



South Carolina
Department of Labor, Licensing and Regulation



Board of Pharmacy

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www.llronline.com/POL/Pharmacy

South Carolina Pharmacy Intern Students
In-State Practical Experience Requirements - Instructions

This form explains the total amount of practical experience hours you need overall and it provides you with instructions for the process of submitting those hours EACH year. Please read carefully.

Pharmacy students are required to obtain the following amount of practical experience hours:

- **1,500 total hours of practical experience**
 - **500 internship hours (institutional or retail)** that you obtain on your own
 - **1,000 externship hours** which you obtain through your institution and they then report those hours
- There is **no minimum** number of hours/week.
- There is a **maximum of 40 hours/week**.
- Intern hours may be earned at any time.

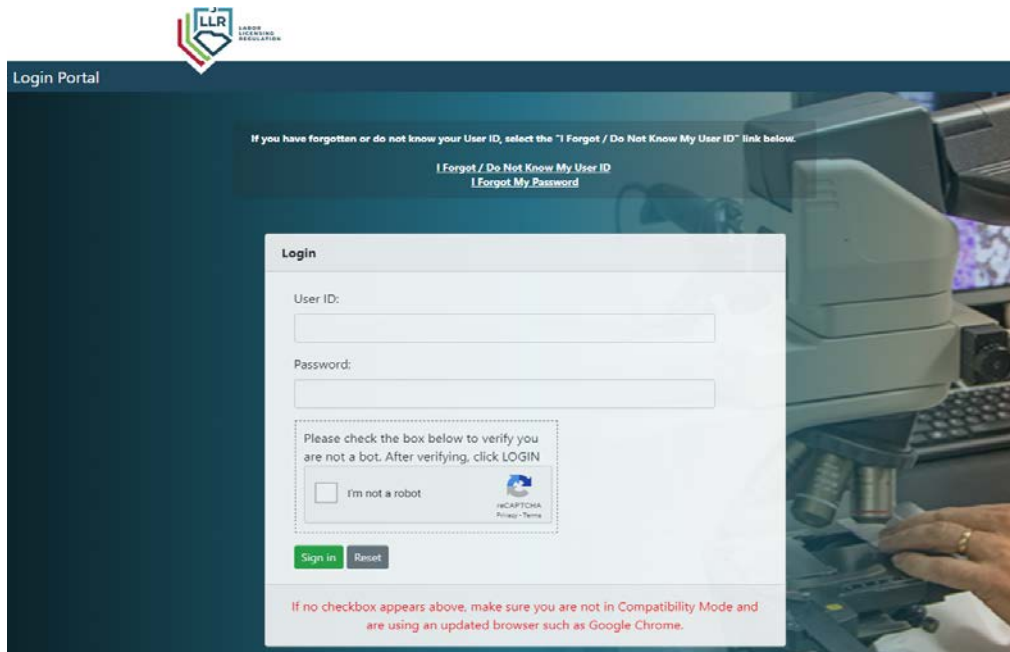
Reporting of these 500 internship hours is the **responsibility of the intern** and should be submitted using the correct form(s) which are provided by the Board and are discussed below:

- A **Notification of Employment form** may be submitted electronically at <https://eservice.llr.sc.gov/SSO/Login/LoginPage?ReturnUrl=%2fDocumentSubmission%2f>
 - **Within ten days after the beginning of EACH calendar year (by January 10th)**
 - **Also, within ten days after the beginning of each new employment or if you move to a different facility within the same company.**
 - If you remain with the same employer, at the same location, for the entire duration of your internship, you must **still submit** a Notification of Employment form at the **beginning of every calendar year** you are employed.
 - **You will NOT receive credit for hours worked prior to the submission of a Notification of Employment.**
 - The Board of Pharmacy must accept **Affidavits of Practical Experience form** from interns whose practical experience **occurred within the State of South Carolina**. This form may be submitted electronically at <https://eservice.llr.sc.gov/SSO/Login/LoginPage?ReturnUrl=%2fDocumentSubmission%2f>
 - The affidavit must provide that the supervising pharmacist and the site of experience is licensed and in good standing with the board and that the internship falls within the criteria set by the board.
 - The affidavit must be **accompanied by a ten dollar (\$10) fee** to cover administrative costs associated with compliance with this proviso.
- If you are intending to report hours that you have earned **within another state** (i.e. NC) and not in SC, then please refer to the **Out-of-State Affidavit of Practical Experience form** to determine the necessary process to submitting your hours.

