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.

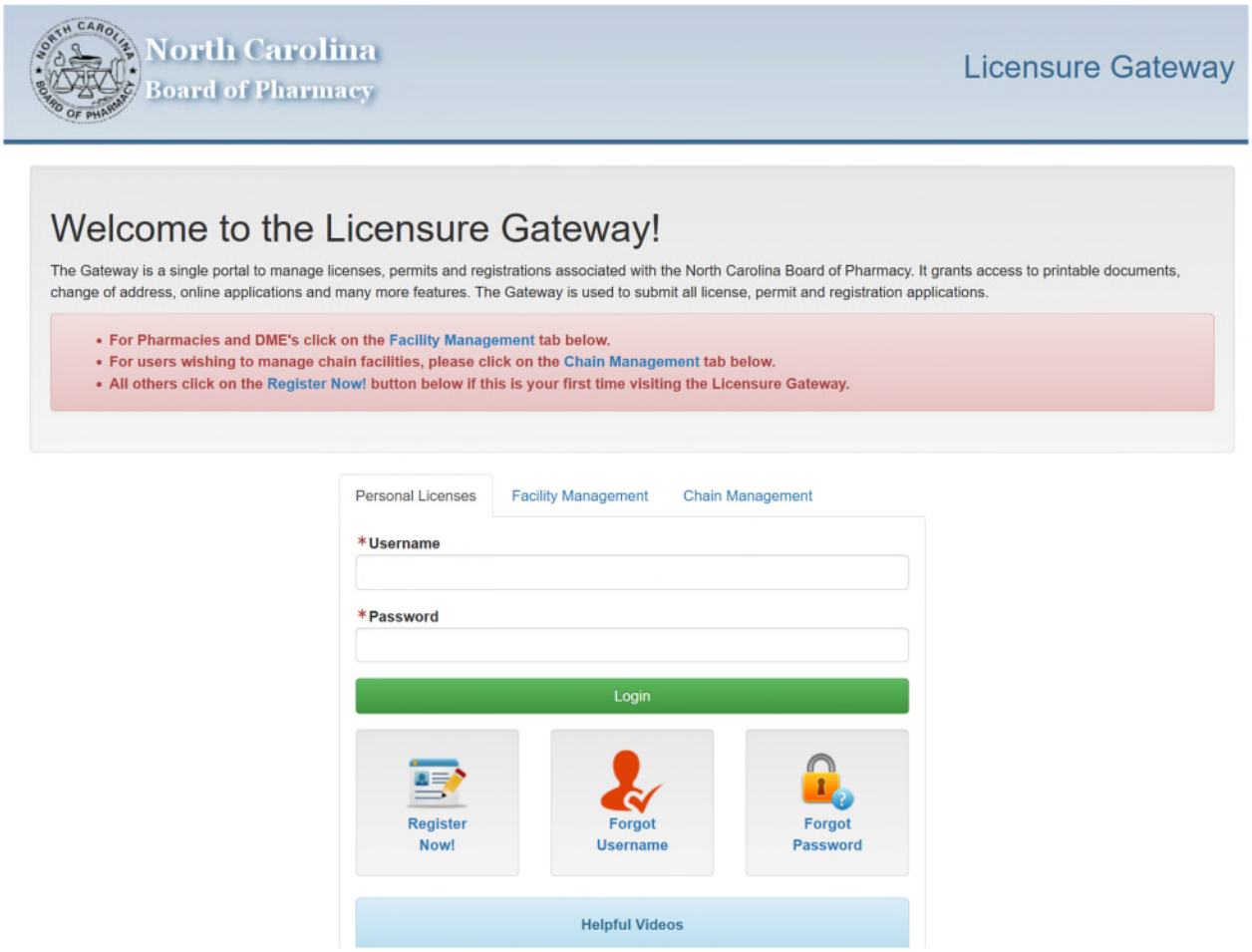
INTERN REGISTRATION RENEWAL- A pharmacy intern registration is valid from September 1 to August 31 of the following year. The registration renewal period opens August 1 each year. You must renew your internship registration annually while enrolled in pharmacy school. Please note, new proof of enrollment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

