

Tip Sheet for Preceptors

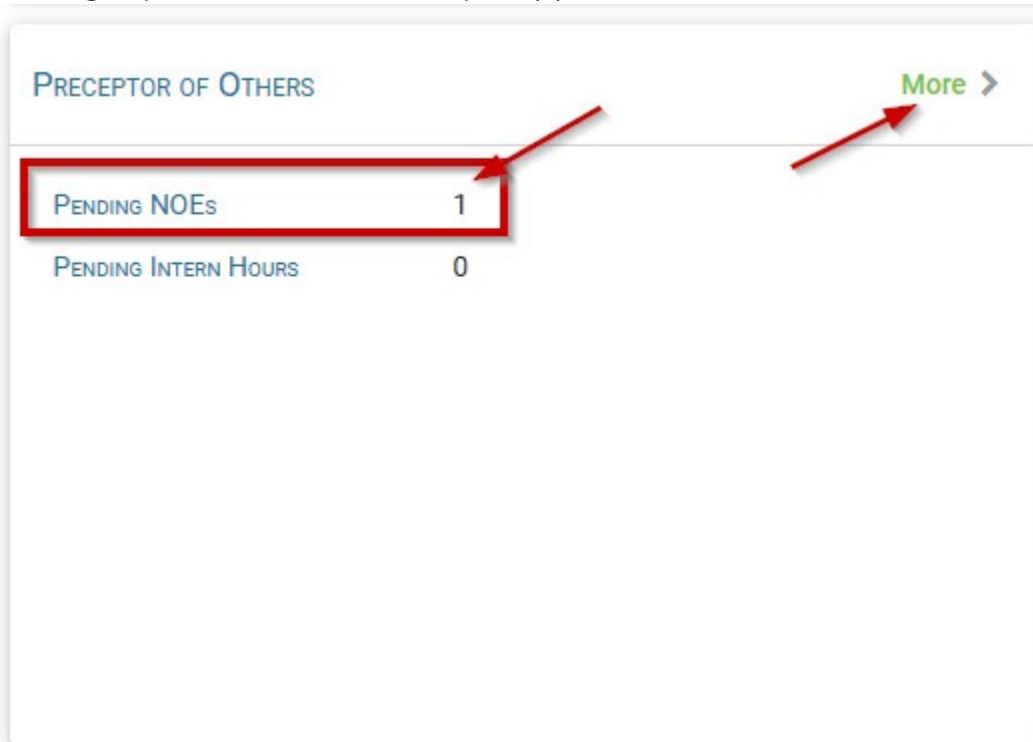
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Reviewing a Pharmacy Intern's Notice of Employment Preceptor Request

Step 1. Log into Online Services.

Step 2. Locate the card titled, "Preceptor of Others". If there are pending Notice of Employment (NOE) requests, this will be depicted next to "Pending NOEs" with a number of pending requests. To review the request(s), select More.



Step 3. Each Notice of Employment request will be displayed in its own row. If the Request Status says "Submitted", action is needed by you (the Preceptor) to Approve or Deny. Notice of Employment requests that you act on remain visible to you in this table while the Intern's Registration Status remains Active. To review the request, select the pencil icon.

- Tips:
 - To view the definition of terms in the table, select the question mark icon.
 - If you precept numerous interns, you can filter by an intern's name.

- You can also move the slider to “Include Historic” to view previously approved interns. NOTE: Previously approved paper notices of employment will not be displayed here. The view is limited to electronic submissions.

INTERN Overview ↗

The sections below contain requests submitted by active interns. If any items are displayed, action may be taken on the request by selecting the pencil icon. Once a request has been approved or denied, no further edits may be made.

PRECEPTOR NOTICE OF EMPLOYMENT REQUESTS

Interns are required to submit a Notice of Employment/Preceptor Request to the Board office within five days of starting employment, or whenever there is a change in preceptor or work site. The requests submitted to you are listed below. An intern must have an Approved Notice of Employment/Preceptor Request on file before submitting an affidavit of intern hours worked for your review.

