole and exclusive authority and autonomy over all certification-related policies, procedures, and certification decisions. This structure ensures the independence, integrity, and credibility of the credentialing programs offered by SPCB.

NASP is a 501(c)(6) non-profit trade association representing all stakeholders across the specialty pharmacy industry. Its mission is to empower specialty pharmacy stakeholders to advance the standard of patient care.

Mission

The mission of the SPCB is to provide independent, verifiable evidence of proficiency in specialty pharmacy practice through a nationally recognized, accredited, and rigorous certification program.

Scope and Responsibilities

SPCB is responsible for the development, administration, and ongoing oversight of the CSP credential and related certification initiatives. This includes establishing and enforcing certification policies and procedures; defining eligibility and recertification requirements; and overseeing examination development, administration, and maintenance.

All certification activities are directly aligned with the purpose of the credential and are designed to promote high standards of ethical practice, professional development, and quality patient care within specialty pharmacy.

2. CSP At a Glance

A summary of the essentials. Each item is covered in full later in this handbook.

Who it is for	Licensed pharmacists practicing in specialty pharmacy in the United States or Canada.
Eligibility	BS Pharm or PharmD · Active unrestricted license · 30 hours of ACPE-accredited specialty pharmacy CE in the previous two (2) years · 3,000 hours of specialty pharmacy practice in the previous four years · Attestations · Passing exam score.
Cost	\$550 US / \$650 Canada for initial certification. NASP members receive a \$50 discount. See Fees, Refunds and Deadlines.
When you can test	Six two-month testing windows each year. Applications close on the 15 th of the month before each window opens.
The exam	125 multiple-choice questions (100 scored, 25 unscored pretest). Two hours. English only. At a PSI testing center or online via Live Remote Proctoring.
Results	Your score report is provided immediately at the end of your exam.
How long it lasts	Two years. Recertification requires 30 hours of CE, active licensure, attestations, and a fee.
Membership	NASP membership is not required to earn or hold the CSP credential — only to receive the member discount.

3. About the CSP Credential

Purpose

SPCB developed the Certified Specialty Pharmacist (CSP) credential to recognize pharmacists who have demonstrated intermediate knowledge and skills necessary to provide competent specialty pharmacy services in the United States and Canada.

The CSP credential serves as an indicator to employers, manufacturers, patients, payers, other healthcare providers, and the public that a pharmacist is proficient in specialty pharmacy practice. Specialty pharmacists practice across a wide range of settings including but not limited to retail, independent, chair, hospital, mail order, pharmacy benefit managers, infusion centers, and routinely collaborate with multidisciplinary healthcare teams such as physicians, nurses, pharmacy technicians, case managers, reimbursement specialists, patients, caregivers, and patient advocates.

Individuals who earn the CSP credential have demonstrated knowledge across professional domains that reflect the tasks and responsibilities of specialty pharmacy practice in various care settings. By successfully passing the CSP examination, pharmacists demonstrate their competence in specialty pharmacy-related knowledge areas and their ability to apply this knowledge in professional practice.

What the program does

- Validates professional expertise in specialty pharmacy practice
- Protects the public
- Distinguishes and advances the specialty pharmacy profession
- Differentiates specialty pharmacists in a competitive job market
- Encourages the development of education and professional development opportunities that enhance specialty pharmacy knowledge and performance
- Recognizes career-long professional development
- Improves understanding of specialty pharmacy-related disciplines

The CSP certification program is developed and administered in compliance with nationally accepted accreditation standards for certification programs.

4. Eligibility Requirements

SPCB has established eligibility requirements to ensure the CSP certification process is fair, impartial, and aligned with the purpose of the credential. All applicants must meet every requirement below.

Education

- Bachelor of Science in Pharmacy (BS Pharm) or Doctor of Pharmacy (PharmD) granted by a regionally accredited institution in the United States or a foreign equivalent institution.

Licensure

- Active pharmacist license in good standing, with no current restrictions or pending actions, in the United States or Canada

Continuing Education

- Thirty (30) hours of specialty pharmacy-related CE completed within the previous two (2) years

See **Continuing Education Requirements** for the full CE rules, which apply to both initial certification and recertification.

Specialty Pharmacy Practice Experience

- 3,000 hours of specialty pharmacy practice within the previous four (4) years

Background, Code of Conduct, and Application Accuracy Attestation

- Attestation to compliance with the SPCB Code of Conduct
- Disclosure of any felony convictions or state/provincial board suspension
- Reporting of any conviction or board suspension to SPCB within fifteen (15) days
- Attestation to the accuracy and completeness of all application information

Examination

- Passing score on the CSP examination

Specialty Experience Requirement Interpretation

Specialty pharmacy practice includes the provision of medications and services for patients with chronic, complex, or rare conditions requiring specialized therapies. These therapies may require special handling or administration, limited or restricted distribution, ongoing assessment, active monitoring, and coordination of care. Specialty pharmacy practice emphasizes patient management, medication adherence, collaboration with healthcare teams, use of metrics to optimize outcomes, and assistance with access to support resources.

Eligible experience may include operational, clinical, or leadership roles involving specialty pharmacy services. Practice settings and roles may include, but are not limited to, staff pharmacists, clinical pharmacists, specialty pharmacists, pharmacy managers, directors, vice presidents, and chief pharmacy officers.

The 3,000-hour requirement may be met through experience accumulated in various capacities including part-time or mixed practice roles, provided the hours directly involve specialty pharmacy practice.

Examples

- A pharmacist with 6,000 total work hours who spends approximately 50% of their time working with specialty pharmaceuticals may apply by reporting only the specialty-related hours.
- A pharmacist who has completed only a PGY-1 residency, or who has about one year of specialty practice, would not yet meet the requirement — a single year does not typically add up to 3,000 hours.

★ **Application Tip:** Residency hours count toward your 3,000 hours as long as they were performed while you were licensed as a pharmacist and involved specialty pharmacy practice. PGY-1 and PGY-2 hours both qualify on that basis. What matters is the total qualifying hours within the previous four years, not the type of position you held.

