



**Secretary of State  
Office of Professional Regulation**

**PHARMACY**  
**Application Instructions for Pharmacy Intern**

1. Complete the online application and submit the nonrefundable processing fee.
2. Submit Verification of Pharmacy Education. The Applicant (intern) completes the top portion of the Verification of Pharmacy Education form and sends it to his or her school. Your school or college completes the form and sends it directly to the Board.

**Who Must Register as a Pharmacy Intern?** Every individual (student) shall be registered with the Board before beginning his or her internship (externship) in this State. Pharmacy Interns must register whether earning hours as part of their experiential academic rotations or outside the academic program towards the Board's 500 non-school internship hours. (See Part 4 of the Board's Rules)

**Internship:** 1,740 hours practical experience. This may be fulfilled by postgraduate experience, supervised practice, and experience gained during participation in college-coordinated externship and clerkship programs. Experience gained in externships and clinical clerkships may not exceed 1,240 hours. An Intern must be under the direct supervision of a Board-approved preceptor. **Your Preceptor must be registered with the Board.**

The Board requires academic internship experience (reported to your school) and 500 hours of non-classroom internship experience (reported to the Board).

Interns (students), while participating in rotations as part of their college curriculum, are not required to specify the location of the pharmacy where their training will occur at the time this application is completed. In addition, they may list their preceptor as the college-approved preceptor. The college-approved preceptor must also be registered with the Board as a Preceptor and may be the specified Preceptor for multiple Interns/students. The internship hours earned in this situation are reported to the school and apply to the Intern's experiential academic program.

Interns who have achieved third year standing and wish to begin earning internship hours towards the Board's requirement of at least 500 hours of internship experience outside the classroom, must indicate the specific location where the internship will occur and the name of the Board-Approved Preceptor. The Intern must be under the direct supervision of a Board-Approved Preceptor and that Preceptor may supervise no more than two interns at one time. **Interns must verify that their Preceptor is registered for internship experience to count toward the hourly requirement.** You may verify whether your Preceptor is registered via our Web site from the Look up a Licensee quick link. Documentation of this internship experience shall be provided on a form available from the Board.

A pharmacy intern shall wear a name tag bearing in a clearly legible font the individual's name and title "Pharmacy Intern." (See Board Rule 4.17 (c)).

**NOTE:** All licensees (or registrations) renew on a fixed 24 month schedule: July 31 (odd numbered years). Applicants issued an initial license more than 90 days prior to the renewal date will be required to renew. Initial licenses issued within 90 days of the renewal date will not be required to renew.

**NOTE:** Any change of address or other contract information, by an applicant or licensee, must be forwarded to this office no later than thirty (30) days after change occurs.