



Idaho State Board of Pharmacy

PO Box 83720 Boise, Idaho 83720-0067 | Phone: 208-334-2356 | Fax: 208-334-3536
1199 Shoreline Lane Ste 303 Boise, Idaho 83702-9103 | <https://bop.idaho.gov> | info@bop.idaho.gov

Instructions & Required Documents for Student Pharmacist Intern Application

Idaho Board of Pharmacy e-Gov User Account

New - Applicants that **have never applied** with the Idaho State Board of Pharmacy review the following: Login Instructions;
https://bop.idaho.gov/wp-content/uploads/sites/99/forms/2019_05_28_Person_Registration_Instructions.pdf

Prior - Applicants that **have applied or have been previously registered** with the Board of Pharmacy prior to 07/01/2018, Send an email to info@bop.idaho.gov for further assistance

Resources

- Idaho Board of Pharmacy Online Application Requirements & forms - see below
- Idaho Law regarding reporting changes to the Board – see below
- Applicable Idaho Code & Rules <https://bop.idaho.gov/pharmacy-code-administrative-rules/>

Idaho Board of Pharmacy Online Application Requirements

Note: Items for upload during on-line application. All required documents must be in PDF format and the most recent version of each document

- **Current government issued photo ID** – Upload a legible copy of a driver's license or passport
- **Certificate of College Enrollment with passport quality photo** – (see attached) Upload the completed form. Attach a photo that includes shoulders and head
- **Non-Criminal Justice Privacy Statement & Fingerprint Card Options**– Applicants that are required to submit fingerprints, must read the Non-Criminal Justice Privacy Statement. To review the statement & Fingerprint Card Option, refer to the Fingerprint Cards page on our website <https://bop.idaho.gov/fingerprint-cards/>
- **Fingerprint Card** - After submitting a completed online application, mail the completed fingerprints to our office to either of the addresses indicated above. Fingerprints must have been taken within 6 months of the date of application.

Idaho Law regarding reporting changes to the Board

According to IDAPA 27.01.01.501.02 Individual Information Changes. Changes in employment or changes to information provided on or with the initial or renewal application must be reported to the Board within ten (10) days of the of change (7-1-18)

Types of Changes that must be reported:

- **Home & Email address change** - Registrants must update via their e-Gov account. The email address provided is how the Board will mainly be contacting registrants/licensees
- **Employment Changes** – Use this link to report changes in Pharmacist in Charge - <https://bop.idaho.gov/facilities/> refer to the Out of State Pharmacy Forms section.

Renewal-IDAPA 27.01.01.216.02.

Current Students. A pharmacist intern registration **must be renewed annually by July 15**; however, the renewal fee will be waived, if renewed on time, for the duration of the student's enrollment in the school or college of pharmacy. (03-20-20)T



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CERTIFICATE OF COLLEGE ENROLLMENT (Student Pharmacist Intern)

Attach Passport
Quality Photo here

I hereby certify that _____
Student Name

is enrolled in the _____

College of Pharmacy as a degree candidate. Student is expected to graduate in _____
Month Year

Printed Name/Title of President, Dean or Associate Dean

Phone#: _____ Email: _____

Signature of President or Dean or Associate Dean Date

SEAL OF COLLEGE