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PHARMACY EXAMINING BOARD

FREQUENTLY ASKED QUESTIONS REGARDING INTERNSHIP

WISCONSIN PHARMACY INTERNSHIP PROGRAM (Wis. Admn. Code Chapter Phar 17)

Q. Who is an intern under the new rules?

A. "Intern" means a person engaged in the practice of pharmacy pursuant to the internship rules.

Q. How many hours must be completed in an internship in the practice of pharmacy to qualify for original licensure in Wisconsin?

A. A minimum of 1500 hours in aggregate of any one or more of five (5) categories. An applicant can have more hours, but not less. An applicant can mix and match internship credit from any of the five (5) categories.

Q. How do I become a preceptor?

A. The Board and the Department of Safety and Professional Licensing do not license or approve preceptors or clinical instructors that participate in a school's practical experience program for which credit in an academic internship may be granted. A pharmacist wishing to participate in a school's practical experience program should contact that school for more information. For all remaining internship categories where an intern must be supervised, the only supervising pharmacist requirement is current licensure as a pharmacist in Wisconsin.

Q. I am currently licensed as a pharmacist in another state and wish to become licensed in Wisconsin by "reciprocity." Can I work as an "intern" and if so what do I file with the Board. When can I start work as an intern? I do not want to work as a technician, and my employer does not want me to work as a technician. None of the five intern categories appears to apply to me?

A. The distinct between interns and technicians is an important one, interns practice pharmacy and technicians do not.
Yes, you can work as an intern, although no internship credit is granted or needed for a person licensed as a pharmacist in another state who applies to Wisconsin via "reciprocity" under Wis. Stats. §450.05.
A recent change in the law, Wis. Stats. §450.03(1)(g), now also permits an otherwise unlicensed person to practice pharmacy in this state if:

1. they are licensed as a pharmacist in another state,
2. They file an application for a pharmacist license in Wisconsin pursuant to Wis. Stats. §450.05,
3. they work under the direct supervision of a person licensed as a pharmacist by the Board, and;
4. They work during the period before which the Board takes final action on their application.

Accordingly, the Board in its internship rule definitions at Wis. Admin. Code § Phar 17.02 (4), has included this class of persons within the definition of "intern." The Board took this action to clarify that persons performing pharmacy practice under Wis. Stats., § 450.03(1)(g), would be considered interns under Wis. Admin. Code § Phar 7.01.
There is nothing to file with the Board **EXCEPT** an application for licensure under Wis. Stats. § 450.05. No other internship credit hours are needed or reported in order to qualify for licensure under Wis. Stats. § 450.05.
Please Note: If you are currently licensed as a pharmacist in another state, you **CAN NOT** practice pharmacy as an intern **UNTIL** you file an application for licensure in Wisconsin under Wis. Stats. § 450.05. You could, however, perform job duties as a pharmacy technician under Wis. Admin. Code § Phar 7.015.

Q. How do I verify my internship hours to another state Board?

A. If you need to have your internship hours transferred to another state Board, please send a letter to the Department requesting to have your hours transferred and include the state(s) where the hours should be reported. There is a $10.00 fee for this service. Please send a check or money order payable to "DSPS" with your written request. If you held an internship license with the previous Internship Board, provide your old internship number with the name that you were using at the time you held the license.

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Q. **What are the five (5) categories to earn credit as an intern?** The internship categories are as follows:

1. AN ACADEMIC INTERNSHIP AT YOUR SCHOOL.

Q. How do I qualify?

A. If your accredited school of pharmacy has a practical experience program consisting of the practice of pharmacy you can earn credit for a Wisconsin pharmacy internship.

Q. How do I sign up?

A. Simply complete the program as required by your school. You do not need to file anything with the Board at this time.

Q. Do I need a preceptor or clinical instructor approved by the Board to supervise me?

A. No. Your school will administer its practical experience program according to its guidelines. Please check with your school for its requirements. The Board and the Department of Safety and Professional Services do not oversee or approve preceptors or clinical instructors participating in a school's practical experience program.