Definition of Terms: ⓘ

Filter by Intern name Include Historic ☐ More ⌵

Site / Position ↑↓	Intern ↑↓	Intern Start ↑↓	Type ↑↓	NOE Status ↑↓
[REDACTED]	[REDACTED]	03/05/2026	NOE Request	Submitted 

Step 4. Review the intern’s submission for accuracy paying close attention to the Employer selected and start dates entered.

- If satisfactory, select Approved.
- If not satisfactory, select Denied. If you select Denied, you will be required to provide a reason for the denial. The explanation will automatically be emailed to the intern. It is recommended that you also communicate directly with the intern regarding the denial.

Select Next once your review is complete.

REVIEW NOTICE OF EMPLOYMENT/PRECEPTOR REQUEST

1 Preceptorship Details

Review the intern's request below for accuracy. If the information is correct, select **Approved**. If any inaccuracies are found, select **Denied**. If you choose **Denied**, you will be required to provide a reason. The denial and your explanation will be automatically emailed to the intern. It is also recommended that you communicate directly with the intern regarding the denial.

SUPERVISEE [REDACTED]
REFERENCE [REDACTED]
TYPE NOE Request
SUPERVISION START DATE [REDACTED]
EMPLOYER [REDACTED]
EMPLOYMENT START DATE 03/05/2026
EMPLOYMENT END DATE -

RESPONSE

Approved

Approved

Denied

[Next >](#)

Step 5. You must select Finish to complete the online service. Upon completion, an email will be sent to the associated intern relaying your response.

- **Approved requests** will be recorded in the Board’s official records.
- **Denied requests** are not processed by the Board. The intern will need to submit a new Notice of Employment/Preceptor Request for their employment to be updated with the Board.

2 ✓ Submit

You must select "Finish" to complete this online service. Upon completion, an email will be sent to the associated intern relaying your response.

Approved requests will be automatically routed and processed by the Board for inclusion in its official records.

Denied requests are not processed by the Board, and the intern must submit a new Notice of Intern Employment/Preceptor Request to update their employment with the Board.

A confirmation will be emailed to the email address on file [REDACTED] and made available in the My Documents section of your account.

REFERENCE # [REDACTED]

[< Previous](#)
[Finish >](#)

- A copy of your confirmation document will be emailed to you. Additionally, it will reside in online services under My Documents (*from the home page, navigate to the General card and select My Documents*).

Reviewing a Pharmacy Intern's Progress Report of Intern Hours Worked

Step 1. Log into Online Services.

Step 2. Locate the card titled, "Preceptor of Others". If there are pending Progress Reports Affidavits of Intern Hours Worked, this will be depicted next to "Pending Intern Hours" with a number of pending requests. To review the request(s), select More.

PRECEPTOR OF OTHERS

PENDING NOEs	0
PENDING INTERN HOURS	1

More >

Step 3. Each Intern Hour request will be displayed in its own row. If the Request Status says "Submitted", action is needed by you (the Preceptor) to Approve or Deny. To review a pending Intern Hour request, select the pencil icon.

- Helpful Tips:
 - Select the question mark icon to see definitions for terms in the table.
 - If you supervise multiple interns, filter by the intern's name to narrow the list.

- Turn on **“Include Historic”** to view previously approved electronic submissions. Review past hours to avoid approving duplicate reports. (Paper notices of employment will not appear here.)
- Once you approve or deny a request, a record of your action will be available under My Documents (Home page → General card → My Documents).

PRECEPTOR VERIFICATIONS OF HOURS REQUESTS

Intern hours earned in the workforce must be reported to the Board every year by June 15. This is a statutory deadline, and the Board cannot grant extensions or accept late submissions. The Board will accept intern hours dating back to January 1 of the previous calendar year. Any hours from the previous calendar year must be submitted no later than June 15.

Important:

- If you previously approved intern hours from January 1 - June 14 for the prior calendar year, it is critical to NOT approve them again. Board staff audit intern hour submissions. Duplicative submissions for overlapping timeframes are not accepted.
- Turn on “Include Historic” to view previously approved electronic submissions. Review past hours to avoid approving duplicate reports.
- IPPE and APPE hours completed as part of an intern’s college of pharmacy curriculum are not reported through this online service. Rather, those are reported to the Board directly from the College of Pharmacy.

