College of Pharmacists of British Columbia

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APPLICATION CHECKLIST

PRE-REGISTRATION /STUDENT PHARMACIST REGISTRATION / REINSTATEMENT

GETTING STARTED

Before you start your online **pre-registration**, **student pharmacist registration**, or **reinstatement** application, you will need to collect all your required documents. This Application Checklist will help you understand which documents are required for your application. Refer to the application categories below (or refer to Appendix A) and follow the colour coding to determine what document sections you should review.

If colour coded **All Applicants** then the section is relevant for every application category.

Pharmacist Application Categories

From Canada (CFTA) **CFTA**	You are currently registered as a practising pharmacist in another Canadian province/territory.
From Canada (Non-CFTA) **non-CFTA**	You no longer hold valid pharmacist registration in Canada but you were previously registered as a pharmacist in another Canadian province/territory.
From the United States **U.S.**	You are/were registered as a practising pharmacist in the United States.
International Pharmacy Graduate **IPG**	You obtained your pharmacy degree outside Canada/United States.
New Graduate from Canada **CAN New Grad**	You graduated from a CCAPP-accredited pharmacy program in Canada and have not yet registered as a pharmacist.
New Graduate from the U.S. **U.S. New Grad**	You graduated from an ACPE-accredited pharmacy program in the United States and have not yet registered as a pharmacist.
Student UBC **UBC**	You are a first-year UBC pharmacy student applying for student pharmacist
Student Non-UBC **non-UBC**	You are a pharmacy student from another Canadian/U.S./International university and you wish to complete a period of practical training in a B.C. pharmacy. NOTE: This category is not for obtaining full pharmacist registration in B.C. Rather see the **CAN New Grad** category above.

Pharmacy Technician Application Categories

From Canada (CFTA) **CFTA**	You are currently registered as a practising pharmacy technician in another Canadian province/territory.
New Graduate from a Canada **CAN New Grad**	You graduated from a CCAPP-accredited pharmacy technician program in Canada and you have not been registered as a pharmacy technician yet.

Reinstatement Application Categories

Reinstatement: Less than 6 Years **Rein Less 6**	You were last registered as a full pharmacist or pharmacy technician less than 6 years ago.
Reinstatement: 6 years or More **Rein 6 or More**	You were last registered as a full pharmacist or pharmacy technician 6 years ago or more.

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PREPARING YOUR DOCUMENTS

Notarization
The notarization of documents must be completed by a **notary public or lawyer**. No other professional is acceptable. For a document to be properly notarized, it must have a **stamp, seal, and/or signature** from the notary public or lawyer placed directly onto the copy.

Translation
Documents in a language other than English must be translated by a **certified translator**.

Scanning requirements
Scanned documents must meet the College's Scanning Guidelines and Checklist for Document Submissions requirements. Be sure that your scans are **clear, legible, and in colour** and scan **both sides of your documents**, where applicable. If they do not meet these requirements, they may be rejected.

NOTE: If your notary public/lawyer has provided black & white copies of your documents, they can be accepted however they must still be scanned in colour.

Naming your scan file: Keep your **file name short** and **do not use any special characters or punctuation**, as the online system may not accept it and your upload will fail.

Submitting online
When your documents are prepared and scanned, you will upload them to the "Online Registration Module" in **eServices,** the College's secure online site. Click the "Online Registration Module" link and follow the instructions. The section where you upload your documents can be found under the "Application Summary" tab of the module.

Document Checklist

☐ Notarized Identification

Applicable to: <mark>All Applicants</mark>

Notarization Required: ☒ Yes

Instructions:

1) For proof of your identity, you must provide these <u>two</u> documents:
   a. **Notarized Identification Form** – Present this form to a notary public or lawyer, along with one primary ID and one secondary ID. You must also attach a passport photo. Refer to the instructions on the form.
   b. **Notarized copy of your primary ID** – Copy both sides of your primary ID document, where applicable. ***Tip:** If you are a Canadian citizen or permanent resident, use one of the primary ID documents listed in the "Work Authorization" section below.*
2) Scan both documents (a) and (b) above and combine them into a single file.
3) Upload the file under the "**Notarized Identification**" section in the Application Summary tab of your online application.

