

MICHIGAN PHARMACIST INTERN LICENSING GUIDE

OVERVIEW:

The pharmacist intern license type allows a licensee to engage in the practice of pharmacy only under the personal charge of a pharmacist.

NOTE: The content contained below is a general overview of licensing requirements. Links to access the Occupational Code and Administrative Rules for this profession can be found at the end of this guide.

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LICENSURE REQUIREMENTS CHECKLIST

APPLICATION AND FEES

- Online Application for a Pharmacist Intern License - Complete all fields, answer all questions, and upload any supporting documentation.
- Online applications can be completed by visiting www.michigan.gov/miplus
- Application Fee + 1 year license fee: (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card)

Pharmacist Intern: \$91.80

THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS

- NABP E-Profile Identification Number – Contact the National Association of Boards of Pharmacy (NABP) for more information at <https://nabp.pharmacy>.

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- Criminal Background Check – Once the online application is completed and submitted you will be emailed an Application Confirmation letter containing instructions to complete the Criminal Background Check (except those applicants seeking relicensure, if the license expired within the last three years).
- Good Moral Character Questions – Documentation will be required if you answer “yes” to either question to show at the current time you have the ability to, and are likely to, serve the public in a fair, honest and open manner, that you are rehabilitated, or that the substance of the former offense is not reasonably related to the occupation or profession for which you are seeking a license.
- Social Security Number (SSN) – An individual applying for licensure is required to provide his or her social security number at the time of application. If exempt under law from obtaining an SSN or do not have an SSN, the SSN affidavit form will be required to be uploaded at the time the application is submitted.
- Verification of Licensure – Verification of licensure must be sent directly to our office by the licensing agency of any state of the United States or country in which you hold or ever held a license. The verification must show that disciplinary proceedings are not pending against the applicant and sanctions are not in force at the time of application. Verification can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.
- Human Trafficking Training – Individuals seeking licensure must have completed a one-time training in identifying victims of human trafficking that meets the standards in Administrative Rule 338.511 prior to being issued a license.
- Implicit Bias Training – Individuals seeking licensure must have completed at least 2 hours of implicit bias training within the five years immediately preceding issuance of the license.
- English Language Proficiency – An individual applying for licensure must demonstrate a working knowledge of the English language. This can be established if either the applicant’s required health professional educational program was taught in English, a transcript establishes the applicant earned not less than 60 college level credits from an English-speaking graduate or undergraduate school, or that the applicant obtained a passing score on an approved English proficiency exam as established by the department under [R 338.7002b](#) of the Public Health Code – General Rules.

NOTE: An applicant that has FPGEC certification from NABP has met the English proficiency requirement. The applicant’s credentials and English proficiency have been evaluated and determined to be equivalent to the credentials required in this state.

ADDITIONAL REQUIREMENTS FOR PHARMACIST INTERN LICENSURE (These are in addition to the requirements stated above that apply to ALL applicants)

- An individual is eligible for intern licensure that is actively enrolled in, or is within 180 days of completing, an approved educational program.
- The intern license is renewable annually and shall remain active while the licensee is actively enrolled in, or is within 180 days of completing, an approved educational program.
- A pharmacist intern licensee may engage in the practice of pharmacy only under the personal charge of a pharmacist.

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- An pharmacist intern licensee shall verify that the licensee's pharmacy preceptor holds a valid preceptor license before engaging in the practice of pharmacy if the internship hours will be submitted to the department for credit.
- A pharmacist intern licensee shall notify the board within 30 days if the licensee is no longer actively enrolled in an approved educational program.
- In order to be eligible for a full Michigan pharmacist license, a pharmacist intern shall acquire a minimum of 1,600 internship hours.

NOTE: "Approved educational program" means a school of pharmacy that is accredited by or has candidate status by the Accreditation Council for Pharmacy Education (ACPE).

An applicant for a pharmacist intern license who is actively enrolled in, or is within 180 days of completing, an approved educational program must:

- Forward the College of Pharmacy Affidavit form to their school of pharmacy to confirm current enrollment or graduation within the last 180 days. **The College of Pharmacy Affidavit form must be submitted directly to this office from the school of pharmacy.**

ADDITIONAL REQUIREMENTS FOR FOREIGN EDUCATED OR TRAINED APPLICANTS WHO RECEIVED EDUCATION OR TRAINING OUTSIDE THE UNITED STATES (These are in addition to the requirements stated above that apply to All applicants)

- Graduate of a non-accredited college or school of pharmacy is eligible for intern licensure that has received a FPGEC certification from the NABP Foreign Pharmacy Graduate Examination Committee.
- The intern license for a graduate of a non-accredited college or school of pharmacy is valid for one year and may be renewed one time.
- A pharmacist intern licensee may engage in the practice of pharmacy only under the personal charge of a pharmacist.
- A pharmacist intern licensee shall verify that the licensee's pharmacy preceptor holds a valid preceptor license before engaging in the practice of pharmacy if the internship hours will be submitted to the department for credit.
- In order to be eligible for a full Michigan pharmacist license, a pharmacist intern shall acquire a minimum of 1,600 internship hours.