Online Instructions-Affidavit of Practical Experience Form

Before clicking on the below link to access online services, you will need to have your userid and password at hand. If you do not know your userid or password, follow the instructions on the below link to obtain either your userid or password.

<https://eservice.llr.sc.gov/SSO/Login/LoginPage?ReturnUrl=%2fDocumentSubmission%2f>



Upon logging into online services you will need to scroll down the page until you reach “License Name Pharmacy Intern”. Click on “add a document to this credential”.



Next click on “download and submit this form” next to the title “Name: Affidavit of Practical Experience Form”

View Forms for Your Credential: Pharmacy Intern

Name: NOTIFICATION OF EMPLOYMENT

Cost: Free

Download and submit this form

Name: AFFIDAVIT OF PRACTICAL EXPERIENCE

Cost: \$10.00

Download and submit this form

[View your other credentials](#)

Download the form for completion before uploading.

***If you log out of the system to complete the Affidavit of Practical Experience Form, follow the instructions again to upload the document to the below page.**

Document Submission for: [Logout](#) [Home](#)

Instructions

Affidavit of Practical Experience Special Instructions

Print form and have it notarized before uploading.

1. Download the form. [Download](#)
2. Fill out the form.
3. Upload the completed form.

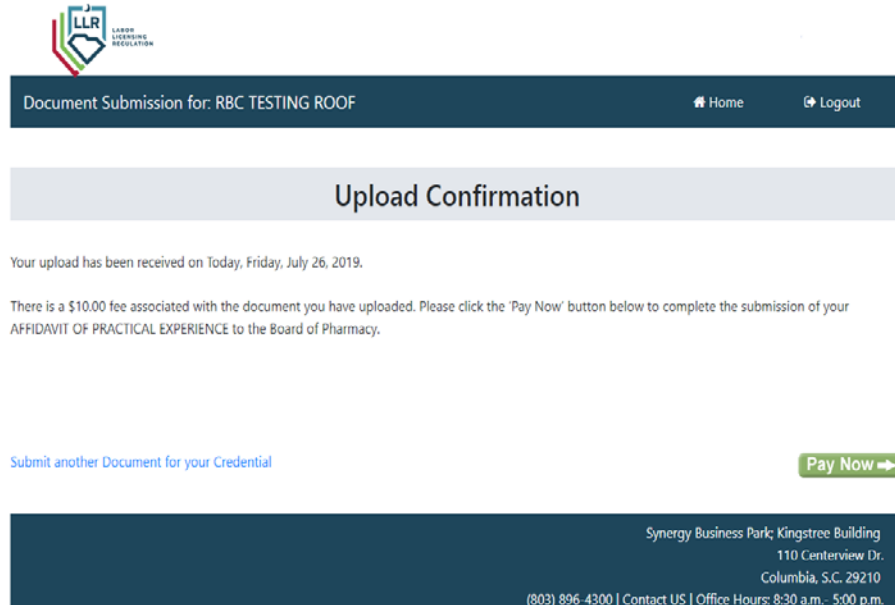
[Upload Form](#)
4. Click submit.

[Cancel](#) [Submit](#)

Synergy Business Park; Kingstree Building
110 Centerview Dr.
Columbia, S.C. 29210
(803) 896-4300 | Contact US | Office Hours: 8:30 a.m.- 5:00 p.m.

