Scanning guidelines and checklist for APA document submissions

All additional prescribing authorization (APA) documents for submission to ACP must be scanned and converted into a high-quality PDF document as per the scanning requirements to support their authenticity. Documents that do not meet the requirements below will be rejected.

Preparing documents for scanning

- Ensure the original documents are clean and free of debris.
- Remove all staples and paper clips.
- Ensure the original documents are straightened out and flat before scanning.
- When preparing documents for scanning, be careful not to damage the paper or obscure the information on the original document.

Scanning equipment

- ACP recommends the use of a scanner attached to a printer or copier.
- If using a scanner with a document feeder, be sure that the document remains straight as it moves through the scanner. If not, scan the documents individually on the glass.
- If scanning using a mobile device, you must use one of the following approved apps: Adobe Scan app ([iPhone](#), [Android](#)), Microsoft Lens Scanner app ([iPhone](#), [Android](#)), Notes app ([iPhone](#)), Google Drive Scan app ([Android](#)), or CamScanner app ([iPhone](#), [Android](#)).
- If using a scanner app, align the device directly over the document and not at an angle, so that the image is captured clearly.

Submission process

- PDF (.pdf) is the only acceptable file format for submissions.
- Only four pdf files will be accepted, including
  - the application form, and
  - three cases (one file for each case).
- All files are to be named according to the following convention: Registration#_firstname_initial_lastname_filetype
- Examples
  - 1234_John_M_Smith_applicationform
  - 1234_John_M_Smith_caseA
  - 1234_John_M_Smith_caseB
  - 1234_John_M_Smith_caseC

Resolution

- Scan original documents a minimum of 300dpi or at the highest resolution possible if your scanner or scanner app has these settings.
- Scan original documents at 100% image size. Do not reduce or expand the scanning settings.
- Scan to fit the page; this process helps to maximize the quality of the scanned image.
- All information on the original must be clear and legible on the scanned copy and any handwritten signature, stamp, or seal impression must be fully visible and readable on the scan.

File size

- The maximum file size per document is 5MB (megabytes).
- Do not compress or zip files.

Quality assurance check

- After a document has been scanned, open the file and compare to the original paper document. Ensure the following requirements are met before submitting to ACP:
  - The file contains all the pages in the original document and the pages are in the correct order.
  - All areas in the original document are scanned (i.e., nothing is cropped or cut off).
  - Scanned documents are clear and legible. The smallest text should be readable and not blurry and stamps and seal impressions must be clear.
  - Scanned documents are not dark and do not have shadows or dark spots. Use good lighting, use a flash if needed, and use the scanner app settings to adjust brightness.
  - Scanned documents in the file are orientated so it can be read across the screen. Rotate any documents that are sideways or upside down.
- If the scanned document does not meet the requirements above, adjust your scanner settings or re-position your document and scan it again.

Lorem ipsum

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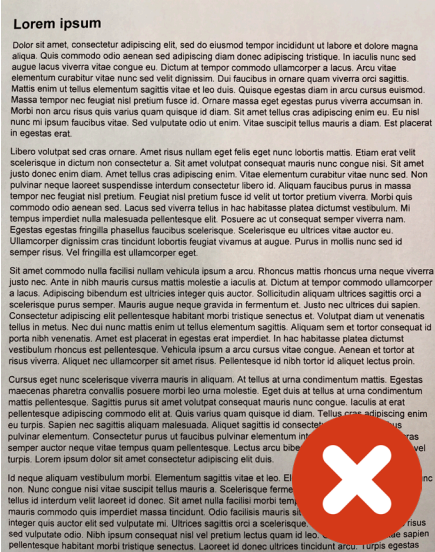
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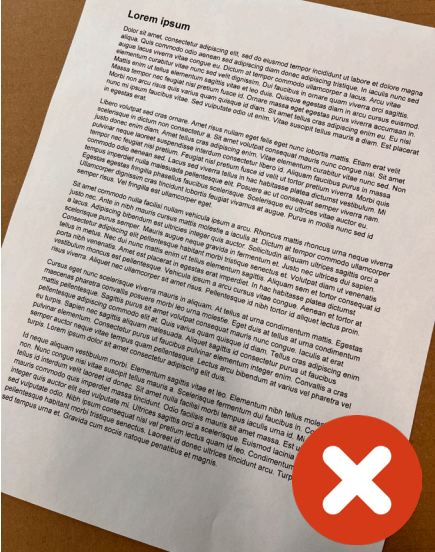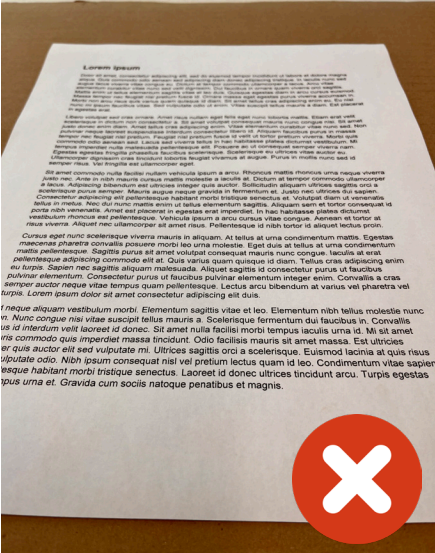
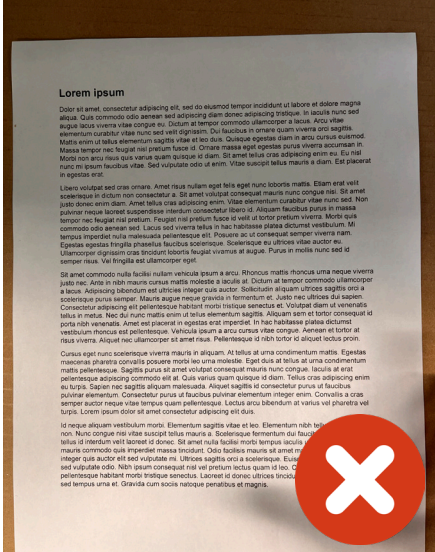## Unacceptable scans

Not scanned to 100% image size

Shadows on document

Not straight or aligned

Not scanned to fit the page

Skewed or not scanned directly over the document