☐ Work Authorization

Applicable to: <mark>All Applicants</mark>

Notarization Required: ☒ Yes ☐ No

Instructions:

1) If you are already using one of the following documents for your "notarized copy of your primary ID", you do not have to provide an additional document for your work authorization:
   - Canadian birth certificate
   - Canadian citizenship card
   - Canadian passport
   - Permanent resident card
   - Canadian Record of Landing/Canadian Immigration Identification Record
2) Otherwise, for proof of your authorization to work in Canada, you must provide a **notarized copy** of one of the following:
   - Any of the documents listed under (1) above
   - Canadian citizenship certificate
   - Secure Certificate of Indian Status
   - Naturalization certificate issued before January 1, 1947
   - Valid work permit (work visa is not acceptable)
     o Your work permit must not have a condition that limits working in health service field occupations.
     o If you were issued a study permit along with your work permit (i.e. co-op permit), provide a copy of your study permit also. The study permit does not require notarization.
3) Upload the file under the "**Work Authorization**" section in the *Application Summary* tab of your online application.

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☐ Name Differences

Applicable to: <mark>All Applicants</mark>

Notarization Required: ☒ Yes, only for notarized affidavit ☐ No
Instructions:
1) Your name must be the same on all your documents. If there are any variations in your name, provide one of the following documents to account for the difference(s):
   a. **Certificate of marriage** or **certificate of name change**
   b. **Notarized affidavit –** Provide this if your name is inconsistent for reasons other than marriage or legal name change (i.e. different spelling, missing names, extra names). Use the template in Appendix B when creating your affidavit.
2) Upload the file under the "**Name Differences**" section in the Application Summary tab of your online application.

☐ Pharmacy Education

Applicable to: `CFTA` `non-CFTA` `U.S.` `IPG` `CAN New Grad` `U.S. New Grad`

Notarization Required: ☒ Yes ☐ No

Instructions:
1) As proof of your pharmacy education:
   a. Pharmacist applicants must provide a **notarized copy of their pharmacy degree(s)**
   b. Pharmacy technician applicants must provide a **notarized copy of their CCAPP-accredited pharmacy technician diploma/certificate**.
2) `CFTA` pharmacy technician applicants who completed the *Pharmacy Technician Bridging Program* must 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 completion letters for each of the 4 bridging program modules; *OR*
   c. a notarized affidavit (use the template in Appendix B – Sample 3 when creating your affidavit)
3) Upload the file under the "**Pharmacy Education**" section in the Application Summary page of your online application.
4) `CAN New Grad` `U.S. New Grad` If you have not yet graduated or you are still waiting to receive your pharmacy degree or pharmacy technician certificate/diploma, refer to the *Confirmation of Enrollment in Pharmacy Education Program* section below. Note that you will be required to submit a **notarized copy of your pharmacy degree/certificate** prior to applying for Full Registration by email to the Registration Department at: registration@bcpharmacists.org.

☐ Confirmation of Enrollment in Pharmacy Education Program

Applicable to: `non-UBC Student` `CAN New Grad` `U.S. New Grad`

Notarization Required: ☐ Yes ☒ No

Instructions:
1) If you are waiting to receive your pharmacy degree or pharmacy technician certificate/diploma, you must provide proof that you are enrolled in a pharmacy education program by requesting your university or college to email a **confirmation of enrolment letter** or **confirmation of degree letter** directly to: registration@bcpharmacists.org.
2) `non-UBC Student` Provide a copy of your **student ID card** (both sides). If your student ID card does not indicate that you are enrolled in a pharmacy program, you must request your university to email a **confirmation of enrolment letter** directly to: registration@bcpharmacists.org. Upload your student card under the "**Confirmation of Enrollment in Pharmacy Education Program**" section on the Application Summary tab of your online application.

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☐ Pharmacy Examination Board of Canada (PEBC)

Applicable to: `CFTA`

Notarization Required: ☐ Yes ☒ No

Instructions:

1) Provide a copy of your **PEBC Certificate** or **PEBC Qualifying Examination Letter.** Alternatively, you may enter your PEBC registration number and PEBC registration date in your online application.
2) Upload the file under the "**Pharmacy Examining Board of Canada (PEBC)**" section in the Application Summary tab of your online application.

