



PRE-REGISTRATION (Pharmacist/Pharmacy Technician) or STUDENT PHARMACIST REGISTRATION

APPLICATION CHECKLIST

To practice as a pharmacy professional in British Columbia, you must be registered as a *Full Pharmacist* or *Pharmacy Technician* by completing the College’s application process. Your first step is to pre-register with the College through the applicable category. Once you have met all the requirements, you can then apply for *Full Registration*.

All pharmacy students from the University of British Columbia (UBC) are required to register with the College as a Student Pharmacist prior to the start of their first year and renew their Student Pharmacist registration annually until they graduate and apply for Full Pharmacist registration. Pharmacy students from a pharmacy program outside BC who wish to complete a period of Structured Practical Training or to provide pharmacy services while under the supervision of a full pharmacist in B.C. are required to register as a Student Pharmacist with the College.

To apply for pre-registration or Student Pharmacist registration, go to the College’s secure online site called eServices at: <https://eservices.bcparmacists.org>, select “Pre-Registration” at the top navigation bar, and follow the instructions on the webpage.

Before applying online, you will need to:

- 1) Identify the category you are eligible for (see [Appendix A](#) for more information); and
- 2) Collect all required documents for your application that is applicable to you. Note that some documents require notarization by a Notary Public or lawyer (other professionals will not be accepted) so collect all documents that need notarization before presenting at the Notary Public or lawyer. Documents in a language other than English must be translated by a certified translator.

Required documents are to be submitted electronically online through eServices. Review the College’s [Scanning Guidelines and Checklist for Document Submissions](#) and ensure your documents meet the requirements or they may be rejected.

Required Documents

<input type="checkbox"/> Notarized Identification	2
<input type="checkbox"/> Pharmacy Education	2
<input type="checkbox"/> Confirmation of Enrollment in Pharmacy Education Program	3
<input type="checkbox"/> Pharmacy Examination Board of Canada (PEBC)	3
<input type="checkbox"/> Pharmacists’ Gateway Canada.....	3
<input type="checkbox"/> Statutory Declaration.....	4
<input type="checkbox"/> Work Authorization	4
<input type="checkbox"/> Letter of Standing.....	5
<input type="checkbox"/> Certification of Pharmacy Related Employment.....	5
<input type="checkbox"/> Name Differences	6

PRE-REGISTRATION (Pharmacist/Pharmacy Technician) or STUDENT PHARMACIST REGISTRATION



APPLICATION CHECKLIST

Notarized Identification

Applicable: **CFTA** **non-CFTA** **U.S. Pharmacist** **IPG** **CAN New Grad** **US New Grad** **UBC Student** **non-UBC Student**

Notarization Required: Yes No

Document link: https://library.bcparmacists.org/7_Forms/7-1_Pharmacist/9109-Notarized_ID.pdf

Instructions:

- 1) Complete the College's [Notarized Identification form](#) (see instructions on the form)
- 2) Obtain a **notarized copy of your primary ID** presented to the Notary Public or lawyer (copy **BOTH** sides)
- 3) Scan both documents (#1 and #2 above) in accordance with the College's [Scanning Guidelines and Checklist for Document Submissions](#) and combine them into a **single** file.
- 4) Upload the file under the "**Notarized Identification**" section on the Application Summary page of your online pre-registration application through eServices.

Pharmacy Education

Applicable: **CFTA** **non-CFTA** **U.S. Pharmacist** **IPG** **CAN New Grad** **US New Grad**

Notarization Required: Yes No

Instructions:

- 1) Obtain a **notarized copy of your pharmacy degree(s) or CCAPP accredited pharmacy technician certificate**.
- 2) If you are a CFTA pharmacy technician applicant and completed your education through the *Pharmacy Technician Bridging Program*, provide one of the following:
 - a. a notarized copy of an official transcript or proof of completion of the full bridging program;
 - b. a notarized copy of the pass/fail letter for each of the 4 bridging program modules; *OR*
 - c. a notarized affidavit (see [Appendix B – Sample 3](#) for a sample).
- 3) Scan the document(s) in accordance with the College's [Scanning Guidelines and Checklist for Document Submissions](#). If you have more than one pharmacy degree, combine the notarized copies into a **single** file.
- 4) Upload the file under the "**Pharmacy Education**" section on the Application Summary page of your online pre-registration application through eServices.

