



# Louisiana Board of Pharmacy

3388 Brentwood Drive  
Baton Rouge, Louisiana 70809-1700

Telephone (225) 925-6496  
Facsimile (225) 925-6499  
Web address: [www.pharmacy.la.gov](http://www.pharmacy.la.gov)  
Email: [info@pharmacy.la.gov](mailto:info@pharmacy.la.gov)

## Pharmacist's Affidavit for Certifying Hours of Practical Experience Earned OUTSIDE Louisiana

### Instructions for Documentation of Hours of Practical Experience:

- All hours of experience you earn in a pharmacy must be documented on a form provided by the Board. This form is called a Pharmacist's Affidavit. Please read it carefully before you begin completing it. If your Pharmacist's Affidavit is not completed properly, Board staff is obligated to void your document and request a replacement from you.
- The Pharmacist's Affidavit may only be executed by a pharmacist who had been licensed in the state where the hours were earned for at least 2 years on the first day the intern began to earn the hours under his supervision.
- It is strongly suggested that you record the hours you earn *as you earn them*.
- Upon completion of all hours, your Pharmacist's Affidavit should be signed and notarized by both you and the pharmacist. Please make a copy for your files before submitting the original document to the Louisiana Board of Pharmacy.
- Hours recorded in a pharmacy whose permit is on probation, or under the supervision of a pharmacist whose license is on probation, are not valid for licensure and will not be credited.
- Do not add or make any other corrections after the Pharmacist's Affidavit has been notarized. Hours recorded after the document has been notarized will be voided and denied.

### Instructions for Completing the Pharmacist's Affidavit:

- 1) Read all statements on page one before you begin completing it.
- 2) Section 1 is to be completed and notarized by the pharmacist.
- 3) Section 2 is to be completed and notarized by the applicant.
- 4) Make sure all blanks have an entry.
- 5) Page 2 of the affidavit may be photocopied as needed.
- 6) A separate Pharmacist's Affidavit is required for each pharmacy where hours were earned.
- 7) Make sure your dates do not overlap from one week to the next.
- 8) Record **partial** hours as follows:

15 minutes = .25    30 minutes = .50    45 minutes = .75

### Sample of a **Correct** Entry:

WEEK BEGINNING: MM <u>02</u> DD <u>02</u> YYYY <u>2003</u>				WEEK ENDING: MM <u>02</u> DD <u>08</u> YYYY <u>2003</u>				Total Hours Earned This Week Only
	SUN	MON	TUE	WED	THU	FRI	SAT	
ENTER DATE HOURS WORKED HERE →	2/2	2/3	2/4	2/5	2/6	2/7	2/8	
ENTER NUMBER OF HOURS EARNED HERE →		8	4.5	5	3		7.25	<u>27.75</u>

### Sample of an **Incorrect** Entry:

WEEK BEGINNING: MM <u>02</u> DD <u>03</u> YYYY <u>2003</u>				WEEK ENDING: MM <u>02</u> DD <u>09</u> YYYY <u>2003</u>				Total Hours Earned This Week Only
	SUN	MON	TUE	WED	THU	FRI	SAT	
ENTER DATE HOURS WORKED HERE →	2/3	2/4	2/5	2/6	2/7	2/8	2/9	
ENTER NUMBER OF HOURS EARNED HERE →		8.05	4.20	5	3.15		7.25	<u>27.65</u>

Reasons these entries not correct: February 3<sup>rd</sup> is not a Sunday, February 4<sup>th</sup> is not a Monday, etc.  
Partial hours not recorded properly



**Pharmacist's Affidavit – Page 2 of 2**

<b>Full name of Applicant:</b>	
<b>Last 4 Digits of Applicant's Social Security Number (SSN):</b>	
<b>Name of Pharmacy Where Hours Earned:</b>	

WEEK BEGINNING: MM ____ DD ____ YYYY ____				WEEK ENDING: MM ____ DD ____ YYYY ____				<b>Total Hours Earned This Week Only</b>  _____
	SUN	MON	TUE	WED	THU	FRI	SAT	
ENTER DATE HOURS WORKED HERE →								
ENTER NUMBER OF HOURS EARNED HERE →								

WEEK BEGINNING: MM ____ DD ____ YYYY ____				WEEK ENDING: MM ____ DD ____ YYYY ____				<b>Total Hours Earned This Week Only</b>  _____
	SUN	MON	TUE	WED	THU	FRI	SAT	
ENTER DATE HOURS WORKED HERE →								
ENTER NUMBER OF HOURS EARNED HERE →								

WEEK BEGINNING: MM ____ DD ____ YYYY ____				WEEK ENDING: MM ____ DD ____ YYYY ____				<b>Total Hours Earned This Week Only</b>  _____
	SUN	MON	TUE	WED	THU	FRI	SAT	
ENTER DATE HOURS WORKED HERE →								
ENTER NUMBER OF HOURS EARNED HERE →								

WEEK BEGINNING: MM ____ DD ____ YYYY ____				WEEK ENDING: MM ____ DD ____ YYYY ____				<b>Total Hours Earned This Week Only</b>  _____
	SUN	MON	TUE	WED	THU	FRI	SAT	
ENTER DATE HOURS WORKED HERE →								
ENTER NUMBER OF HOURS EARNED HERE →								

WEEK BEGINNING: MM ____ DD ____ YYYY ____				WEEK ENDING: MM ____ DD ____ YYYY ____				<b>Total Hours Earned This Week Only</b>  _____
	SUN	MON	TUE	WED	THU	FRI	SAT	
ENTER DATE HOURS WORKED HERE →								
ENTER NUMBER OF HOURS EARNED HERE →								

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