



Becoming a Pharmacy Technician

A Step-by-Step Guide

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Introduction

Welcome to your step-by-step guide to becoming a pharmacy technician!

This resource is here to help graduates of Canadian pharmacy technician programs¹ move from pharmacy technician students to pharmacy technicians who can practise independently in Alberta.

The importance of meeting pharmacy technician entry-to-practice requirements

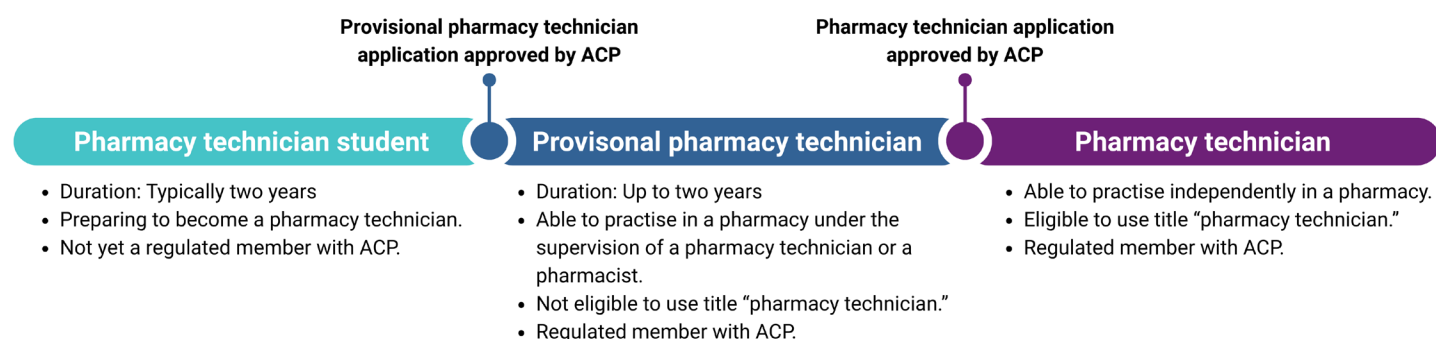
The Alberta College of Pharmacy (ACP) governs pharmacy technicians, pharmacists, and pharmacies in Alberta to serve, support, and protect the public's health and well-being. ACP is responsible for regulating pharmacy practice and ensuring only qualified individuals are admitted to, and remain on, the pharmacy technician and pharmacist registers.

A pharmacy technician is a regulated health professional who can perform specific restricted activities authorized by legislation. To ensure these important responsibilities are performed only by qualified individuals, it is only permitted to practise as a pharmacy technician or call yourself a pharmacy technician once you are registered with ACP and have successfully completed additional requirements.

Completing a pharmacy technician program is only the first step towards becoming a regulated pharmacy technician. After graduating, a graduate is eligible to apply to the provisional pharmacy technician register. Upon approval from ACP, the graduate is placed on the provisional register for two years for training, to gain experience, and to complete the entry-to-practice requirements.

You must meet all entry-to-practice requirements and be admitted to the pharmacy technician register before you are authorized to practise as a pharmacy technician and call yourself a pharmacy technician.

Every step towards becoming a regulated pharmacy technician is outlined in detail in this document. We will explore each of the following three stages:



¹ Accredited by the [Canadian Council for Accreditation of Pharmacy Programs \(CCAPP\)](#).

Pharmacy technician student

Reminder: You can now use the title “pharmacy technician student.” You are not yet eligible to call yourself a pharmacy technician.

Once you graduate from the pharmacy technician program at a CCAPP-accredited Canadian pharmacy technician program, you will need to register with ACP by completing the steps as follows:



Complete your education

Your first step is to complete an education program that has been accredited by the Canadian Council for Accreditation of Pharmacy Programs (CCAPP).



You will need to be prepared to provide proof of graduation as part of your submission documents to apply to the provisional register.

Prepare documentation

Once you graduate, you can start to prepare your supporting documentation that you will need to upload as part of your application to the provisional register.

You will need to prepare the following documents:

- notarized identification form,
- notarized colour copy of a primary ID,
- notarized colour copy of a secondary ID,
- registration statutory declaration,
- enhanced Police Information Check,
- proof of graduation, and
- evidence of name change (if applicable).



All documents must be in PDF format.

