

Instructions for Applying for an Initial Intern Registration

Helpful Hints Before You Begin:

1. Payments are accepted online by Visa or MasterCard **ONLY**. If you do not have a VISA or MC you can purchase a one-time card from retailers like Wal-Mart, CVS, etc.
2. You cannot use an iPhone or an iPad to complete an application online.
3. If anything is incomplete your application will not be processed. You will receive an email from Board staff requesting the missing information. We must receive an emailed response from you. You cannot provide any information verbally. Keep track of your email.
4. Applications can only stay pending for 60 days from the date received, if the application is not completed then the application will be withdrawn after 60 days.
5. Document size must be limited to 4MB or less when uploading.
6. You are required to read and practice within the guidelines of RSA 318 and Ph 1600 of the Board's Laws and Rules. These are available on our website at www.oplc.nh.gov/pharmacy by clicking on 'Laws and Rules' on the right side of the page.
7. Our office requires at least 7 – 14 business days to process anything that is received in our office. Please do not call the office to check on the status unless it has been more than 14 business days. This will only take staff away from processing applications.
8. You can check the status of your application on our website www.oplc.nh.gov/pharmacy under 'License Verification' and then 'Online License Verification'. Once your registration/license says 'Active' you can expect to receive your permit via email within the next day or two. Please keep track of your email, including your spam folder.

If you have **NEVER** held a registration/license with the New Hampshire Board of Pharmacy, then you can apply for an initial registration by completing the following steps:

Initial Application for Pharmacy Intern Registration:

1. Go to <https://nhlicenses.nh.gov> and click on 'Create an account for a Person' on the left hand side of the screen. Enter your last name, zero in the license number field and zero in the registration code field and choose 'Search'.
2. Enter all of your demographic information (including **full legal** name) and then choose a User ID, password, and password question (write this information down, you will need it later). Click on 'Register'. If the information was accepted the next screen will prompt you to login.
3. Enter the User ID and password that you just created and select 'Login'.

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4. On the next screen select 'New Application' on the left hand side of the screen.
5. Choose your profession, license type, obtained by and then select 'Start Application'. **Be sure you are applying for the correct profession and license type.**
6. Select 'Demographics' on the left side menu and then move through each menu item/section until all items are checked off and completed in its entirety (**do not leave any section blank**). If any panel is not completed, then your application will not be processed. You will receive an email requesting further information and you will be required to response by writing. **This will slow down the process.**
 - a. Education: you must enter all of your pharmacy school information including name, start date, projected graduation date, and degree.
 - b. Employment: If you are not employed at this time then you must enter unemployed in the employment panel. Do not leave this panel blank. You can search for all NH Pharmacies licensed with our office by selecting 'Search'.
 - c. Application Questions: please answer these carefully. An incorrect answer will hold up your application.
 - d. Document Upload:
 - i. If you answered 'yes' to any of the questions on the previous screen then you must upload a detailed explanation along with the legal/court documents.
7. Print your 'Application Summary' page. This is proof that you have submitted an application to our office.
8. If all the panels are complete then you will be able to select 'Pay Fees' at the bottom of the page.
 - a. If anything is incomplete you will not be able to move past the upload page. If this happens then methodically go back through each page, check for completion, and hit submit at the bottom of each page.
 - b. If this still does not fix the problem then please email our DOIT department at nh.licenses@doit.nh.gov and explain that your documents might be stuck.
9. Once you submit your payment an emailed receipt will be sent to you. This is your proof of payment. Our office cannot provide you with a receipt.