



TOURO UNIVERSITY CALIFORNIA

COLLEGE OF PHARMACY

Instructions to prepare for getting your Pharmacy Intern License

Intern License Application

You will need to prepare the following steps for your Intern License Application **PRIOR** to Orientation.

- (a) Print- single sided- a copy of the entire packet (11 pages), please see file attached or log on to: http://www.pharmacy.ca.gov/forms/intern_app_pkt.pdf
- (b) Read carefully the INTERN PHARMACIST REGISTRATION APPLICATION INSTRUCTIONS (4 pages)
- (c) Leave **BLANK** the **INTERN PHARMACIST APPLICATION** (3 pages) AND **INTERN PHARMACIST EDUCATION AFFIDAVIT** (1 page). We will complete these pages together as a class at Orientation.
- (d) A check or money order in the amount of **\$165** payable to the **Board of Pharmacy**.
- (e) A passport style photo (2" x 2") taken within **60 days** of filing the application
- (f) Sealed original **SELF QUERY REPORT**: Please see below for detailed instructions. **BRING THE SEALED ORIGINAL REPORT**
- (g) Completed **LIVESCAN**: Please see below for detailed instructions. **BRING A COPY OF THE COMPLETED LIVE SCAN FORM**

**** Please bring items (c) through (g) with you to the Orientation**

Self-Query Report

- (a) Go to the website: <https://www.npdb.hrsa.gov/ext/selfquery/SQHome.jsp>
- (b) Click on the link **Place a Self-Query Order**; a screen pops up: check the box "I accept" and click on "Submit and Continue"
- (c) For question "Which type of NPDB search of you need?", click "Personal" and click "Go to Step 1".
- (d) Under "Subject Information (Step 1 of 4)", answer all questions accordingly.

Note:

- Under the *Profession and Licensure* section: click on the box below "Professional or Field of Licensure" > find Pharmacy Intern (under "Pharmacy Service Practitioner")
 - o If you currently hold a pharmacy technician license or any professional license:



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- i) click **Yes** to the question - Do you have a license for your selected profession or field of licensure?
 - ii) enter your license number
 - iii) enter state of licensure
 - If you currently have No License:
 - iv) check no/not sure
 - v) enter state
 - The *Professional Schools Attended* section refers to **PRIOR** professional schools you have graduated from (does not include Touro University California College of Pharmacy)
 - If you did not attend any professional school prior, put **None** for "Name of School or Institution" and put "2017" for Completion Year
- (e) Continue to "Subject Information" page and create your own self-query service password.
- (f) Continue to "Payment (Step 2 of 4)" section. Pay with Credit Card only (VISA, MC, Discover, American Express). Payment of **\$4.00** for one electronic (PDF) and one sealed, mailed copy.
- (g) Continue to "Review Information (Step 3 of 4)"
- (h) Continue to "Identify Verification (Step 4 of 4)": You can either choose "Online Identity Verification" or "Manual Identity Verification". Please follow instructions provided.
- (i) You will receive a sealed copy of your Self-Query Report from the National Practitioner Data Bank Healthcare Integrity and Protection Data Bank (NPDB-HIPDB). **Bring the unopened, sealed document with you to the Orientation.**
- **Make sure you complete the Self-Query process as soon as possible to ensure timely receipt of materials prior to the Orientation. You must have the sealed copy of your Self-Query Report in order to complete your Intern License Application.****

Live Scan

Complete the "Request for Live Scan Service" forms (print **3 copies**). The form can be found at the end of the intern pharmacist application packet.

- (a) Fill out the three copies and take them to your nearest Live Scan site for fingerprint scanning.
- (b) To find a LIVE SCAN location, go to <https://oag.ca.gov/fingerprints/locations>

Bring one copy of the completely executed form

- NOTE: **Out of State students - Live Scan can only be done in California.** Please plan to have your fingerprinting done once you arrive in the area.