Notarized documents

What does a “notarized document” mean? A few of the documents you need to prepare must be reviewed, stamped, signed, and dated by a notary public.

A notary public can administer oaths or take affidavits, affirmations, or declarations. They have a seal that shows their name, the words “Notary Public,” and “Province of Alberta.”

Some people are notaries public because of their office or status, including judges, lawyers, students-at-law, Members of the Legislative Assembly of Alberta, and Members of Parliament from Alberta. Other people can also apply to become a notary public.

If you’re not sure, make sure to confirm that they are a notary public and **not a commissioner for oaths**. The three notarized documents cannot be signed by a commissioner for oaths—they have to be signed by a notary public.

You have to meet with the notary public **in person**. Documents that are notarized by a remote or virtual notary public will **not be accepted**.



The notary public will have a seal with their name, along with the words “notary public” and “Province of Alberta.”

Documents to prepare

1. Notarized identification form

This form is to verify your identity.

- Form available on the [ACP website](#).
- Must include a passport photo taken within the last 12 months.
- Must be signed by a notary public.

2. Notarized colour copy of a primary ID

You will need to provide a copy of primary identification to verify your identity.

- Can be a scanned copy of one of the following:
 - Canadian birth certificate,
 - Canadian passport,
 - Canadian citizenship card,
 - Canadian permanent resident card or letter of confirmation of permanent residence,
 - Canadian work permit (must not limit the applicant from working in multiple pharmacies), or
 - student permit (must not limit the applicant from working in multiple pharmacies).
 - If you are using a student permit as your primary ID, you will also need to provide evidence to ACP that you are lawfully permitted to work in Canada (e.g., Post-Graduation Work Permit (PGWP) application confirmation letter from IRCC).



Make sure your scanned documents are clear and legible! Refer to the **Scanning guidelines and checklist for document submissions** for helpful tips and examples.

- Must be signed by a notary public.
 - You will bring the scanned copy, along with the original piece of ID, to the notary public.
 - The notary public will review the original ID and the copy and then sign the copy.

3. Notarized colour copy of a secondary ID

You will need to provide a copy of secondary identification to verify your identity.

- Can be a scanned copy of one of the following:

- passport from another country,
- valid Canadian driver's licence,
- provincial identification card, or
- Canadian Forces identification.



Make sure your primary and secondary ID documents are not expired! They will not be accepted if they are expired.

- Must be signed by a notary public.
 - You will bring the scanned copy, along with the original piece of ID, to the notary public.
 - The notary public will review the original ID and the copy and then sign the copy.

4. Registration statutory declaration

This declaration provides information about your character and reputation, including any history of criminal or disciplinary proceedings.

- Form available on the [ACP website](#).
- Having a prior history does not automatically preclude an individual from becoming a registrant with ACP.
- Information is evaluated on a case-by-case basis.
- Must be declared before a notary public or a commissioner for oaths within the past six months.
 - Out-of-province declarants must use a notary public.

5. Enhanced Police Information Check

These checks include a criminal record check as well as a local police information check.

- ACP has partnered with [myBackCheck.com](#), Canada's largest and leading provider of background checks, to provide a secure online way of obtaining your enhanced police information check.
- The criminal record check includes a search of adult convictions held within the RCMP National Repository of Criminal Records.



- The local police information includes a search of additional convictions located outside of the National Repository and judicial matters reported by local police jurisdictions.
- Must be current within the past six months.
- If you have a criminal record, we recommend that you go to your local police station for a Police Information Check.

6. Proof of graduation

This is provided by your academic institution to confirm that you have successfully completed the program.

- Must be an official letter from your college or your diploma.
 - Please note that transcripts are not accepted as proof of graduation.

7. Evidence of name change (if applicable)

If the name on any document is different from your legal name, you must confirm that you legally changed your name.

- Required if you have changed your name at any point (e.g., you got married or divorced) and your name on any document is different from your legal name.
- Must submit either a copy of your proof of name change or a marriage certificate, as applicable, to confirm that you legally changed your name.

Apply to provisional register

Once you complete your education and have all of your documents prepared, you can apply to the provisional register.

Follow these steps to register as a provisional pharmacy technician:

1. Gather your supporting documentation.
 - Reminder: All documents must be in PDF format.
2. Complete and submit your application in [myACP](#).
 - Access the **Application to the provisional pharmacy technician register** in the New applications section.



