



North Carolina Board of Pharmacy

**GUIDE TO PHARMACY INTERN REGISTRATION**

***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> 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.

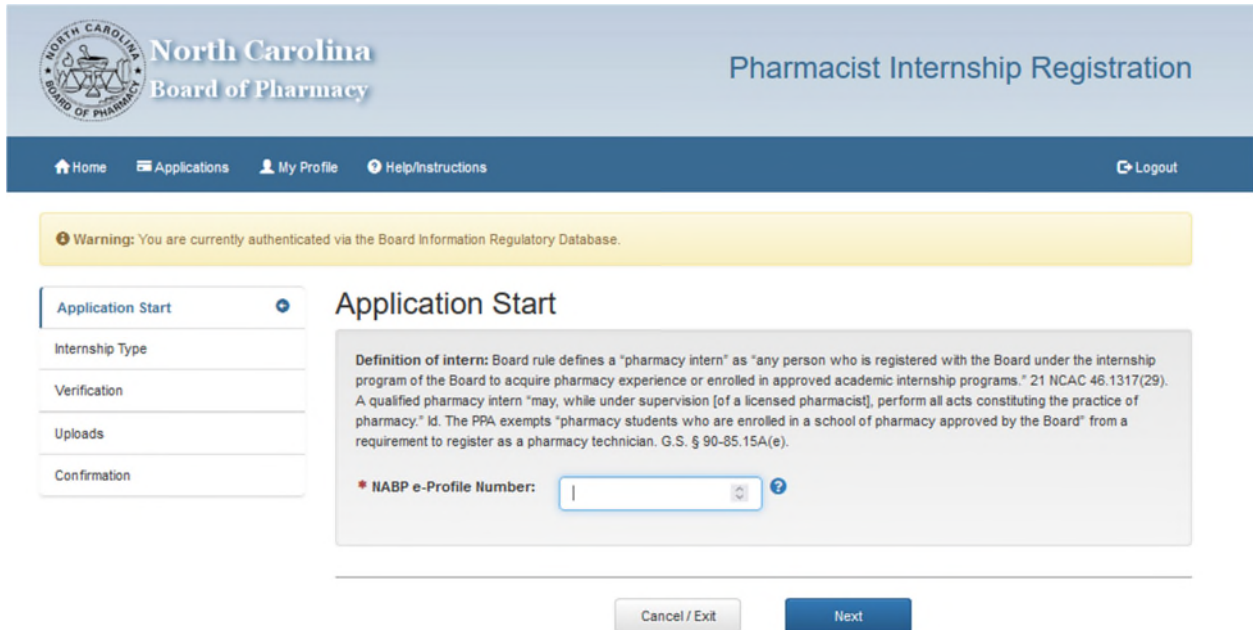
 **WASH** your hands or use hand sanitizer.

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\*:



*Guide to Pharmacy Intern Registration (Student)*

\*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:

North Carolina Board of Pharmacy Pharmacist Internship Registration

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

Application Start ✓

Internship Type ▾

Education

Verification

Uploads

Confirmation

### Internship Type

\* Choose which type of intern you are:

- Pharmacy Student ?
- FPGEC Candidate ?
- Reciprocity Candidate ?
- Reinstatement Candidate ?
- Pharmacy School Graduate ?

Previous Cancel / Exit Next

## Guide to Pharmacy Intern Registration (Student)

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

The screenshot shows the 'Education' section of the registration form. At the top left is the North Carolina Board of Pharmacy logo. The page title is 'Pharmacist Internship Registration'. A navigation bar includes 'Home', 'Applications', 'My Profile', 'Help/Instructions', and 'Logout'. A yellow warning box states: 'Warning: You are currently authenticated via the Board Information Regulatory Database.' On the left, a sidebar menu shows 'Application Start' (checked), 'Internship Type' (checked), 'Education' (selected), 'Verification', 'Uploads', and 'Confirmation'. The main form area is titled 'Education' and contains two sections: 'College Training Completed-Prior to Entering Pharmacy College' and 'Pharmacy School Attending'. The first section has fields for 'Name & Location of Undergraduate College Attended' and 'Year Degree Conferred'. The second section has a 'Program in United States' checkbox, a dropdown for 'Name & Location of College of Pharmacy Attending', 'Start Date', 'Anticipated Graduation Date', and a 'Degree' dropdown set to 'Pharm D'. At the bottom are 'Previous', 'Cancel / Exit', and 'Next' buttons.

**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)

## Guide to Pharmacy Intern Registration (Student)

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.

#### Proof of Enrollment

Drop files here or click to upload.

#### FERPA Review

Drop files here or click to upload.

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

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.