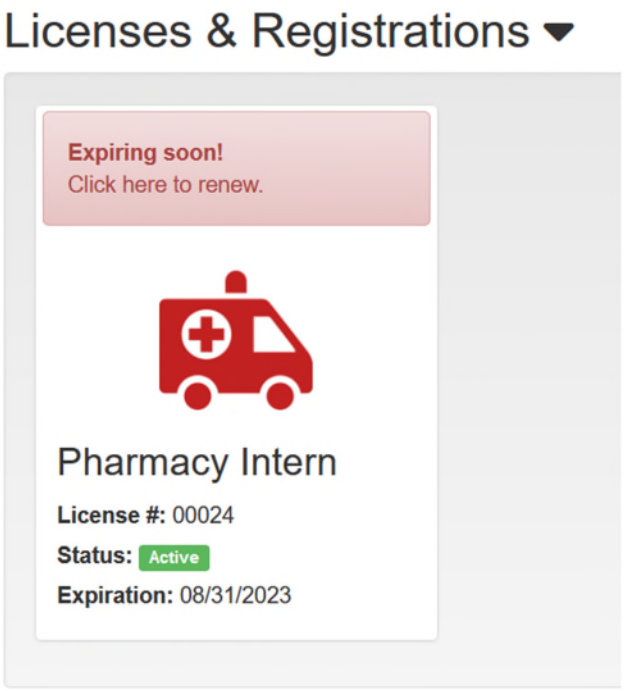
There is no fee for an intern renewal.

Step by Step Guidance Document

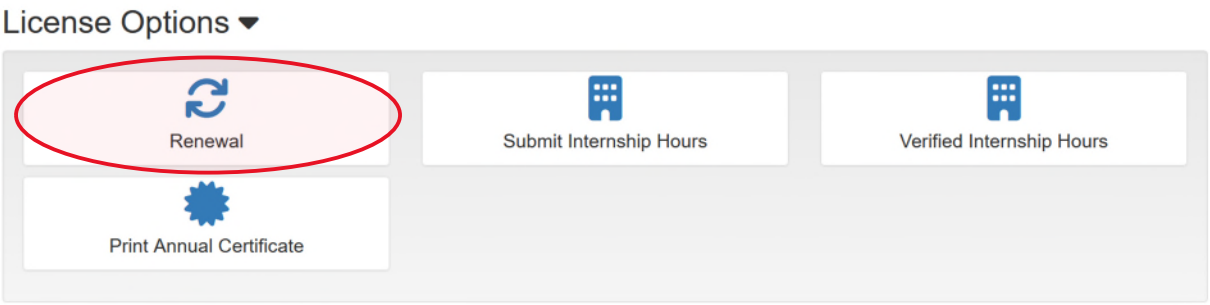
Step 1: Navigate to the Board's Licensure Gateway (https://portal.ncbop.org/) and log in with your username and password.



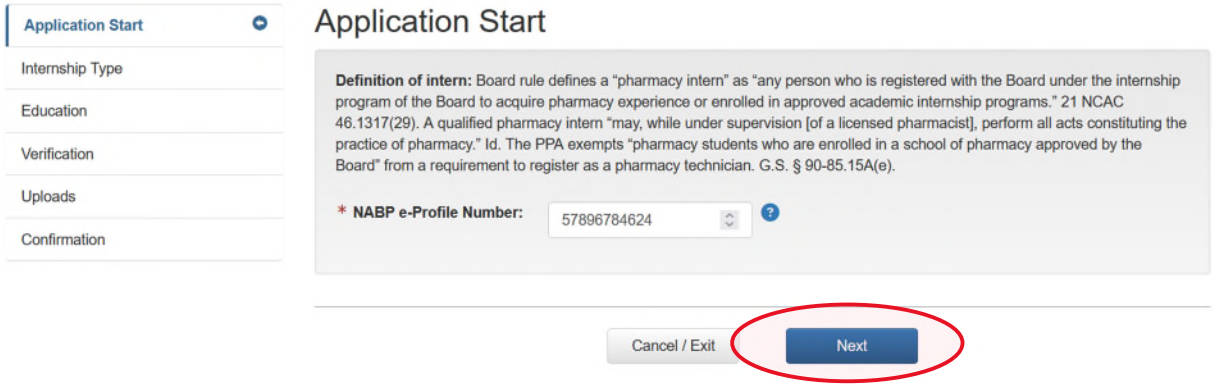
Step 2: Scroll to the bottom of your profile and click on the Pharmacy Intern tile:



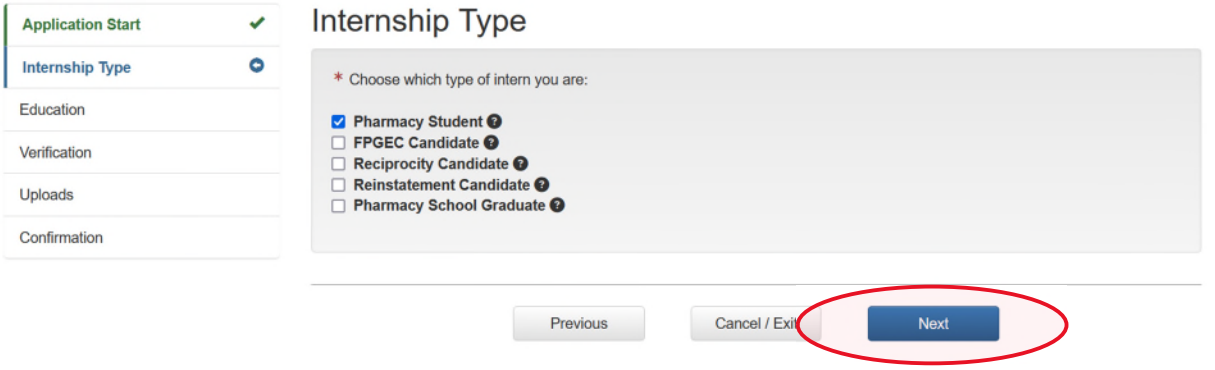
Step 3: Click on the Renewal tile:



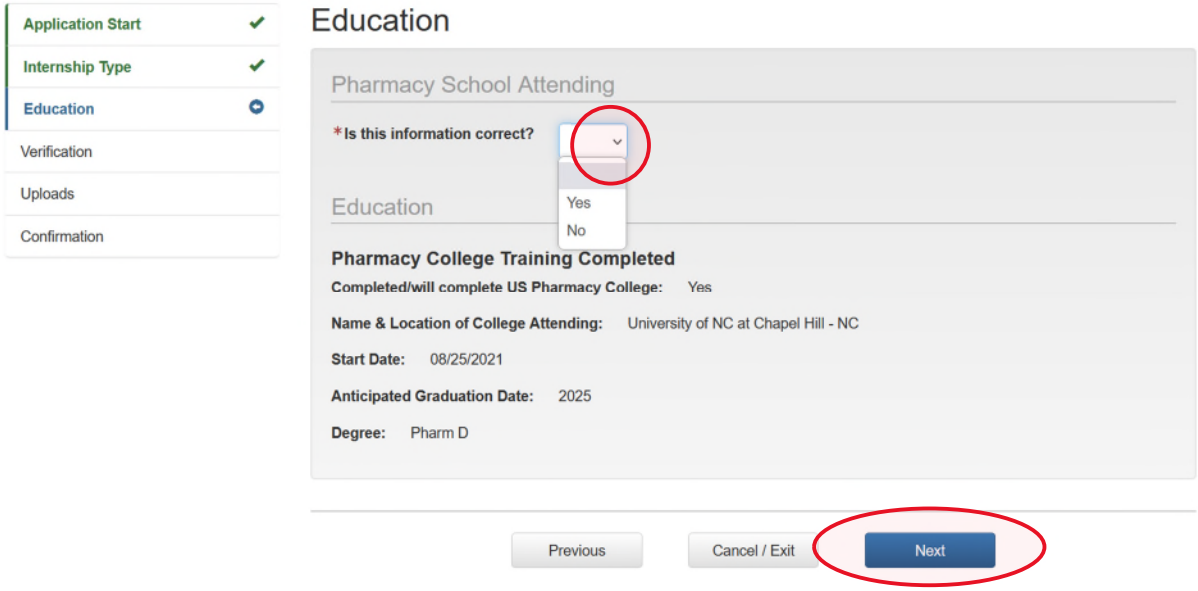
Step 4: Complete the application. The first section pre-populates your NABP e-profile number and you'll click NEXT to continue:



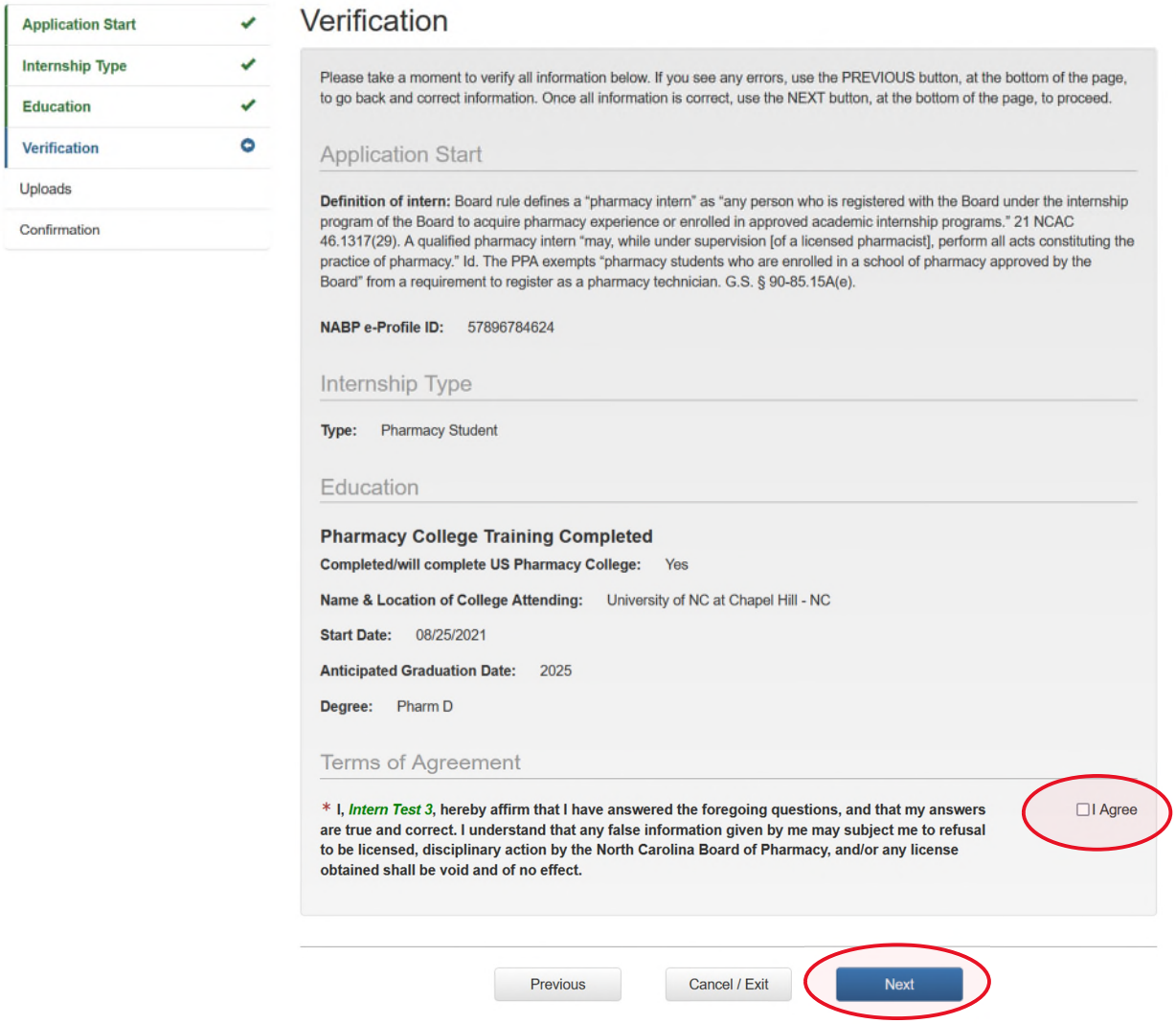
Choose your internship type. As a pharmacy student, you would click the box for PHARMACY STUDENT, then click NEXT to continue:



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.



