



**STATE OF
OHIO**
BOARD OF PHARMACY

PATHWAY TO PHARMACY INTERN LICENSE

Updated 3/30/2022

"Armed forces" means the armed forces of the United States, including the army, navy, air force, marine corps, coast guard, or any reserve components of those forces; the national guard of any state; the commissioned corps of the United States public health service; the merchant marine service during wartime; such other service as may be designated by congress; or the Ohio organized militia when engaged in full-time national guard duty for a period of more than thirty days.

"Veteran" means any person who has completed service in the armed forces, including the national guard of any state, or a reserve component of the armed forces, who has been discharged under honorable conditions from the armed forces or who has been transferred to the reserve with evidence of satisfactory service.

Required Documentation for Veterans and Spouses for Fee Waivers:

For an Active Duty Veteran: Applicant must submit one of the following:

1. A letter from the individual's commanding officer (on letterhead) certifying that the applicant is on active duty status; or
2. A copy of the applicant's Armed Forces identification card that shows active duty status (cards issued after April 1, 2005, will not indicate status so these applicants will have to provide an alternate form of documentation); or
3. A copy of the most recent permanent change of station orders or active duty orders.

For a Spouse of an Active Duty Veteran:

1. A copy of your spouse's most recent Permanent change of station orders; or
2. A copy of your spouse's most recent active duty orders; or
3. A letter from your spouse's commanding officer (on letterhead) certifying the length of time of active duty;
4. AND A copy of your spousal military license, marriage license or other documentation if not available.

For Veterans Honorably Discharged from Service:

Applicant must submit an unedited ("long") copy of a DD-214 form.

If you are unable to produce the required documentation, the Board may accept other forms of documentation at the discretion of the Licensing Administrator. Please contact the Board for more information.

Expedited Processing

The State of Ohio Board of Pharmacy adopted a licensing policy to expedite processing for veterans and spouses within 48 hours, when applicable.

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Questions

The State of Ohio Board of Pharmacy is committed to helping veterans and their spouses through the licensing process. If you have any questions or concerns, please do not hesitate to call the Board at 614-466-4143 or email: licensing@pharmacy.ohio.gov

To Obtain a Pharmacy Intern License in the State of Ohio:

A student must be attending an accredited college of pharmacy for a Doctor of Pharmacy (Pharm.D.) degree. Once the student has successfully completed a minimum of sixty semester or ninety quarter hours of college work, the student can apply for an intern license by completing the following steps:

Step 1 – Intern Application

Complete an application that is on Pharmacy Intern page of the State of Ohio Board of Pharmacy web site www.pharmacy.ohio.gov/Interns/General.aspx and submit the application through the Board's [eLicense system](#).

Please note that the initial \$45.00 application fee is waived for all veterans (active duty & honorably discharged) and the spouses of active duty veterans.

The renewal fee of \$45.00 is also waived for all veterans (active duty & honorably discharged) and the spouses of active duty veterans.

Be sure to submit the required documentation and complete the [Veteran Workforce Verification Form](#) found under the Forms section of the [Pharmacy Intern Licensing page](#). For license renewal, please indicate on the online questionnaire.

Step 2 – Verification of Enrollment Certificate

A Verification of Enrollment Certificate must be sent directly from the accredited college of pharmacy to the Board office. A student is responsible for requesting this from their school.

Step 3 – Background Checks

Complete Ohio Bureau of Criminal Investigation (BCI) and FBI background checks and fingerprinting completed by a Webcheck provider. Instructions and Webcheck locations are available on the Board's website (www.pharmacy.ohio.gov/webcheck). The result of the background checks must be sent directly from [BCI to the Board office.](#)

After the application, Verification of Enrollment Certificate and the background checks are received, the candidate will be reviewed and, if appropriate, approved for an intern license.