NOTE: For `non-CFTA` `U.S.` `IPG` `CAN New Grad` `U.S. New Grad` who have completed PEBC certification, you will be asked to provide your PEBC certification information at the time you apply for Full Registration.

☐ Pharmacists' Gateway Canada

Applicable to: `U.S.` `IPG` `U.S. New Grad`

Notarization Required: ☐ Yes ☒ No

Instructions:

1) Provide a copy of your **PEBC Evaluating Exam completion letter***
2) Provide your **Pharmacists Gateway Canada national ID number** in your online application.
   TIP: Complete the "Apply to PRA" step in Pharmacists' Gateway Canada portal to ensure that the College has access to view your Gateway profile.
3) Upload the PEBC Evaluating Exam completion letter under the "**Pharmacists' Gateway Canada**" section in the Application Summary tab of your online application.

*`U.S.` `U.S. New Grad` PEBC Evaluating Exam is **not** required if you graduated from an ACPE-accredited pharmacy program in the U.S. Upload a copy of your notarized pharmacy degree if this applies to you.

☐ Statutory Declaration

Applicable to: `All Applicants`

Notarization Required: ☐ Yes ☒ No

Instructions:

1) If there are any statements that you are unable to check off for this **Statutory Declaration**, prepare a written statement as instructed in the document.
2) Upload your written statement under the "**Statutory Declaration**" section in the Application Summary tab of your online application.

☐ Letter of Standing

Applicable to: <mark>All Applicants</mark>

Notarization Required: ☒ Yes if submitting a notarized affidavit ☐ No
Instructions:

1) A **letter of standing (LOS)** is required from each regulatory body that you have ever been registered with as a health professional. The LOS must be sent directly from your regulatory body(ies) by email to: registration@bcpharmacists.org or by mail to:
   > College of Pharmacists of BC
   > 200-1765 West 8th Avenue
   > Vancouver, BC V6J 5C6.

   NOTE: Your LOS must be dated **no earlier than 3 months from the date of your application**.

2) If you were previously registered elsewhere but unable to provide the LOS, you must submit a **notarized affidavit** (refer to the template in Appendix B – Example 2). A notarized affidavit is only accepted when an applicant cannot obtain a LOS for reasons such as the regulatory body does not issue LOS's for inactive registrants, and not because the LOS cannot be obtained in a timely manner.
   TIP: When creating your notarized affidavit, you must provide a detailed reason as to why you are unable to obtain a LOS, otherwise it may not be accepted.

3) If (2) applies to you, scan your **notarized affidavit** and upload the file under the "**Letter of Standing**" > "**Notarized Affidavit**" section in the Application Summary tab of your online application.

4) If you have never been registered as a health professional, you will not be required to submit a LOS, however it must be declared in your online application.

☐ Certification of Pharmacy Related Employment

Applicable to: <mark>non-CFTA</mark> <mark>U.S.</mark> <mark>Rein 6 or More</mark>

Notarization Required: ☐ Yes ☒ No
Instructions:

1) Complete this Certification of Pharmacy Related Employment Form 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 preceding your application. This form must be signed by your employer.

2) Upload the file under the "**Certification of Pharmacy Related Employment**" section in the Application Summary tab of your online application.

NOTE: If you have not worked at least 1000 hours in direct patient-care as a registered pharmacist in Canada/U.S. within the last 3 years preceding your application, you will be required to complete 500 hours of Structured Practical Training (SPT), through full enrolment in the CP3 program, in accordance with *Registration Committee Policy-6*.