Q. How do I prove how many hours I earned?

A. When you apply for an original Wisconsin pharmacist license, the Dean of your school of pharmacy or the academic Records Department at your educational institution will fill out a form certifying the number of hours of credit, which you have earned. You will supply the certification form to your dean or academic Records Department. The certification form will then be sent back to the Board directly by the dean or academic Records Department.

Q. How do I qualify?

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Q. How do I sign up?

A. Simply complete the program as required by your school. You do not need to file anything with the Board at this time.

Q. Do I need a preceptor or clinical instructor approved by the Board to supervise me?

A. No. Your school will administer its practical experience program according to its guidelines. Please check with your school for its requirements. The Board and the Department of Safety and Professional Services do not oversee or approve preceptors or clinical instructors participating in a school's practical experience program.

Q. What if I don't meet the 1500 hours requirement?

A. If less than 1500 hours are certified you will need additional hours from any combination of the remaining internship categories.

Q. Can I serve an academic internship at the same time as another category of internship?

A. Yes. An academic and non-academic internship can both be served at the same time. However, you cannot double count the hours. If you check with your school and determine that you cannot meet the 1500 hours requirement in an academic internship, you may wish to supplement your hours with a non-academic internship at the same time you are enrolled in your professional degree program. That way, you can possibly avoid delay in becoming licensed as a pharmacist by assuring you have met the 1500 hours minimum internship requirement.

Q. How do I prove how many hours I earned?

A. When you apply for an original Wisconsin pharmacist license, the Dean of your school of pharmacy or the academic records Department at your educational institution will fill out a form certifying the number of hours of credit, which you have earned. You will supply the certification form to your dean or academic Records Department. The certification form will then be sent back to the Board directly by the dean or academic Records Department.

Q. Where do I get a form for certification?

A. The license application contains a form for the certification, (**Form #2533**). Therefore, the certification will be a part of your application process.

Q. How many hours of credit can I earn?

A. You will earn as many hours as your school gives credit. If you are certified for a minimum of at least 1500 hours, you have met the Wisconsin internship requirement.

2. A STUDENT NON-ACADEMIC INTERNSHIP.

Q. What is a student non-academic internship?

A. You may practice pharmacy under the direct supervision of a supervising pharmacist. The supervising pharmacist must be licensed in this state. Direct supervision means immediate on premises availability to continually coordinate, direct and inspect at first hand the practice of another. The hours practiced by you as an intern under this category cannot also be counted towards an academic internship. No double counting is allowed. The intern in this category typically works nights, weekends or during school recess, although there is no restriction on when the hours may be worked.

Q. How do I qualify?

A. You qualify if you have successfully completed your second year in and are enrolled at a professional Bachelor of Science degree in pharmacy or Doctor of Pharmacy degree-granting institution located in this or another state.

Q. How do I sign up?

A. You do not need to file anything with the Board at this time. Your supervising pharmacist will keep a written record of the hours and location worked by you under his or her direct supervision. This written record is NOT supplied to the Board unless requested. Both you and your supervising pharmacist must sign the written record.

Q. How do I prove how many hours I earned?

A. When you apply for original licensure, your supervising pharmacist will certify the number of hours worked by you under direct supervision. The form used is called a "certification form."

Q. Where do I get a certification form?

A. The license application contains a certification form, (**#2535**). Also, you can obtain a copy of the form from the Department of Safety and Professional Services or download it at http://dsps.wi.gov.

Q. When is the certification form submitted to the Board?

A. The certification form is submitted to the Board ONLY at the time that you apply for licensure. You will provide the certification form to your supervising pharmacist who will complete it and have it notarized. The certification form will then be submitted to the Board by either you or your supervising pharmacist.

Q. Must I wait until I apply for a license for my supervising pharmacist to complete a certification form on my behalf?

A. No. To avoid the potential problem that you cannot locate your supervising pharmacist to complete a certification form at the time of your application, you may wish to have your supervising pharmacist complete the form and have it notarized at the time you complete your internship hours with him or her.

Q. Who keeps my completed certification forms prior to my submitting an application for a license?

A. Either you or your supervising pharmacist keep any completed certification forms, it is your choice. DO NOT SEND COMPLETED CERTIFICATION FORMS TO THE BOARD IF YOU HAVE NOT SUBMITTED AN APPLICATION. You are solely responsible for the safekeeping of completed certification forms even if your supervising pharmacist keeps them on your behalf.

