



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.

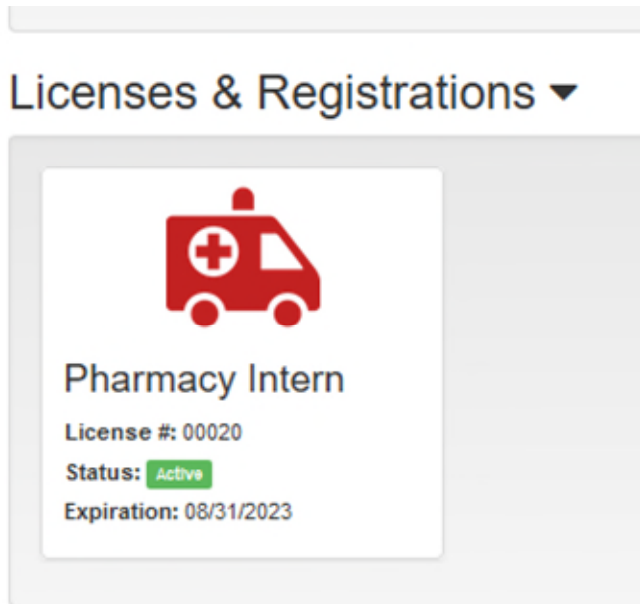
You should **not** record experiential hours obtained through IPPEs and APPEs in a Pharm.D. curriculum. The Board accepts certification of experiential hours obtained by a registered pharmacy intern as part of the Pharm.D. curriculum from the pharmacy school. No further certification is required.

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:

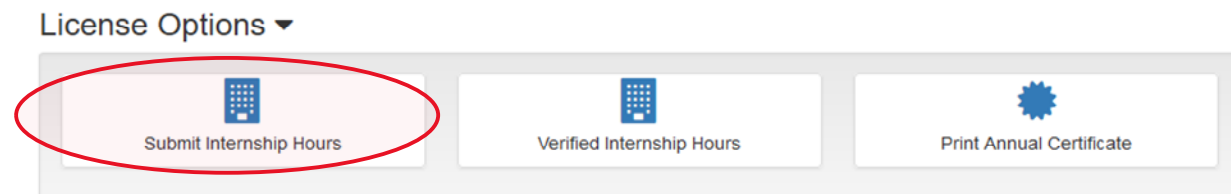
Licenses & Registrations ▼



The image shows a user interface for 'Licenses & Registrations'. It features a dropdown arrow and a large tile for a 'Pharmacy Intern' license. The tile contains a red ambulance icon with a white cross, the text 'Pharmacy Intern', 'License #: 00020', 'Status: Active' (with 'Active' 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 'License Options' menu with three buttons: 'Submit Internship Hours' (circled in red), 'Verified Internship Hours', and 'Print Annual Certificate'. Each button has a corresponding icon: a blue grid for the first two, and a blue gear for the last one.

