



**XAVIER UNIVERSITY OF LOUISIANA**

College of Pharmacy

Professional Experience Program

1 Drexel Drive

New Orleans, Louisiana 70125-1098

(504) 520-5393 • FAX (504) 520-7486

Dear Pharmacist,

Thank you for your interest in becoming a preceptor for the Professional Experience Program (PEP) of Xavier University College of Pharmacy. We are grateful for your anticipated participation as we continue the endeavor of educating future clinicians in the profession of pharmacy.

In order to become a preceptor the following criteria are required:

1. 2 years of practice as a pharmacist.
2. Complete and submit to the PEP Office the attached Preceptor Profile along with a copy of your license.
3. Complete CE training through Pharmacist Letter (information provided) and fax a copy of your certificate once training is complete.

Your interest in the Professional Experience Program is greatly appreciated. If you have any questions or concerns, please do not hesitate to contact me at (504) 520-5393 or via email at [dsrobins@xula.edu](mailto:dsrobins@xula.edu).

Sincerely,

*Donna Shelly Robinson, RPh*

Donna Shelly Robinson, RPh

Director, Professional Experience Program

Xavier University College of Pharmacy

Division of Clinical and Administrative Sciences

1 Drexel Drive

New Orleans, La. 70125-1098

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## **Preceptor Training Professional Development Resource**

XUCOP has provided a FREE Preceptor Education Resource through the Pharmacist's Letter online CE Preceptor Training Network. Completion of at least ONE precepting CE is required for ALL NEW preceptors. Please see below to create your CE ID#:

1. Click the link below to Pharmacist's Letter which will allow access into the Preceptor Training and Resource Network
2. <http://www.pharmacistsletter.com/?referrer=xula.edu/ptrn.urls>
3. Click "Create a CE ID#" under "I Need a CE ID#"
4. Fill out the form with your information
5. Verify your information and confirm your status as a preceptor for Xavier University of Louisiana

Your CE ID# will be automatically created. You will be able to use your ID# from any computer to access Preceptor Training and Resource Network