Applicant for a pharmacist intern license who has graduated from a non-accredited college or school of pharmacy that is not accredited by the Accreditation Council for Pharmacy Education (ACPE) must:

- Complete the Foreign Pharmacy Graduate Examination Committee certification program (FPGEC) administered by the National Association of Boards of Pharmacy (NABP). Verification of FPGEC certification must be received directly from NABP. Visit the NABP website at <https://nabp.pharmacy> for more information.

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ADDITIONAL REQUIREMENTS FOR THOSE APPLYING FOR RELICENSURE (These are in addition to the requirements stated above that apply to All applicants)

- Online application can be completed by visiting www.michigan.gov/miplus, select **MiPLUS Login**, select **“Modification”** next to your license number and then select **“Relicensure.”**
- 1 year Pharmacy Intern Relicensure Application and Fee: \$111.80 (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card)

Applicant for a pharmacist intern license who is actively enrolled in, or is within 180 days of completing, an approved educational program must:

- Forward the College of Pharmacy Affidavit form to their school of pharmacy to confirm current enrollment or graduation within the last 180 days. **The College of Pharmacy Affidavit form must be submitted directly to this office from the school of pharmacy.**

Applicant for a pharmacist intern license who has graduated from a non-accredited college or school of pharmacy that is not accredited by the Accreditation Council for Pharmacy Education (ACPE) must:

- Complete the Foreign Pharmacy Graduate Examination Committee certification program (FPGEC) administered by the National Association of Boards of Pharmacy (NABP). Verification of FPGEC certification must be received directly from NABP. Visit the NABP website at <https://nabp.pharmacy> for more information.

RENEWAL REQUIREMENTS CHECKLIST

- Online Application for Pharmacy Intern Renewal – Must be completed by visiting www.michigan.gov/miplus **no sooner than 90 days prior to the expiration date of current license.**
- Pharmacy Intern Renewal Application Fee: \$15.30 (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card)
- Renewal Cycle: Annual
- Good Moral Character Questions – Documentation will be required if you answer “yes” to either question to show at the current time you have the ability to, and are likely to, serve the public in a fair, honest and open manner, that you are rehabilitated, or that the substance of the former offense is not reasonably related to the occupation or profession for which you are seeking license renewal.
- Disciplinary Question – Documentation will be required if you answer “yes” to having sanctions imposed against you by a similar licensure, registration, certification, or disciplinary board of another state or country you have not previously reported to the department.
- Human Trafficking Training – Licensees seeking renewal must certify on their renewal application that prior to renewing their license they have completed a one-time training in identifying victims of human trafficking that meets the standards in Administrative Rule 338.511.

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- Implicit Bias Training – Licensees and registrants are required to complete 1 hour of implicit bias training for each year of their license or registration cycle. Please note, this is not a one-time training and must be completed each renewal cycle prior to the renewal being completed.
- Accept Renewal Attestation – By accepting the renewal attestation you as the licensee are certifying that you have met all the Pharmacist Intern renewal requirements and all information provided on your renewal application is true and correct.
- A renewal applicant for a pharmacist intern license who is actively enrolled in, or is within 180 days of completing, an approved educational program must forward the College of Pharmacy Affidavit form to their school of pharmacy to confirm current enrollment or graduation within the last 180 days. The College of Pharmacy Affidavit form must be submitted directly to this office from the school of pharmacy prior to the end of the renewal period.
- A renewal applicant for a pharmacist intern license who has graduated from a non-accredited college or school of pharmacy that is not accredited by the Accreditation Council for Pharmacy Education (ACPE) must arrange for the Internship Training Affidavit form to be submitted directly to this office by their supervising pharmacist Preceptor prior to the end of the renewal period. An applicant in this situation may only renew their pharmacist intern license one time.

