

Notice of Employment for Internship Training

Complete and return this form to the Board office, WITHIN FIVE (5) DAYS of starting work, when there is a change of preceptor, or a change of work site.

Full Name – First, Middle, Last		Intern Number	
Street Address	City, State		Zip
Email		Phone Number	

- | | |
|--|---|
| ☐ Change in Preceptor | ☐ Starting Employment as an Intern |
| ☐ Change in Work Location | ☐ For hours due on June 15 |

Work Site:

Pharmacy Name		
Street Address	City, State	Zip
Phone Number	Start Date	

Intern Status:

Select the option that represents your highest level of education or academic school year **completed**. If none of the options apply, contact the Board office for assistance.

- | | |
|---|---|
| ☐ Completed a College of Pharmacy orientation or am otherwise enrolled in a doctor of pharmacy program accredited by ACPE and am satisfactorily progressing toward a degree in pharmacy required for licensure | ☐ Pharm D I |
| | ☐ Pharm D II |
| | ☐ Pharm D III |
| | ☐ Pharm D IV |
| | ☐ Certified by FPGEC |
| | ☐ Post Graduate |

Categories of Internship Experience You are Beginning: (Note: If you are a University of Minnesota student and are doing your rotations, you do NOT need to send in a Notice of Employment. If you are NOT a University of Minnesota student doing your rotations, you WILL need to send in a Notice of Employment.)

- | | |
|---|--|
| ☐ Summer After Pharm D I Year | ☐ Hospital Advanced Practice Experience |
| ☐ Summer After Pharm D II Year | ☐ Pharm D Clinical Rotations/Advanced Practice Experience |
| ☐ Summer After Pharm D III Year | ☐ Less Than a Full-time Student (fewer than 12 credits) |
| ☐ Concurrent | ☐ Post Graduate |
| ☐ FPGEC Hours | |
| ☐ Community Advanced Practice Experience | |

I am familiar with the provisions of Board instructions, rules, guides, and objectives for internship training. I also realize that prompt return of this completed form is my responsibility and not the responsibility of my preceptor, the College of Pharmacy, or the Board of Pharmacy.

Intern's Signature: _____ Date: _____

This Section is to be Completed by the Pharmacist-Preceptor

Registered Preceptor Name:	License Number:
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I have read the above Notice of Employment for Internship Training, completed by the above-named intern, whose internship training will be accomplished under my supervision in the pharmacy designated above. I certify that I have read the guides and objectives, for the above-named intern, and I assume personal responsibility to ensure that the intern is properly exposed to all of the learning experiences listed, according to Board rules

Preceptor Signature: _____ Date: _____

Preceptor Registration Expiration Date: _____

A Guide to Internships for the Minnesota Board of Pharmacy

The Minnesota Board of Pharmacy defines a pharmacist-intern, and intern, as:

- (1) a natural person who has completed college or school of pharmacy orientation or is otherwise enrolled in a doctor of pharmacy program accredited by the Accreditation Council for Pharmacy Education (ACPE) and is satisfactorily progressing toward the degree in pharmacy required for licensure;
- (2) a graduate of a doctor of pharmacy program accredited by ACPE who is registered by the Board of Pharmacy for the purpose of obtaining practical experience as a requirement for licensure as a pharmacist;
- (3) a qualified applicant awaiting examination for licensure;
- (4) a participant in a residency or fellowship program who is not licensed to practice pharmacy in Minnesota but is:
 - a. licensed to practice pharmacy in another state; or
 - b. a graduate of a doctor of pharmacy program accredited by ACPE and not registered by the board under clause (2); or
- (5) a foreign pharmacy graduate who:
 - a. has passed the Foreign Pharmacy Graduate Equivalency Examination;
 - b. is certified by the Foreign Pharmacy Graduate Equivalency Commission; and
 - c. is seeking internship experience in accordance with Minnesota Rules, part 6800.1250.

