

**State of New Hampshire**  
**OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION**  
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Lindsey B. Courtney  
Executive Director



January 5, 2023

His Excellency, Governor Christopher T. Sununu  
And the Honorable Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

Pursuant to RSA 4:8, the Office of Professional Licensure and Certification respectfully requests authorization to accept a gift for travel reimbursement, not to exceed \$3,000.00, from the National Association of State Boards of Pharmacy (NABP) to allow two (2) employees to attend the Multistate Pharmacy Jurisprudence Examination (MPJE) Item Development Workshop on March 8, 2023 through March 10, 2023 in Chicago/Mount Prospect, Illinois.

**EXPLANATION**

The National Association of Boards of Pharmacy (NABP) is a 501(c)(3) nonprofit organization that supports and works with its members to protect the public health. NABP is the independent, international, and impartial association that assists its member boards in protecting the public health. New Hampshire is a long-time member of NABP. NABP is the administrator of the Multistate Pharmacy Jurisprudence Examination (MPJE) that all pharmacists in NH are required to take before becoming licensed in NH.

The item development process is a collaborative effort, and NABP encourages all MPJE participating states to attend this important workshop to help develop examination questions for the pharmacy law examination. The process ensures the integrity and validity of the examination. The State of New Hampshire has been offered travel, food and hotel accommodations for two (2) members of the Compliance Bureau for the Board of Pharmacy to attend the MPJE Item Development Workshop on March 8, 2023 through March 10, 2023 in Chicago/Mount Prospect, Illinois, with funds being made available through NABP. Information about the workshop is available on-line at <https://nabp.pharmacy/>.

*His Excellency, Governor Christopher T. Sununu and  
the Honorable Council*

This gift supports attendance to the MPJE Item Development Workshop, including meals and hotel accommodations, and air travel to and from the for two (2) attendees.

If this request is not approved by the Governor and Executive Council, then New Hampshire may not be represented at this national workshop. The Office of Professional Licensure and Certification appreciates the continued support of the NABP, which helps to ensure the State of New Hampshire is represented at the national level.

Respectfully submitted,



Lindsey B. Courtney  
Executive Director



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**TO:** EXECUTIVE OFFICERS – MPJE PARTICIPATING STATES, MPJE Item Writers, MPJE Review Committee

**FROM:** Maureen Garrity, Competency Assessment Director

**DATE:** December 8, 2022

**RE:** **MPJE Item Development Workshop – March 8-10, 2023**

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The National Association of Boards of Pharmacy® (NABP®) will host the Multistate Pharmacy Jurisprudence Examination® (MPJE®) Item Development Workshop on March 8-10, 2023, at NABP Headquarters in Mount Prospect, IL.

The item development process is a collaborative effort between NABP and all participating state and jurisdictional (“State”) boards of pharmacy to help safeguard public health in the United States. The laws and regulations of each State can rapidly change, making our collaboration even more important. NABP is committed to supporting each State during the development of items, which are designed to evaluate whether pharmacists possess the requisite knowledge of laws and regulations to practice safely in your State.

The role of each State’s subject matter expert is critical in MPJE item development. We ask that you please designate up to two subject matter experts on your State’s law to join us for this very important Development Workshop.

As a reminder, test security is a vital part of the item development process. Before participating in each item development workshop for any of the NABP examination programs, each designated subject matter expert must sign the NABP Statement on Conflict of Interest, Copyright, and Confidentiality Agreements. The Competency Assessment department will send a separate email containing electronic versions of these agreements.

### **In-Person Attendance**

NABP will reimburse approved expenses (travel, food, and lodging) for up to two participants from each State to attend the Workshop. However, NABP may need to limit the participants from one or more States in the event of space limitations.

Tentative in-person meeting schedule (all times are in CST):

- Tuesday, March 7<sup>th</sup>:
  - Arrive in Chicago, IL, and check in at the Hilton Chicago/Northbrook Hotel

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- Wednesday, March 8<sup>th</sup>:
  - Meet in the hotel lobby at 7:55 AM for a shuttle to NABP Headquarters
    - Meeting time: 8:30 AM to 4:00 PM (*group dinner to follow*)
- Thursday, March 9<sup>th</sup>:
  - Meet in the hotel lobby at 7:55 AM for a shuttle to NABP Headquarters
    - Meeting time: 8:30 AM to 4:00 PM (*group dinner to follow*)
- Friday, March 10<sup>th</sup>:
  - Meet in the hotel lobby at 7:55 AM for a shuttle to NABP Headquarters
    - Meeting time: 8:30 AM to 2:00 PM
    - Transportation back to the airport provided

### Remote Option

If your State is unable to send a designated item writer, the item writing will need to be completed remotely. Full details, including content areas to be targeted and logistics, will be discussed via a Zoom training session with the designated item writers. Morning and afternoon sessions will be available to accommodate all schedules.

Remote schedule (all times are in CST):

- Monday, February 13<sup>th</sup>
  - Writers to receive a secure email containing file access documents and a separate email including detailed assignment information
- Tuesday, February 14<sup>th</sup>:
  - MPJE Item Development Workshop (IDW) Training Session: 10:00 AM - 11:30 AM
- Wednesday, February 15<sup>th</sup>:
  - MPJE Item Development Workshop (IDW) Training Session: 1:00 PM - 2:30 PM
- Wednesday, March 1<sup>st</sup>:
  - *\*Optional* MPJE IDW open-line dial-in:
    - 10:00 AM - 11:00 AM
    - 1:00 PM - 2:00 PM
- Friday, March 10<sup>th</sup>:
  - Newly written MPJE items due in Exam Studio
  - Exam Studio access expires Friday, March 10, 2023, at midnight

Please submit the [response form](#) no later than **Wednesday, January 18, 2023**, and provide contact

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information for the subject matter expert(s) who will attend the Workshop on-site or those who will complete the State assignment remotely.

- Remote participants will be contacted by the Competency Assessment team with detailed information on training and open-line dial-in information.
  - IDW training will include an overview of the process, software instruction, State-specific content assignment, and timelines.
  - NABP staff will host optional open-line dial-in sessions to answer assignment-related questions.
- In-person participants will be contacted by the NABP Meeting Services department regarding travel and hotel information approximately eight weeks before the meeting once NABP has secured the names of the attendees.
  - All participant arrangements will be confirmed 2 weeks before the meeting.

If you have any questions or comments, please contact Santa Ardito, Competency Assessment Supervising Coordinator, at [sardito@nabp.pharmacy](mailto:sardito@nabp.pharmacy), or Elizabeth Ferro, Competency Assessment Program Manager at [eferro@nabp.pharmacy](mailto:eferro@nabp.pharmacy).

cc: NABP Executive Committee