HELPFUL RESOURCES AND FORMS

- By visiting www.michigan.gov/healthlicense and clicking on the pharmacy link you can access the following helpful resources and forms:

Resources:

- [Michigan Public Health Code](#)
- [Administrative Rules for Pharmacy](#)

FREQUENTLY ASKED QUESTIONS

1. How can I contact the Board of Pharmacy, Licensing Division?

Email (Questions): BPLHelp@michigan.gov
Email (Submit Documents): BPLData@michigan.gov
Phone: (517) 241-0199
Mailing Address: Bureau of Professional Licensing
Board of Pharmacy
PO Box 30670
Lansing, MI 48909

2. How long are Pharmacist Intern license types valid?

Pharmacist Intern licenses are valid for 1 year. The pharmacist intern license is renewable annually and shall remain active while the applicant is actively enrolled in, or is within 180 days of completing, a pharmacy educational program accredited by the ACPE. The pharmacist intern license for a graduate of a non-accredited college of school of pharmacy is valid for 1 year and may be renewed 1 time.

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3. How will I know when I need to renew? Can I renew my license early?

You will be sent a renewal notification to both your mailing and email address on record approximately 90 days prior to the expiration date of your license. You will not be able to renew before that time. Remember to notify the Department of any address change by submitting a MiPLUS modification. It is your responsibility as a licensed health professional to renew your license on time. **Failure to receive the renewal postcard, email notification, or to notify the Department of an address change does not exempt you from renewing your license on time.**

4. How do I change my name and address?

Name and address changes must be completed through your MiPLUS account by submitting a modification. You are required to upload supporting documentation such as a driver's license, marriage certificate, divorce decree, or court order for all name changes.

5. Is there a grace period for my renewal?

Yes, there is a 60-day grace period in which you may renew your license without having to go through the relicensure process. However, if you renew during the 60-day grace period, there is an additional \$20.00 late fee for each license type when you renew your license(s).

6. What happens if my license expires?

If your license is not renewed within the 60-day grace period after your expiration date, your license will lapse. The expiration date will reflect the original expiration date – it will not include the grace period. For example: If your license expires January 31, you have until April 1 to pay your renewal fee. If you do not renew by April 1, the end of the 60-day grace period, your license is considered lapsed as of January 31.

When your license lapses, you can no longer practice your profession, nor can you identify yourself as a licensed individual.

7. How long will you keep my licensure application on file?

Your application and fee are valid for two years. If you fail to meet the licensure requirements within that time period, your application and fees are no longer valid.

8. If I'm licensed in more than one state, Canada or in another country, do you need verification from all locations in which I hold or ever held a license in?

Yes, we need verification from any state of the United States, Canada or country in which you hold or ever held a license. The verification must show that disciplinary proceedings are not pending against the application, and sanctions are not in force at the time of application.

9. How long does it take to process my application for licensure? Once processed, how long before I receive my license?

Applications are reviewed in the order by date received. The average time to receive a new license is 4 to 6 weeks and could be sooner if all required documents are received with the application. Once all the required information is submitted and accepted your license will be issued. If all licensure requirements are not met upon application review, you will receive an email requesting any outstanding items needed to complete your application. Once you are approved for licensure, it takes approximately 7 to 10 business

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days to receive the license by mail, if requested. Immediately upon license issuance a PDF of the license will also be sent to the email address provided on the application.

10. How do I verify my Michigan Pharmacist Intern license? Can my license verification include my intern hours?

Certified license verification requests must be obtained from the Michigan Board of Pharmacy. You must submit your request via the MiPLUS system at www.michigan.gov/miplus. There is a \$15.00 fee for certification processing for each address you list. Please note, if you submit both a USPS mailing address and an email address for the same recipient, you will be charged \$30.00 since you have requested your certification to go to two different addresses. Normal processing time for verifications being sent by email is the same day, verifications being mailed are sent the next business day.

If you need the license verification to include earned intern hours, you must complete and submit the [Verification Request for Pharmacist Intern form](#). Submit a \$15.00 fee and a separate form for each verification needed and mail to P.O. Box 30670, Lansing, MI 48909. Your check or money order, drawn from a U.S. financial institution and made payable to the State of Michigan, must accompany this request. Do Not Send Cash.

Licenses may also be verified online on the Bureau's License Verification website free of charge. You may need to confirm with the recipient if verifying a license on this website is acceptable or if a certified license verification is needed.

11. How do I file a complaint against a health care professional?

Visit the Bureau of Professional Licensing's website at www.michigan.gov/bpl for information on how to [File a Complaint Against a Health Care Licensee](#).