Requirements - Before You Begin Your Internship

Forms referenced in this document are available on our website at:

<https://mn.gov/boards/pharmacy/licenseregistration/internregistration.jsp>

1. Step One: Registering

You are required to register with the Board of Pharmacy before beginning a pharmacy internship in Minnesota. Every person participating in a pharmacy residency or fellowship shall either register as an intern or be licensed as a pharmacist. To register, visit our online services site at

<https://pha.hlb.state.mn.us/#/Login>

- You will need an online account to begin. New users who do not already have a license or registration with the Board, follow “Register to Access Site” then choose the card for New User and click “Register>”. Tip sheets for creating new accounts are also available on our intern registration web page.
- After submitting your initial application, additional information is required. **Your intern registration will not be completed and approved until this is received.**
 - **Graduates/Board Candidates** - proof of graduation must be submitted from the college via one of the following methods:
 - Online (if the College has a registered Education Account with the Board).
 - By letter submitted to pharmacy.board@state.mn.us.
 - **Reciprocity Candidates** – The Board must be in receipt of your NABP e-LTP application for license transfer.
 - **FPGEC Candidates** – Must be FPGEC certified with NABP. The Board must be able to verify this online.

Minnesota Board of Pharmacy

335 Randolph Ave, Suite 230 | Saint Paul, MN 55102

Fax: (651) 215-0951 | E-mail: pharmacy.board@state.mn.us

After Beginning Your Internship—Recording and Reporting Your Hours

Intern registrations expire yearly on September 30 beginning in 2026. Renewals will require the following conditions to be fulfilled:

- Renewal application, notices of employment, and progress report affidavits are submitted as required by the Board
- the Board is satisfied that the registrant is in good faith and with reasonable diligence pursuing a degree in pharmacy
- individual is a qualified applicant awaiting an examination for licensure, or is completing a pharmacy residency or fellowship

Credit for internship hours will not be granted unless renewal forms and materials, notices of employment, and progress report affidavits are submitted as required by the Board.

Progress Report/Affidavit of Internship Training (not IPPE/APPE hours)

[Progress Report/Affidavit of Internship Training Form](#)

This document must be submitted to the Board periodically throughout your internship.

Recommendation: Make sure that your preceptor is currently registered as a preceptor with the Minnesota Board of Pharmacy. If they are not, your internship hours will not be counted towards your internship.

Key submission points include:

- **Annual submission deadline:** All PD2, PD3, and PD4 students and post-graduate interns (including foreign graduates) must submit this form by June 15 each year, regardless of whether preceptor or employment remains the same. An individual who has just completed their first year of pharmacy school (PD1) will need to certify if they are in the workforce by June 15.
 - Exception: Students enrolled at a College of Pharmacy do not need to submit this form for IPPE/APPE rotations. The University of Minnesota monitors and reports these hours directly to the Board. For other Colleges of Pharmacy, you must request these hours be reported to the Board upon applying for pharmacist licensure in the State of Minnesota.
- **Change in preceptor or employment site:** Must be reported to the Board within five (5) days.

It is your responsibility to complete these forms as necessary and is not the responsibility of your preceptor, your college, or the Board of Pharmacy. The Board **deducts 10% of your hours per month for each month that you are late in reporting your hours. There are no exceptions.**

Notice of Employment

[Notice of Employment Form](#)

- This form **must be submitted within five (5) days of beginning each internship located within Minnesota, if you receive a new preceptor, or if your worksite changes.** The submission of this form also applies to first year pharmacy students once they are registered as interns and if they enter the workforce.
 - Exception: If you are a University of Minnesota student and are doing your IPPE/APPE rotations, you do NOT need to send in a Notice of Employment for those sites. For other Colleges of Pharmacy, you WILL need to send a Notice of Employment for Minnesota-related IPPE/APPE rotation sites.

Recommendation: Keep a personal copy of all submitted reports for your own records.

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Categories of Internship Experiences

Introductory Pharmacy Practice Experience (IPPE)

This experience is worked in accordance with college of pharmacy requirements where a structured experience is directed and overseen by college faculty and registered preceptors. Per Minnesota statute, a maximum of 80 hours in the individual's first professional academic (PD1) year can be counted for a structured experience directed by the college of pharmacy that the individual attends and is overseen by college faculty, registered preceptors, or supervising licensed pharmacists (e.g., IPPE).

- While a registered intern is eligible to be employed and work as an intern during their first year of pharmacy school, the only hours counted toward the 1,600-intern hour requirement during the first year are limited to a maximum of 80 hours from IPPE. Once a first-year pharmacy student has completed their first academic year, hours worked as an intern in the summer can be counted toward the required 1,600 (see "Summer Hours" below for more information).
- Out-of-state students will receive credit similarly for IPPEs, which are filed with the Board of Pharmacy in the state where the hours were worked. If seeking pharmacist licensure in Minnesota, request your college to send us evidence of your experience at the end of your rotations.

