

## Application Instructions for an Arizona Intern License

1. To apply for an Arizona intern license you must have the following qualifications: **You must be enrolled in an accredited pharmacist degree program or be a graduate of an accredited program. If you are a graduate of a foreign university, you must have your original FPGEC certificate. You must also be a US citizen or a legal resident by current US Immigration policies and authorized to work.**

2. **Complete the application. You may apply online or by mail**

To **apply online**, the application can be found by clicking on the **right hand side of the home page under the NEWS heading. Locate the section "License, Permit, Online Services" and click.** Scroll down until you find the **"begin a new application or renewal"** section of the page. Click on **"I would like to start a new application"** and follow the instructions online. You must pay by credit card online and submit the required documents as an attachment or by mail. You may scan your documents and attach them to the online application. If you have applied online and feel that there may have been a processing error, please contact the board first before trying to re-apply online.

To **apply by mail**, print the application found on our **homepage under Forms on the menu at [www.azpharmacy.gov](http://www.azpharmacy.gov)**. Be sure to complete all of the required information. **Your application will be returned to you if it is not complete.** Please be sure to include your phone number with area code and your e-mail address, if you have one. If your mailing address is different from your residence, please be sure to provide that information on line 3 of the paper application. **Be sure to include your social security number and to sign and date the application.** (Note: mail applications must be hand entered which will add to the processing time.)

3. You will need a **current photo of yourself** to attach to the application. The photo should be no larger than 2" x 2".
4. You must also include **the \$60 application fee**. We will accept a check, money order, or bank draft. **Please do not send cash in the mail!**

You must also submit an **official copy of your transcript**. If you have not yet graduated, you must submit an **official letter from the school** showing your enrollment status in good standing and the anticipated year of graduation. **If you are a foreign graduate, a photocopy of your FPGEC certificate will take the place of an official transcript. FOREIGN GRADS MUST HAVE AN FPGEC CERTIFICATE TO APPLY!** Your intern license will not be processed until these items have been received by the Board.

5. You will also need to send a **photocopy of your US birth certificate or US passport.** If you are a foreign grad on a work visa or a foreign student here on a student visa, please contact the board office before applying.

**DO NOT SEND ORIGINAL DOCUMENTS! THEY WILL NOT BE RETURNED TO YOU!**

6. You must also submit the intern hours you earn on a quarterly basis in order for them to be certified by the Board. **Please be sure to include your full name and your license number. Check your math! Your reported hours should be totaled on the page. Your report form will be returned to you if it is not complete.** The quarters are detailed at the bottom of the intern hours reporting form. This form can also be found on our website at [www.azpharmacy.gov](http://www.azpharmacy.gov) under the Forms section of the menu on the home page. You may call the Board to have the form mailed or faxed. **Your preceptor must be ASBP licensed as a preceptor. PLEASE NOTE:** completed intern hour reports must be **MAILED** to the Board. **We will NOT accept a faxed copy.** Remember to keep a copy for your records and track the hours you have submitted!

**Requests for totals of hours submitted must be by email only!**

Your intern hour reports **must be received** by the Board **within 30 days after the close of the quarter** because reports received after the 30 day time frame will be penalized a 20% reduction in hours earned! Forms returned will also be subject to the 20% if not returned by the due date!

If you have any questions, please call:

Valerie Suwinski at (602-771-2761)  
Licensing and Exams Coordinator  
[vsuwinski@azpharmacy.gov](mailto:vsuwinski@azpharmacy.gov)

ASBP R-5 (Rev.4/2009) vs