Q. What should I do if either my supervising pharmacist or I lose a completed certification form?

A. Your supervising pharmacist will need to complete another certification form on your behalf. If you cannot locate your supervising pharmacist or he or she is either unwilling or unable to complete another form on your behalf, you will not be able to claim those internship hours.

Q. How many hours of credit can I earn?

A. There is no limit. If you are certified for a minimum of at least 1500 hours, you have met the Wisconsin internship requirement.

Q. What if I don't meet the 1500 hours requirement?

A. Whatever hours are certified will be credited toward meeting the 1500 hours requirement. If less than 1500 hours are certified you will need additional hours from any combination of the remaining internship categories.

Q. Can I serve an academic internship at the same time as another category of internship?

A. Yes. However, you cannot double count hours earned between categories.

Q. Can I have more than one supervising pharmacist?

A. Yes. You can have more than one supervising pharmacist. Each supervising pharmacist must keep a written record of the hours worked by you under direct supervision. Each supervising pharmacist must complete a certification form on your behalf. You are allowed to make as many copies of the certification form as you may need.

Q. Can I work at more than one location?

A. Yes. You can work at more than one location, as long as a supervising pharmacist at each location supervises you.

Q. Can I still work in a student non-academic internship after I graduate?

A. Yes. However, you cannot double count hours earned between categories.

Q. Can I work at more than one location?

A. Yes. You can work at more than one location, as long as a supervising pharmacist at each location supervises you.

Q. Can I still work in a student non-academic internship after I graduate?

A. No. Once you graduate, you cannot serve as an intern under this category any longer and must stop working as a student non-academic intern. You may, however, wish to serve a post-graduate internship. (Or may still need additional hours as an intern and therefore will need to serve a post-graduate internship to meet the 1500-hour internship requirement.)

Q. If I have successfully completed my second year in and am enrolled at a professional Bachelor of Science degree in pharmacy or Doctor of Pharmacy degree-granting institution located in this or another state, can I simply practice pharmacy under the direct supervision of a supervising pharmacist, even for no internship credit?

A. Yes, once you have successfully completed your second year and for as long thereafter as you are enrolled in the professional pharmacy degree program at your school. However, you will not receive credit as an intern in a student non-academic internship unless the supervising pharmacist is willing to certify your hours and keep the written record.

3. A POST-GRADUATE INTERNSHIP

Q. What is a post-graduate internship and how do I qualify?

A. It is the practice of pharmacy by a person who has first filed an application with the Board for original licensure and has graduated from a professional Bachelor of Science degree in pharmacy or Doctor of Pharmacy degree granting institution located in this or another state.

Q. How do I sign up?

A. (1) File an application with the Board for original licensure and supply to the Board evidence of having been graduated from a professional Bachelor of Science degree in pharmacy or Doctor of Pharmacy degree granting institution located in this or another state.

(2) You cannot perform duties as a post-graduate intern or receive credit for hours participating in a post-graduate internship until you file an application for original licensure with the Board.

Q. How do I prove how many hours I earned?

A. Your supervising pharmacist will certify the number of hours worked by you under supervision. The form used is called a "certification form." You will supply the certification form to your supervising pharmacist who will complete it and have it notarized. The certification form will then be submitted to the Board by either you or your supervising pharmacist.

Q. Where do I get a form for certification?

A. The license application contains a form for the certification, #2536. Therefore, the certification will be a part of your application process.

Q. Who keeps my completed certification forms prior to my submitting them to the Board?

A. Either you or your supervising pharmacist may keep and submit any completed certification forms, it is your choice. You are solely responsible for the safekeeping of completed certification forms even if your supervising pharmacist keeps them on your behalf.

Q. What should I do if either my supervising pharmacist or I lose a completed certification form?

A. Your supervising pharmacist will need to complete another certification form on your behalf. If you cannot locate your supervising pharmacist or he or she is either unwilling or unable to complete another form on your behalf, you will not be able to claim those internship hours.

Q. Is direct supervision required?

A. No. You can work under general supervision. Your supervising pharmacist does not need to have immediate on premises availability to continually coordinate, direct and inspect at first hand your practice.

