



## North Carolina Board of Pharmacy

### **RECORDING AND OBTAINING CERTIFICATION FOR EXPERIENTIAL PHARMACY PRACTICE HOURS OBTAINED OUTSIDE OF AN ACADEMIC CURRICULUM**

[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 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](#) or here: [Intern FAQs](#).

Once you are registered as an intern, you may begin recording experiential hours obtained outside of a pharmacy school curriculum in your intern profile.

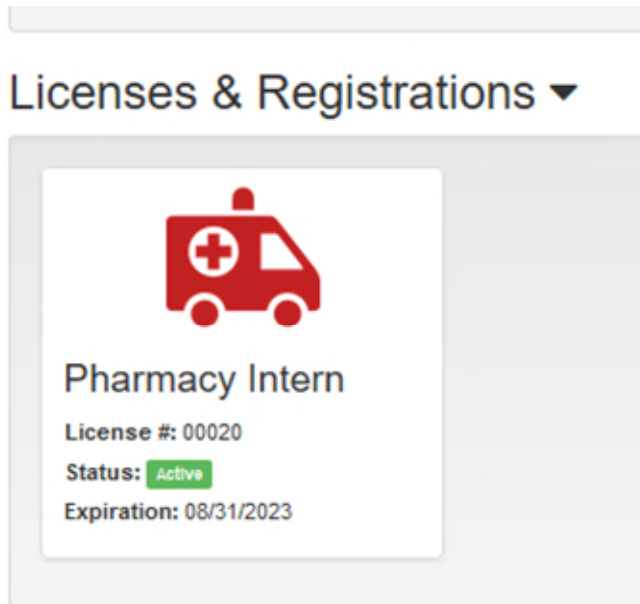
You should **not** record experiential hours obtained through IPPEs and APPEs in a Pharm.D. curriculum. The Board accepts certification of experiential hours obtained by a registered pharmacy intern as part of the Pharm.D. curriculum from the pharmacy school. No further certification is required.

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.

This document details how to record non-curricular pharmacy experience for Board certification, and how to obtain proof of certification for another board of pharmacy.

**STEP 1:** Navigate to the Board's Licensure Gateway -- <https://portal.ncbop.org> -- and log-in to your profile. Once logged in, scroll down and click on your Pharmacy Intern tile:

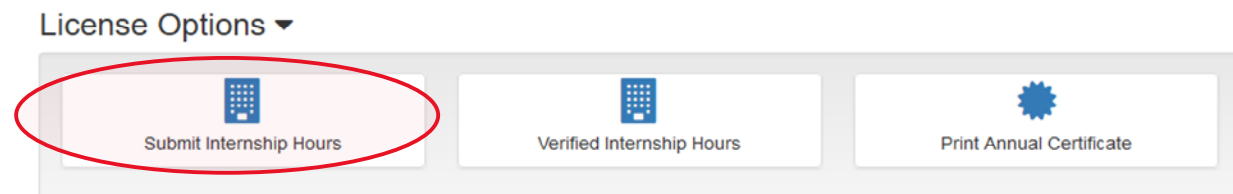
Licenses & Registrations ▼



The image shows a user interface for a Pharmacy Intern license. At the top, there is a dropdown menu labeled "Licenses & Registrations" with a downward arrow. Below this is a large light gray rectangular area containing a white square tile. The tile features a red ambulance icon with a white cross on its side. Below the icon, the text reads "Pharmacy Intern", "License #: 00020", "Status: Active" (where "Active" is in a green box), and "Expiration: 08/31/2023".

**STEP 2:** Click on the SUBMIT INTERNSHIP HOURS tab located under License Options:

License Options ▼



The image shows a horizontal menu titled "License Options" with a downward arrow. There are three buttons in the menu. The first button, "Submit Internship Hours", is highlighted with a red oval and contains a blue icon of a building with a grid. The second button, "Verified Internship Hours", contains a blue icon of a building with a grid. The third button, "Print Annual Certificate", contains a blue gear icon.

**STEP 3:** Follow the prompts to add internship hours. (Again, you should not submit hours obtained in an IPPE or APPE as part of a Pharm.D. curriculum.)

First, search for your internship site. Click the ADD PHARMACY tab to search for the pharmacy where you completed internship hours.