Eligibility Rationale

SPCB established eligibility requirements to ensure that individuals pursuing the CSP credential possess an appropriate level of education, experience, and demonstrated knowledge necessary to provide specialty pharmacy services at an intermediate level. See [Appendix A](#) for a detailed explanation of the rationale behind each requirement.

Eligibility Verification

Only complete applications are accepted for review. Incomplete applications are returned to the applicant, who may correct the deficiencies and resubmit by the established deadline.

SPCB reserves the right to verify any information submitted as part of the application process. Verification includes, but is not limited to:

- **Education and licensure** — verification of graduation from an accredited school of pharmacy and verification of active licensure with the appropriate state or provincial Board of Pharmacy
- **Continuing education** — review of course details, ACPE accreditation, completion dates, credit hours, supporting documentation, and attestation
- **Specialty pharmacy practice experience** — supervisor or Human Resources verification through electronic or paper employment verification forms; additional verification may be requested
- **Code of Conduct, background, and application accuracy attestation** — review for completeness and compliance with disclosure requirements

5. Continuing Education Requirements

These rules apply to both initial certification and recertification.

The requirement

Thirty (30) hours of specialty pharmacy-related CE completed within the previous two (2) years.

What qualifies

- Content related to specialty pharmacy practice or topics in the CSP Exam Content Outline
- Accredited by the Accreditation Council for Pharmacy Education (ACPE)
- One contact hour equals one CE credit

Limits

	Maximum
Hours from any single calendar date	12
Non-Clinical hours	10
Immunizations / Vaccinations	3
Medical Marijuana	3
Times a single ACPE Universal Activity Number (UAN) may be used	Once

Immunizations/vaccinations and medical marijuana are clinical topics. Hours in these categories do not count toward your ten non-clinical hours.

Acceptable non-clinical topics

Patient assistance programs, benefits investigation (including Medicare and Medicaid), intake process, patient communication, coverage determination, public policy, accreditation programs such as ACHC, NCQA and URAC, and HIPAA/privacy policies.

What does not count

Networking time, social functions, and breaks. Credit is granted only for completed and documented activities. All CE activities are subject to review and approval by SPCB.

★ **Recertification Only — Additional Professional Certification** If you earn a new professional certification in another specialty pharmacy discipline during your recertification cycle, you may apply fifteen (15) credits, up to 50% of the total CE requirement. Verification from the issuing certifying body is required. Examples include BCOP, AAHVP, CPE and MSCS. CSP-related examinations — initial, retesting and reinstatement — do not earn CE credit.

6. Becoming Certified

Before you apply

Participation in the CSP credential and examination is voluntary. SPCB strictly enforces all eligibility requirements, policies, procedures, and deadlines, and applicants are responsible for ensuring compliance throughout the application process.

Applications are accepted online only, through the certification platform on the SPCB website, and must be completed before submission.

★ **Application Tip:** Your name on the application and profile must exactly match your government-issued photo identification. A unique PID number is assigned when you create your account, reference it when contacting SPCB. Use a personal email address for certification communications and add CSP@naspnet.org to your safe senders list. You may complete your application one section at a time; information is saved automatically.

Preparation checklist

Have the following ready before you begin:

- **Degree Information:** School name and graduation year
- **All State or Provincial Licenses:** License number, expiration date, and state or province
- **Licensure Disciplinary Actions:** If applicable, including resolution information
- **Employment Verification:** For electronic verification, the name, email, title, address and phone of the supervisor verifying your hours; for paper verification, a completed Employment Verification Form
- **Continuing Education:** Each activity submitted as an individual CE record; a transcript is accepted only as proof of completion
- **Payment Information:** MasterCard, VISA, Discover or American Express

Applying

The application includes sections addressing education, licensure, continuing education, specialty pharmacy work experience, background disclosure, Code of Conduct acknowledgement, and accuracy attestation.

SPCB does not receive or review an application until it has been formally submitted by the applicant.

★ **Application Tip:** Applications may only be submitted once employment verification is completed by your employer. Employers with questions regarding verification may contact CSP@naspnet.org.

Processing and notifications

You will receive email notifications at key stages:

- **Confirmation of payment submission:** Payment alone does not constitute application submission
- **Confirmation of application submission:** Allow seven (7) to ten (10) days for processing
- **Application approval or denial:** Approved applicants receive exam scheduling instructions; denied applicants receive the reason for denial
- **Incomplete application notification:** You have thirty (30) days from submission to correct deficiencies. Applications not corrected within this time frame are cancelled

Eligibility appeal

Applicants denied eligibility may submit an appeal through the certification platform within thirty (30) days of receiving the adverse decision. Appeals must be based solely on the information originally submitted; applicants may not submit new or additional information with an appeal.

Certification staff forward appeals to the SPCB Directors or an appointed appeal review committee. A decision is issued within thirty (30) days of receipt, with written notice provided within thirty (30) days of review. All appeal decisions are final.

7. Testing Accommodations

SPCB and its testing vendor, PSI, provide reasonable and appropriate testing accommodations in accordance with the Americans with Disabilities Act (ADA), as amended, for candidates with documented disabilities who request accommodations and demonstrate need as required by law.

Under the ADA, a disability is a physical or mental impairment that substantially limits one or more major life activities.

Do you need to submit a form?

- **No:** If the item you need is on PSI's pre-approved comfort aids list. That list covers common medications, medical devices, communication aids, mobility devices and service animals. No form and no advance approval are required, although all aids are subject to inspection before testing.
- **Yes:** For anything not on that list, including a medical device that cannot be silenced, and for any change to testing time, format or environment.

How to request

1. Complete the accommodations section of your application in the certification platform.
2. Submit the Request for Testing Accommodations Form together with your supporting documentation.
3. Submit by the accommodations deadline for your testing window — see Fees, Refunds and Deadlines.

What your documentation must show

Documentation must support the nature and severity of the disability and enable accommodations to be appropriately matched with functional limitations.

How decisions are made

Accommodation determinations are based on the specific request, the nature of the disability, the documentation submitted, and the appropriateness of the accommodation. Reasonable accommodations do not include changes that fundamentally alter the purpose or integrity of the examination.

