

FAQ

INTERN:

1. How long does it take for an intern application to be processed?

Once all requirements have been met and all documentation received, please allow 7-10 business days for an intern application to be processed and mailed.

2. Once an intern certificate is approved, when does it expire?

Intern certificates are valid for 6 years. This timeframe may change depending on circumstances and will need to the approval of the Board chair.

3. How long is an intern certificate application valid?

An intern application expires after one year.

4. What is a non-contingent letter of acceptance?

A non-contingent letter of acceptance is the official acceptance letter from pharmacy school. However, there must not be any pending requirements that need to be fulfilled before being accepted to the school (tuition, grades etc.).

5. How do I start recording practical hours with the board?

Upon obtaining an intern certificate and employment as a pharmacy intern, a Notification of Employment (NOE) must be submitted to the Board within 10 days of beginning employment. 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 10th)

– Also, within ten days after the beginning of each new employment or change in primary location within the same company. 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.

-You will NOT receive credit for hours worked prior to the submission of a Notification of Employment.

– 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.

6. If I work as an intern outside of South Carolina, can those hours be recorded with the board as practical experience? If so, how would I submit them?

Intern hours must be obtained in a retail or institutional pharmacy.

-If intern hours WERE reported to another state Board of Pharmacy:

- Request that the state Board of Pharmacy send verification of those intern hours to the South Carolina Board of Pharmacy at the address above.

-If intern hours WERE NOT reported to another state Board of Pharmacy:

Then the Pharmacist-in-charge (PIC) of the pharmacy in which you worked must submit a *notarized* letter on a company letterhead that verifies the total number of intern hours obtained and should contain the following information:

- Verifying Pharmacist's name and license number
- Name of the pharmacy, address and permit/license number.
- Submit a copy of current facility(s) permit/license.
- Submit a copy of verifying pharmacist's current license.

7. If my PIC changes during my internship, what do I need to do?

You must print and fill out the Intern Notification of Change in PIC (found in the same area as the NOE and Affidavit of Practical Experience forms) at www.llr.sc.gov/bop/ and submit it directly to the Board.

8. If I need another copy of my intern certificate, how do I request one?

You need to print and fill out the Duplicate License Request at www.llr.sc.gov/bop/ (same location as above forms) and submit it with a check or money order for \$10.

9. If my name/address changes as an intern, how do I change it on my certificate?

You will need to print out the Name and/or Address Change Form at www.llr.sc.gov/bop/ (same location as above forms) and submit it with a copy of the legal documentation of your name change (marriage certificate, divorce decree etc.). If you would like a new copy of your certificate with the updated information, please include a check or money order for \$10 with the form.

10. Is there a time limit on how often I can work in a pharmacy as an intern?

The maximum amount of time that you are allowed to work as an intern in a pharmacy is 40 hours per week.

11. What happens to my Intern Certificate if I am no longer enrolled in pharmacy school (outside of graduating)?

If you are no longer enrolled in pharmacy school, the school will need to send notification to the Board of your status. Once the Board has received this information, your intern certificate status will be changed to “Inactive”. You may not work as an intern nor can you log intern hours with an inactive intern certificate.

12. How do I reactivate my intern certificate after inactivation?

You must re-enroll in the previous pharmacy school program or have enrolled in another pharmacy program. The Board will need to receive confirmation from the school documenting that you are currently re-enrolled in the school of pharmacy. Once the letter is received by the Board, your status will be changed to “active”. You may resume working as an intern and begin logging intern hours after submission of the Notification of Employment Form located on the website llr.sc.gov/bop/ under Licensure → Applications and Forms → Pharmacy Intern → Paper Application → Other Forms → Notification of Employment

13. How do I request verification of my intern hours?

You will need to submit a letter to the Board requesting verification of your intern hours. Provide the name of the Board of Pharmacy and address where the intern hours are to be mailed. The letter must include a \$5 check or money order made out to the South Carolina Board of Pharmacy and mailed to 110 Centerview Drive, Columbia, SC 29210.

PHARMACIST:

14. How long does it take for a Application by Examination, Application by Score Transfer and Licensure by License Transfer (Reciprocity) to be processed?

Once all requirements have been met and all documentation received, please allow 7-10 business days for pharmacist applications to be processed.

15. If I am applying for a pharmacist license, how do I determine which application to complete?

If you are an individual who has never applied for a pharmacist license in any state, then you will apply by completing the **Application by Examination** www.llr.sc.gov/bop/ under Apply for Licensure.

If you have applied for a license in another state and it has been less than 90 days since you took the NAPLEX, you would apply by **score transfer on the NABP website**. You will also need to complete the Application by Score Transfer located on the Pharmacy Board's website under Apply for a License and Pharmacist at www.llr.sc.gov/bop/.

If you are currently licensed in more than one state and it has been more than 90 days since you took the NAPLEX, then you would apply by **license transfer (reciprocity) on the NABP website**. You will also need to complete the Application by License Transfer (Reciprocity) located on the Pharmacy Board's website under Apply for a License and Pharmacist at www.llr.sc.gov/bop/.

16. When does my pharmacist application expire?

All applications expire one year from the date the application is received by the Board.

17. Once I have been licensed, how long will my license be active?

All pharmacist licenses are active until April 30th of the following year.

