



South Carolina  
Department of Labor, Licensing and Regulation



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Board of Pharmacy

Henry D. McMaster  
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Director

South Carolina Pharmacy Intern Students  
**In-State Practical Experience Requirements - Instructions**

*This form explains the total amount of practical experience hours you need overall and it provides you with instructions for the process of submitting those hours EACH year. Please read carefully.*

Pharmacy students are required to obtain the following amount of practical experience hours:

- **1,500 total hours of practical experience**
  - **500 internship hours (institutional or retail)** that you obtain on your own
  - **1,000 externship hours** which you obtain through your institution and they then report those hours
- There is **no minimum** number of hours/week.
- There is a **maximum of 40 hours/week**.
- Intern hours may be earned at any time.

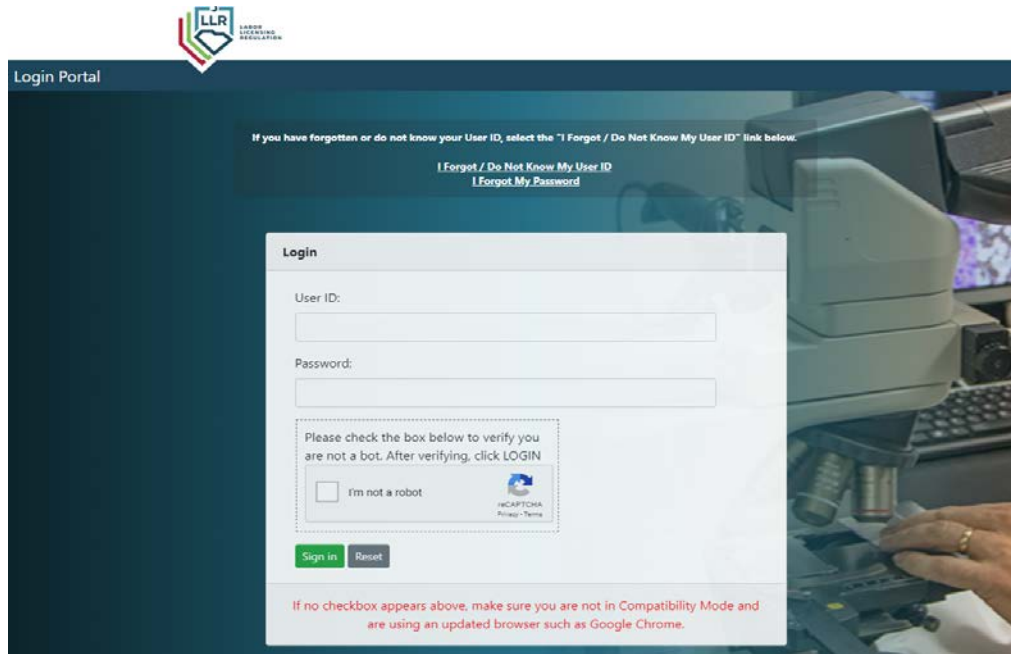
Reporting of these 500 internship hours is the **responsibility of the intern** and should be submitted using the correct form(s) which are provided by the Board and are discussed below:

- A **Notification of Employment form** may be submitted electronically at <https://eservice.llr.sc.gov/SSO/Login/LoginPage?ReturnUrl=%2fDocumentSubmission%2f>
- **Within ten days after the beginning of EACH calendar year (by January 10<sup>th</sup>)**
- **Also, within ten days after the beginning of each new employment or if you move to a different facility within the same company. You will NOT receive credit for hours worked prior to the submission of a Notification of Employment. You may still submit this form after January 10th.**
  - If you remain with the same employer, at the same location, for the entire duration of your internship, you must **still submit** a Notification of Employment form at the **beginning of every calendar year** you are employed.
- The Board of Pharmacy must accept **Affidavits of Practical Experience form** from interns whose practical experience **occurred within the State of South Carolina**. This form may be submitted electronically at <https://eservice.llr.sc.gov/SSO/Login/LoginPage?ReturnUrl=%2fDocumentSubmission%2f>
- The affidavit must provide that the supervising pharmacist and the site of experience is licensed and in good standing with the board and that the internship falls within the criteria set by the board.
- The affidavit must be **accompanied by a ten dollar (\$10) fee** to cover administrative costs associated with compliance with this proviso.
- If you are intending to report hours that you have earned **within another state** (i.e. NC) and not in SC, then please refer to the **Out-of-State Affidavit of Practical Experience form** to determine the necessary process to submitting your hours.

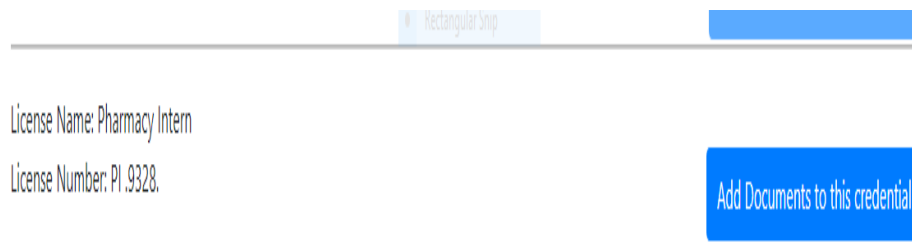
# Online Instructions-Notification of Employment

Before clicking on the below link to access online services, you will need to have your userid and password at hand. If you do not know your userid or password, follow the instructions on the below link to obtain either your userid or password.

<https://eservice.llr.sc.gov/SSO/Login/LoginPage?ReturnUrl=%2fDocumentSubmission%2f>



Upon logging into online services you will need to scroll down the page until you reach “License Name Pharmacy Intern” . Click on “add a document to this credential”.



Next click on “download and submit this form” next to the title “Name: Notification of Employment Form”.

## View Forms for Your Credential: Pharmacy Intern

Name: NOTIFICATION OF EMPLOYMENT

Cost: Free

Download and submit this form

Name: AFFIDAVIT OF PRACTICAL EXPERIENCE

Cost: \$10.00

Download and submit this form

[View your other credentials](#)

Download the form, print the form, sign the form and have it signed by the supervising pharmacist before uploading the form.

After uploading the completed Notification of Employment Form, click submit to upload the document.

**\*If you log out of the system to get the Notification of Employment Form signed. Follow the instructions again to upload the document.**

Document Submission for:  [Logout](#) [Home](#)

### Instructions

Affidavit of Practical Experience Special Instructions

*Print form and have it notarized before uploading.*

1. Download the form. [Download](#)
2. Fill out the form.
3. Upload the completed form.  

[Upload Form](#)
4. Click submit.

[Cancel](#) [Submit](#)

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