Testing center or remote proctoring

Accommodation requests are reviewed for examinations administered in person at authorized testing centers and via Live Remote Proctoring. If an approved accommodation cannot be provided via remote proctoring, you may be directed to complete your examination at an authorized testing center.

Confidentiality

All disability-related information is treated as confidential and shared only with SPCB, the testing vendor, and proctors, unless otherwise authorized in writing by you.

After approval

Approved accommodations are coordinated with the testing vendor, who will contact you directly to schedule an appropriate testing appointment.

8. Fees, Refunds and Deadlines

You must submit a completed application and applicable fees by the published deadline for your desired testing window. SPCB strictly adheres to all deadlines to allow adequate processing time and ensure testing seat availability.

Testing Windows and Deadlines

Testing Window	Application Period	Accommodations Form Deadline	Exam Scheduling Begins
January 2 – February 28*	October 16 – December 15	November 30	November 1
March 1 – April 30	December 16 – February 15	January 31	January 1
May 1 – June 30	February 16 – April 15	March 31	March 1
July 1 – August 31	April 16 – June 15	May 31	May 1
September 1 – October 31	June 16 – August 15	July 31	July 1
November 1 – December 31	August 16 – October 15	September 30	September 1

*February 29 during leap years

Deadlines do not move. All deadlines are fixed calendar dates and close at 11:59 p.m. Eastern Time on the date shown. If a deadline falls on a weekend or holiday, it does not extend to the next business day. Plan to submit early rather than on the deadline itself.

Application Fees

Application Type	US	US NASP Member	Canada	Canada NASP Member
Initial Certification	\$550	\$500	\$650	\$600
Retesting	\$425	\$375	\$525	\$475
Recertification	\$300	\$275	\$400	\$375
Recertification (expedited)	\$325	\$300	\$425	\$400
Reinstatement	\$350	\$350	\$450	\$450

NASP members (individuals and employees of corporate member organizations) receive a \$50 discount on certification and retesting applications and a \$25 discount on recertification applications. Membership must be active and in good standing at the time of application, and the discount code must be applied at the time of original application payment. Employees of corporate member organizations must contact their membership administrator for a discount code. Individual members may locate a discount code in the NASP member portal. NASP membership is not required to earn or hold the CSP credential.

Additional Fees

Fee	Amount	When it Applies	Refundable
Expedited Recertification	\$25	Recertification application submitted 44 days or fewer before your expiration date	Added to your application fee
Transfer to next testing window	\$150	One-time transfer of exam eligibility to the following window	No — application fees also become non-refundable
Late Appointment Cancellation	\$150	Appointment cancelled less than 24 hours before the scheduled time	No — and not eligible for transfer

Fee	Amount	When it Applies	Refundable
Score Verification	\$50	Requested within seven (7) days of your score report	No
Duplicate Certificate	\$25	Additional copy beyond the one provided per certification cycle	Payment required before printing

Refunds and Forfeitures

Situation	Outcome
Withdrawal before application approval	Refund minus a \$100 administrative withdrawal fee
Cancellation after application approval	Refund minus a \$150 administrative cancellation fee
Cancellation requested after the testing window closes	No refund
Late arrival or no-show	All fees forfeited
Failure to test during a transferred window	All fees forfeited
Rescheduling within the same testing window	No fee

9. Scheduling the Exam

The CSP exam is administered through PSI, either at a designated PSI testing center throughout the United States and Canada or via Live Remote Proctoring (LRP) from your home or office. A current list of testing centers is available on the PSI website. Testing appointments are generally offered Monday through Friday, with weekend availability at many locations, subject to center hours, remote proctoring availability, and scheduling capacity.

Exams are administered during defined testing windows. You may schedule an appointment no earlier than two (2) months prior to the start of your eligible testing window, and appointments outside the approved window are not available. Apply at least one (1) month before the application deadline to increase the likelihood of securing your preferred date, time and format.

Once your application is approved you will receive an eligibility approval notice. When the scheduling window opens, PSI emails approved candidates with instructions for scheduling. You may schedule only after receiving this notification, online or by phone directly with PSI, selecting either a testing center or LRP.

Withdrawing an application (before approval)

You may withdraw a submitted application before approval. Applicants found ineligible, or who do not correct an incomplete application within thirty (30) days of submission, are also subject to withdrawal.

- Eligible withdrawals receive a refund minus the administrative withdrawal fee
- Approved applications cannot be withdrawn

Withdrawal requests must be submitted via the online certification platform. Withdrawn applications are cancelled in the certification platform, and you must submit a new application and fee to reapply.

Cancelling an approved application

To cancel an approved application and exam eligibility before the end of your approved testing window, complete both steps:

- Cancel the scheduled exam appointment with the testing vendor and obtain confirmation. Appointments must be cancelled at least twenty-four (24) hours before the scheduled time to remain eligible for a refund.
- Submit a cancellation via the online certification platform after receiving testing vendor confirmation.

Eligible cancellations receive a refund minus the administrative cancellation fee. Requests received after the testing window closes are not eligible for a refund, and you must submit a new application and fee to reapply.

Rescheduling a testing appointment

You may reschedule within the same testing window by contacting the testing vendor at least twenty-four (24) hours prior to your scheduled appointment. Rescheduled appointments must occur within the current testing window, and there is no fee to reschedule within your window.

Transferring to another testing window

To transfer exam eligibility to the next testing window:

1. Cancel any scheduled exam appointment with the testing vendor at least twenty-four (24) hours prior to the appointment and obtain confirmation.
2. Submit a transfer request through the certification platform.
3. Pay the transfer fee at the time of request.

Transfers requested after the close of the approved testing window are not. Applications not transferred before the closure of the approved testing window forfeit all fees. Transfers are limited to one (1) per application, and SPCB may re-verify licensure before permitting scheduling in the new window. Once an application is transferred it is not eligible for a cancellation refund, additional transfers are not permitted, and failure to test during the transfer window results in forfeiture of all fees. Candidates who do not properly request a transfer must submit a new application and pay all application fees.