Home Applications My Profile Help/Instructions Logout

Warning: You are currently authenticated via the Board Information Regulatory Database.

Internship Sites

Preceptors

Verification

Confirmation

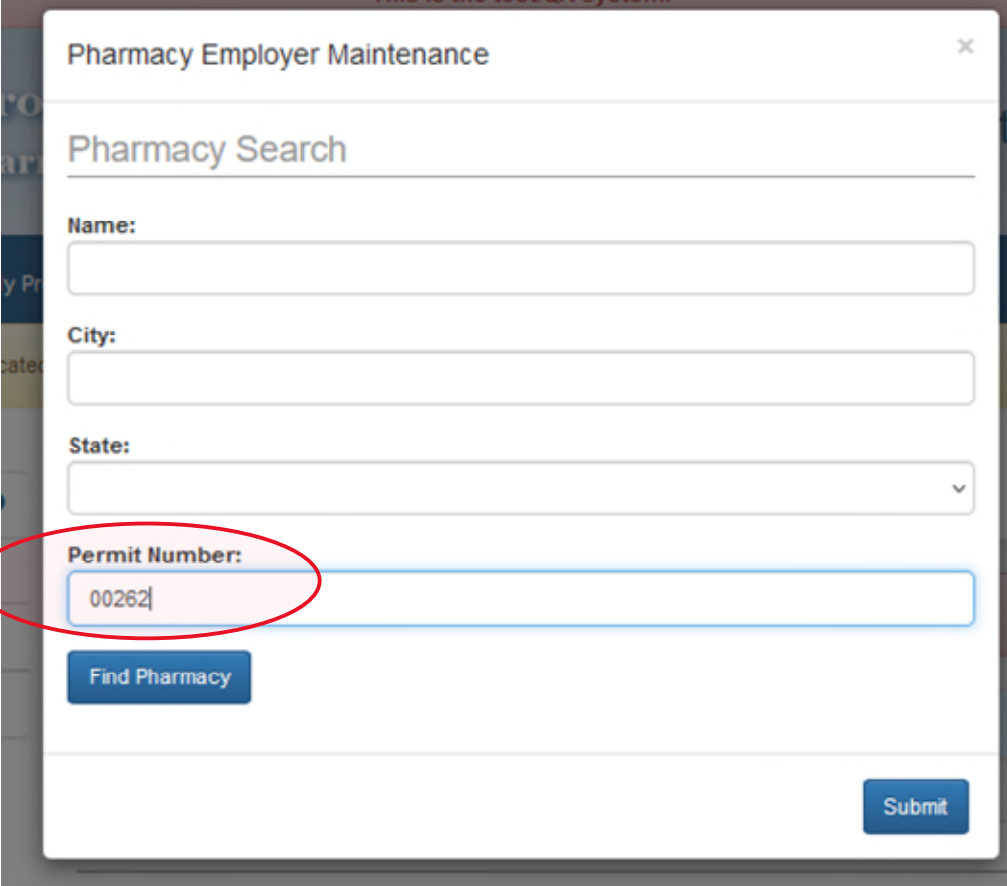
Internship Sites

\*Only enter non-curricular internship sites. Do not enter in IPPE or APPE sites.

Internship Sites + Add Pharmacy

Cancel / Exit Next

Second, locate the pharmacy where you completed your internship hours. The most effective way to search is to enter the pharmacy's North Carolina permit number (and nothing else). If you do not know the pharmacy's permit number, enter information in the other fields. Then, click FIND PHARMACY:



The image shows a web form titled "Pharmacy Employer Maintenance" with a search section. The search section is titled "Pharmacy Search" and contains four input fields: "Name:", "City:", "State:", and "Permit Number:". The "Permit Number:" field is highlighted with a red circle and contains the text "00262". Below the input fields are two buttons: "Find Pharmacy" and "Submit".

