FOR STUDENTS ENROLLED IN AN APPROVED COLLEGE 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.

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 students who are currently enrolled in an ACPE-accredited school of pharmacy through the North Carolina pharmacy intern registration process.

There is no fee for an intern registration.

Please note, at the end of the application, you must complete and upload a document entitled “NC Board of Pharmacy FERPA Waiver”. The document is found here.

Please print the document, complete it, and upload it to the end of the application under the upload section. Digital signatures will not be accepted, the signature needs to be a physical signature.
Step by Step Guidance Document

**Step 1:** Create a profile. Navigate to the Board’s Licensure Gateway – [https://portal.ncbop.org](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.
Guide to Pharmacy Intern Registration (Student)

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

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

North Carolina Board of Pharmacy
*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.

Then, choose which internship type you fall into. As a pharmacy student, you would click the box for PHARMACY STUDENT, then click NEXT:
Then, complete the EDUCATION SECTION, and click NEXT to continue:

**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
- Proof of enrollment from your pharmacy school. Please consult with the appropriate person(s) at your school to obtain suitable proof of enrollment for upload.
- A signed copy of the FERPA Waiver document (a link to the FERPA Waiver document is listed above)
Once all documents are uploaded, click NEXT to submit the application.

**Step 6:** Once submitted the Internship Registration application may take 10-14 days to process. When 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 enrolled in pharmacy school. 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 to the Board’s Licensure Gateway and renew your Internship Registration. Please note, new proof of enrollment documentation will be a required upload for renewal.