Late cancellation, late arrival and no-shows

Appointment cancellations made less than twenty-four (24) hours before the scheduled appointment incur the late cancellation fee, which must be paid before you may schedule a new appointment.

Candidates who arrive late will not be admitted and forfeit all fees. Candidates who fail to appear for a scheduled appointment forfeit all fees. In either case you must submit a new application and remit all applicable fees to reapply.

10. Preparing for the Exam

How the exam is developed

SPCB oversees the development and ongoing maintenance of the CSP examination, working with its contracted testing vendor, PSI, to ensure the examination is developed and maintained in accordance with generally accepted psychometric principles, professional testing standards, and nationally recognized accreditation requirements for certification programs.

Job Analysis Study and content outline

A Job Analysis Study is conducted at least every five (5) years to ensure the certification program reflects current specialty pharmacy practice. The study includes a survey developed by subject matter experts and validated by a national audience. Results define the exam content outline and serve as the foundation for continued development of a professional, job-related, evidence-based certification examination.

Item development and form assembly

Exam items are written and approved by trained and qualified practitioners under the guidance of a psychometrician. All items undergo multiple levels of review and editing and are assembled into test forms according to the approved content outline. Final test forms are reviewed by a team of subject matter experts prior to administration.

The passing score

A criterion-referenced standard-setting methodology is used to establish the passing score for each exam. A panel of experts evaluates item difficulty and recommends the passing score under the guidance of a psychometrician. Statistical analyses are conducted following each administration to support score validity and exam performance.

Ongoing development and maintenance

Exam content is regularly reviewed to ensure continued accuracy, relevance, and alignment with current practice. New items and test forms are developed to maintain exam security and integrity.

Exam format and content

The CSP exam consists of 125 multiple-choice questions, including 100 scored items and 25 unscored pretest items. Pretest questions are used to evaluate item performance before inclusion as scored questions and are not identified during the exam.

You are allotted two (2) hours to complete the computer-based examination. The exam is offered in English only and is developed based on specialty pharmacy practice in the United States. Content is based on the CSP Exam Content Outline and reflects current practice.

Important notice regarding study materials and exam preparation

SPCB's role is limited to the development and administration of certification exams to assess candidate competence. SPCB does not require, provide, accredit, endorse, or recommend any study guides, training programs, review courses, or exam preparation products.

SPCB Directors, certification staff, committee members, and subject matter experts do not participate in the creation, accreditation, approval, endorsement, or delivery of any educational training or program intended to prepare candidates for the CSP examination.

If you sit for an SPCB certification examination, you may not be involved in developing, delivering, teaching, or promoting exam preparation materials or programs for that examination for three (3) years after your most recent exam attempt. This includes review courses, preparation programs, boot camps, and study guides. This applies whether or not you passed, because it is based on your exposure to live exam content. Retesting restarts the three-year period; recertifying does not. You may continue to teach general specialty pharmacy continuing education and academic content during this period. The restriction covers only material designed to prepare candidates for the exam.

Candidates are encouraged to use the CSP Exam Content Outline as a guide when preparing for the examination.

CSP Exam Content Outline

I. Intake (12%)

- Understand the coordination of insurance benefits and appropriate application to a prescription (e.g., medical versus pharmacy claim, primary versus secondary insurance, Medicare Part B).
- Understand the steps of a payor's medication approval process, including handling denied claims, coordination of prior authorization, supporting the prescriber through the appeal process, or recommending an alternative formulary agent.
- Address patient financial responsibility for medications, including need and eligibility and types of third-party financial assistance in conjunction with out-of-pocket responsibility.
- Verify market access to prescribed medication and triage if unable to provide service to the patient.
- Understand and communicate the requirements for Patient Assistance Programs.

II. Clinical Management (65%)

- Confirm that patient demographic and clinical information is complete, updated, and suitable for specialty services (e.g., diagnosis code, labs, clinical notes).
- Ensure and document clinical appropriateness of prescribed medication, including strength, dose, frequency and duration.
- Determine optimal site of care and route of administration based on patient preference or payor requirement.
- Provide up-to-date, suitable, evidence-based specialty medication recommendations.
- Evaluate and recommend appropriate supportive medications to be dispensed with specialty medication.
- Identify clinical requirements associated with FDA-mandated Risk Evaluation and Mitigation Strategies (REMS) therapies.
- Coordinate with patient care teams and caregivers to determine appropriate onboarding services and clinical management program enrolment.
- Establish individualized plans of care with patients to achieve treatment goals.
- Provide initial patient education on medication initiation, administration, adherence, storage, handling and disposal, treatment expectations, strategies for managing adverse events and drug or food interactions, and the monitoring and follow-up schedule.
- Monitor therapy and follow up with the patient to assess progress with disease management and quality of life.
- Identify and address barriers to adherence (e.g., physical, psychological, cognitive, financial).
- Collaborate with the patient care team to assess patient progress and recommend modifications to the treatment plan.
- Manage medication disruptions (e.g., drug holiday, surgical procedure, transition of care).
- Educate and manage medication titration, completion and discontinuation.
- Identify, report, track and trend medication errors.

III. Fulfillment (12%)

- Verify delivery content, including ancillary supplies, and proper packaging maintained in accordance with the destination of delivery.
- Ensure proper medication storage and handling of non-sterile, sterile and hazardous medications (e.g., temperature, humidity, light, beyond-use date).
- Verify the integrity and receipt of a medication delivery from a wholesaler or to a patient (e.g., cold-chain management, fragile components, schedule, carrier, counterfeit).
- Manage compliance with REMS and limited distribution medication requirements.
- Address, document, report and resolve shipping exceptions (e.g., carrier delays, HIPAA breach, misdirection, temperature excursions).
- Facilitate medication replacement due to patient misuse or product failure.

IV. Outcomes (11%)

- Collect clinical and patient-reported data based on disease state parameters and medication goals of therapy.
- Analyze and interpret clinical and patient-reported data to measure effectiveness and appropriateness of therapeutic treatment.
- Collect and analyze operational data (e.g., financial metrics, process metrics, phone abandonment rate, turnaround time) to determine the strength and quality of service offerings.
- Identify and understand the role of data reporting for internal and external stakeholders.
- Compare outcomes to available benchmarks to evaluate program quality.
- Design and implement quality improvement programs based on outcomes.