Summer Hours

This category includes any summer, between spring and fall quarters or semesters, where you are not registered for school, taking classes, or participating in required externships or rotations. The summers that are most common for students to work are after their first, second, third, or fourth academic school year. The earliest summer hours can be counted toward the required 1,600 credit hours is after a student has completed their first academic school year at an ACPE accredited college of Pharmacy (post PD-1 year). You should submit a Progress Report Affidavit by June 15th of each year or at the end of your experience with a pharmacy or preceptor, if you end your experience at a pharmacy or with a preceptor during the year.

Concurrent Time

Concurrent time is defined as time worked as an intern while you are attending school and registered for 12 or more credits per quarter or semester (a full-time student). This category does not include school-required experiences (IPPE or APPE). Most concurrent internship time periods begin the first day of fall quarter or semester, and end with the last day of spring quarter or semester. Concurrent time represents hours worked during the second, third, or fourth academic school year (PD2, PD3, or PD4). Progress Report Affidavits must be filed by June 15th of each year *or* at the end of your experience with a pharmacy or preceptor, if you end your experience at a pharmacy or with a preceptor during the year. The Minnesota Board of Pharmacy will grant a maximum of 400 hours for experience accumulated in this category. Any hours worked over 400 in this category may still be submitted to our office, in the event that your hours need to be transferred to a state that accepts more than 400 hours of concurrent time. A Progress Report Affidavit should be submitted for this time frame if the experience is obtained in a Minnesota pharmacy.

Advanced Pharmacy Practice Experience (APPE)

This experience is worked in accordance with college of pharmacy requirements. Credit will be given to University of Minnesota students, as arranged between the College of Pharmacy and the Board.

- Out-of-state students will receive credit for actual patient contact hours, which are filed with the Board of Pharmacy in the state where the hours were worked. Request your college send us evidence of your experience at the end of your rotations.

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Less than a Full-Time Student (Fewer than 12 Credits)

This category includes all quarters or semesters in which you are taking fewer than 12 credits, including Pharm D rotations that are held during the summer session. You should submit a Progress Report Affidavit prior to June 15th of each year or at the end of your experience with a pharmacy or preceptor, if you end your experience at a pharmacy or with a preceptor during the year.

Post-Graduate Experience

These hours are worked after graduation. A Progress Report Affidavit should be submitted for this timeframe if these hours are worked in a Minnesota pharmacy. Students who have completed their 1600-hour requirement, but who are still working as an intern until passing the Board Examination, should file the Progress Report Affidavit annually by June 15 to demonstrate to the Board you are still progressing toward licensure.

FPGEC Hours

This is work experience for interns who have been certified by the Foreign Pharmacy Graduate Equivalency Examination Commission. A Progress Report Affidavit should be submitted annually to the Board by June 15 to demonstrate to the Board you are still progressing toward licensure.

Minnesota's Internship Requirements

To apply for a pharmacist license, it is statutorily required for an intern to complete at least 1,600 intern hours under the direction and supervision of a pharmacist. Effective July 1, 2025, there is no longer a requirement for 800 of those hours to specifically be focused on traditional compounding, dispensing, and related patient counseling activities. Additional qualifiers regarding the 1,600 intern hours are below:

- a maximum of 80 hours in the individual's first professional academic (PD1) year can be counted for a structured experience directed by the college of pharmacy that the individual attends and is overseen by college faculty, registered preceptors, or supervising licensed pharmacists (i.e., IPPE);
- a maximum of 400 credit hours of concurrent time internship can be counted;
- a maximum of 54 credit hours per week may be earned if an intern is employed at more than one site

Training in another State

If you obtain credit for training in a state other than Minnesota, you will need to abide by the internship rules in that state. To obtain credit for those hours in Minnesota, you will need to provide evidence from that state's Board of Pharmacy confirming completion of the number of internship hours for which credit is being requested. The Board may deny requests for approval of credit for training received in a state other than Minnesota if the training does not meet the standards for internship described in this subpart. It is not a given that the Minnesota Board's standards are acceptable to other states on a reciprocal basis, and you should always check prior to training in another state.

To transfer your intern hour(s) to another state, please access the [Intern Hours Transfer Request Form](#). You will need to send the Board a new request form and fee for each state where you want information sent.