How do I report my hours to the Board?

STLCoP and UMKC will certify the hours earned as part of your school curriculum to the Board after you graduate or within (30) thirty days after you are no longer enrolled. You do not have to file an individual report.

However, you are responsible for reporting hours earned outside of your school curriculum by filing a Preceptor's Affidavit of Internship Hours form. No fee is required. The Preceptor's Affidavit has to be completed and signed by both you and your preceptor. The Board will not certify or recognize hours that are not reported to the Board. The office recommends submitting your hours monthly or at the end of your internship/training.

How do I get my hours certified to another state?

Send a written request to the Board asking to certify your hours. Include your name, address, intern pharmacist license number and the contact name and address where the certification should be sent. Certification requests should be e-mailed to: intern@pr.mo.gov or mailed to: P.O. Box 625, Jefferson City, Missouri 65102. **E-mail is preferred.**

Certification requests may take 7-10 days to process. No fee is required.

Do I need to renew my license?

Yes. Intern pharmacist licenses must be renewed by December 31st of each even-numbered year (i.e., 2026, 2028, 2030). Make sure your address is current. Renewal information will be e-mailed in October to your e-mail address in the Board's record.

Renewing is your responsibility! Students who fail to renew must reapply (this includes getting fingerprinted).

Can I immunize/administer medication?

To immunize or administer medication by prescription order, interns must:

- Be working under the direct supervision of a pharmacist that has met Missouri's requirements for administering vaccines/administering medication by prescription, and
- Have a current cardiopulmonary resuscitation (CPR) certification issued by the American Heart Association, the American Red Cross or an equivalent organization, and
- Have successfully completed a certificate program in administering vaccines (to immunize by protocol) or administering medication (to administer by prescription order). The program must be accredited by the Accreditation Council for Pharmacy Education (ACPE) or a similar entity approved by the Board.

Note: Your school or preceptor may impose additional requirements.

Where can I find application forms?

Application can be submitted through the MOPRO online licensing portal at: https://mopro.mo.gov/license/s/

Questions?

Intern questions can be submitted to intern@pr.mo.gov or (573) 751-0092.
E-mail is preferred.

Students are responsible for submitting the following documents for hours earned outside of your school curriculum:

- **Site & Preceptor Approval forms**
- **Preceptor's Affidavit of Internship Hours**

These documents will not be filed by your school

Missouri Intern Pharmacist Guide for Missouri Pharmacy School Students

MISSOURI BOARD OF PHARMACY

Division of Professional Registration
3605 Missouri Boulevard
Jefferson City, MO 65109
Telephone: (573) 751-0091
Email: intern@pr.mo.gov
Website: pr.mo.gov/pharmacists

April 2015

This brochure provides intern pharmacist information for St. Louis College of Pharmacy (STLCoP) and University of Missouri-Kansas City (UMKC) pharmacy students only.

How do I apply for an intern license?

- Submit a Missouri Intern Pharmacist License application on the MOPRO online licensing portal with the required fee (https://mopro.mo.gov/license/s/, and
- Submit fingerprints and undergo a criminal history background check. (Instructions are in the intern pharmacist application packet.)

PLAN AHEAD! It may take 4-6 weeks for the Board to receive your criminal history reports.

Where can I earn hours?

All pharmacy practice experience hours must be earned at a Board approved site and under a Board approved preceptor.

- For hours earned as part of your school curriculum, your pharmacy school/college will submit a list of sites and preceptors for Board approval.
- For hours earned outside of your school curriculum, the student is responsible for requesting Board approval of the site/preceptor (see below).

Can I earn hours outside of school?

Yes, however, students are individually responsible for requesting site/preceptor approval for hours earned outside of their school curriculum (i.e., a summer or part-time job). To request approval :

- A Missouri Intern Site and Preceptor Application should be submitted to the Board if the proposed site is licensed as a pharmacy in a U.S. state or territory or if the proposed preceptor holds a valid pharmacist license issued by a U.S. state or territory.
- A Special Site or Non-Pharmacist Preceptor Application should be submitted to the Board if the proposed site is not a U.S. licensed pharmacy or if the proposed preceptor is not a U.S. licensed pharmacist.

Applications can be submitted on the MOPRO online portal; No fee is required. The Board will not certify or recognize hours earned at an unapproved site or with an unapproved preceptor. Note: A site/preceptor approval application is required for hours earned outside of your school curriculum, even if the site/preceptor has already been approved for your school.

Can I count hours from my part-time or summer job?

Yes, a licensed intern can count hours earned at a part-time or summer job if the Board has approved the site and preceptor. Students are responsible for requesting site/preceptor approval for hours earned outside of your school curriculum (site/preceptor applications can be submitted in the MOPRO online licensing portal). The site and preceptor must be approved before you begin earning hours.

Can I count my pharmacy technician hours?

No. The Board can only recognize or certify hours earned while working as a licensed intern pharmacist.

Can I earn hours in another state or country?

Yes, if the site and preceptor are approved by the Board (see rule 20 CSR 2220-7.030). Remember, you're responsible for obtaining approval if the hours are outside of your school curriculum. Note: Additional licensing requirements may apply in other states/countries.

Do I have to earn hours at a pharmacy?

No. The Board can approve practice sites that are not licensed pharmacies, however, the training must be related to the practice of pharmacy. Non-pharmacy practice sites are referred to as "special sites" and must be approved by the Board (for hours outside of your curriculum). Site/preceptor applications can be filed on the MOPRO licensing portal.

Does my preceptor have to be a pharmacist?

No. The Board can approve non-pharmacist preceptors if the practice experience is related to the practice of pharmacy.

To request approval, a Non-Pharmacist Preceptor application must be filed with the Board by either you or your school (for hours outside of your curriculum).

How do I change sites or preceptors?

Students earning hours as part of their school curriculum can switch to any site/preceptor approved for your school without filing any additional paperwork. However, check with your school first. Your school may have additional restrictions/requirements.

If you are earning hours outside of your curriculum, a new Intern Site and Preceptor Application or Special Site or Non-Preceptor Application must be filed through the MOPRO portal to request Board approval of the site/preceptor change.

Applications must be submitted within ten (10) days of changing sites/preceptors. The Board will not recognize hours that are earned more than ten (10) days before your application is received in the Board office. Additionally, hours will not be credited if the site and preceptor do not comply with rule 20 CSR 2220-7.025. To avoid losing hours, the Board strongly recommends submitting approval applications BEFORE changing sites/preceptors.

Can I be paid for my intern hours?

The Board does not prohibit an intern from being paid. However, your school may have other restrictions.

Intern Pharmacist Quick Links

MISSOURI BOARD OF PHARMACY WEBSITE

MOPRO LICENSING PORTAL

SIGN UP FOR BOARD E-ALERTS

INTERN RESOURCES

MO PHARMACY PRACTICE GUIDE

MISSOURI STATUTES/RULES