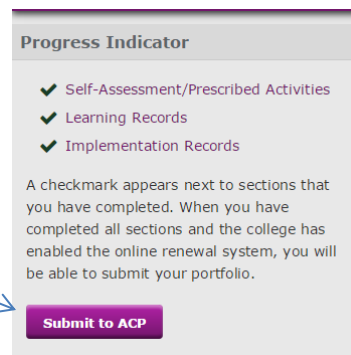


Please Note: – before you can complete your online renewal on the ACP website, you must ensure you have submitted your competence requirements from the CCP portal. This submission was not possible until the online renewal was turned on.

The competence requirements must be entered on your profile on the CCP portal. Prior to completing the ACP online renewal, you must login to the CCP portal and submit these requirements.

CCP portal login:

https://www2.skilsure.net/skilsure_acp_cpd/Login/ccplogin.php



If you are renewing as a pharmacy technician (Pharmacy Technician (2019), you must ensure you have complied with all the competence requirements.

1. complete at least 15 CEUs during the CE cycle and document each learning activity on one or more Learning Records;
2. implement at least one CEU worth of learning into your practice and document this on an Implementation Record; and
3. complete required learning. For the 2018 CE cycle, pharmacy technicians prescribed learning is the **compounding of non-hazardous sterile preparation** which can be found under **Self Assessment/Prescribed Activities** on the CCP web portal, (under the Self-Assessment/Prescribed Activities section which is located on the left side of the screen – first heading). If the prescribed learning is not completed you will be unable to renew your practice permit.

Exemptions: pharmacy technicians who register on the pharmacy technician register for the first time in Alberta between July 1, 2018, and December 31, 2018, OR pharmacy technicians who reinstated between July 1, 2018, and December 31, 2018.

Once this has been done, you can proceed with your online renewal on the ACP website.

ACP ONLINE RENEWAL

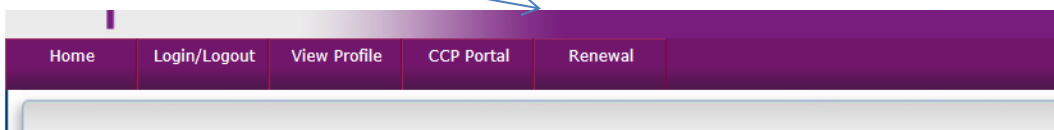
If you have forgotten your password, use the link below to have a new password generated. **Please note, passwords are case sensitive.** You will receive an email with your new password. As it is a computer generated password, you may want to copy and paste your new password the first time you log on.

Link:

<https://acp.alinityapp.com/webclient/RequestCredentials.aspx?ScrollHeight=295&MPEID=MPERequestCredentials>

Once your new password has been issued, use this link (<https://acp.alinityapp.com/webclient/>) and your newly issued password to sign in. Choose the “change password” button directly under your name to change your password.

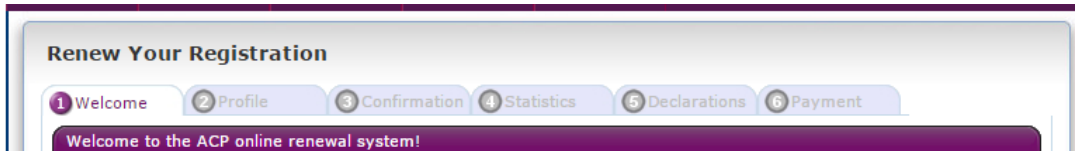
To begin your renewal, select the Renewal tab.



Additional tabs will appear. You must proceed through these tabs in the order presented (i.e., you cannot go from tab one to tab four). When you have finished reviewing the information on each tab, you must select “Next” to proceed. You can move back if you wish to review your information **providing you have not submitted your renewal** (submission occurs under Tab 6).

Tab 1: Welcome

Provides some tips on completing your online renewal. Throughout the online renewal process, you will find “Help” buttons that will provide information specific to the section you are reviewing.

**Tab 2: Profile**

Review your demographic information, email address*, consent choices, places of employment, etc. Make changes if required. Allow two business days for address changes to be processed by ACP. Some changes cannot be performed online; you must contact the ACP office if changes are required (e.g., name changes, employment changes). If a change can be made online, you will see an “Edit” button for that section.

If you are entering information regarding your Post-Basic Education in Pharmacy, indicate only your **highest** post-basic pharmacy education which resulted in a further degree. **DO NOT duplicate your basic pharmacy education here.**

*** Email Address**

You must provide a valid email address. ACP uses email communication as our primary method of sending messages to registrants. If your email restricts incoming messages (some employment email addresses may), you must provide ACP with an alternate email address that will accept all emails from ACP. If you have provided an unrestricted email address and are still not receiving ACP email messages, please contact the ACP office.

Tab 3: Confirmation

If you are a pharmacy technician wishing to change to a non-active status (associate technician, cancelled, or retired), or an associate technician wishing to change to cancelled or retired, you can complete this status change online under this tab. If you want to reinstate from a non-active status to a pharmacy technician status, you must contact the ACP office at statuschange@abpharmacy.ca to determine the requirements for your reinstatement.

IMPORTANT NOTICE - New Fee Structure re Associate Technicians

Please note, effective January 1, 2019, and onward, if you choose an Associate Technician registration status (non-regulated) effective January 1 and reinstate to a pharmacy technician status within the same membership year, (i.e., prior to December 31 of that year year), the fees you paid for your associate technician status will no longer be applied towards the practice permit fees required at the time of reinstatement. You would be required to pay the full practice permit fees in effect at the time of reinstatement – full-year fees if reinstatement occurs before June 30 or pro-rated fees if reinstatement occurs July 1 to December 31. However, as an associate technician, you would be exempt from paying the reinstatement fees.

Tab 4: Statistics

Not required/available for pharmacy technicians

Tab 5: Declarations

If you are renewing as a Pharmacy Technician (2019), you will need to complete professional declarations:

- declaration of the status you are renewing to (i.e., Pharmacy Technician 2019);
- declaration of compliance with professional liability insurance coverage requirements.

If you are renewing as an Associate Technician (2019) you will need to complete one (1) declaration:

- declaration of the status you are renewing to (i.e.: Associate 2019).

When you are satisfied with the information you have entered for your online renewal (status, insurance, etc.), you must submit your renewal. The submit button is found at the bottom of the screen on the Declarations Tab (tab 5). **Once your renewal has been submitted you cannot review or change any of the information provided on your renewal.**

Tab 6: Payment

Payment can be made online by credit card (Visa or MasterCard) or via mail by cheque. Select your preferred method of payment and fill in the appropriate information. If payment is being made by cheque, record your registration number on the bottom right hand corner of your cheque and ensure it is mailed in sufficient time to reach the ACP office before November 30, 2018. If your employer is paying your fees, select the cheque payment option, print your payment page and submit this form to your employer.

Please note, cheque must be made payable to the Alberta College of Pharmacy. If it is not, it will need to be replaced. The delay incurred by replacing a payment may result in you being charged a non-compliance fee.

You will receive an official receipt and practice permit (if applicable) from ACP.

ACP Contact information:

Name: Alberta College of Pharmacy
Address: 1100-8215 112 St NW, Edmonton, AB T6G 2C8
Ph: 780-990-0321
Toll-Free: 1-877-227-3838
Fax: 780-990-0328

Questions / Problems ?

Renewal: registrationinfo@abpharmacy.ca
Reinstatement Requests: statuschange@abpharmacy.ca
Competence Requirements competence@abpharmacy.ca