Note for **CAN New Grad** **US New Grad**: If you are applying for pre-registration prior to graduation (final year of the pharmacy program), submit the required document in the Confirmation of Enrollment in Pharmacy Education Program section, then submit a notarized copy of your pharmacy degree/certificate after graduation or at the time of applying for Full Registration, by email to the Registration Department at: registration@bcpharmacists.org.

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APPLICATION CHECKLIST

Confirmation of Enrollment in Pharmacy Education Program

Applicable: **non-UBC Student** **CAN New Grad*** **US New Grad*** *see note in the Pharmacy Education section

Notarization Required: Yes No

Instructions:

- 1) Scan a copy of your **Student ID card**[¶] (**BOTH** sides) in accordance with the College's [Scanning Guidelines and Checklist for Document Submissions](#).
- 2) Upload the file under the "**Confirmation of Enrollment in Pharmacy Education Program**" section on the Application Summary page of your online pre-registration application through eServices.

¶ **non-UBC** applicants: If your student ID card does not indicate that you are enrolled in a pharmacy program, you must request a confirmation letter to be sent directly from the University to the College.

*¶ **CAN New Grad*** **US New Grad*** applicants: if you are applying under the New Pharmacy Technician Graduate from Canada category before graduation, provide a proof of enrollment in the CCCAP accredited pharmacy technician program.

Pharmacy Examination Board of Canada (PEBC)

Applicable: **CFTA**

Notarization Required: Yes No

Instructions:

- 1) If you have completed PEBC Certification (i.e. PEBC Qualifying Exam Part 1 (MCQ) and Part II (OSCE/OSPE)) after May 2001 and prior to submitting your pre-registration application, scan your **PEBC Certificate** or **PEBC Qualifying Examination Letter** in accordance with the College's [Scanning Guidelines and Checklist for Document Submissions](#).
- 2) Upload the file under the "**Pharmacy Examining Board of Canada (PEBC)**" section on the *Application Summary* page of your online pre-registration application through eServices.

Note:

- If you cannot locate the above documents, you may provide your **PEBC Registration Number** and **Date of Registration** under this same section on eServices.
- For **non-CFTA** **U.S. Pharmacist** **IPG** **CAN New Grad** **US New Grad** applicants: if you have completed PEBC Certification, you will be providing the above information at the time you apply for Full Registration.

Pharmacists' Gateway Canada

Applicable: **U.S. Pharmacist** **IPG**

Notarization Required: Yes No

Instructions:

- 1) Scan your **PEBC Evaluating Exam completion letter**♦ in accordance with the College's [Scanning Guidelines and Checklist for Document Submissions](#).
- 2) Upload the file under the "**Pharmacists' Gateway Canada**" section on the *Application Summary* page of your online pre-registration application through eServices.
- 3) Also enter your **Pharmacists Gateway Canada national ID number** under this section.

♦ PEBC Evaluating Exam completion letter is **not** required if you graduated from a pharmacy program accredited by the Canadian Council for Accreditation of Pharmacy Programs (CCAPP) or Accreditation Council for Pharmacy Education (ACPE). Upload a copy of your notarized pharmacy degree if this applies to you.

PRE-REGISTRATION (Pharmacist/Pharmacy Technician) or STUDENT PHARMACIST REGISTRATION



APPLICATION CHECKLIST

Statutory Declaration

Applicable: **CFTA** **non-CFTA** **U.S. Pharmacist** **IPG** **CAN New Grad** **US New Grad** **UBC Student** **non-UBC Student**

Notarization Required: Yes No

Document link: https://library.bcpharmacists.org/7_Forms/7-1_Pharmacist/HPA-FORM%205_Stat_Dec.pdf

Instructions:

- 1) You will be attesting to the statements in the Statutory Declaration document online as part of your pre-registration application. If there are any statement(s) that you are unable to check off, prepare a written submission as instructed in the document.
- 2) Upload the file under the “**Statutory Declaration**” section on the *Application Summary* page of your online pre-registration application through eServices.

