



COLORADO

Department of  
Regulatory Agencies

Division of Professions and Occupations

Management Branch  
Office of Licensing

## **Pharmacy Intern (IN) Application Checklist**

### **Information about the application process and how you'll be contacted**

An Application Specialist will review your application based on the information you supply. If anything is missing from your application or if additional information is needed, you'll be contacted via the email address you provided during the application process. To monitor the status of your application, visit Online Services: [www.colorado.gov/dora/licensing/Default](http://www.colorado.gov/dora/licensing/Default)

**Disclosure of Addresses:** Consistent with Colorado law, all addresses and phone numbers on record with the Division of Professions and Occupations (DPO) are public record and must be provided to the public when requested. It's your responsibility to keep your address and contact information current in our system. Your email address isn't open to public record, but must be provided at the time you register an account. If your email address isn't current, it's possible you won't receive important information from DPO. You can change your address, email address and other information online by using Online Services: [www.colorado.gov/dora/licensing/Default](http://www.colorado.gov/dora/licensing/Default).

**Application Expiration:** Your application will be saved in the system for 30 days. If you don't complete and submit your application within that time frame, you'll need to re-start from the beginning. Your application will be kept on file for one year from the date you submit it. Your record and all supporting documentation will be purged if you don't submit required documents and complete the application process in one year. You'll need to submit a new application, fee and supporting documentation after that time.

**License Expiration Grace Period for New Applicants:** **PLEASE BE ADVISED** that if you are issued a license within 120 days of the upcoming renewal expiration date, you will be issued a license with the subsequent expiration date. For example, licenses issued between July 1, 2017 and October 31, 2017 will reflect an expiration date of October 31, 2019. Licenses issued prior to July 1, 2017 will reflect an expiration date of October 31, 2017, and must renew in the upcoming renewal period.

- All intern licenses expire on October 31st of odd-numbered years and must be renewed to continue practicing.

**Printing your License upon Approval.** You'll be able to print your wallet card in its current status within 24 hours of licensure. Login to your Online Services account: and select "Print Your License" at the bottom: [www.colorado.gov/dora/licensing/Default](http://www.colorado.gov/dora/licensing/Default)

### **Qualifications for those applying for an original IN license:**

- Required Fee:** You must pay the \$ 80 application processing fee with a credit card or electronic check to complete the application process. All fees are non-refundable and are subject to change.

### **To qualify for licensure as an Intern, you must meet one of the following criteria:**

- Must be enrolled in an approved school of pharmacy:** You must provide verification of your enrollment by providing a Dean's letter certifying your attendance and status as a student OR an official transcript showing your degree and anticipated conferral date; **-OR-**