Disease States

A variety of disease states associated with specialty pharmacy are included in the exam questions.

Disease State	% of exam	Coverage
Inflammatory Diseases (e.g., dermatology, rheumatoid arthritis, irritable bowel disease)	20%	Specific
Oncology and Hematology	15%	Specific
Multiple Sclerosis	10%	Specific
Neurology (e.g., Parkinson's Disease, Huntington's Disease, Tardive Dyskinesia, Seizure)	8%	General
Pulmonary (e.g., Asthma, Pulmonary Arterial Hypertension, RSV, Pulmonary Fibrosis)	8%	General
Hepatitis (e.g., HCV)	6%	Specific
Cystic Fibrosis	6%	Specific
Endocrine (e.g., Osteoporosis, Growth Disorders)	5%	General
Infectious Disease (e.g., HIV, CMV)	5%	General
Solid Organ Transplant	5%	General
Bleeding Disorders (e.g., Hemophilia, Von Willebrand disease)	5%	General
Cardiology (e.g., lipid, amyloidosis)	4%	General
Immunoglobulin and Enzyme Deficiencies	3%	General

- **Specific Coverage:** Exam items may assess both foundational knowledge and more specialized aspects of the disease state.
- **General Coverage:** Exam items assess foundational-level knowledge appropriate for specialty pharmacy practice.

Sample questions

CSP exam questions are similar in type and format to the samples below.

- 1. A patient is prescribed an oral oncology agent. Which of the following should a pharmacist assess and document before dispensing?**
 - A. Kidney function, liver function, concurrent medications
 - B. Liver function, lung function, inhaler technique
 - C. Cardiac function, liver function, lung function
 - D. Kidney function, liver function, vitamin D levels
- 2. When verifying a home delivery location for a self-administered medication, what should a specialty pharmacy do?**
 - A. Confirm the delivery location, explain the expected date of delivery, and confirm that someone will be available to accept delivery.
 - B. Explain the expected delivery date, confirm that a nurse will be available to accept delivery, and ship to the physician's office.
 - C. Explain that the expected delivery dates are scheduled upon the initial receipt of the prescription.
 - D. Confirm the delivery location, confirm that a nurse will be available to accept delivery, and ship to the patient's address.
- 3. Which of the following HIV drug classes has been most commonly cited as causing hepatotoxicity?**
 - A. Entry inhibitors
 - B. Integrase inhibitors
 - C. Nucleoside reverse transcriptase inhibitors
 - D. Protease inhibitors
- 4. PJ has been experiencing a burning sensation when she injects her Avonex® (interferon beta-1a) once a week. She rotates her sites and has good injection technique. What advice could be offered to PJ?**
 - A. Drink plenty of water after injections.
 - B. Take a pain or fever reducer prior to injection.
 - C. Take Avonex® out of the refrigerator 30 minutes prior to injection to allow it to reach room temperature.
 - D. Store Avonex® at room temperature to make injections more comfortable.
- 5. Which of the following is of greater concern with bisphosphonates than with Xgeva® (denosumab)?**
 - A. Renal dysfunction
 - B. Hypocalcemia
 - C. Osteonecrosis of the jaw
 - D. Hypophosphatemia
- 6. Which of the following data points can be evaluated by a manufacturer seeking to revise a clinical monitoring REMS requirement for a medication?**
 - A. Difficulty for the patient to obtain the required clinical monitoring.
 - B. Percentage of approvals by payers for patients to initiate therapy.
 - C. Cost of the clinical monitoring to the healthcare community.
 - D. Frequency and severity of the specified clinical event in patients on the medication.

Answer key: 1. A · 2. A · 3. D · 4. C · 5. A · 6. D

11. Taking the Exam

Testing sites

The CSP exam is a computer-based, multiple-choice examination administered at PSI testing centers throughout the United States and Canada, or via Live Remote Proctoring from your home or office. Testing sites are selected to provide a controlled, secure and standardized testing environment for all candidates.

All exam administrations are monitored by qualified proctors trained by PSI. Test Center Administrators verify candidate identification, seat candidates, enforce security procedures, monitor testing activity, and address candidate misconduct.

Identification requirements

You must present a valid, government-issued photo identification to be admitted to a testing site or to test via LRP. Acceptable primary identification must include both a photograph and a signature, and may include:

- Government-issued driver's license
- Passport
- Citizenship card
- Age of majority card
- Military-issued identification card

The name and photograph on your identification must exactly match you. Candidates who do not present acceptable identification will not be admitted, and all fees will be forfeited.

Exam day rules

PSI administers the CSP exam using standardized procedures and strict security protocols to ensure fairness and consistency. Failure to comply with any rule below may result in termination of your exam session, invalidation of your scores, and disciplinary action.

Rules for all candidates

Arrival and identification

- Arrive, or log in, at least fifteen (15) minutes before your scheduled start time. Late arrivals will not be seated, and all fees are forfeited.
- Present a valid, government-issued photo ID. Only approved identification may be brought into the testing room or workspace.

What you may not have

- Study materials, notes, documents or reference materials
- Electronic devices and personal items, including cell phones, bags, purses and reading materials
- Outside paper, whiteboards or calculators

What is provided

- An online whiteboard and notepad tool within the secure exam browser
- A basic four-function calculator within the secure exam browser

Conduct during the exam

- You are observed throughout the exam and security procedures are enforced.
- You may not communicate with anyone other than your proctor.
- You must complete the exam independently. Collaboration, sharing information, or any form of cheating may result in score cancellation, ineligibility for future exams, and disciplinary action.
- Guests, including children, are not permitted.

Exam content

- Questions about exam content may not be asked before, during or after the exam. Proctors can answer procedural questions, such as time remaining, but cannot interpret or explain content.
- Exam questions may not be discussed or disclosed during or after administration. Doing so violates your ethical obligations, exam security, and copyright protections.