Work Authorization

Applicable: **CFTA** **non-CFTA** **U.S. Pharmacist** **IPG** **CAN New Grad** **US New Grad** **UBC Student** **non-UBC Student**

Notarization Required: Yes No

Instructions:

- 1) If you submitted the following documents as your primary ID with the [Notarized Identification](#) form, **no** additional document is required:
 - o Canadian birth certificate;
 - o Canadian citizenship card;
 - o Permanent resident card;
 - o Canadian Record of Landing/Canadian Immigration Identification Record; or
 - o Canadian Passport.
- 2) If 1) above does not apply, you need to obtain a **notarized copy of your authorization to work in Canada**. Acceptable documents must be valid and include:
 - o [Proof of Canadian citizenship](#) or permanent residency:
 - Documents listed under 1) above;
 - Canadian citizenship certificate (note: commemorative certificate not acceptable);
 - Secure Certificate of Indian Status; or
 - Naturalization certificate issued before January 1, 1947.
 - o Work permit (not the same as Work Visa) must not have a condition that limits working in health service field occupations
- 3) If 2) applies to you, scan the document (**BOTH** sides) in accordance with the College’s [Scanning Guidelines and Checklist for Document Submissions](#). Upload the file under the “**Work Authorization**” section on the *Application Summary* page of your online pre-registration application through eServices.

PRE-REGISTRATION (Pharmacist/Pharmacy Technician) or STUDENT PHARMACIST REGISTRATION



APPLICATION CHECKLIST

Letter of Standing

Applicable: **CFTA** **non-CFTA** **U.S. Pharmacist** **IPG** **CAN New Grad** **US New Grad** **UBC Student** **non-UBC Student**

Notarization Required: Yes if a notarized affidavit is required No

Instructions:

- 1) If you have never been registered as a health professional, you are not required to submit a Letter of Standing (LOS).
- 2) If you are or have been registered as a health professional in any jurisdiction, you are required to provide a LOS by contacting your regulatory body(ies) and requesting that they send your LOS directly to the College by mail to 200-1765 West 8th Avenue, Vancouver, BC V6J 5C6, or by email at: registration@bcpharmacists.org. Note that your LOS's must be dated **no earlier than 3 months from the date of your pre-registration application**. Enter the information of your regulatory body(ies) online with your pre-registration application, and the College will reconcile the information upon receipt of the LOS's from your regulatory body(ies).
- 3) If you were previously registered elsewhere but unable to provide the LOS, you must submit a **notarized affidavit** (see [Appendix B – Sample 2](#) for a sample). A notarized affidavit is accepted when an applicant cannot obtain a LOS (e.g. regulatory body will not issue because registration is inactive), and not because the LOS cannot be obtained in a timely manner.
- 4) If 2) or 3) applies to you, scan your **notarized affidavit** in accordance with the College's [Scanning Guidelines and Checklist for Document Submissions](#). Upload the file under the "**Letter of Standing > Notarized Affidavit**" section on the *Application Summary* page of your online pre-registration application through eServices.

Certification of Pharmacy Related Employment

Applicable: **non-CFTA (Pharmacist Only)** **U.S. Pharmacist**

Notarization Required: Yes No but requires certification by employer

Document link: https://library.bcpharmacists.org/7_Forms/7-1_Pharmacist/9110-Certification_Pharmacy_Related_Employment.pdf

Instructions:

- 1) If you have worked at least 1000 hours in direct patient-care as a registered pharmacist in Canada or the U.S. within the last 3 years before submitting your pre-registration application, complete the [Certification of Pharmacy Related Employment form](#) and have it signed by your employer.
- 2) Scan the signed document in accordance with the College's [Scanning Guidelines and Checklist for Document Submissions](#).
- 3) Upload the file under the "**Certification of Pharmacy Related Employment**" section on the *Application Summary* page of your online pre-registration application through eServices.

Note:

- If you have not worked at least 1000 hours in direct patient-care as a registered pharmacist in Canada or the U.S. within the last 3 years preceding the pre-registration application, no document is required. You will be required to complete 500 hours of Structured Practical Training (SPT) in accordance with [Registration Committee Policy-6](#).

