A Guide to Internships for the Minnesota Board of Pharmacy

The Minnesota Board of Pharmacy defines a pharmacist-intern, and intern, as a natural person satisfactorily progressing toward a degree in pharmacy required for licensure who is:

- a graduate of the University of Minnesota College of Pharmacy, or other pharmacy college approved by the Board, who is registered by the Board of Pharmacy for the purpose of obtaining practical experience as a requirement for licensure as a pharmacist;
- a qualified applicant awaiting examination for licensure; or
- a participant in a residency or fellowship program, not licensed to practice pharmacy in the state of Minnesota, who is a licensed pharmacist in another state or who is a graduate of the University of Minnesota College of Pharmacy or another pharmacy college approved by the Board.

Requirements - Before You Begin Your Internship

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, you must complete either the Board’s online application or the paper application.

   Your registration remains in effect if notices of employment and progress report affidavits are submitted as required by the Board, and if the Board is satisfied that the registrant is in good faith and with reasonable diligence pursuing a degree in pharmacy, is a qualified applicant awaiting an examination for licensure, or is completing a pharmacy residency or fellowship. Registration as an intern for purposes of participating in a residency or fellowship program remains in effect until the individual obtains licensure as a pharmacist, for two years, or until the completion of the residency or fellowship program, whichever occurs first. Credit for internship hours will not be granted unless registration forms and materials, notices of employment, and progress report affidavits are submitted as required by the Board.

2. **Step Two: Completing a Notice of Employment Form (NOE)**
   Within five days of beginning an internship, changing the site of your internship, or a changing a preceptor, you must complete and submit a Notice of Employment Form (NOE) with the Board.

   **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.

   The Board has established minimum standards for the training of interns so that they are provided with a proper preceptor-intern relationship and a broad base of practical experience that supplements didactic academic training in a manner which prepares them for all aspects of the practice of pharmacy.

After Beginning Your Internship—Recording and Reporting Your Hours

Complete a Progress Report/Affidavit of Internship Training and return it to the Board after the end of the school year, but prior to June 15 of each year, UNLESS you change preceptor or location that you are working. If you change preceptor or work site, you will need to send in a NOE form if you have not already done so, along with this form within the five days of change as stated on the NOE form.

Pharm D I year students – return the Progress Report/Affidavit of Internship Training to the Board after the end of your Pharm D II year, but prior to June 15 of that year, unless you change preceptor or work site. If you change preceptor or work site, you will need to send in a NOE form if you have not already done so, along with this form within the five days of change as stated on the NOE form.
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.

**Categories of Internship Experiences**

**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 the third and fourth years of the standard five-or six-year pharmacy curriculum. (This may vary from school to school. If in doubt, check with our office.) You should submit a white Progress Report Affidavit on 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. 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. Progress Report Affidavits, or white forms, may be filed on 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 white Progress Report Affidavit should be submitted for this timeframe, if the experience is obtained in a Minnesota pharmacy.

**Advanced Pharmacy Practice Experience**
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 to send us evidence of your experience at the end of your rotations.

**Non-Dispensing Advance Pharmacy Practice Experience**
These are the rotations required of Pharm D students, not the community or traditional hospital dispensing experiences. If you have questions regarding this definition, call our office. Non-University of Minnesota students should request your college to send us evidence of your work experience at the end of your rotations. University of Minnesota students need not submit the blue Notice of Employment, as the College of Pharmacy does this for you.

**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 white Progress Report Affidavit on 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 white 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 white Progress Report Affidavit.

**FPGECHours**
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 for this timeframe at the end of your 1600 hours or when you end your experience with a preceptor or pharmacy.
Minnesota’s Internship Requirement Table

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Hours required</th>
<th>Method to complete</th>
<th># Hours toward requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pharmacy internships in any capacity</td>
<td>800 hours</td>
<td>APPEs</td>
<td>800 hours*</td>
</tr>
<tr>
<td>Pharmacy internships in a “traditional compounding, patient counseling, and dispensing” role</td>
<td>800 hours</td>
<td>APPEs, IPPEs, Self-arranged internship</td>
<td>280 hours* 240 hours* 280 hours</td>
</tr>
<tr>
<td>TOTAL requirement:</td>
<td>1600 hours minimum</td>
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*IPPE/APPE hours may be submitted directly to the Board by your college.

Your self-reported internship hours are posted to your Board account within four business days of receipt. APPE hours recorded within seven business-days after they are received.

**Standards for Traditional Dispensing Internships**

Click [here to learn about the standards](#).

**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 to another state, request forms are found on the Board’s website, [Intern Hours Transfer Request](#). You will need to send in a new request form and fee for each state you want us to send information.