

## Pharmacy Interns

Topic	What You Must Do	Timing / Key Rule
Create/Access Online Account	<a href="#">Log in to your MNBOP online account to submit employment notices and intern hour affidavits.</a>	If you do not have an account, you must register online.
Notice of Employment (NOE)	Submit an <b>NOE Preceptor Request</b> to your preceptor to establish the intern–preceptor association in the online system.	Must be submitted <b>within 5 days of starting employment</b> or when the preceptor or work site changes.
Existing Employment	Interns currently working must submit an <b>online NOE immediately</b> , even if a paper NOE was previously filed.	Required to enable online hour reporting.
Progress Report Affidavits (Intern Hours)	Submit <b>online Progress Report Affidavits of Intern Hours Worked</b> once an NOE is approved.	Submitted for preceptor review and approval.
Annual Intern Hour Reporting Deadline	Report workforce intern hours to the Board.	<b>All hours from the previous calendar year must be submitted by June 15.</b>
Hours That May Be Submitted	The Board accepts hours earned <b>since January 1 of the previous calendar year before June 15</b> . Hours earned in the current year can be submitted at any time prior to June 15 of the next year.	Example: Hours from <b>Jan 1, 2025 – June 14, 2026</b> may be reported before the June 15, 2026 deadline.
Duplicate Hours	Do <b>not submit duplicate or overlapping timeframes</b> of hours.	Previously submitted hours are visible in your online account.
Rotation Sites (UMN Students)	<b>Do not submit an NOE</b> or affidavits of hours worked for IPPE/APPE rotations.	Hours are reported directly by the University of Minnesota College of Pharmacy.
Rotation Sites (Other Schools)	Submit an <b>NOE for each rotation site</b> in Minnesota.	Required for IPPE/APPE rotations completed in Minnesota.