PRE-REGISTRATION (Pharmacist/Pharmacy Technician) or STUDENT PHARMACIST REGISTRATION



APPLICATION CHECKLIST

Name Differences

Applicable: **CFTA** **non-CFTA** **U.S. Pharmacist** **IPG** **CAN New Grad** **US New Grad** **UBC Student** **non-UBC Student**

Notarization Required: Yes if notarized affidavit is required No

Instructions:

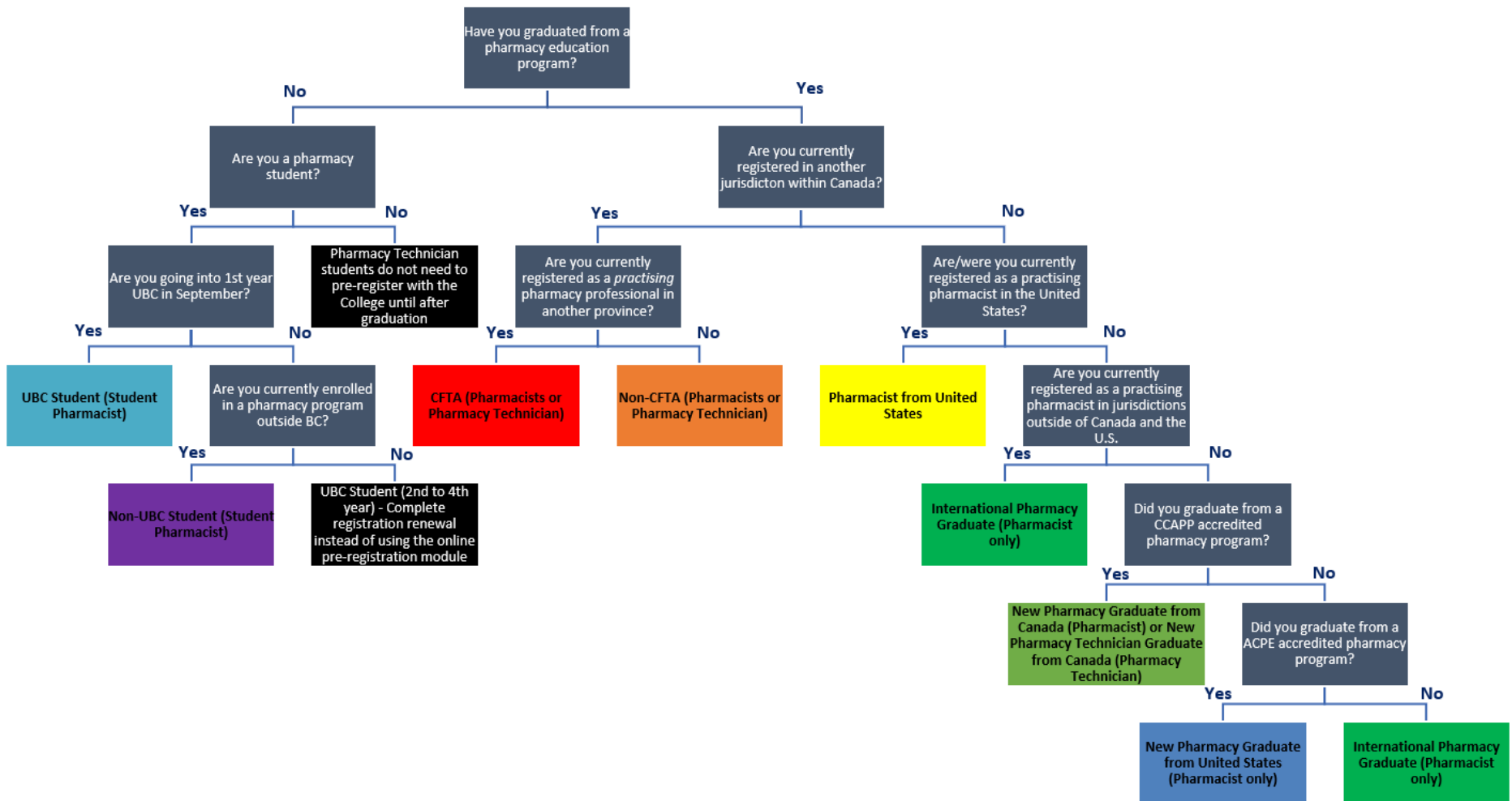
- 1) If your name on any of the above documents are inconsistent (i.e. different words or different spelling) due to an official name change, scan your **Certificate of Name Change** or **Certificate of Marriage** in accordance with the College's [Scanning Guidelines and Checklist for Document Submissions](#).
- 2) For all other reasons for your name inconsistency, include a notarized affidavit and scan a copy of it (see Appendix 2) in the same file as 1), if applicable, and in accordance with the College's [Scanning Guidelines and Checklist for Document Submissions](#).