The **CCAPP pharmacy technician graduates: applying to the provisional pharmacy technician register guide** provides step-by-step instructions to help you apply in myACP.

ACP application decision

Once you have your complete application submitted in myACP, ACP will review your application.

Complete applications are reviewed in the order in which they are submitted and may take up to 15 business days to assess and process. Incomplete applications will result in further delays.

ACP will notify you via email once a decision has been made or if we have any questions regarding your application.

Provide payment

If approved, you will be required to provide payment online. The College's fees are outlined in the [ACP fee schedule](#). The following payment methods will be accepted:

- Visa,
- Visa Debit,
- Mastercard, or
- Debit Mastercard.



Payment must be provided within 30 days of your approval or your application will expire, and you will be required to apply again.

Once your payment has been processed, your practice permit can be accessed from your myACP profile.

Congratulations, you're now a provisional pharmacy technician!

The term of a provisional pharmacy technician practice permit is typically two years and commences when the practice permit is issued. While on the provisional pharmacy technician register, you must be actively working on your entry-to-practice requirements.

Reminder: You must not practise as a provisional pharmacy technician until you receive notification that your practice permit is issued.



Provisional pharmacy technician

Reminder: You can now use the title “provisional pharmacy technician.” You are not yet eligible to call yourself a pharmacy technician.

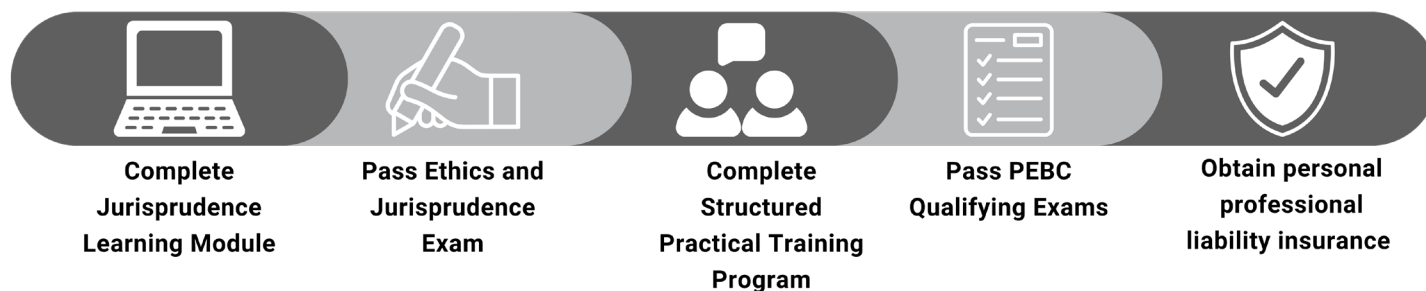
Now that you are registered with ACP as a provisional pharmacy technician, you are able to practise as a **provisional** pharmacy technician under the supervision of a pharmacy technician or a pharmacist. You may not call yourself a pharmacy technician or practise without supervision until you have completed all entry-to-practice requirements and ACP has placed you on the pharmacy technician register.

The term of a provisional pharmacy technician practice permit is **two years** and commences when the practice permit is issued.

While you are on the provisional pharmacy technician register, you will have two years to meet the following requirements:



A provisional pharmacy technician may perform restricted activities but must practise under supervision by a pharmacy technician or pharmacist.



Jurisprudence Learning Module

Provisional pharmacy technicians must be able to understand key concepts set out in provincial and federal legislation, standards, and the Code of Ethics, and apply this knowledge to provide safe and effective pharmacy services.

The Jurisprudence Learning Module (JLM) is a mandatory online module, consisting of nine chapters, that reviews the practice framework through case studies and activities.

The JLM is one resource available to help provisional pharmacy technicians prepare for the Ethics and Jurisprudence Exam. To be fully prepared, candidates should also

- use the [Ethics and Jurisprudence Study Guide](#) to organize and focus their studies,
- review the [relevant legislation and standards](#) directly, and
- have familiarity with the pharmacy practice environment to contextualize their learning.

You can access the JLM in [myACP](#).

Upon successful completion of the JLM, a certificate of completion will be issued. This certificate should be retained for your records and submitted as part of your application to the pharmacy technician register.