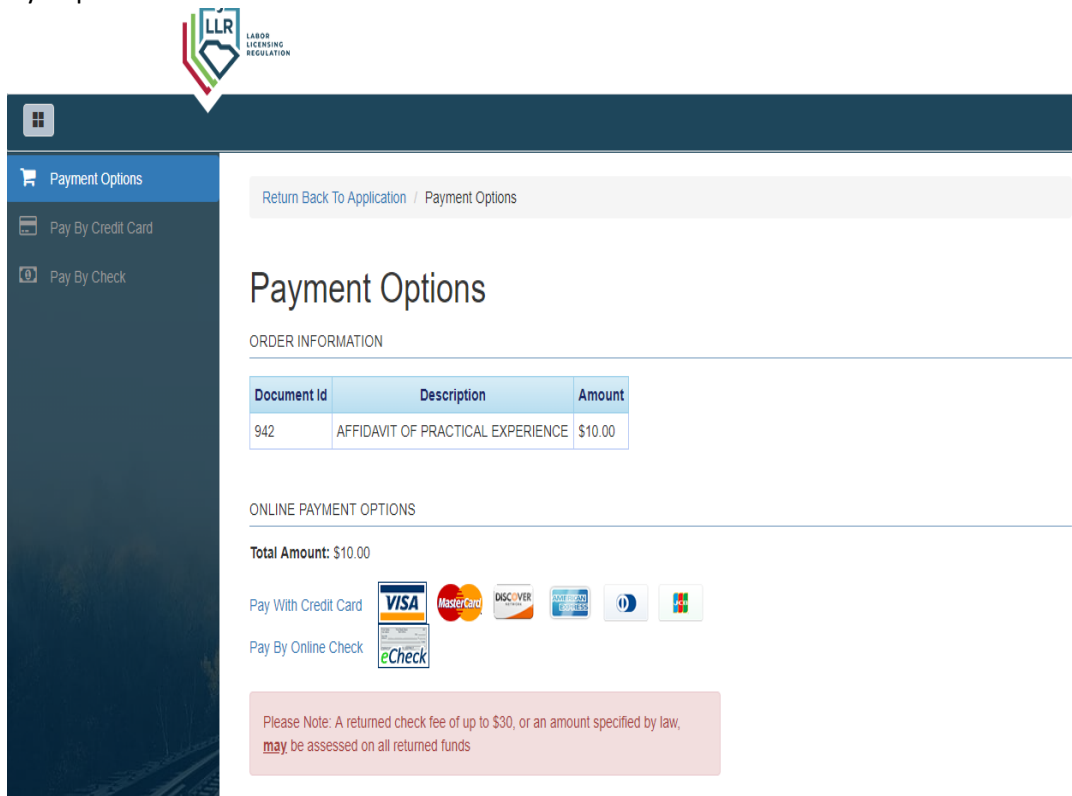
After uploading the completed Affidavit of Practical Experience Form, click submit. The below page is confirmation that your document has been uploaded. This page also provides you the opportunity to upload additional documents by clicking on “Submit another Document for your Credential”.

Before clicking on “Pay Now” be sure to have your credit card, debit card or checking information available.



The screenshot shows the LLR (Labor Licensing Regulation) website interface. At the top left is the LLR logo. The header bar contains the text "Document Submission for: RBC TESTING ROOF" and navigation links for "Home" and "Logout". The main heading is "Upload Confirmation". Below this, it states: "Your upload has been received on Today, Friday, July 26, 2019." and "There is a \$10.00 fee associated with the document you have uploaded. Please click the 'Pay Now' button below to complete the submission of your AFFIDAVIT OF PRACTICAL EXPERIENCE to the Board of Pharmacy." There are two buttons: "Submit another Document for your Credential" and a green "Pay Now" button with a right-pointing arrow. At the bottom right, contact information is provided: "Synergy Business Park; Kingtree Building, 110 Centerview Dr., Columbia, S.C. 29210, (803) 896-4300 | Contact US | Office Hours: 8:30 a.m. - 5:00 p.m."

Upon clicking on “Pay Now”, you will be directed to the Payment Options page. Choose the payment option you prefer.



The screenshot shows the LLR website's "Payment Options" page. The LLR logo is at the top left. A sidebar on the left contains a menu with "Payment Options" (selected), "Pay By Credit Card", and "Pay By Check". The main content area has a breadcrumb "Return Back To Application / Payment Options" and a heading "Payment Options". Under "ORDER INFORMATION", there is a table:

Document Id	Description	Amount
942	AFFIDAVIT OF PRACTICAL EXPERIENCE	\$10.00

Below the table, under "ONLINE PAYMENT OPTIONS", the "Total Amount: \$10.00" is displayed. There are two main options: "Pay With Credit Card" and "Pay By Online Check". The "Pay With Credit Card" option includes logos for VISA, MasterCard, DISCOVER, AMERICAN EXPRESS, and DEBIT. The "Pay By Online Check" option includes the eCheck logo. A pink note at the bottom states: "Please Note: A returned check fee of up to \$30, or an amount specified by law, may be assessed on all returned funds."