

Pharmacist Preceptors

Topic	What You Must Do	Key Information
NOE Requests	Review and approve Notice of Employment (NOE) requests submitted by interns.	You will receive automated email notifications when a request is ready for review.
Intern–Preceptor Association	Approving the NOE establishes the intern–preceptor association within the Board’s online system.	Required before interns can submit hours for your approval.
Progress Report Affidavits	Review and approve interns’ Progress Report Affidavits of Intern Hours Worked submitted through the online system.	Verify accuracy of hours and timeframes.
Duplicate Hour Reporting	Do not approve duplicate or overlapping intern hour submissions.	Intern hours should only be approved once for a given timeframe.
Annual Reporting Deadline	Intern hours must be submitted to the Board no later than June 15 each year for any hours worked during the previous calendar year.	This deadline is set in statute and cannot be extended.
Online System Notifications	Monitor email notifications for requests requiring review.	Requests must be approved before hours will be accepted.