Q. How many hours of credit can I earn?

A. You may earn up to 2,000 hours of internship credit in a post-graduate internship, even though you have reached the 1500 minimum level. You are allowed additional hours so that you may continue to work as an intern while you are finalizing your application with the Board and completing any required tests. After you have earned a maximum of 2,000 hours as a post-graduate intern, you cannot serve as an intern under this category any longer and must only work as a pharmacy technician until receiving a pharmacist license from the Board.

Q. Can I work for an additional 2,000 hours in a post-graduate internship, even if I have satisfied the minimum 1500 hours of internship credit prior to graduation?

A. Yes, theoretically you could. The post-graduate internship can serve as a means for you to remain employed as an intern while you are awaiting original licensure from the Board. However, if you reach 2,000 hours in a post-graduate internship you must stop working as an intern.

Q. Can I have more than one supervising pharmacist?

A. Yes. You can have more than one supervising pharmacist. Each supervising pharmacist will certify your hours to complete your application for a pharmacist license. You are allowed to make as many copies of the internship hours certification form as you may need.

Q. What type of record must the supervising pharmacist keep?

A. The supervising pharmacist must keep a written record of the hours and location worked by you as an intern under his or her supervision. Both you and your supervising pharmacist must sign the written record. The written record shall be produced to the Board upon request.

Q. Can I work at more than one location?

A. Yes. You can work at more than one location, as long as a supervising pharmacist at each location supervises you.

4. A FOREIGN GRADUATE INTERNSHIP.

Q. What is a foreign graduate internship and how do I qualify?

A. It is the practice of pharmacy by a person who has first filed an application with the Board for original licensure and has not graduated from a professional Bachelor of Science degree in pharmacy or Doctor of Pharmacy degree granting institution located in this or another state.

Q. How do I sign up?

(1) File an application with the Board for original licensure.

(2) You cannot perform duties as a foreign graduate intern or receive credit for hours participating in a foreign graduate internship until you file an application for original licensure with the Board and the below required documentation is received and approved by the Board.

1.) Application (**Form #608**) completed with the Department fee.

2.) Copy of your translated diploma.

3.) Professional Education (**Form #2512**) completed and returned to the Board office. This form must come directly from the school.

4.) Supervisor Disclosure Form for Foreign Graduate Internship (**Form #2670**). Any change of a supervising pharmacist shall be disclosed to the Board by filing an amendment to the application prior to further performing duties constituting the practice of pharmacy as a foreign graduate intern.

5.) FPGEC Certification

Q. When am I eligible to take examinations?

A. You will not be admitted to the NAPLEX or MPJE examination prior to first filing proof with the Board of obtaining certification by the "Foreign Pharmacy Graduate Examination Committee" (FPGEC) and completing an internship in the practice of pharmacy.

Q. How do I prove how many hours I earned?

A. Your supervising pharmacist will certify the number of hours worked by you under supervision. The form used is called a "certification form." You will supply the certification form to your supervising pharmacist who will complete it and have it notarized. The certification form will then be submitted to the Board by either you or your supervising pharmacist.

Q. Where do I get a form for certification?

A. The license application contains a form for the certification, (**Form #2534**). Therefore, the certification will be a part of your application process. For additional copies needed you can obtain this form on the Department Web site at http://dsps.wi.gov.

Q. Who keeps my completed certification forms prior to my submitting them to the Board?

A. Either you or your supervising pharmacist may keep and submit any completed certification forms, it is your choice. You are solely responsible for the safekeeping of completed certification forms even if your supervising pharmacist keeps them on your behalf.

Q. What should I do if either my supervising pharmacist or I lose a completed certification form?

A. Your supervising pharmacist will need to complete another certification form on your behalf. This form can be obtained on the Department Web site at http://dsps.wi.gov. If you cannot locate your supervising pharmacist or he or she is either unwilling or unable to complete another form on your behalf, you will not be able to claim those internship hours.

Q. Is direct supervision required?

A. No. You can work under general supervision. Your supervising pharmacist does not need to have immediate on premises availability to continually coordinate, direct and inspect at first hand your practice.