18. How do I submit a pharmacist application?

You may submit the Application by Examination by mail. The application is located on the Board of Pharmacy's website, llr.sc.gov/bop/ under Licensure → Applications and Forms → Pharmacist → Paper Application → Application by Examination.

You may also apply online on the website at llr.sc.gov/cop/ under License → Applications and Forms → Pharmacist Forms → Online Electronic Application.

19. How do I request a license verification?

There are two methods to request a license verification from the Board. The first method can be done online by going to the Board of Pharmacy homepage and selecting "License Verification" under the "Quick Links" section at www.llr.sc.gov/bop/. Next sign into your account, complete the request and pay the \$5 verification fee online. The second method is to mail a letter requesting a verification along with any paperwork that the requesting organization requires to be completed and a check or money order for \$5.

EXAMINATION:

20. How much is the fee for an application by examination?

The Application by Examination fee is \$100.

21. Can I sign up to take the NAPLEX and MPJE before my application has been fully processed?

Once you have completed and submitted an Application by Examination to the Board, you may register for the NAPLEX and MPJE exams. However, you will not be approved to test until your application has been processed.

22. What happens if I fail the NAPLEX or MPJE?

If you fail to receive a passing score of 75 on NAPLEX and/or the MPJE, you will be notified by the Board once the scores have been posted. An email will inform you of your failure of the exam as well as the required wait time until you may retake the exam. For the NAPLEX, there is a minimum 45 day wait period and for the MPJE, there is a minimum 30 day wait period. You may register to take these exams again during this time period, however, you will not be allowed to sign up for any dates before the time limit has expired.

23. Is there a limit to how many times each exam can be taken?

Both the NAPLEX and the MPJE may be taken a maximum of 5 times each before the applicant must appear before the Board to request approval for a 6th attempt. However, you may only take each exam 3 times within the span of one year beginning with the initial examination date.

24. What happens after I have passed both exams?

Once you have passed both the NAPLEX and MPJE and submitted all of the required documentation for licensure, you will be contacted by the Board via email, informing you of your current status and directing you to complete the Application for Initial Licensure. Once the application and fee have been submitted to the board, you will be issued a pharmacist license.

SCORE TRANSFER:

25. How do I determine if I qualify for the Score Transfer application?

To determine if you qualify for score transfer, please click on the below NABP link to review the score transfer requirements.

<https://nabp.pharmacy/programs/naplex/score-transfers/>

26. Do I need to submit a copy of my NAPLEX scores for score transfer?

You must request that your NAPLEX scores be sent to the SC Board of Pharmacy. This can be done on the NABP website.

<https://nabp.pharmacy/programs/naplex/score-transfers/>

27. How much does the Score Transfer application cost?

Currently, Applications by Score Transfer is \$350.

RECIPROCITY:

28. How do I begin the license transfer (reciprocity) process?

You must sign up with the National Association of Boards of Pharmacy (NABP) at <https://nabp.pharmacy> and request a license transfer to South Carolina. Once the Board has received the application and processed it, you will be contacted with the follow up steps to the process.

29. How much does the Reciprocity application cost?

The license transfer through the NABP website is currently \$375 and the License Transfer (Reciprocity) Application submitted directly to the Board is currently \$375.

30. What happens after I have passed the MPJE?

Once your passing test scores are posted and all required documentation for licensure has been received you will receive an email. This email will include information regarding the interview step as well as the next 3 interview dates. Select a date and follow the instructions for confirming the date. Finally, the email will include the Application for Initial Licensure. You must complete the form and submit it along with a \$98 check or money order.

31. Is there any other way to submit the Application for Initial Licensure and \$98 fee to the board?

You may bring the application and fee with you to the interview.

32. What does the Reciprocity Interview entail?

The interview is handled by the Board administrator as well as a Board member, who will give you an overview of state laws and policies and answer questions. Once the interview is complete, you will be awarded your pharmacist license. All interviews begin at 9am and conclude at 11am. You **MUST** be scheduled to appear at the interview before you may attend.

PHARMACIST IN CHARGE:

33. If I am a pharmacist in charge, will my license state this as well?

No. Your official license will remain as a pharmacist. However, you may look up your license on the Licensee Lookup site,

<https://verify.llronline.com/LicLookup/Pharmacy/Pharmacy.aspx?div=24&AspxAutoDetectCookieSupport=1>, which will indicate your status as pharmacist in charge.

34. How long must I work in the pharmacy per week as the PIC?

The pharmacist in charge must be on site at the pharmacy for at least 50% of the total time that the facility is open.

35. Can I be the PIC of more than one facility?

A pharmacist may not serve as the PIC of more than one facility without written permission from the SC Board of Pharmacy.

36. If a new PIC is hired by the facility, how must the board be notified?

The new PIC must complete and submit the Notification of Pharmacist-In-Charge Change form which can be found on the website, llr.sc.gov/bop/ under Licensure → Applications and Forms → Facility Notification Forms → Notification of Pharmacist-In-charge change.

37. Can the Notification of Pharmacist-In-Charge Change form be submitted by any other way than mail?

The form may be emailed to contact.pharmacy@llr.sc.gov, sent by fax to 803-896-4596 and it can be brought to the Board office.