Ethics and Jurisprudence Exam

The Ethics and Jurisprudence Exam (JE) tests your abilities to

- apply foundational aspects of pharmacy legislation in Alberta,
- understand key concepts set out in ACP's standards and Code of Ethics, and
- apply procedural knowledge essential to the safe and effective practice of an entry-level pharmacy technician.



Take your time to study and do not rush to attempt the exam because you only have a maximum of three attempts.

Exam format

The JE is a remotely proctored, online exam; it is your responsibility to ensure that you have access to a computer and test environment that meets the [requirements](#) before booking an exam date. The exam is composed of 100 multiple-choice questions and is two hours in length.

Exam fees

The cost of your first attempt at the exam is included in the ACP initial registration fee. The cost for additional attempts is outlined in the [ACP fee schedule](#).

Exam results are valid two years from the date the exam was completed.

Exam process

1. Book your exam

- You will use your ACP registration number to log into the [exam booking site](#).
- There are no set exam dates. Using the booking site, choose a time that fits your schedule. The exam is available 24/7. Note that times are listed by 24-hour clock (e.g., 03:00 is 3:00 a.m., 15:00 is 3:00 p.m.).
- Allow a minimum of three business days to confirm exam bookings.
- You will receive exam confirmation and exam day instructions by email.
- You must provide a minimum of 24 hours' notice for cancellation.
 - With less than 24 hours' notice, you will be required to pay a rebooking fee that must be paid prior to your second exam booking being processed.
 - If you miss your exam (i.e., no show) you will be required to pay a rebooking fee that must be paid prior to your second exam booking being processed.

2. Write your exam

To write the exam, you must have

- at least one piece of government-issued photo identification (not expired),
- your pharmacy technician credentials (the same ones used to book the exam), and
- a copy of your exam confirmation email (printed or electronic).

3. Receive your exam results

Within three hours of completing the exam, you will receive your results via email. If you are unsuccessful, you must wait at least five days before attempting the exam again.

Unsuccessful attempts

A provisional pharmacy technician has three attempts to successfully pass ACP's Ethics and Jurisprudence Exam, according to the Pharmacists and Pharmacy Technicians Profession Regulation. However, the Registrar may approve a fourth and final attempt. If a pharmacy technician fails their fourth and final attempt, they are no longer eligible for the pharmacy technician register.

If you are unsuccessful with the first **two** attempts at the Ethics and Jurisprudence Exam, you are required to submit the [Application to retake ACP's Ethics and Jurisprudence Exam](#) to request an additional attempt. The application to retake the exam should be emailed to registrationinfo@abpharmacy.ca.

Structured Practical Training Program

The Structured Practical Training (SPT) Program is a supervised, competency-based training program designed for provisional pharmacy technicians. The SPT Program enables pharmacy technician candidates to apply their knowledge and skills in real practice settings while being assessed for readiness for independent practice. Successful completion of SPT is required to join the pharmacy technician register in Alberta.

Structure and duration

The SPT Program includes

- an online SPT Overview;
- Online Learning modules; and
- a minimum of **two in-person practical experiences**, each lasting at **least 240 hours**.

Candidates may be required to complete additional activities or hours to meet all program expectations and pass final assessments.



SPT process

Meet prerequisite requirements

Before beginning any practical experiences, you must complete the following steps:

1. complete the Jurisprudence Learning Module,
2. pass the Ethics and Jurisprudence Exam,
3. review the [SPT Program Rules for Pharmacy Technicians](#) and [SPT Program Manual for Pharmacy Technicians](#),
4. complete the SPT Overview in Academy, and
5. complete the mandatory Online Learning in Academy.



If you're having trouble navigating the SPT Program, refer to the **step-by-step guide** for more information.

Enroll in a practical experience

After completing all prerequisites, you will have to complete the following steps:

1. Secure an eligible practice site and preceptor.

- Find a pharmacy and pharmacy technician(s) or pharmacist(s) who meet ACP's preceptor eligibility criteria.
 - When you reach out to a potential preceptor, it is recommended to send a personalized letter explaining why you want to be precepted at their pharmacy, what you will bring to the role, and what the precepting experience entails. Refer to this [example letter](#) as a reference.
- Preceptors must complete ACP's preceptor training in Academy before approval.
- You may have one preceptor or two co-preceptors. All preceptors must be approved by ACP before the practical experience begins.
- Preceptors must be available to supervise for at least **four days per week or 75 per cent of scheduled hours**.
 - You are **not** permitted to practise unsupervised. When your preceptor is not supervising you, there must be another regulated member providing supervision.