Pharmacy Employer Maintenance

Pharmacy Search

Name:

City:

State:

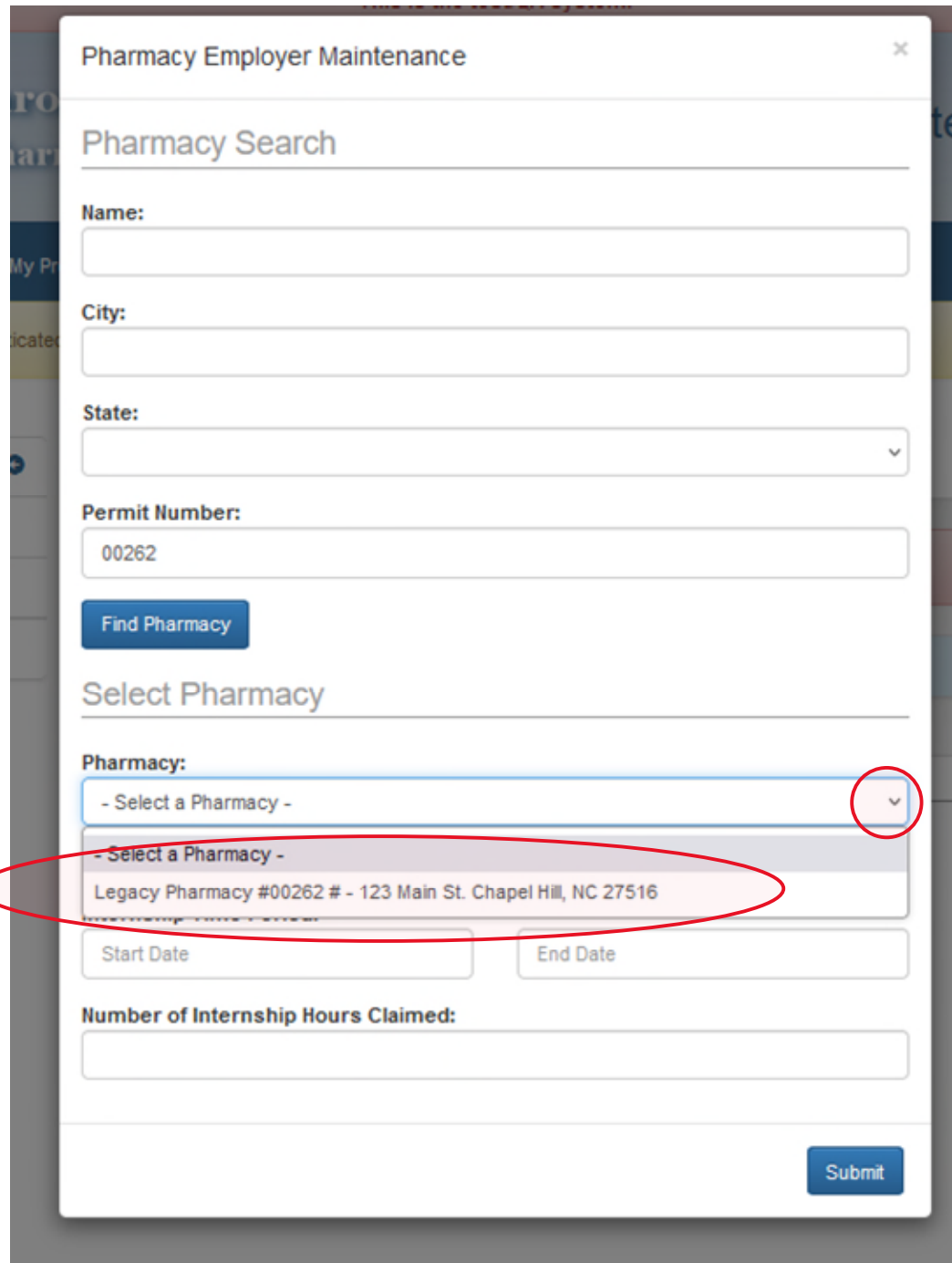
Permit Number:

00262

Find Pharmacy

Submit

Third, click on the pharmacy to select it. Please note: The pharmacist-manager field will auto-populate. The pharmacist-manager may or may not be your preceptor for the experiential hours. Instructions on how to select your preceptor pharmacist are found below.



**Pharmacy Employer Maintenance** [Close]

**Pharmacy Search**

**Name:**

**City:**

**State:**

**Permit Number:**

**Find Pharmacy**

**Select Pharmacy**

**Pharmacy:**  
- Select a Pharmacy - [Dropdown Arrow]

- Select a Pharmacy -  
Legacy Pharmacy #00262 # - 123 Main St. Chapel Hill, NC 27516

**Start Date**  **End Date**

**Number of Internship Hours Claimed:**

**Submit**

**STEP 4:** Enter your start date, end date, and the total number of internship hours you are claiming. Click SUBMIT to record your information.