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

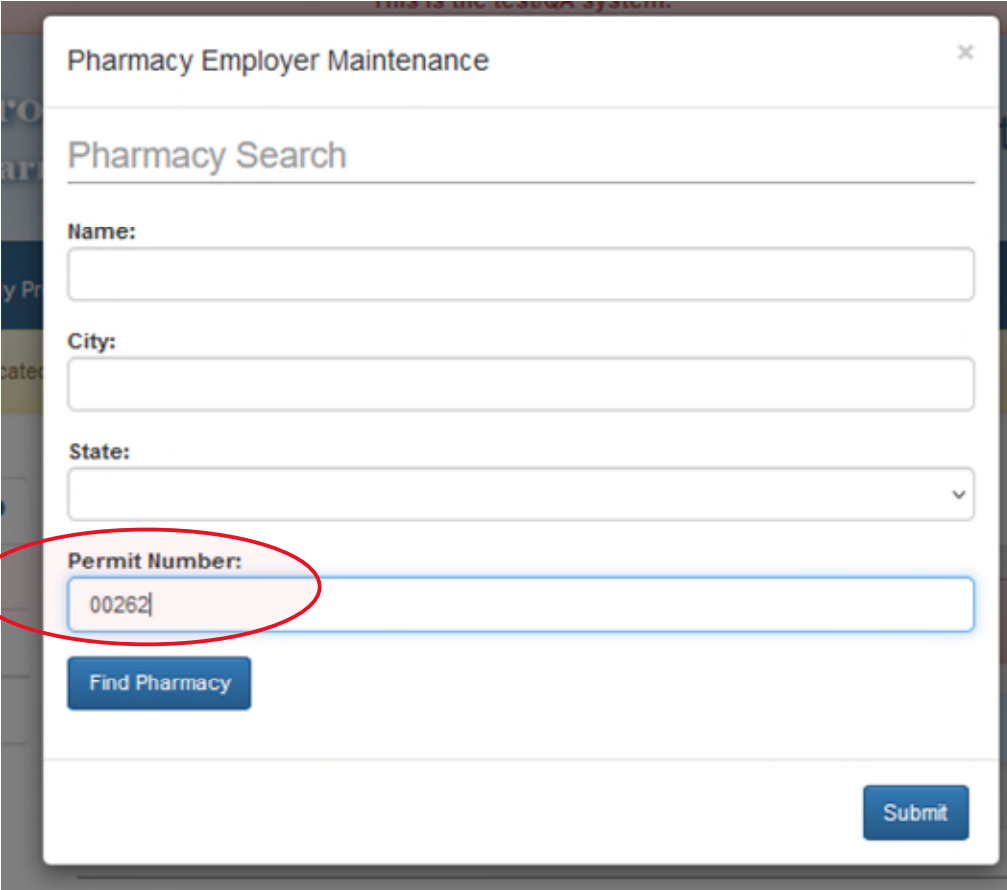
Internship Sites

*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 screenshot of a web application window titled "Pharmacy Employer Maintenance". Inside the window, there is a section titled "Pharmacy Search". Below this title are four input fields: "Name:", "City:", "State:", and "Permit Number:". The "Permit Number:" field contains the text "00262" and is highlighted with a red oval. Below the "Permit Number:" field is a blue button labeled "Find Pharmacy". At the bottom right of the window is another blue button labeled "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 [x]

Pharmacy Search

Name:

City:

State:

Permit Number:

Find Pharmacy

Select Pharmacy

Pharmacy:
- Select a Pharmacy - [v]

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

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

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 i

+ Add Pharmacist

No records have been added!

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:

Previous Cancel / Exit Next

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 #:

Select the Pharmacist

***Pharmacist:**

***Internship Sites:**

Click NEXT to verify all the information is correct:

Internship Sites	✓
Preceptors	+
Verification	
Confirmation	

Preceptors

Pharmacist Preceptor ⓘ

Test Pharmacist #30136

License Status: Active

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

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.

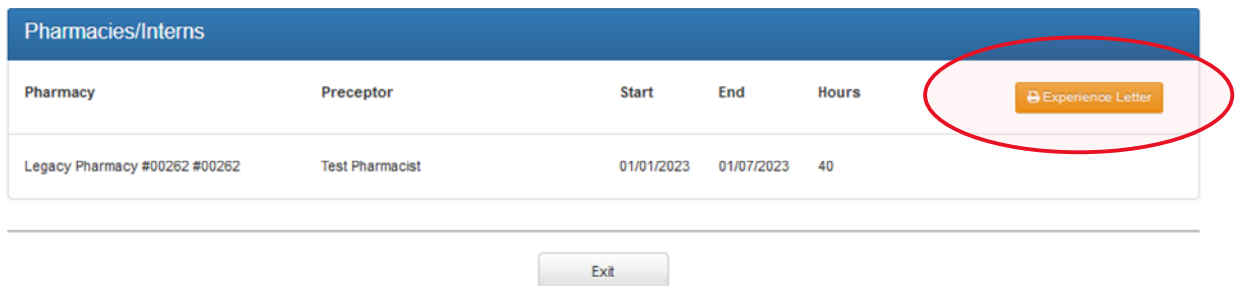
If the preceptor(s) approve the hours, you will receive an email notifying you of the approval, and the hours will appear under your VERIFIED INTERNSHIP HOURS tile:

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