2. Collect required information.

- Pharmacy name and licence number.
- Preceptor's name and registration number (include both preceptors if you have co-preceptors).
- A signed [preceptor acceptance form](#) from each preceptor.

3. Submit the SPT enrollment form.

- Complete the **Structured Practical Training enrollment form** in [myACP](#).
- Provide all required information and disclose any actual, potential, or perceived conflicts of interest.

4. Await ACP approval.

- ACP reviews and approves the preceptor(s) and practice site, typically within **15 business days**.
- Both you and your preceptor(s) will receive an email once approval is granted.
- You may only access your practical experience in Academy after ACP has approved the preceptor(s)/practice site.

5. Complete the Prior learning self-assessment.

- After approval, you must log into [Academy](#), access the relevant SPT experience (I or II), and complete the **Prior learning self-assessment**.
- The preceptor must also confirm this step is complete by completing the preceptor review of the prior learning self-assessment.
- Completing this step acts as the official start date of a practical experience. You and your preceptor will receive an email confirming completion of this step and verifying your SPT practical experience start date.

6. Complete Practical Experience I and Practical Experience II

- Your two in-person practical experiences must be completed at different pharmacies, under the supervision of different preceptors.
 - Each practical experience must be a **minimum** of 240 hours.
- You must complete all required activities as outlined in the SPT Program Manual for Pharmacy Technicians.
- Your preceptor must complete all required assessments in Academy as outlined in the SPT Program Manual for Pharmacy Technicians.

7. Await ACP approval of documentation after each practical experience

- Once you have completed all the required activities, met the minimum number of practice hours, and your preceptor has finished their assessments for a practical experience, you will submit a signed preceptor declaration in Academy.
- Upon submitting the preceptor declaration and completing the preceptor and site survey, you will receive an email confirming your practical experience has been submitted to ACP for review.
 - If you do not receive an email confirming your practical experience has been submitted to ACP for review, then there are still outstanding activities to complete in Academy.
- ACP will receive notification that your documentation is ready to be reviewed. Your documentation will enter the queue for review in the order in which it was received.
 - Review can take up to 15 business days to complete and you will receive a notification via email once ACP has completed the review.
 - If your submission requires additional documentation or information, ACP will contact you via email.
 - You may be directed to complete additional activities and/or documentation.
- ACP will determine if you have successfully completed a practical experience.



Unsuccessful assessment

If you are unsuccessful at your final assessment or there is insufficient documentation provided by you or your preceptor, you may be required to provide additional information, undertake additional activities or hours, or restart a practical experience. Each situation is reviewed on a case-by-case basis.

For more information about practice sites, preceptors, supervision, and completing the program, refer to the [SPT webpage](#).

PEBC qualifying exams

The Pharmacy Examining Board of Canada (PEBC) qualifying exam assesses your knowledge, skills, and abilities to practise safely and effectively as a pharmacy technician. The exam is based on the National Association of Pharmacy Regulatory Authorities' (NAPRA) Professional Competencies for Canadian Pharmacy Technicians at Entry to Practice.

The exam is divided into two parts:

1. a multiple-choice exam (MCQ), and
2. an in-person objective structured performance examination (OSPE).

ACP does not administer the PEBC exams. For more information, refer to the [PEBC website](#).

Exam results

Your PEBC exam results must be current within three years at the time of application to the pharmacy technician register. If exam results exceed the three-year limit, you will be required to retake both Part I and Part II of the PEBC Qualifying Exam prior to registering as a pharmacy technician in Alberta.

Professional liability insurance

The final step before you can apply to become a pharmacy technician is to obtain your professional liability insurance.

Pharmacy technicians must maintain a minimum of \$1 million of personal professional liability insurance (claims made or occurrence based) regardless of employment status. The policy must be in your name.

You do not require insurance while you are on the provisional register. However, when you have completed all other requirements while on the provisional pharmacy technician register and are ready to apply to the pharmacy technician register, you must obtain professional liability insurance.