### Pharmacy Employer Maintenance

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#### Pharmacy Search

**Name:**

**City:**

**State:**

**Permit Number:**

---

#### Select Pharmacy

**Pharmacy:**

**Pharmacy Manager:**  
Test 2, Pharmacist - License #30133

**Internship Time Period:**

**Number of Internship Hours Claimed:**

**STEP 5:** If you need to add another site, click ADD PHARMACY and repeat steps 3 and 4. If you wish to move on to the preceptor section, click NEXT.

Internship Sites

\*Only enter non-curricular internship sites. Do not enter in IPPE or APPE sites.\*

Internship Sites + Add Pharmacy

Legacy Pharmacy #00262 # - 123 Main St. Chapel Hill, NC 27516

Permit Status: **Active**

Manager: Test 2, Pharmacist - License #30133

Start Date: 01/01/2023

End Date: 01/07/2023

Hours: 40

Cancel / Exit Next

**STEP 6:** Identify the North Carolina-licensed preceptor(s) who directly supervised your experiential hours.

First, click ADD PHARMACIST to add your preceptor.

North Carolina Board of Pharmacy Internship Site Update

Home Applications My Profile Help/Instructions Logout

Warning: You are currently authenticated via the Board Information Regulatory Database.

Preceptors

Pharmacist Preceptor ⓘ

No records have been added!

+ Add Pharmacist

Previous Cancel / Exit Next

Second, search for your preceptor. The most efficient way to search is by entering only your preceptor's pharmacist license number. If you don't know your preceptor's license number, search by name. Click FIND PHARMACIST

This is the test/QA system.

### In-State Pharmacist Maintenance

Pharmacist Name:

First  Last

Pharmacist License #:

Pharmacist Preceptor



Click the drop down arrow to select your preceptor:

THIS IS THE TEST/QA SYSTEM.

### In-State Pharmacist Maintenance


**Pharmacist Name:**

First:  Last:

**Pharmacist License #:**

Select the Pharmacist

**\*Pharmacist:**



- Select Pharmacist -

Previous Cancel / Exit Next

Then, click the drop down on the next field to select the internship site at which this preceptor supervised you:

This is the test/QA system.

### In-State Pharmacist Maintenance

**Pharmacist Name:**

First  Last

**Pharmacist License #:**

Select the Pharmacist

**\*Pharmacist:**

**\*Internship Sites:**

**STEP 7:** Confirm the information that you have entered. Once both fields have been chosen/selected, click SUBMIT to record the information.

This is the test/QA system.

### In-State Pharmacist Maintenance

**Pharmacist Name:**  
First:  Last:

**Pharmacist License #:**

**Find Pharmacist**

Select the Pharmacist

**\*Pharmacist:**

**\*Internship Sites:**

**Submit**

Click NEXT to verify all the information is correct:

|                  |   |
|------------------|---|
| Internship Sites | ✓ |
| Preceptors       | + |
| Verification     |   |
| Confirmation     |   |

### Preceptors

Pharmacist Preceptor ⓘ + Add Pharmacist

Test Pharmacist #30136 🗑

License Status: Active

Practice: Legacy Pharmacy #00262 # - 123 Main St. Chapel Hill, NC 27516

**Next**

Click NEXT to submit the hours:

|                  |   |
|------------------|---|
| Internship Sites | ✓ |
| Preceptors       | ✓ |
| Verification     | + |
| Confirmation     |   |

### Verification

**Internship Sites**

Legacy Pharmacy #00262 # - 123 Main St. Chapel Hill, NC 27516  
**Permit Status:** Active  
**Manager:** Test 2, Pharmacist - License #30133  
**Start Date:** 01/01/2023  
**End Date:** 01/07/2023  
**Hours:** 40

**Pharmacist Preceptor** ⓘ

Test Pharmacist #30136  
**License Status:** Active  
**Practice:** Legacy Pharmacy #00262 # - 123 Main St. Chapel Hill, NC 27516

[Previous](#) [Cancel / Exit](#) [Next](#)

Click EXIT to return to your profile page.

|                  |   |
|------------------|---|
| Internship Sites | ✓ |
| Preceptors       | ✓ |
| Verification     | ✓ |
| Confirmation     | + |

