

Letter of intent: Declaration and acknowledgment

I, _____, declare that
(licensee applicant or proprietor's representative)

- a. all the information provided in the letter of intent is true, and
- b. the accompanying floor plans are accurate.

I confirm that I have reviewed and understand the following documents:

- Foundational Requirements: Guidance Document for Opening a Licensed Pharmacy,
- Standards for Pharmacy Compounding of Non-Sterile Preparations,
- Guidance Document for Pharmacy Compounding of Non-Sterile Preparations, and
- Floor Plan Requirements Guide.

I acknowledge that

- submitting a letter of intent and floor plans is only a preliminary step in the pharmacy licensure process and is not an application for a pharmacy licence;
- only a clinical pharmacist can apply for a pharmacy licence;
- additional steps and information are required before the registrar¹ will consider an application for a pharmacy licence; and
- no person can provide pharmacy services from any facility before a pharmacy licence is issued.

While the registrar will provide feedback regarding the letter of intent and proposed floor plans, I acknowledge that the applicant for the pharmacy licence has sole responsibility

1. for understanding and ensuring compliance with the following items²:
 - a. the *Pharmacy and Drug Act*,
 - b. the Pharmacy and Drug Regulations,
 - c. the Standards for the Operation of Licensed Pharmacies,
 - d. the Code of Ethics,
 - e. the Standards for Pharmacy Compounding of Non-sterile Preparations, and
 - f. the Guidance Document for Pharmacy Compounding of Non-sterile Preparations.
2. ensuring that the physical facilities, space, and layout of the pharmacy
 - a. will comply with the requirements, and
 - b. will be conducive to the safe and effective practice of pharmacy.

I acknowledge that the proposed licensee and the proposed pharmacy must comply with the Requirements before a licence may be issued. I acknowledge that the proposed licensee must meet any requirements with respect to experience, training, and evaluation required by ACP's Council.

¹ In this declaration and acknowledgment there is a reference to the registrar. Wherever this appears it includes any employee of ACP to whom the registrar may delegate a role in the registration process.

² Items 1(a) to 1(f) are collectively "the requirements."

I acknowledge that the proposed pharmacy will still have to undergo a pre-opening inspection, which is satisfactory to the registrar, before the registrar approves the application and issues a pharmacy licence to the proposed licensee. I acknowledge that if any deficiencies are identified during the pre-opening inspection, those deficiencies must be corrected before the registrar will consider issuing a pharmacy licence.

I acknowledge that

- the registrar will rely on the truth and accuracy of information submitted throughout the pharmacy licensure process in determining whether to issue a pharmacy licence; and
- if there are any false or misleading statements provided during the pharmacy licensure process, this may result in the registrar determining that the requirements for obtaining a pharmacy licence have not been met.

I also understand that any false or misleading statements or representations made during the pharmacy licensure process may constitute “unprofessional conduct” or “proprietary misconduct” and may result in a referral to ACP’s complaints director.

Printed name

Date

Signature