Five Steps to Opening Your New Pharmacy

1. Start
2. Prepare
3. Apply
4. Inspect
5. License

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When
Two to six 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 mail or fax, along with your preliminary floor plan that complies with the Floor Plan Requirements Guide. Approved letters of intent and floor plans are valid for six months.

When
Six to eight weeks prior to your proposed opening date.

Who
Licensee or proprietor’s agent

What
You must prepare the pharmacy and meet all of the foundational requirements laid out in the guidance document introduced in Step 1.
When
When the pharmacy has met the foundational requirements and is ready for the pre-opening inspection.

Who
Licensee

What
Mail or fax 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.

Once accepted, a practice consultant will email the licensee to schedule the pre-opening inspection.

When
You will be assigned the first available date within three weeks of your application acceptance.

Who
Licensee and practice consultant

What
The pharmacy must be in a fully functional state (including phone, fax, and pharmacy system), otherwise you may incur a re-inspection fee and further delay. 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 licence being issued. Re-inspection may be required.
When
When the practice consultant has confirmed compliance with all legislative requirements.

Who
ACP registration team and licensee

What
The registration team will confirm the opening date and complete the registration process by issuing the licence to the licensee. Congratulations!

Please note: Alberta Blue Cross’ agreement application process may take up to 10 business days, and can be started in advance of a pharmacy licence being issued to the licensee. However, an agreement will only be granted after the agreement application is approved and the pharmacy licence has been issued.