While ACP does not endorse any one provider, below are some options:

- [Brokerlink Pharmacy Technician Society of Alberta Insurance Program](#),
- [Marsh](#),
- [Westland Insurance](#), and
- [Wynward Insurance Group](#).



You do not have to be on the ACP provisional register to attempt the PEBC exams.



You can use any insurance company of your choice.

Apply to become a pharmacy technician

You are ready to apply to the pharmacy technician register! Before you can call yourself a pharmacy technician, there are a few additional steps to complete:



Prepare documentation

You will need to upload a few documents as part of your application to the pharmacy technician register.

You will need to prepare the following documents:

1. Registrant professional declaration,
2. Enhanced Police Information Check,
3. proof of PEBC certification (if available), and
4. JLM certificate (if available).



All documents must be in PDF format.

Each of these documents are described in detail below.

1. Registration professional declaration

This declaration provides information about your character and reputation, including any history of criminal or disciplinary proceedings.

- Form available on the [ACP website](#).
- Having a prior history does not automatically preclude an individual from becoming a registrant with ACP.
- Information is evaluated on a case-by-case basis.

2. Enhanced Police Information Check

These checks include a criminal record check as well as a local police information check.

- ACP has partnered with [myBackCheck.com](#), Canada's largest and leading provider of background checks, to provide a secure online way of obtaining your enhanced police information check.
- The criminal record check includes a search of adult convictions held within the RCMP National Repository of Criminal Records.
- The local police information includes a search of additional convictions located outside of the National Repository and judicial matters reported by local police jurisdictions.
- Must be current within the past six months.
- If you have a criminal record, we recommend that you go to your local police station for a Police Information Check.

3. Proof of PEBC certification (if available)

This demonstrates that you have successfully completed Parts I and II of the PEBC qualifying exams.

- Provide a letter from PEBC (if available).
 - If not available, you may be required to provide proof of PEBC certification later in the application process.

4. JLM certificate

This demonstrates that you have successfully completed the JLM.

Provide professional liability insurance

Every pharmacy technician must maintain a **minimum of \$1 million** of personal professional liability insurance, regardless of employment status.

Confirm that the professional liability insurance you set up when you were on the provisional pharmacy technician register is active and meets the following requirements:

- at least \$1 million of coverage,
- claims made or occurrence based, and
- the policy is in your name.

This proof will need to be uploaded as part of your application.

Apply to the pharmacy technician register

Once you have your documents prepared and your professional liability insurance in place, you are ready to apply to the pharmacy technician register in myACP.

Follow these steps to register as a provisional pharmacy technician:

1. Gather your supporting documentation.

- Reminder: All documents must be in PDF format.

2. Complete and submit your application in myACP.

- Access the **Application to the pharmacy technician register** in the New applications section.

ACP application decision

Once you have your complete application submitted in myACP, ACP will review your application.

Complete applications are reviewed in the order in which they are submitted and may take up to 15 business days to assess and process. Incomplete applications will result in further delays.

ACP will notify you via email once a decision has been made or if we have any questions regarding your application.

Provide payment

If approved, you will be required to provide payment online. The college's fees are outlined in the [ACP fee schedule](#). The following payment methods will be accepted:

- Visa,
- Visa Debit,
- Mastercard, or
- Debit Mastercard.



Payment must be provided within 30 days of your approval or your application will expire, and you will be required to apply again.

Once your payment has been processed, your practice permit can be accessed from your myACP profile.

Congratulations, you're now a pharmacy technician! You can now call yourself a pharmacy technician.

The term of a practice permit for a pharmacy technician commences when the practice permit is issued and terminates on December 31 of each year. You must not practise as a pharmacy technician until the practice permit is issued. As a regulated member, you must maintain registration, competence, and ongoing professional obligations on an ongoing basis.



Summary checklists

Pharmacy technician student

				
☐ Complete your education	☐ Prepare documentation	☐ Apply to provisional register	☐ ACP application decision	☐ Provide payment

Provisional pharmacy technician

				
☐ Complete Jurisprudence Learning Module	☐ Pass Ethics and Jurisprudence Exam	☐ Complete SPT Program	☐ Pass PEBC Qualifying Exams	☐ Obtain personal professional liability insurance

Pharmacy technician application

				
☐ Prepare documentation	☐ Provide professional liability insurance	☐ Apply to pharmacy technician register	☐ ACP application decision	☐ Provide payment