Definition of Terms: ⓘ

Filter by Intern name	Include Historic ☒				More
Site / Position ⓘ	Intern ⓘ	Intern Period ⓘ	Type ⓘ	Status ⓘ	
████████████████████	████████	01/01/2026 - 01/09/2026	Preceptor: Concurrent: 36	Submitted	
████████████████████	████████	01/10/2026 - 01/20/2026	Preceptor: Concurrent: 25	Approved	

Step 4. Review the intern’s submission for accuracy paying close attention to the hour types and timeframe worked.

- If satisfactory, select Approved.
- If not satisfactory, select Denied. If you select Denied, you will be required to provide a reason for the denial. The explanation will automatically be emailed to the intern. It is recommended that you also communicate directly with the intern regarding the denial.

1 Review Intern Hours

Review the intern’s request for accuracy, paying close attention to the types of hours, the number of hours reported, and the stated completion timeframe. If everything is accurate, select **Approved**. If discrepancies are identified, select **Denied**.

If you select **Denied**, you will be required to provide a reason. The denial and your explanation will be systematically emailed to the intern. It is also recommended that you communicate directly with the intern regarding the denial.

Hour Details

Intern:
 Form: Preceptor
 Employer:
 Start:
 End:

Definitions of Intern Experience Types:

Summer Hours:

Hours worked during summers when not enrolled in classes/rotations.

Concurrent Time:

Hours worked while enrolled full-time as a pharmacy student (12+ credits per quarter or semester), excluding IPPE/APPE. Concurrent time represents hours worked during the second, third, or fourth academic school year (PD2, PD3, or PD4). Note, per state statute, 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 the Board, in the event that your hours need to be transferred to a state that accepts more than 400 hours of concurrent time.

Less than Full-Time (under 12 credits):

Hours worked while not enrolled as a full-time pharmacy student

Post-Graduate Experience:

Hours worked after graduation. Note, interns awaiting licensure must continue filing affidavits annually by June 15 to demonstrate progress toward licensure.

FPGEC Hours:

For interns certified by the Foreign Pharmacy Graduate Equivalency Examination Commission. Note, interns awaiting licensure must continue filing affidavits annually by June 15 to demonstrate progress toward licensure.

INDIVIDUAL REPORTED

Type	Hours
Summer After Pharm D I Year	
Summer After Pharm D II Year	
Summer After Pharm D III Year	
Concurrent	
FPGEC	
Less than 12 Credits	
Post Graduate	
Total	

RESPONSE

Approvals will be routed to the Board office for further review and processing.

Denials will not be processed by the Board office. Rather, the intern will need to submit a new intern hour request to you, making any necessary corrections.

Once you have recorded your response to the intern's request, select **Next**.

Next >

Select Next once your review is complete.

Step 5. Select Finish to complete the online service.

✓ Attestation

You must select "Finish" to complete this online service. Upon completion, a system-generated email will be sent to the associated intern relaying your response.

Reminder:

- **Approved requests** will be automatically routed to the Board for further review and processing.
- **Denied requests** are not processed by the Board. The intern must submit a new intern hour request to you, making any necessary corrections.