- ❑ **Must be a graduate who's established education equivalency by obtaining Foreign Pharmacy Graduate Examination Committee (FPGEC) certification:** If you were educated outside of the United States, you must obtain FPGEC certification through the National Association of Boards of Pharmacy (NABP) BEFORE applying for licensure. Licensing staff will be able to verify your certification through NABP. For information on how to apply for FPGEC certification, visit NABP's website: [www.nabp.net/programs/examination/fpgec](http://www.nabp.net/programs/examination/fpgec); **-OR-**
- ❑ **Must have applied for Colorado pharmacist AND hold an ACTIVE pharmacist license in another state:** If you're awaiting licensure as a Colorado pharmacist and hold an ACTIVE pharmacist license in another state or jurisdiction that's in good standing, you may be granted an intern license; **-OR-**
- ❑ **Must be a graduate of a Board-approved school of pharmacy:** You must provide verification of your degree in pharmacy by providing your official transcript in a sealed envelope with the degree and conferral date. If your degree was granted more than two years ago, you must explain a "good cause" for licensure, which the Board will review.
- ❑ **Verify other Licenses:** You'll be asked to list ALL intern and/or pharmacist licenses you hold or have ever held in any other state or jurisdiction. You must also provide verification from the other state or jurisdiction. You may provide scanned copy verification from the other state or jurisdiction website, but the verification(s) must indicate whether disciplinary action has ever been taken against the license or if there are any pending complaints against you. If online verification isn't available, please arrange for verification to be sent to the Office of Licensing – Attn: Pharmacy Licensure (1560 Broadway, Suite 1350, Denver, CO 80202).
- ❑ **Provide your social security number:** As of January 1, 2009, a Social Security Number is required for all licensees. Exceptions are made for foreign nationals not physically present in the United States and for non-immigrants in the United States on student visas who do not have a Social Security Number. These applicants must submit a signed Social Security Number Affidavit in lieu of a Social Security Number.
- ❑ **Provide name change documentation (if applicable):** If you already have another type of license in Colorado and your name has since changed, you're presenting documentation for licensure with a previous name, or if any required documentation has a different name on it, you'll be required to upload proof of your name change.
- ❑ **Answer the screening questions:** You'll be asked a series of screening questions related to your criminal history and/or pending complaints filed against you in other jurisdictions (if applicable). This may require you to upload court documents or other material. Please review DPO's information regarding the disclosure of criminal history contained at the end of this checklist.
- ❑ **Healthcare Professions Profiling Program (HPPP):** You'll be asked a series of questions concerning your practice of occupational therapy after submitting your online application. This profile is required for healthcare professionals in Colorado. Your application is not considered complete and a license won't be issued until you have submitted your online profile. Your Healthcare Professions Profile is an ongoing responsibility; you must update your profile online within 30 days of changes and/or reportable events. As you complete your profile, please read the instructions carefully. For more information visit: [www.colorado.gov/dora/HPPP](http://www.colorado.gov/dora/HPPP) or call 303-894-5942.





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## IMPORTANT NOTICE

**TO:** All Applicants  
**FROM:** Director of the Division of Professions and Occupations  
**SUBJECT:** Licensure and Criminal History

Thank you for your interest in becoming a licensed\* professional within the Division of Professions and Occupations. Before you submit your application, please be aware of a few facts regarding criminal conduct, convictions, and disciplinary actions in other states.

The mission of the Division of Professions and Occupations is “public protection through effective licensure and enforcement.” One way the Division safeguards consumers is by issuing licenses to fully qualified, competent, and ethical applicants.

During the licensing process – and depending on the specific application – the Division may ask whether you have ever been disciplined in any state, arrested, charged, convicted, or pled guilty to a crime. An arrest, subsequent criminal conviction, or disciplinary action is not an automatic disqualification from licensure. Rather, the appropriate board or program will look at the facts surrounding the criminal conduct and disciplinary action in addressing your license application. You should know that licensure is a privilege, not a right. One thing you must do to obtain the privilege is to be complete and accurate in disclosing information on your application.

Be sure to list all relevant complaints, disciplinary actions, arrests, charges, or convictions in response to the appropriate licensure questions. **Failure to fully and accurately disclose requested criminal history information, alone, could constitute grounds for denial of your application or revocation of your license.** When requested, you must include information regarding prior conduct. This remains the case when the conduct is seemingly unrelated to the activities of a profession, and when the conduct involves deferred sentences or judgments.

Remember, even following licensure, you are still required to notify your professional licensing board or program about subsequent convictions and disciplinary actions in other states.

Please be aware that the Division conducts audits of its licensing database against several criminal and national disciplinary databases. This allows the Division to verify the truthfulness of your application and track subsequent criminal and disciplinary conduct after initial licensure. Keep in mind, your license will not necessarily be revoked, or your application denied, if you have been disciplined, arrested, charged or convicted. But, you will most likely be denied or revoked if you fail to disclose requested information.

*\*The word "license" is used as a general term. While most of the professions and occupations are licensed, others may be registered, certified, or listed. For precise terminology and requirements related to a profession or occupation, please consult the [website](#) of the appropriate board or program.*