Additional rules at a testing center

- Personal items brought to the center are stored in a secure area and are not accessible during testing. You are encouraged to leave personal items at home.
- Food and beverages are not permitted in the testing room.
- Complete the exam quietly and avoid disturbing other candidates.
- Room temperatures vary — dress comfortably and consider layers.

Additional rules for Live Remote Proctoring

Before you start

- Install PSI's secure testing browser and confirm you have a computer with a camera and microphone.
- Complete a security and bandwidth check before your exam.
- Authenticate your identity through the secure browser at check-in.

Your workspace

- Test in a private space, not an open or public area, with a clear, uncluttered desk or table.
- Your workspace must be well lit.
- At check-in you will complete a 360-degree room scan, a desk surface scan, and a floor-to-ceiling scan.

During the exam

- Your session is observed **and recorded**.
- Remain at your workspace for the entire exam. Breaks are not permitted.
- Keep your entire face visible to the camera at all times. Face-detection software runs throughout.
- Keep both hands on or above your workspace.
- Do not cover your mouth, talk, whisper or move your lips.
- Do not take screenshots of exam screens or your results page.
- Hats, food and gum are not permitted. You may have water in a clear container with no labels.

Important — breaks. Breaks are not permitted during exams administered via Live Remote Proctoring. If you may need a break during your exam, schedule at an authorized testing center. If a break is needed as a disability accommodation, see Testing Accommodations.

Candidate feedback

You may note any exam items you believe are unclear during testing. PSI forwards this feedback to SPCB for review as part of the exam's quality assurance and evaluation process. Candidates do not receive individual feedback regarding specific item decisions.

Candidate misconduct

Any individual suspected of cheating or violating exam policies is subject to SPCB's disciplinary policies and procedures. PSI reports incidents of suspected misconduct, disturbances, attempts to remove materials, and other testing irregularities to SPCB for investigation.

SPCB reserves the right to investigate any suspected misconduct or irregularity. Disciplinary actions may include exam termination, invalidation of scores, or additional sanctions as outlined in SPCB's policies.

Copyright and exam security

All proprietary rights to the CSP exam, including copyright, are held by SPCB. Reproduction, distribution, disclosure or reconstruction of any portion of the exam, by any means, is strictly prohibited and may violate copyright law.

Violations may include, but are not limited to, removing materials from the testing room, assisting others in reconstructing exam content, posting content online, or selling or distributing exam materials. SPCB investigates all alleged violations and may pursue legal action when warranted. Exam scores may be invalidated and certification permanently revoked if violations are substantiated.

Testing irregularities

Testing irregularities may include disturbances, unauthorized communication, receipt or provision of assistance, or attempts to remove exam materials. PSI and SPCB investigate all irregularities, including those identified through post-exam statistical analysis.

Based on the findings, SPCB may invalidate exam scores or direct that an exam is not scored. When appropriate, affected candidates may be permitted to retake the exam without charge. Candidates are notified of the reason for score cancellation and any available options. Appeal processes do not apply to testing irregularities.

12. After the Exam

Notification of exam results

You receive your score report immediately following exam administration.

- **Passing score reports** include a decision outcome of "pass", official notification of certification, and recertification requirements.
- **Failing score reports** include a decision outcome of "fail", your total score, the passing score, performance in each content domain, the type of score reported, appropriate uses and potential misuses of reported score information, and re-examination information.

SPCB staff and PSI do not release exam results by telephone or fax and do not share results with any individual other than the candidate, unless written authorization is provided.

Understanding your scores

SPCB establishes the exam passing score using a criterion-referenced standard-setting process, commonly referred to as a cut score. This process links a defined minimum level of acceptable performance to an exam score and is based on data collected from a panel of practicing specialty pharmacists.

You must meet or exceed the established cut score to pass. The CSP exam is not graded on a curve; candidates do not compete against one another or against a quota.

The exam is designed to measure overall competence in specialty pharmacy practice. While content-area scores do not determine pass or fail status, they may provide general insight into relative strengths and areas for improvement. Exam scores are reported as raw scores: each question is worth one point, and the total number of correct responses determines the final result.

Validation and verification of scores

SPCB and PSI reserve the right to cancel or withhold exam scores if their validity or integrity is questioned. Suspected misconduct or testing irregularities may prompt an investigation and result in score invalidation.

Due to computerized scoring and extensive quality-control procedures, scoring errors are extremely rare. If you question your score, you may request score verification through the certification platform within seven (7) days of receiving your score report. Score verification confirms that the number of correct responses recorded at the test site matches the score report issued; it does not include a review of individual exam questions or responses. The score verification fee is listed under Fees, Refunds and Deadlines and is non-refundable.

Due to exam security requirements, SPCB and PSI do not disclose exam questions or individual responses.

Re-examination

If you do not pass, you must wait two full testing windows before retesting. The window in which you tested does not count toward the waiting period. For example, if you test in the January/February window, you are eligible to retest in the July/August window or later.

- **Retesting within one (1) year of your exam date:** Submit a retesting application and the retesting fee. You do not need to submit a new eligibility application; your existing eligibility remains valid.
- **Retesting more than one (1) year after your exam date:** Submit a new application, meet all current eligibility requirements, and pay the initial certification fee.

SPCB may re-verify your licensure before authorizing scheduling.

The waiting period allows sufficient time for exam preparation, enhances exam security by limiting repeated exposure, and ensures candidates test on a different exam form.

Exam appeals

If you believe irregular testing conditions affected your exam performance, you may submit an appeal through the certification platform within seven (7) days of receiving your score report. Examples include medical or personal emergencies, significant technical issues, or other significant test site disruptions.

Appeals must clearly describe the issue and the requested remedy. SPCB investigates all exam appeals in coordination with the testing vendor and issues a written decision within thirty (30) days of appeal submission. Due to exam security requirements, SPCB does not disclose exam questions or candidate responses as part of the appeal process.

13. Certificates and Digital Badges

All badges and certificates remain the property of SPCB. Upon expiration, suspension, or revocation of certification, individuals must immediately cease use and display of all SPCB issued-badges, certificates, and designations. Physical certificates must be returned to SPCB upon request and at certificant expense.