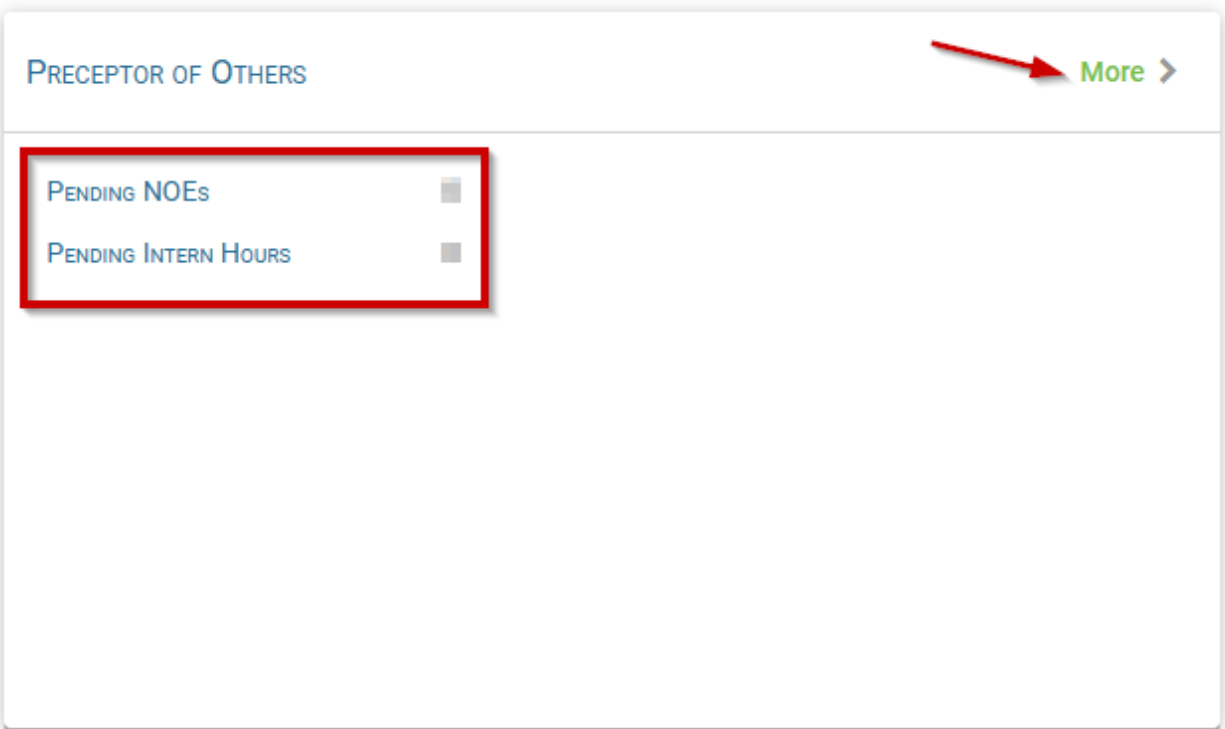
A confirmation will be emailed to the email address on file [REDACTED] and made available in the My Documents section of your account.

REFERENCE # [REDACTED]

< Previous **Finish**

Frequently Asked Questions (FAQ)

1. How will I know that I have a pending intern Notice of Employment or Progress Report Affidavit of Intern Hours worked to review?
 - a. Answer: Once an intern submits an online request for your review, a system generated email will be sent to the email address associated with your preceptor registration. You can also log into the Board's online services and review the card titled, "Preceptor of Others." If action is needed, the registration card will indicate a count necessitating your review. Select More to proceed with your review.



2. How can I check which email address is on file with the Board, and/or how do I update my email address?

- a. Answer Part One: Within online services, navigate to the home page. Locate the card titled, "Profile (Individual)". The email address on file with the Board will be displayed in this card.



- b. Answer Part Two: To update your email address, within the card titled, "Profile (Individual)", select "More".

PROFILE (INDIVIDUAL)

More >

NAME [REDACTED]

BIRTH [REDACTED]

PRIMARY # [REDACTED]

EMAIL [REDACTED]

Next, select the pencil icon.

PROFILE

NAME [REDACTED]

BIRTH DATE [REDACTED]

EMAIL [REDACTED]

[Pencil Icon]

Then, type your email address in the field. Select “Ok” to save your email address in the Board’s records.

