

## Applying to the provisional register by a pharmacy student

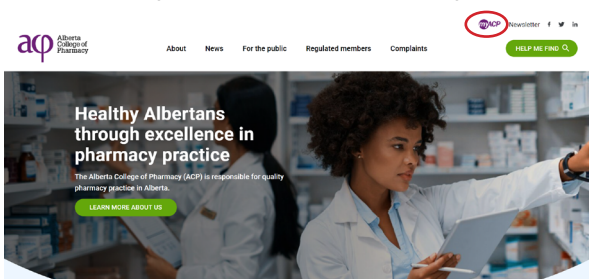
If you are a graduate of the University of Alberta's Entry to Practice Doctor of Pharmacy (PharmD) program or another pharmacy program in Canada that is accredited by the [Canadian Council for Accreditation of Pharmacy Programs \(CCAPP\)](#), you are eligible to [apply to the provisional pharmacist register](#). Your practice permit as a pharmacy student may be expiring soon and you must be registered as a provisional pharmacist to complete the mandatory [Structured Practical Training \(SPT\) program](#).

Before you apply, ensure you have the following documents prepared:

- [Registration statutory declaration](#).
  - The statutory declaration 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.
- [Enhanced Police Information Check](#).
  - The Enhanced Police Information Check must be current within the past six months.
- If available, proof of graduation (e.g., a letter from the university confirming graduation or degree).
  - If not available, you may be required to provide proof of graduation later in the application process.

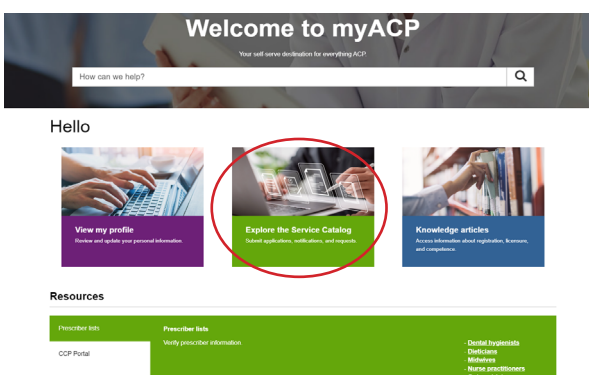
Once you're ready to apply, you can submit your application in myACP. Your myACP username is your email address associated with your ACP profile. Before you begin the process, you'll need to establish your password. Refer to the [myACP Q and A guide](#) for more information. Ensure you use a computer (not a tablet or smartphone) with a supported browser (Chrome, Firefox, Firefox ESR, Microsoft Edge Chromium, or Safari). Refer to the end of this document for additional troubleshooting tips.

## Creating your account in myACP




- Navigate to the ACP website ([abpharmacy.ca](#)).
- Click the myACP button on the top right corner.
- If you're logging in to myACP for the first time, you must click on "Forget your password" and enter the email address you have on file with ACP to create your new password.

## Applying to the provisional pharmacist register



- Log in to myACP and click on "Explore the Service Catalog."
- Find the "Application to the provisional pharmacist register **by a pharmacy student**" form.
  - **NOTE:** the "Application to the provisional pharmacist register" form is intended for non-registrants—do not select this form.
  - **NOTE:** if you started the form and need to return to it later, you can access the form on the "Welcome" homepage under the "My requests" section.

## Application to the provisional pharmacist register by a student



Please refer to the ACP website and review relevant information prior to completing this form.  
Once you complete this form and click the "next" button, you will be required to upload supporting documentation.

Current registration

Registration category: -- None --

Status: -- None --

Type of registration: \* Registration change  
Provisional pharmacist

Effective date: \_\_\_\_\_

Expiry date: \_\_\_\_\_

Graduation year: \_\_\_\_\_

- Complete page one of the form and provide the required information.
- Click "Next" once you have completed this page.

### Application to the provisional pharmacist register by a student

Type: Application to the provisional pharmacist register by a student

Date: \_\_\_\_\_

Requestor: \_\_\_\_\_

Pending documents

Requested: ● In queue for review: ○ Complete: ○

Enhanced police information check: There are no attachments

Proof of graduation (if available): There are no attachments

Registration statutory declaration: There are no attachments

Buttons: Cancel Save

- You will be redirected to the second page of the application.
- Click on the paperclips in each box to upload the required completed documents, including the registration statutory declaration, enhanced police information check, and proof of graduation (if available).
- You can find relevant fillable PDF forms and links on the ACP website.

### Application to the provisional pharmacist register by a student

Type: Application to the provisional pharmacist register by a student

Date: \_\_\_\_\_

Requestor: \_\_\_\_\_

Pending documents

Requested: ● In queue for review: ○ Complete: ○

Buttons: Cancel Save **Submit form**

- Once you have uploaded all required attachments, click "Submit form" and then confirm that you would like to submit the completed form in the pop-up box.



## View my profile

Review and update your personal information.

- Once your documents have been uploaded and your application has been submitted for review, it will enter the queue for review.
- 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.
- Once your application is approved, your practice permit can be accessed from your myACP profile.

## What's next?

The term of a provisional pharmacist practice permit is typically two years and commences when the practice permit is issued. **You must not practise as a provisional pharmacist until you receive notification that your practice permit is issued.**

You have two years to complete ACP's Structured Practical Training (SPT) program, one of the [entry-to-practice requirements](#) to be a pharmacist in Alberta. Once these requirements are met, you are then eligible to [apply to the clinical pharmacist register](#).

# Troubleshooting tips

If you are having issues, please follow these tips to attempt to correct the issue.

## Trouble accessing your myACP account?

Remember, your username is your email address and before you begin the process, you'll need to establish your password. Refer to the [myACP Q and A guide](#) for more information.

## Switch to a laptop or desktop

If you are attempting to complete this process on a mobile device (e.g., iPhone, Android phone, iPad, Android tablet), please switch to a desktop or laptop computer.

## Switch to your home network

If you are attempting to complete this process while connected to a corporate network (e.g., Alberta Health Services), please try again on your personal network at home. Many corporate networks block access to certain website content.

## Restart your computer

If you have encountered an error message, please restart your computer and try the process again.

## Switch browsers

Google Chrome is the web standard and will offer the best experience. If you have encountered an error message while using Mozilla Firefox, Apple Safari, Microsoft Edge, or Microsoft Internet Explorer, please switch to Chrome and try again.

## Ensure updates are installed

It is always best to ensure that the most up-to-date versions of all software are installed before attempting the renewal process. Check to see if you are running the most current version of your operating system and browser.

## Contact us

If none of the solutions above have helped you to complete the process, please contact ACP at 780-990-0321, 1-877-227- 3838, or [registrationinfo@abpharmacy.ca](mailto:registrationinfo@abpharmacy.ca).