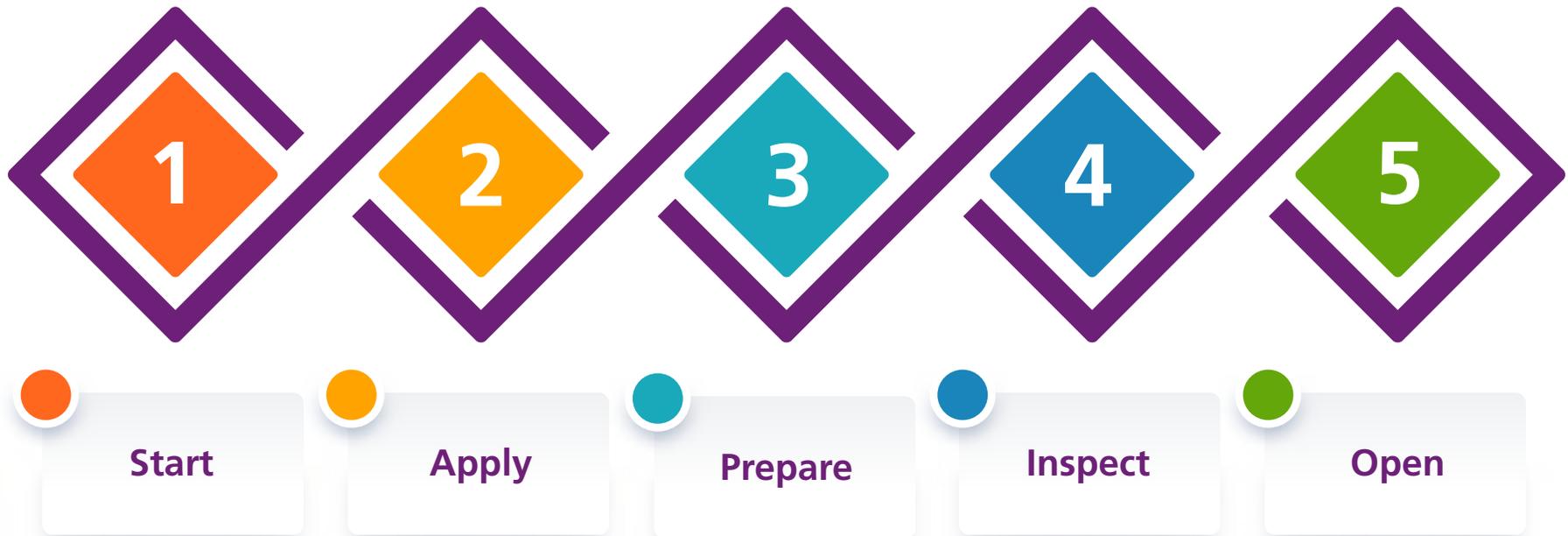


Five Steps to Opening Your New Pharmacy





Start



Apply



When

2-6 months prior to your proposed opening date.



Who

[Proprietor's agent or licensee \(which one am I?\)](#)



What

First, review the [Foundational Requirements: Guidance Document for Opening a Licensed Community Pharmacy](#). Once you are familiar with the requirements, complete the [Letter of Intent](#) and submit it to the registration department [via email](#), along with your preliminary floor plan that complies with the [Floor Plan Requirements Guide](#).



When

Minimum 6-8 weeks prior to your proposed opening date.



Who

Licensee



What

Email the registration department your completed

- [application form](#),
- floor plan (the pre-approved copy submitted during Step 1),
- licensee statutory declaration,
- proprietor statutory declaration, and
- corporate registry document that identifies the shareholders and percentages of shares.

If approved, the licence will be provided on the condition that the pharmacy cannot provide any pharmacy services until approved by the Alberta College of Pharmacy (ACP). You will also be connected with the practice consultant assigned to you.



Prepare



Inspect



When

Minimum 3 weeks prior to your proposed opening date.



Who

Licensee



What

You must meet all of the foundational requirements laid out in the guidance document introduced in Step 1. When you have done so, email the practice consultant to schedule your pre-opening inspection. You will be assigned the first available date within three weeks of your email request. Note that **prior to scheduling the inspection**, the pharmacy must be in a fully functional state (including drug inventory, phone, fax, and pharmacy system), otherwise you may incur a re-inspection fee and further delay.



When

Within 3 weeks of your proposed opening date.



Who

Licensee and Practice Consultant



What

Along with the practice consultant, complete the pre-opening inspection according to the [Foundational Requirements: Compliance Checklist](#). Any deficiencies identified by the practice consultant during the pre-opening inspection must be corrected and evidence of the corrections provided prior to the pharmacy opening to provide pharmacy services. Re-inspection may be required.



Open



When

Final opening date approved by ACP.



Who

Licensee



What

The registration team will inform you when the condition is removed and the pharmacy may then begin to provide pharmacy services. Congratulations!



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