Certificates

Candidates who meet all certification requirements receive a non-transferable CSP certificate that includes the certificant's name, ID number, credential awarded, grant date, and expiration date. Certificates may be displayed only while certification remains valid and remain the property of SPCB.

Paper certificates are issued by request only. The certificate request form becomes available in the certification platform within thirty (30) days after your testing window closes, or upon approval of your recertification. Once the form is available, you may request a certificate at any time while your certification remains valid.

Requested certificates are mailed within thirty (30) days of request. One certificate is provided per certification cycle at no charge; additional copies may be purchased for \$25.

Digital badges

A digital badge is issued automatically through the certification platform. New CSPs receive their badge following the close of the testing window in which they passed. Recertifying CSPs receive an updated badge upon recertification approval. No request is necessary, and your badge reflects your current expiration date.

14. Maintaining Certification

Purpose

SPCB requires recertification to support ongoing professional development and to ensure that individuals who hold the CSP credential maintain current knowledge and skills relevant to specialty pharmacy practice.

The recertification process encourages continuous learning, reinforcement of existing competencies, and engagement in professional development activities that reflect evolving practice standards, research, and emerging issues in specialty pharmacy. Recertification occurs on a two-year cycle, reflecting the pace of change within the profession and the need for ongoing competency.

Recertification cycle and due dates

CSP certification is valid for two (2) years. Your initial certification expiration date appears on your certificant dashboard in the certification platform and falls on the last day of the month two years after passing the exam. Subsequent certifications expire at two-year intervals.

Recertification applications and fees are due 45 days prior to your certification expiration date. This window allows time to resolve issues such as non-qualifying continuing education.

You may receive courtesy reminder emails; however, responsibility for timely submission rests solely with you.

Recertification requirements

To maintain active certification status, you must submit a complete online recertification application, supporting documentation, and required fees by the published deadline, and demonstrate compliance with the following.

Licensure

- Maintain an active pharmacist license in good standing in the United States or Canada
- No current restrictions or pending actions
- Any lapse, suspension or restriction must be reported to SPCB within fifteen (15) days
- Failure to report changes may be reviewed under the SPCB Disciplinary Policy

Continuing education

- Thirty (30) hours of specialty pharmacy-related CE in the preceding two (2) years

See **Continuing Education Requirements** for the full CE rules, including the additional professional certification allowance available only at recertification.

Code of Conduct, background, and application accuracy attestation

- Attestation to compliance with the SPCB Code of Conduct
- Disclosure of felony convictions or state/provincial board suspensions
- Reporting of convictions or board actions within fifteen (15) days
- Attestation to the accuracy and completeness of application information

Recertification rationale

Recertification requirements are designed to promote public protection, professional integrity, and continued competence, and align with job analysis data, pharmacy licensure standards, and comparable pharmacy certification programs. See [Appendix A](#) for a detailed explanation.

Application review and verification

Only complete recertification applications are accepted for review. Incomplete applications are returned for correction, subject to established deadlines. SPCB reserves the right to verify all information submitted, including licensure with the appropriate board, continuing education records, verification of any additional professional certification with the issuing board, and the attestations.

If non-compliance is identified, you have thirty (30) days to submit the required information. Certification will expire at the end of that thirty (30) day period or on your certification expiration date, whichever occurs later, if the deficiencies are not resolved.

Recertification approval

Upon successful completion of recertification requirements, SPCB issues a renewal notice. SPCB does not accept recertification applications from individuals whose certification is suspended or revoked. Paper certificates are issued by request only following renewal, and digital badges are issued automatically upon recertification approval.

Failure to recertify

Recertification is mandatory. Certifications expire on the last day of the month two (2) years after the previous certification date. Individuals with expired, suspended or revoked certifications may not represent themselves as CSPs, are removed from SPCB's public verification listings, and receive official notice of expiration. Use of the CSP credential may resume only after official notice of reinstatement or recertification approval.

Lapsed certification and reinstatement

- **Expired 60 days or fewer:** Certification may be reinstated by submitting a recertification application, fees and required documentation. If approved, the expiration date remains unchanged.
- **Expired 61 days or more:** Certification is lapsed. You must reapply for certification and meet all current eligibility requirements, including passing the CSP exam.

The 60-day reinstatement period begins the day after your expiration date. Certification is lapsed beginning on day 61.

Recertification appeals

Individuals denied recertification eligibility may submit an appeal via the online certification platform within thirty (30) days of the adverse decision. Appeals must be based on alleged misapplication of policy or material errors of fact. No new information may be submitted. Certification staff forward appeals to the SPCB Directors or an appointed review committee. A decision is issued within forty-five (45) days, with written notification provided within thirty (30) days of review. All decisions are final.

15. Professional Conduct and Discipline

As a condition of certification, all applicants, candidates and certificants agree to comply with the SPCB Code of Conduct. It sets ethical standards covering legal and professional compliance, adherence to SPCB policies, service to patients, and professional performance. You attest to compliance each time you apply for certification or recertification.

Violations may result in disciplinary action, including written reprimand, suspension, or revocation of certification. SPCB investigates all substantiated complaints under a formal process that includes written notice, an opportunity to respond, and a right of appeal within thirty (30) days of a determination.

To report a concern, submit a written complaint to CSP@naspnet.org including your name, the name of the person the complaint concerns, and a detailed description of the factual allegations with any supporting documentation. All submissions are treated confidentially.

Read the full documents: [SPCB Code of Conduct and Disciplinary Policy](#)

16. Miscellaneous Policies

Statement of fairness and nondiscrimination

SPCB is committed to principles of fairness, due process, and equal opportunity in all aspects of certification and recertification.

In administering its certification programs, SPCB does not discriminate against or deny opportunity to individual on the basis of race, color, creed, age, sex, gender identity or expression, national origin, religion, disability, marital status, parental status, ancestry, sexual orientation, military or veteran status, source of income, or any characteristic protected by applicable federal, state, provincial, or local law.

