



North Carolina Board of Pharmacy

GUIDE TO PHARMACY INTERN REGISTRATION

FOR FOREIGN GRADUATES

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.

A graduate of a foreign school of pharmacy who has obtained Foreign Pharmacy Graduate Equivalency Certification (“FGPEC”) from NABP may begin acquiring the 1,500 practical experience hours required for North Carolina licensure. To serve as a pharmacy intern and obtain practical pharmacy experience in North Carolina, you must register with the Board. 21 NCAC 46.1503(b).

A person does not receive credit for any practical experience unless and until registered.

This guide walks an FGPEC-credentialed person through the North Carolina pharmacy intern registration process.

There is no fee for an intern registration.

Step by Step Guidance Document

Step 1: Create a profile. Navigate to the Board’s Licensure Gateway – <https://portal.ncbop.org> Click REGISTER NOW and follow the prompts. If you already have an online profile, please 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.

Personal Licenses Facility Management Chain Management

*Username

*Password

Login

Register Now! Forgot Username Forgot Password

Helpful Videos

If you leave home, know your Ws!

 **WEAR** a cloth covering over your nose and mouth.

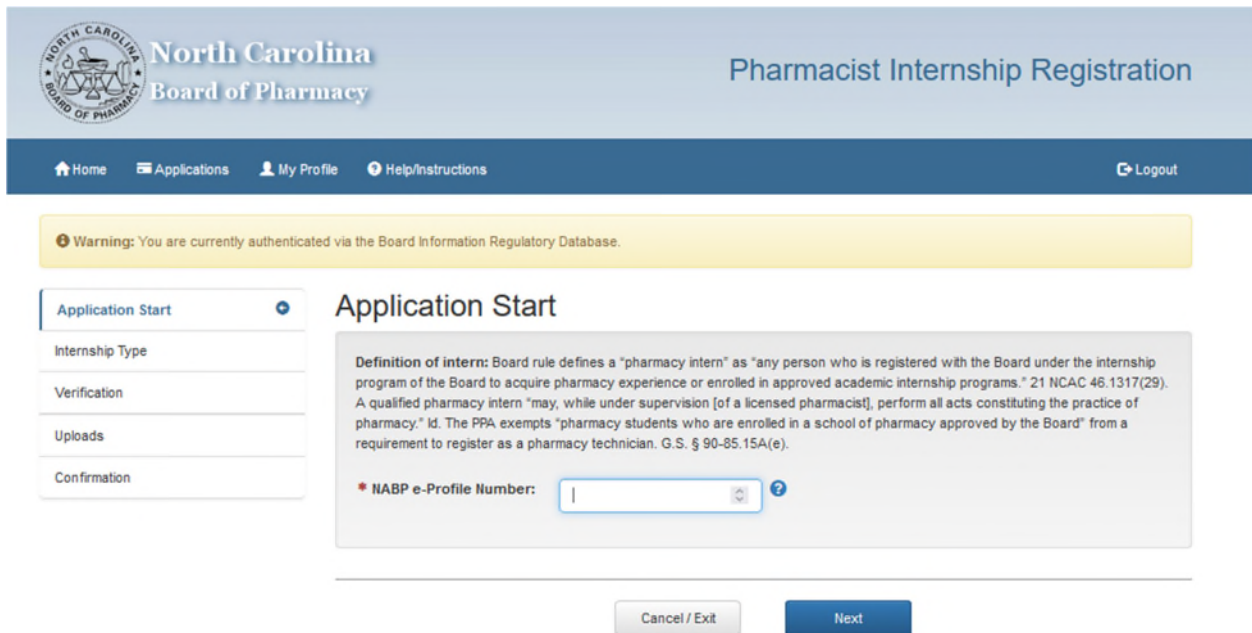
 **WAIT** 6 feet apart. Avoid close contact.

 **WASH** your hands or use hand sanitizer.

Step 2: Click on APPLICATIONS, then PHARMACIST INTERNSHIP REGISTRATION APPLICATION



Step 3: Complete the application. First, enter in your NABP e-Profile number*:



*If you do not have an NABP e-Profile number, navigate to <https://dashboard.nabp.pharmacy> to create an individual log-in and obtain an NABP e-Profile number.

Guide to Pharmacy Intern Registration (Foreign Graduate)

Then, choose which internship type you fall into. As a foreign graduate, you click on the box for FPGEC CANDIDATE, then click NEXT:

The screenshot shows the 'Pharmacist Internship Registration' page for the North Carolina Board of Pharmacy. The page has a blue header with the board's logo and name on the left, and the title 'Pharmacist Internship Registration' on the right. Below the header is a dark blue navigation bar with links for Home, Applications, My Profile, Help/Instructions, and Logout. A yellow warning banner states: 'Warning: You are currently authenticated via the Board Information Regulatory Database.' On the left side, there is a vertical menu with options: Application Start (checked), Internship Type (selected), Education, Verification, Uploads, and Confirmation. The main content area is titled 'Internship Type' and contains a form with the instruction: '* Choose which type of intern you are:'. The form lists five options with checkboxes: Pharmacy Student, FPGEC Candidate (checked), Reciprocity Candidate, Reinstatement Candidate, and Pharmacy School Graduate. At the bottom of the form are three buttons: 'Previous', 'Cancel / Exit', and 'Next'.

Then, complete the EDUCATION SECTION, and click NEXT to continue:

The screenshot shows the 'Education' section of the registration form. On the left is a sidebar with a progress indicator: 'Application Start' (checked), 'Internship Type' (checked), 'Education' (active), 'Verification', 'Uploads', and 'Confirmation'. The main form area is titled 'Education' and contains a sub-section 'Pharmacy School Attended'. This section includes a 'Foreign Program' dropdown, a 'College of Pharmacy Attended' field, a 'Location' field, a 'Period of Attendance' section with 'Start' and 'End' date pickers, a 'Graduation Date' field, a 'Degree' dropdown, an 'FPGEC Date' field, and a 'Certificate Number' field. At the bottom of the form are three buttons: 'Previous', 'Cancel / Exit', and 'Next'.

Step 4: 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.

Step 5: Upload section. Please upload the following:

- A photo of yourself
- A copy of your NABP-issued FPGEC Certificate

North Carolina Board of Pharmacy Pharmacist Internship Registration

Home Applications My Profile Help/Instructions Logout

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

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

Uploads

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.

Applicant Photograph

Drop files here or click to upload.

FPGEC Verified

Drop files here or click to upload.

Previous Cancel / Exit Next

Step 6: Once the application has been approved, you will receive an automated email from our system with your Internship Registration number. Additionally, once registered, you will log in and print your Internship Registration certificate.

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 acquiring practical experience hours. You will receive an email 30 days prior to the beginning of renewal reminding you to renew. At that point, you will need log in and renew your Internship Registration. Please note, a copy of your FPGEC certificate will be a required upload.