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Appendix A – Pre-Registration or Student Registration Categories
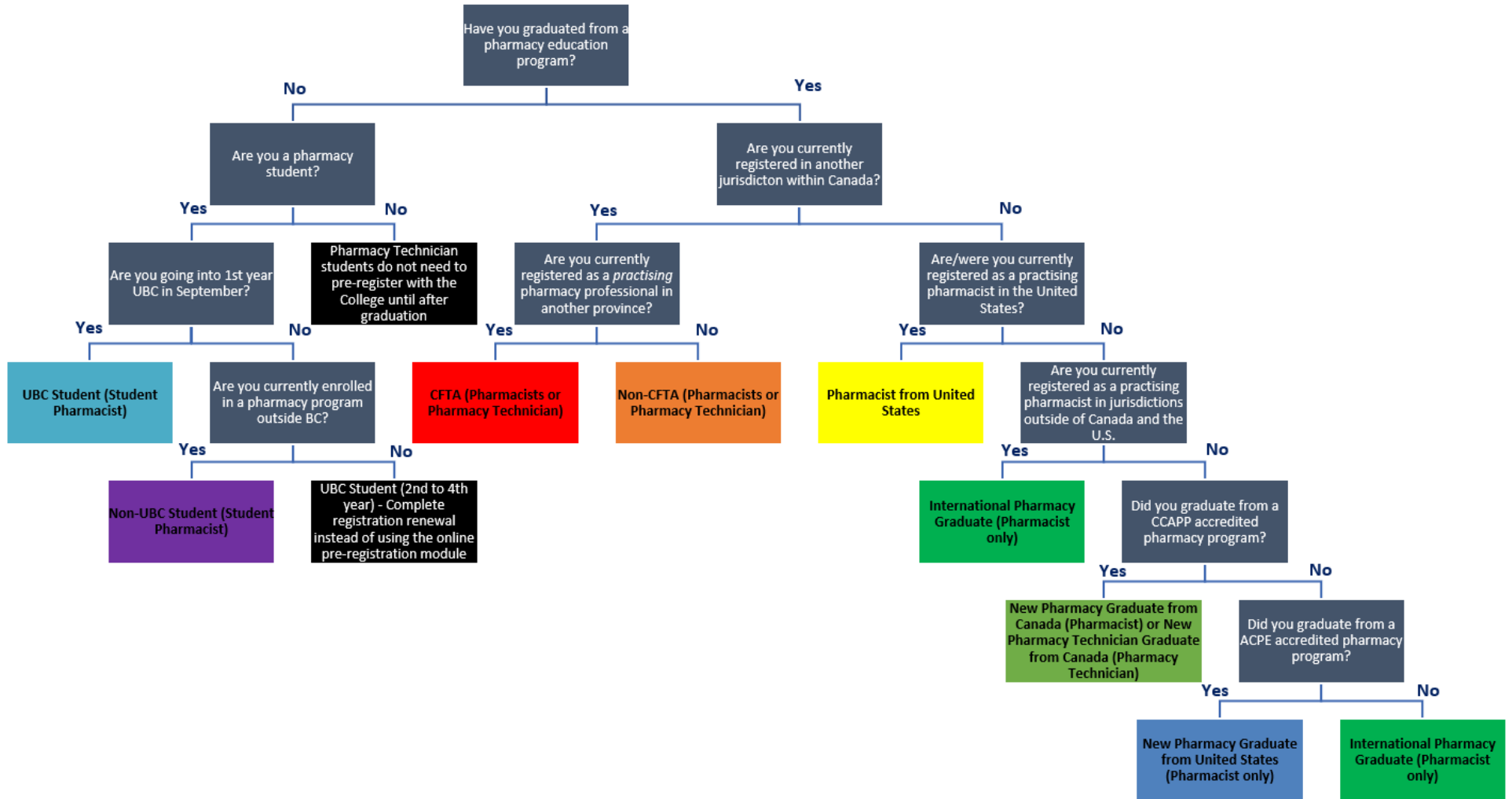
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Appendix B – Notarized Affidavit

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 examples 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**

Example 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:

Example:

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:

- o *List the names used and the type of document*
- o *List the names used and the type of document*
- o *…*

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.

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Example 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 separate notarized affidavit for each regulatory body you are/were registered with using the following information:

Example:

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

I solemnly declare the following **(include all of the below statements unless not applicable):**

- I have been registered/licensed as a *<insert pharmacist or pharmacy technician>* in *<insert city/ies, province/state, country>* with the *<insert name of the 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 *<have/have not>* been subject to any disciplinary action associated with the practice of pharmacy or another health profession nor is any action pending at this time in any jurisdiction.
- I *<have/have not>* 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.

Example #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:

Example:

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 that I successfully completed the:

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