



North Carolina Board of Pharmacy

A Preceptor's Guide to Confirming a Pharmacy Intern's Claimed Experiential Hours

[Board of Pharmacy Rule .1503](#) requires that any person who wishes to serve as a pharmacy intern and obtain practical experience in North Carolina must register with the Board. A person may not, and will not, receive credit for any practical experience required for licensure and obtained in North Carolina unless and until registered as a pharmacy intern. Detailed information on who is qualified to serve as a pharmacy intern, as well as how to register as a pharmacy intern, is found here: [How To Register As a Pharmacy Intern](#).

The Board has implemented an on-line system for pharmacy interns to record experiential hours acquired outside of an IPPE or APPE Doctor of Pharmacy curriculum and to have those hours confirmed by a preceptor. This guidance details the process for a pharmacy intern to record non-curricular experiential hours and submit them for preceptor approval: [How To Record Intern Hours](#).

Pharmacy interns should **not** record experiential hours obtained through IPPEs and APPEs in a Pharm.D. curriculum. The Board accepts certification of experiential hours obtained by registered pharmacy interns in the Pharm.D. curriculum from the pharmacy school. No further certification is required. Accordingly, if you precepted a student solely as part of an IPPE or APPE, the student should not record those hours through this system and there is no need for you to confirm them through this system.

Some states, however, require licensure applicants to demonstrate practical pharmacy experience obtained outside of the Pharm.D. curriculum. And some types of interns (e.g., a pharmacist seeking to reinstate a license after a significant period out of practice; FPGEC holders acquiring hours for licensure) must obtain experience outside of the Pharm.D. curriculum for licensure (or re-licensure). The Board must certify such practical experience for it to count toward licensure in North Carolina or to be transmitted to another board of pharmacy. And that certification requires confirmation of the hours by the supervising preceptor.

STEP 1: If a pharmacy intern claims experiential hours and lists you as the preceptor, you will receive an email message (sent to the email address attached to your profile in the Board's Licensure Gateway), notifying you of that claim and directing you to log in through the Board's Licensure Gateway to review the claimed hours and confirm or deny them. **Note:** If you precept pharmacy students, it is crucial that your Licensure Gateway profile contain a valid email address and that you periodically check that email address for experiential hours claim notices.

Here is an example of that email:

Email Sent: Test Intern has listed you as their Preceptor for Legacy Pharmacy #00262 # - 123 Main St
To: test@ncbop.org
From: noreply@ncbop.org



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Test Intern has listed you as their Preceptor for Legacy Pharmacy #00262 # - 123 Main St. Chapel Hill, NC 27516.
Please login to your Gateway to verify.

STEP 2: Once you receive the email notification, navigate to the Board’s Licensure Gateway -- <https://portal.ncbop.org> – and log-in to your profile. Once logged in, click the blue button above your name titled PRECEPTED INTERNS:

You have internships that have marked you as the Preceptor that need to be verified. Please click the below button to view the internships.

[Precepted Interns](#)

STEP 3: A list of interns who have claimed experiential hours and who have listed you as a preceptor will be displayed. Any claim that is highlighted in yellow requires your attention. Review each claim and, if you agree that you precepted the intern during the time listed, at the site listed, and for the number of hours listed, click CONFIRM. If you do not agree with or cannot confirm the listing, click DENY; the hours won’t be confirmed and the claim will be removed from your Precepted Interns list. The pharmacy intern will be notified by email when you confirm or deny the claimed hours.

Pharmacies highlighted in yellow need to be verified.

Pharmacies/Interns						
Pharmacy	Intern	Reg #	Start	End	Hours Claimed	
Legacy Pharmacy #00262 #00262	Test Intern	00020	01/01/2023	01/07/2023	40	Confirm Deny
Legacy Pharmacy #00262 #00262	Test Intern	00017	01/01/2023	01/07/2023	40	Confirm Deny

[Exit](#)

STEP 4: All CONFIRMED experiential hours claims will change to white, and the listing will remain in your profile and will be attached to the pharmacy intern's profile as well.

Pharmacies highlighted in yellow need to be verified.

Pharmacies/Interns					
Pharmacy	Intern	Reg #	Start	End	Hours Claimed
Legacy Pharmacy #00262 #00262	Test Intern	00020	01/01/2023	01/07/2023	40
Legacy Pharmacy #00262 #00262	Test Intern	00017	01/01/2023	01/07/2023	40

Exit

STEP 5: The blue PRECEPTED INTERNS button will remain active at the top of your profile. You may access it any time.



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A final note. The Board relies on preceptors to ensure that claimed experiential hours are correct. If you deny a claim, the intern will be notified that they should reach out to you to resolve any concerns or correct any mistakes. The intern will have the ability to resubmit a denied claim with corrected or additional needed information.