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APPLICATION CHECKLIST

Appendix A – Pre-Registration or Student Registration Categories





Appendix B – Notarized Affidavit

A Notarized Affidavit is a written statement that is required if you are unable to provide the original document confirming facts of your application.

There are three samples of when a Notarized Affidavit may be needed:

1. [Name Differences on Legal Documents](#)
2. [Letter of Standing – Previously Registered](#)
3. [Completion of Pharmacy Technician Bridging Program](#)

Sample 1: Name Differences on Legal Documents

If your current legal name on your birth certificate is different from the name on your supporting documents (ie. degree or certificate, PEBC letter, Permanent Resident card, work permit, etc.) and you are unable to provide the original document of your *marriage certificate* or *legal change of name* document, you will be required to submit a Notarized Affidavit with the following information:

Sample:

I, *<insert current name>*, of *<insert current address>*, born on *<insert date>*, solemnly declare that I am the same individual as stated in the following documents:

- *List the names used and the type of document*
- *List the names used and the type of document*
- ...

I make this Affidavit to declare the inconsistencies with the names indicated on my documents.

I make this solemn declaration, conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Applicant's Signature

Date

NOTARY PUBLIC/LAWYER INFORMATION:

Declared or Sworn before me at *<insert city>* in the province of *<insert province>* this *<insert date>*.

Include Notary Public/lawyer signature, address, seal and ink stamp.



APPLICATION CHECKLIST

Sample 2: Letter of Standing – Previously Registered

If you have **previously been registered** in the practice of pharmacy or another health profession in a Canadian or foreign jurisdiction and cannot obtain a current letter of standing from the regulatory body, you will need to submit a Notarized Affidavit with the following information:

Sample:

I, *<insert current name>*, of *<insert current address>*, born on *<insert date>*, cannot provide a Letter of Standing from *<insert all applicable regulatory bodies>* in *<insert city/ies, province/state, country>* because *<insert the reasons why a certificate of standing cannot be provided>*.

I solemnly declare the following **(include any of the below statements that apply)**:

- I completed and graduated with *<insert type of degree>* at *<name of educational institution>* on *<insert date of education completed>*
- I have been registered/licensed as a *<insert pharmacist or pharmacy technician>* in *<insert city/ies, province/state, country>* with the *<insert regulatory body>*
- I have been licensed since *<date of registration>* and my status is currently *<insert active or inactive>* until/since *<insert expiry date>*
- I practiced / worked as a *<insert pharmacist or pharmacy technician>* in *<insert city/ies, province/state, country>* during the period of *<insert date(s)>*
- I have not been subject to any disciplinary action associated with the practice of pharmacy nor is any action pending at this time in any jurisdiction
- I have never been found guilty of any offence in any jurisdiction

I make this solemn declaration, conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Applicant's Signature

Date

NOTARY PUBLIC/LAWYER INFORMATION:

Declared or Sworn before me at *<insert city>* in the province of *<insert province>* this *<insert date>*.

Include Notary Public/lawyer signature, address, seal and ink stamp.



APPLICATION CHECKLIST

Sample #3: Completion of Pharmacy Technician Bridging Program

If you are unable to provide proof of completion of the *Pharmacy Technician Bridging Program*, you must submit a Notarized Affidavit with the following information:

Sample:

I, *<insert current name>*, of *<insert current address>*, born on *<insert date>*, cannot provide proof of completion of the *Pharmacy Technician Bridging Program*.

I solemnly declare the following:

- I completed the *Pharmacology* module at *<name of educational institution>* on *<insert date of education completed>*;
- I completed the *Product Preparation* module at *<name of educational institution>* on *<insert date of education completed>*;
- I completed the *Management of Distribution Systems* module at *<name of educational institution>* on *<insert date of education completed>*; and
- I completed the *Professional Practice* module at *<name of educational institution>* on *<insert date of education completed>*.

I make this solemn declaration, conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Applicant's Signature

Date

NOTARY PUBLIC/LAWYER INFORMATION:

Declared or Sworn before me at *<insert city>* in the province of *<insert province>* this *<insert date>*.

Include Notary Public/lawyer signature, address, seal and ink stamp.