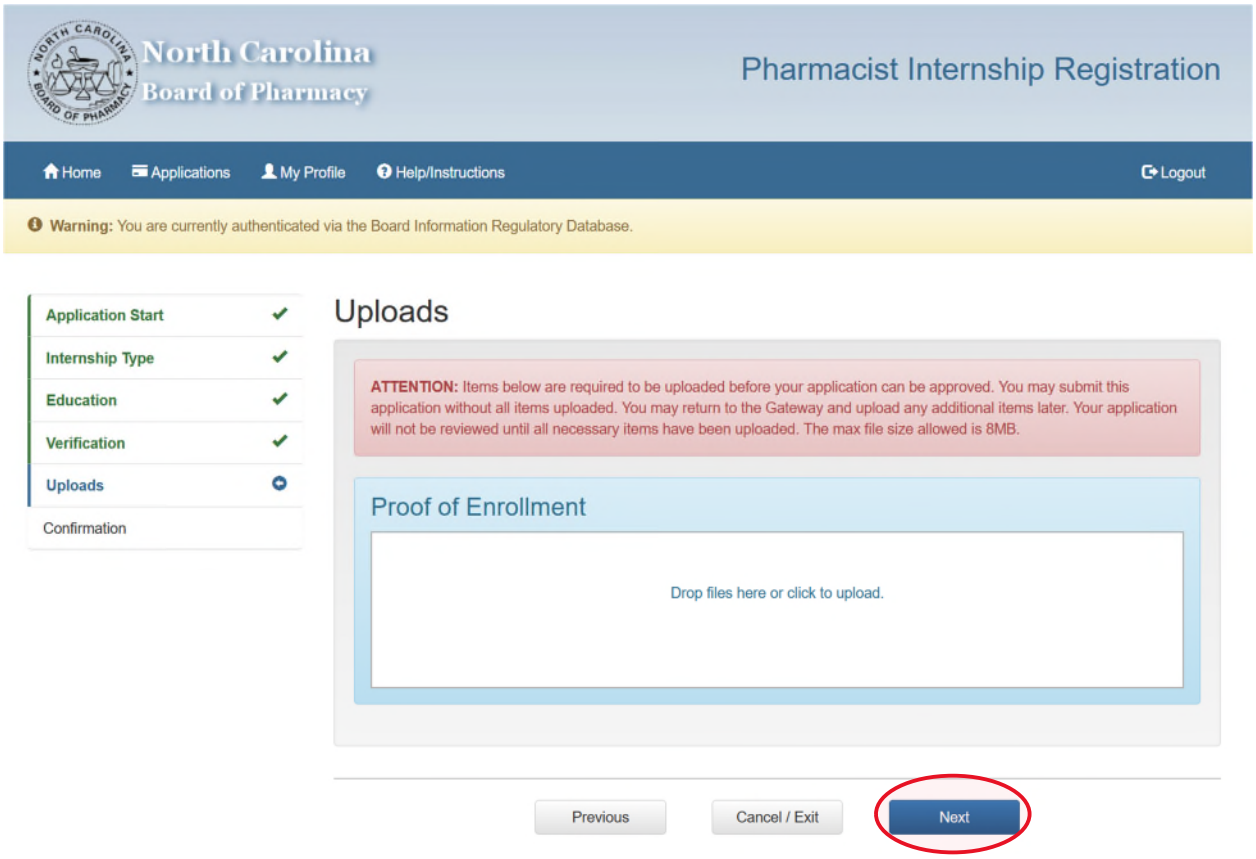
Step 5: Verification. The next page is a VERFICATION page. Please take a moment to verify all the information on the verification page. If you see any errors, use the button at the bottom of the page to go back and correct the information. Once all information is correct, click NEXT to proceed to the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



Step 6

Proof of enrollment for the 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.



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.

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