

TEXAS STATE BOARD OF PHARMACY
STUDENT PHARMACIST-INTERN REGISTRATION
Registration Process (no fee)

- (1) Student (P1) – completes online application from TSBP’s website located at:
www.pharmacy.texas.gov
- Select the link titled: *Interns*; and
 - Select the link for *Pharmacist Student Intern Application and Forms*;
 - Select the link for *Online Application*
 - Read all information before selecting *Continue* ; then
 - Register for a secure online account- Already have an online account Enter ID (email) and Password.
 - Enter all information accurately; list an address where **you receive mail**.
 - Read the **attest questions carefully and answer honestly** (see [Sanctions for Applicants with Criminal Convictions](#)) and submit.
 - Print Application Summary
 - Fingerprint Session is required –Applicants must complete a fingerprint session, unless fingerprinted with a different application type for TSBP within the past 36 months-Schedule a fingerprint session online at <https://uenroll.identogo.com/servicecode/11G3HG> (fee paid to state approved vendor under \$50)
 - Fingerprinting is done at the expense of the Intern
 - State approved vendor is MorphoTrust
 - Mail a copy of the **first** page of the Application Summary and a copy of your Social Security Card to TSBP at the address listed below.

For an Intern Trainee registration to be issued the:

- (2) College of Pharmacy – submits a letter requesting that TSBP Designate the student as an Intern Trainee. Student will receive a letter in the mail. The college will receive a .pdf file with copies of the letters.

For Student Intern Registration to be issued:

- (3) submits “30 Credit Hour Form” – After you have successfully completed the first professional year with a minimum of 30 credit hours of work towards a professional degree in pharmacy, the College/School of Pharmacy will complete this form and submit it to TSBP.
- (4) Student Intern will receive an Intern Card in the mail. The Intern card expires 6 months from expected graduated date. If you graduate in May the card expires November. If your expected graduation date is delayed, the school may contact TSBP to have the expiration date changed.

INTERN DUTIES (once Intern Card is issued)

- While working with a Preceptor - any pharmacist duty except present yourself to the public as a pharmacist or sign a document required to be signed by pharmacist.
- While not working with a Preceptor – perform duties of a Registered Pharmacy Technician

Intern Registration Expiration:

- Your internship expires on the date printed on the Intern card.
- Student is no longer enrolled in School – if you are not a student – you may not be a student intern!
- You fail to take the NABPLEX and Texas Jurisprudence Examinations within 6 calendar months after graduation.

Change of Address (required in writing or online):

- **Submit online at:** <https://licensing.hpc.state.tx.us/datamart/mainMenu.do> or
 - Submit written requires via fax to (512) 305-8075 or email to intern@pharmacy.texas.gov
- Note – you are not required to have your current address on your card

Change of Name

- Submit a written request to change your name via postal service;
- Include a money order payable to Texas State Board of Pharmacy - \$20;
- Photo or Xerox copy of legal document granting legal name change (marriage certificate or court order); and
- Include your current mailing address

Duplicate Cards – if Intern card is lost or destroyed

- Submit a statement requesting a duplicate card – explain need for duplicate;
- Include a money order payable to Texas State Board of Pharmacy - \$20;
- Include your current mailing address

MAILING ADDRESS:

Attention: Melinda Uballe, Texas State Board of Pharmacy, 333 Guadalupe Street, Ste 3-600, Austin, TX 78701