



Dear Potential Preceptor

Thank you for your interest in becoming a preceptor for the University at Buffalo School of Pharmacy and Pharmaceutical Sciences Doctor of Pharmacy Experiential Education Program. Precepting students is a great way to train the next generation of Pharmacy Professionals!

Qualifications to become a UB SPPS Preceptor:

1. Have worked in current practice area for at least one year.
2. Credentials and expertise are linked to preceptor responsibilities at site
2. Currently licensed and in good standing to practice in your state (may not apply for non-pharmacy rotations).
3. Do not have any regulatory, administrative or legal charges pending.
4. Have reviewed a preceptor orientation presentation within the last 4 years ([click here](#)).

To become a preceptor, you will first need to apply using our Learning Management System called CORE ELMS. You can access the application form at the following link:

<https://www.rxpreceptor.com/signup/p/?UB> the institution code is **UBSPPS**

This application consists of two parts. The first part is about you and the second part is about your site. Both parts must be completed before your application can be reviewed by our Coordinators. If you are offering an elective rotation, you also need to upload that document to the application form.

In addition, you will also need to become familiar with the following:

1. UB SPPS Mission. ([click here](#)).
2. Preceptor Orientation and Updates 2025-2026 ([click here](#)).
3. The Entrustable Professional Activities (EPAs) and Educational Outcomes ([click here](#)). This link will also provide sample student activities.
4. Review the Cooking up Effective feedback video ~ 4 mins ([click here](#)).

The University at Buffalo cannot offer any financial remuneration to any site or preceptor for taking our students on rotation. After you have been approved, you will be notified and will receive documents which you must complete in order to receive an appointment as a Volunteer Clinical Instructor for the University at Buffalo.

An affiliation agreement will need to be put in place with your site prior to sending students if one is not already in place. Our standard affiliation agreement will be sent to you or the individual at your site who takes care of these legal documents once your Preceptor Information Form is received by the Office of Experiential Education.

If you have any questions, please feel free to contact me at (716) 645-4628

Sincerely,

Richard O'Brocta, PharmD Clinical

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