EMAIL ADDRESS

EMAIL [REDACTED]

[Ok] [Cancel]

3. When I approve or deny an intern’s online request, will they be notified?
 - a. Answer: Yes. When a preceptor completes an online intern service, a system-generated email will be sent informing the individual of the approved or denied status. Additionally, any denial notes a preceptor enters will be visible to the individual. Denial notes are visible to minimize confusion and/or angst. Further, they are included to support a new online submission from the intern (if appropriate), to resolve any identified errors.
4. Is there a record of me approving or denying online intern requests?
 - a. Answer: Yes. Within Online Services, navigate to the home page, view the General card, and select My Documents. A confirmation document is saved for each online service you have completed.
5. Can I precept pharmacy students with an inactive preceptor registration?
 - a. Answer: No. If you are responsible for the oversight of pharmacy intern(s), it is imperative you maintain an active preceptor registration status. The Board

- does not accept Notice of Employment or Progress Report Affidavits of Intern Hours worked from inactive preceptors.
- b. See #6 for more information regarding reactivating your preceptor registration.
6. How do I reactivate my preceptor registration?
- a. Answer: To reactivate your preceptor registration, complete the Preceptor Application Form available on the Board's website: <https://mn.gov/boards/pharmacy/licenseregistration/preceptorregistrationandrenewal.jsp> The ability to reactivate online is anticipated in the near future. Please note, in accordance with Minnesota Rule 6800.5350, subp. 2(D), you will need to provide proof of completion of an instructional program specifically for preceptors within the previous 24 months.
7. Is there a fee associated with applying for or renewing a preceptor registration?
- a. Answer: No.
8. Can I approve intern requests in an inactive status?
- a. Answer Part One: You are unable to approve Notice of Employment requests with an inactive registration. See #6 for more information regarding reactivating your preceptor registration.
- b. Answer Part Two: The only scenario in which a preceptor can approve a Progress Report of Intern Hours Worked is if Board records demonstrate the preceptor was Active during the timeframe of oversight in which the intern is seeking intern hour credit.
9. Are there system limits regarding how many interns a preceptor can be associated with?
- a. Answer: No. The system does not limit the number of preceptors an intern can be linked to and vice versa. However, when in the workforce, you are reminded of the intern to preceptor ratio of 2:1 as cited in [Minnesota Rule 6800.5400, subp. 4.](#)
10. Are federally employed pharmacists eligible for a Minnesota preceptor registration?
- a. Answer: Yes. At the beginning of the online preceptor application, a pharmacist will select from one of two options:
- i. (1) Minnesota Licensed Pharmacist; or
- ii. (2) Federally Employed Pharmacist – Not Minnesota Licensed
- b. If you are federally employed and not Minnesota licensed, proof of employment will need to be provided to the Board.
11. If I precept at multiple sites, what should I do?
- a. Answer: Add each site to your employment record within online services. You can do this during renewal of your preceptor registration, renewal of your pharmacist license, or within online services. To do this external from renewal, navigate to your pharmacist license card and select "Update License Information." Complete the steps to follow to update your place(s) of employment/preceptorship.

The screenshot shows a web interface for a pharmacist's license. At the top, it says 'LICENSE - PHARMACIST (PHARMACIST)' and has a 'More >' link. Below this is a table with the following fields: NUMBER, STATUS (Active), ISSUED, EXPIRES, CE DUE, and ADDRESS. To the right of the table is a 'NAVIGATE' section with two buttons: 'Update License Information' (highlighted with a red box and a red arrow) and 'Duplicate Card'.

Field	Value
NUMBER	[REDACTED]
STATUS	Active
ISSUED	[REDACTED]
EXPIRES	[REDACTED]
CE DUE	[REDACTED]
ADDRESS	[REDACTED]

NAVIGATE

- Update License Information
- Duplicate Card

12. What are my responsibilities for approving intern hours, and what is the June 15th deadline?

- a. Answer: Intern hours earned in the workforce must be reported to the Board each year by June 15th. This deadline is established in statute, and the Board cannot grant extensions or accept late submissions. Interns may submit hours dating back to January 1st of the previous calendar year; however, all intern hours earned during the previous calendar year must be submitted no later than June 15th of the following year.

Important:

- Do not approve the same intern hours more than once. Board staff audit intern hour submissions, and duplicate approvals for the same hours or overlapping time periods will not be accepted.

Note:

- IPPE and APPE hours completed as part of an intern's college of pharmacy curriculum are not reported or approved through this online service. These hours are reported directly to the Board by the College of Pharmacy.