



North Carolina Board of Pharmacy

GUIDE TO PHARMACY INTERN RENEWAL

For students currently registered as a pharmacy student intern and enrolled in an ACPE-accredited school of pharmacy

A “pharmacy intern” is “any person who is registered with the Board under the internship program of the Board to acquire pharmacy experience or enrolled in approved academic internship programs.” 21 NCAC 46.1317(29). A qualified pharmacy intern “may, while under supervision [of a licensed pharmacist], perform all acts constituting the practice of pharmacy.” Id.

INTERN REGISTRATION RENEWAL- A pharmacy intern registration is valid from September 1 to August 31 of the following year. The registration renewal period opens August 1 each year. You must renew your internship registration annually while enrolled in pharmacy school. Please note, new proof of enrollment documentation will be a required upload for renewal.

This guide walks pharmacy students, who are registered as a pharmacy intern and enrolled in an ACPE-accredited school of pharmacy, through the North Carolina Intern Renewal process.

There is no fee for an intern renewal.

Step by Step Guidance Document

Step 1: Navigate to the Board’s Licensure Gateway (<https://portal.ncbop.org/>) and log in with your username and password.



Welcome to the Licensure Gateway!

The Gateway is a single portal to manage licenses, permits and registrations associated with the North Carolina Board of Pharmacy. It grants access to printable documents, change of address, online applications and many more features. The Gateway is used to submit all license, permit and registration applications.


- For Pharmacies and DME's click on the [Facility Management](#) tab below.
- For users wishing to manage chain facilities, please click on the [Chain Management](#) tab below.
- All others click on the [Register Now!](#) button below if this is your first time visiting the Licensure Gateway.

The image shows the login form on the Licensure Gateway website. At the top, there are three tabs: "Personal Licenses", "Facility Management", and "Chain Management". Below the tabs are two input fields: "*Username" and "*Password". A green "Login" button is positioned below the password field. Underneath the login button are three buttons: "Register Now!" (with a document icon), "Forgot Username" (with a person icon), and "Forgot Password" (with a lock icon). At the bottom of the form is a blue button labeled "Helpful Videos".

Step 2: Scroll to the bottom of your profile and click on the Pharmacy Intern tile:

Licenses & Registrations ▼


Expiring soon!
Click here to renew.




Pharmacy Intern
License #: 00024
Status: Active
Expiration: 08/31/2023

Step 3: Click on the Renewal tile:


License Options ▼




Renewal



Submit Internship Hours



Verified Internship Hours



Print Annual Certificate

Guide to Pharmacy Intern Renewal (Student)

Step 4: Complete the application. The first section pre-populates your NABP e-profile number and you'll click NEXT to continue:

The screenshot shows the 'Application Start' step. On the left is a vertical navigation menu with 'Application Start' selected and highlighted in blue. Below it are links for 'Internship Type', 'Education', 'Verification', 'Uploads', and 'Confirmation'. The main content area is titled 'Application Start' and contains a 'Definition of intern' section with text explaining the role. Below this is a field for 'NABP e-Profile Number' with the value '57896784624' and a help icon. At the bottom, there are two buttons: 'Cancel / Exit' and 'Next'. The 'Next' button is circled in red.

Choose your internship type. As a pharmacy student, you would click the box for PHARMACY STUDENT, then click NEXT to continue:

The screenshot shows the 'Internship Type' step. The left navigation menu now has 'Application Start' with a green checkmark and 'Internship Type' selected and highlighted in blue. The main content area is titled 'Internship Type' and contains a section '* Choose which type of intern you are:' with five radio button options: 'Pharmacy Student' (checked), 'FPGEC Candidate', 'Reciprocity Candidate', 'Reinstatement Candidate', and 'Pharmacy School Graduate'. At the bottom, there are three buttons: 'Previous', 'Cancel / Exit', and 'Next'. The 'Next' button is circled in red.

