MINNESOTA BOARD OF PHARMACY

Protecting the Public Since 1885 | pharmacy.board@state.mn.us

2829 University Ave. SE, Suite 530 | Minneapolis, MN 55414

Progress Report/Affidavit of Internship Training

Pharm D II, III, & IV students should complete and return this form to the Board office **after the end of the school year but prior to June 15** of each year, unless you change preceptor or work site. Students who have just completed the Pharm D I year should return this form to the Board office **after the end of your Pharm D II but prior to June 15** of that year, unless you change preceptor or work sites. If you make a change of preceptor or work site, please send in this form **within five (5) days of that change.**

Full Name	Intern Number	
Phone Number	Email Address	Expected Graduation Date

The submission of this Progress Report is due to (which of the following)

◯ Change in Preceptor ◯ Change in Work Location ◯ Ending Employment as an Intern ◯ For Hours Due on June 15 ◯ Requesting a U of M Waiver

Work Site

Pharmacy Name	Phone Number		
Address	City	State	Zip

Record/Report only the hours for the current reporting period. Do not combine concurrent with summer hours.

Start Date	**End Date**	**Total Concurrent Hours Worked**
Start Date	**End Date**	**Total Summer Hours Worked**
Start Date	**End Date**	**Total Other Hours Worked**

Intern Status - Only check the box that corresponds to the full year of coursework that you last completed.

◯ Pharm D I ◯ Pharm D II ◯ Pharm D III ◯ Pharm D IV ◯ Certified by FPGEC

Categories of Internship Experience

☐ Summer After Pharm D I Year
☐ Summer After Pharm D II Year
☐ Summer After Pharm D III Year
☐ Concurrent
☐ FPGEC Hours
☐ Less than a Full-Time Student (Fewer than 12 Credits)
☐ Post Graduate

I am familiar with the provisions of Board instructions, rules, guides, and objectives for internship training that were furnished to me at the time of my internship registration. 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

The Following Section Must be Completed by the Pharmacist-Preceptor

_____ _____
Registered Preceptor Name License Number

I have read the above Progress Report/Affidavit 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 insure that the intern is properly exposed to all of the learning experiences listed, according to Board rules.

_____ _____
Preceptor Signature Date

_____
Preceptor Registration Expiration Date

MINNESOTA
BOARD OF PHARMACY

Protecting the Public Since 1885 | pharmacy.board@state.mn.us

2829 University Ave. SE, Suite 530 | Minneapolis, MN 55414

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 Advanced 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.

FPGEC Hours

This is work experience for interns who have been certified by the Foregin Pharmacy Graduate Equivalency Examination Commission. A white 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.