Q. How many hours of credit can I earn?

A. You may earn up to 2,000 hours of internship credit in a foreign graduate internship, even though you have reached the 1500 minimum level. You are allowed additional hours so that you may continue to work as an intern while you are finalizing your application with the Board and completing any required tests. After you have earned the maximum of 2,000 hours as a foreign graduate intern, you cannot serve as an intern under this category any longer and must only work as a pharmacy technician until receiving a pharmacist license from the Board.

Q. Can I have more than one supervising pharmacist?

A. Yes. You can have more than one supervising pharmacist. Each supervising pharmacist will certify your hours to complete your application for a pharmacist license. You are allowed to make as many copies of the internship hours certification form as you may need. **Note: Prior to performing duties as an intern or to receiving credit for hours in an internship in the practice of pharmacy the supervising pharmacist shall be disclosed in the initial application and any change of a supervising pharmacist shall be disclosed to the Board prior to further performing duties constituting the practice of pharmacy as an intern. The license application contains a form for disclosing the supervising pharmacist, Form #2670.**

Q. What type of record must the supervising pharmacist keep?

A. The supervising pharmacist must keep a written record of the hours and location worked by you as an intern under his or her supervision. Both you and your supervising pharmacist must sign the written record. The written record shall be produced to the Board upon request.

Q. Can I work at more than one location?

A. Yes. You can work at more than one location, as long as a supervising pharmacist at each location supervises you. **Note: Prior to performing duties as an intern or to receiving credit for hours in an internship in the practice of pharmacy the supervising pharmacist shall be disclosed in the initial application and any change of a supervising pharmacist shall be disclosed to the Board prior to further performing duties constituting the practice of pharmacy as an intern. The license application contains a form for disclosing the supervising pharmacist, (Form #2670).**

5. A PRACTICAL EXPERIENCE INTERNSHIP.

Q. What is a practical experience internship and how do I qualify?

A. It is practical experience acquired in another state, which is comparable to any combination of an academic, student non-academic, foreign graduate, and/or post-graduate internship. You qualify based upon the number of hours for which you have been granted internship credit from another licensing entity located in another state.

Q. How do I sign up?

A. There is no need to sign up for this internship.

Q. How do I prove how many hours I earned?

A. When you apply, your practical experience acquired in another state will need to be verified by the Board or by the agency, which is the equivalent of the Wisconsin Pharmacy Examining Board in the state in which the practical experience internship was completed. You will supply the verification (**Form, #2537**), to the Board or agency. The verification form will then be sent back to the Board directly by the Board or agency.

Q. Where do I get a form for verification?

A. The license application contains a form for the verification. Therefore, the verification will be a part of your application process.

Q. How many hours of credit can I earn?

A. You may earn as many hours of practical internship credit as will be verified. However, you need to acquire a minimum of 1500 hours to satisfy the Wisconsin internship requirement. If you do not receive credit for that, many of you will need to obtain additional hours of internship credit from another internship category.

Q. What does "comparable practical experience" mean?

A. In determining comparable practical experience the Wisconsin Pharmacy Examining Board shall consider the duties performed constituting the practice of pharmacy which are:

1. Interpreting prescription orders.
2. Compounding, packaging, labeling, dispensing, and the coincident distribution of drugs and devices, participating in drug utilization reviews.
3. Proper and safe storage of drugs and devices and maintaining proper records of the drugs and devices.
4. Providing information on drugs or devices, which may include, but is not limited to, advice relating to therapeutic values, potential hazards and uses.
5. Drug product substitution under applicable state and federal law.
6. Supervision of pharmacist supportive personnel.
7. Making therapeutic alternate drug selections in accordance with written guidelines or procedures previously established by a pharmacy and therapeutics committee of a hospital and approved by the hospital's medical staff and by an individual physician for his or her patients for the period of each patient's stay within the hospital.
8. Drug regimen screening, including screening for therapeutic duplication, drug-to-drug interactions, incorrect dosage, incorrect duration of treatment, drug allergy reactions and clinical abuse or misuse.
9. Performing any act necessary to manage a pharmacy.
10. Administering prescribed drug products and devices and, pursuant to vaccination protocols, vaccines.

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