All applicants, candidates, and certificants are evaluated solely based on published eligibility, examination, certification, and recertification criteria established by the SPCB. Certification decisions are made objectively and consistently, without regard to personal characteristics unrelated to professional competence.

Confidentiality

SPCB is committed to protecting confidential and proprietary information related to applicants, candidates, certificants, and the development, administration and maintenance of certification programs. This obligation applies to all SPCB staff, Directors, committee members, subject matter experts, consultants, vendors, and others with authorized access, all of whom are required to execute confidentiality agreements or attestations.

Confidential information includes, but is not limited to, application status; personal applicant and certificant information; exam development and administration materials such as job analysis studies, technical reports and cut score studies; exam items, answers, forms and item banks; and individual exam scores.

SPCB does not disclose confidential applicant or certificant information unless authorized in writing by the individual or as required by law. Exam scores and application status are released only to the individual concerned unless written authorization is provided. Applicants and certificants are required to attest to SPCB's confidentiality requirements, including the protection of exam content, as part of the certification and recertification process.

Aggregate exam statistics reported for at least three (3) years — such as number of candidates, pass rates and total certificants — are publicly available. All aggregate reports exclude personally identifiable information unless written authorization is provided.

Changes in contact information

You are responsible for maintaining accurate mailing and email addresses in the certification platform. Certificates are mailed to the address on file, and all other communications are sent to the email address on record. Contact information may be updated at any time through the certification platform.

Records retention

SPCB retains certification records in accordance with its record retention policy, and confidential documents are securely destroyed once no longer required.

- Individual exam results, active certification records, and disciplinary records are permanently retained
- Inactive certificant records are retained for a minimum of seven (7) years
- Inactive candidate records are retained for a minimum of three (3) years

Statement of compliance with all laws

SPCB complies with all applicable federal, state, provincial and local laws and regulations, including those related to non-discrimination, privacy, confidentiality, records retention, disabilities, employment and business practices. Reports of unlawful activity are referred to the appropriate law enforcement or licensing authorities.

Certification verification

Certificant names, credentials held and certification status are not considered confidential and are published for verification purposes. Credential verification is available through the certification platform and includes certificant name, ID number, credentials held, certification status, grant date, expiration date, and address, state and country.

Application status, exam participation and exam scores are not disclosed without written authorization from the individual.

Use of the certification mark

Upon receiving official written notification of certification, you may use the CSP designation or "Certified Specialty Pharmacist" title only while your certification remains valid and in good standing. Certification represents a non-transferable, revocable, limited, non-exclusive license to use the designation, subject to compliance with SPCB policies and procedures. SPCB reserves the right to revise policies and procedures at any time.

Unauthorized, fraudulent or misleading use of SPCB certification marks, certificates or logos — including reproduction, alteration or distribution — may result in legal remedies. Education and training providers may not use SPCB marks or logos to imply endorsement, approval or affiliation.

Proper use of the credential

You may use the CSP designation in professional communications and materials such as business cards, stationery and websites, provided your certification is current and valid. When used, your name must be clearly displayed. The designation is placed after academic degrees and licensure.

- **Correct:** John Doe is a Certified Specialty Pharmacist®
- **Correct:** John Doe, PharmD, CSP
- **Incorrect:** ACME Company employs three (3) Certified Specialty Pharmacist® professionals

The CSP designation may not be used in a plural or possessive form. If certification is suspended, revoked or expired, all use of the designation must cease immediately.

Ownership of certification marks and logos

The certification marks and logos are the property of the Specialty Pharmacy Certification Board and its parent organization, the National Association of Specialty Pharmacy. Permission to use them is granted at the discretion of SPCB for permissible authorized purposes only. Marks and logos must be used exactly as provided and may not be altered, modified, revised or redesigned, and may not be used in a misleading manner or in a way that suggests endorsement, approval or sponsorship by SPCB.

All badges and certificates remain the property of SPCB. Upon expiration, suspension, or revocation of certification, individuals must immediately cease use and display of all SPCB issued-badges, certificates, and designations. Physical certificates must be returned to SPCB upon request and at certificant expense.

Appendix A — Eligibility and Recertification Rationale

Eligibility and recertification requirements are designed to promote public protection, professional integrity, and continued competence. These requirements align with job analysis data, pharmacy licensure standards, and comparable pharmacy certification programs.

Eligibility requirements — for applicants

SPCB established eligibility requirements to ensure that individuals pursuing the CSP credential possess an appropriate level of education, experience and demonstrated knowledge necessary to provide specialty pharmacy services at an intermediate level.

- **Education and licensure** ensure applicants meet the foundational requirements to practice as pharmacists, and support public trust and protection.
- **Continuing education** of thirty (30) hours related to specialty pharmacy practice in the previous two years ensures applicants possess current, specialty pharmacy-specific knowledge, while recognizing both clinical and non-clinical aspects of practice.
- **Specialty pharmacy practice experience** of 3,000 hours in the previous four (4) years ensures adequate work experience and sufficient exposure to specialty pharmacy services to support examination readiness and professional competence. The four-year period allows applicants working part-time to become eligible without compromising the currency of their experience. SPCB recognizes that many competent pharmacists spend only a portion of their time in specialty practice, and the certification does not intend to exclude these otherwise qualified applicants.
- **Code of Conduct, background and application accuracy attestation** reinforce ethical practice, accountability and public trust.
- **The examination** confirms that education and experience have resulted in demonstrated competence, as defined by job analysis studies and reflected in the exam content outline.

Recertification requirements — for current certificants

SPCB established recertification requirements to ensure that individuals holding the CSP credential continue to possess an appropriate level of education, experience and demonstrated knowledge.

- **Licensure** confirms ongoing eligibility to practice as a pharmacist and supports public trust and protection.
- **Continuing education** of thirty (30) hours in the previous two (2) years ensures certificants possess current, specialty pharmacy-specific knowledge, while recognizing both clinical and non-clinical aspects of practice.
- **Additional professional certifications** recognize advanced competency and professional growth in specialty pharmacy practice.
- **Code of Conduct, background and application accuracy attestation** reinforce ethical practice, accountability and public trust.