Guide to Pharmacy Intern Renewal (Student)

The next section is your Education. Please review what's been pre-populated and if it is accurate, click on the drop down arrow and choose YES. If corrections are needed, click on the drop down arrow and choose NO, and make the needed corrections. Click NEXT to continue.

Application Start	✓
Internship Type	✓
Education	⌵
Verification	
Uploads	
Confirmation	

Education

Pharmacy School Attending

*Is this information correct?

Education

Pharmacy College Training Completed

Completed/will complete US Pharmacy College: Yes

Name & Location of College Attending: University of NC at Chapel Hill - NC

Start Date: 08/25/2021

Anticipated Graduation Date: 2025

Degree: Pharm D

Previous Cancel / Exit **Next**

Guide to Pharmacy Intern Renewal (Student)

Step 5: Verification. The next page is a VERIFICATION page. Please take a moment to verify all the information on the verification page. If you see any errors, use the button at the bottom of the page to go back and correct the information. Once all information is correct, click NEXT to proceed to the upload section.

Application Start	✓
Internship Type	✓
Education	✓
Verification	⊕
Uploads	
Confirmation	

Verification

Please take a moment to verify all information below. If you see any errors, use the PREVIOUS button, at the bottom of the page, to go back and correct information. Once all information is correct, use the NEXT button, at the bottom of the page, to proceed.

Application Start

Definition of intern: Board rule defines a "pharmacy intern" as "any person who is registered with the Board under the internship program of the Board to acquire pharmacy experience or enrolled in approved academic internship programs." 21 NCAC 46.1317(29). A qualified pharmacy intern "may, while under supervision [of a licensed pharmacist], perform all acts constituting the practice of pharmacy." Id. The PPA exempts "pharmacy students who are enrolled in a school of pharmacy approved by the Board" from a requirement to register as a pharmacy technician. G.S. § 90-85.15A(e).

NABP e-Profile ID: 57896784624

Internship Type

Type: Pharmacy Student

Education

Pharmacy College Training Completed

Completed/will complete US Pharmacy College: Yes

Name & Location of College Attending: University of NC at Chapel Hill - NC

Start Date: 08/25/2021

Anticipated Graduation Date: 2025

Degree: Pharm D

Terms of Agreement

* I, **Intern Test 3**, hereby affirm that I have answered the foregoing questions, and that my answers are true and correct. I understand that any false information given by me may subject me to refusal to be licensed, disciplinary action by the North Carolina Board of Pharmacy, and/or any license obtained shall be void and of no effect. I Agree

Previous Cancel / Exit **Next**

Step 6: Upload section. Please upload the following:

- Proof of enrollment for the 2023-24 academic year (which you must obtain from your school of pharmacy). Please consult with the appropriate person(s) at your school to obtain suitable proof of enrollment for upload.

Once the document is uploaded, click NEXT to submit the application.

The screenshot displays the 'Pharmacist Internship Registration' interface. On the left, a vertical menu lists application steps: 'Application Start' (checked), 'Internship Type' (checked), 'Education' (checked), 'Verification' (checked), 'Uploads' (selected with a blue circle), and 'Confirmation'. The main content area is titled 'Uploads' and features a red warning box: 'ATTENTION: Items below are required to be uploaded before your application can be approved. You may submit this application without all items uploaded. You may return to the Gateway and upload any additional items later. Your application will not be reviewed until all necessary items have been uploaded. The max file size allowed is 8MB.' Below this is a 'Proof of Enrollment' section with a large white box and the text 'Drop files here or click to upload.' At the bottom, three buttons are visible: 'Previous', 'Cancel / Exit', and 'Next', with the 'Next' button circled in red.

Step 7: Once submitted, the Internship Renewal will take 3-5 business days to review and process. When approved, you will receive an automated email from our system letting you know the renewal is complete. At that point, you may log in and print your intern registration certificate showing the updated expiration date of 8/31/2024.

Please note, any intern registration not renewed by 9/1/2023, will be moved to inactive status.