### Confirmation

**Current Pharmacy Employers**

Legacy Pharmacy #00262 # - 123 Main St. Chapel Hill, NC 27516  
**Manager:** Test 2, Pharmacist - License #30133  
**Start Date:** 01/01/2023  
**End Date:** 01/07/2023

**Pharmacist Preceptor** ⓘ

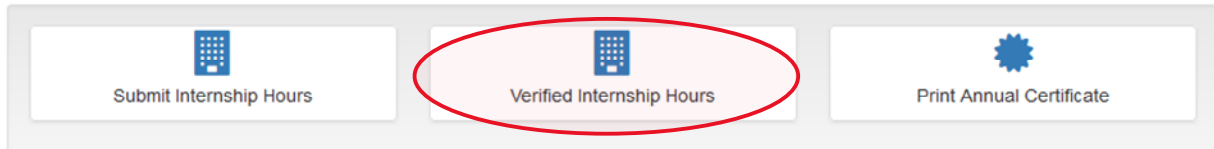
Test Pharmacist #30136  
**License Status:** Active  
**Practice:** Legacy Pharmacy #00262 # - 123 Main St. Chapel Hill, NC 27516

[EXIT](#)

**STEP 8:** After you enter all information, the system will automatically send an electronic mail to the preceptor(s) you have identified. The preceptor(s) will be notified of your claim and provided with instructions to log into their own personal profile, review your submission, and approve or deny it.

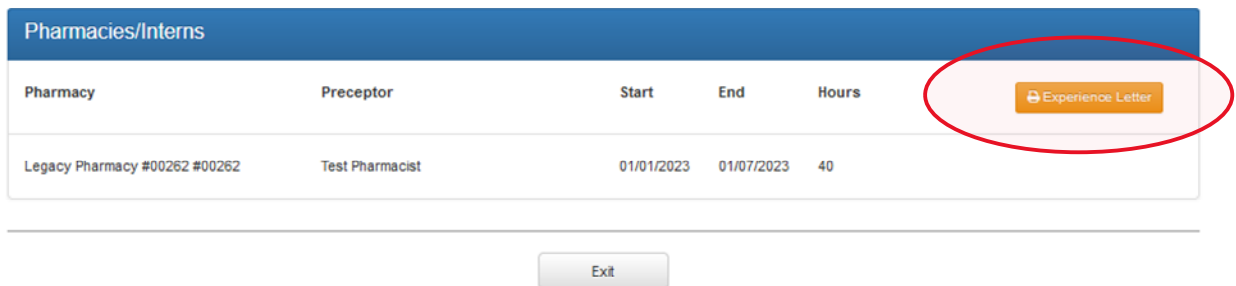
If the preceptor(s) approve the hours, you will receive an email notifying you of the approval, and the hours will appear under your VERIFIED INTERNSHIP HOURS tile:

License Options ▾



If the preceptor(s) does not confirm the hours you claimed, those hours will be removed from your profile. You will receive an email notifying you that the preceptor(s) did not confirm the claimed hours. It is your responsibility to follow up with the preceptor(s) if you believe that they have made a mistake. Board staff cannot – and will not – mediate disputes between interns and preceptors on claimed hours.

**STEP 9:** To obtain a letter certifying your internship hours, click on the EXPERIENCE LETTER button:



Here is an example of a certification letter, which will appear as a PDF that you may print and/or save.



Certification of Practical Experience Hours

The North Carolina Board of Pharmacy certifies that Test Intern has obtained the following practical experience hours under the supervision of a North Carolina licensed pharmacist. Test Intern obtained these practical experience hours outside of the Doctor of Pharmacy curriculum. The Board accepts practical experience hours reported by the school of pharmacy from which the intern graduated. To obtain certification of curricular practical experience hours, please contact the intern's school of pharmacy.

| Site                          | Preceptor        | Start Date | End Date   | Experiential Hours |
|-------------------------------|------------------|------------|------------|--------------------|
| Legacy Pharmacy #00262 #00262 | Pharmacist, Test | 01/01/2023 | 01/07/2023 | 40                 |

Total: 40

A handwritten signature in black ink, appearing to read "Jack W. Campbell IV".

Jack W. Campbell IV  
Executive Director