

Applying to the clinical pharmacist register by a pharmacy student

If you are currently on ACP's pharmacy student register and have met the entry-to-practice requirements, you may <u>apply</u> <u>directly to the clinical pharmacist register</u>. For a recent 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 <u>Canadian Council for</u> <u>Accreditation of Pharmacy Programs (CCAPP)</u>, the entry-to-practice requirements include the following:

- Complete ACP's Jurisprudence Learning Module.
- Successfully complete the Ethics and Jurisprudence Exam (must be completed within the past two years).
- Successfully complete the PEBC Qualifying Exams.

The Structured Practical Training (SPT) program is not required if you apply and register on the clinical pharmacist register within one year of graduation.

If you have met the entry-to-practice requirements and are still active on the pharmacy student register, please proceed with the steps below to apply to the clinical pharmacist register. To confirm the expiry date of your pharmacy student permit, refer to the "Registrations" tab in your <u>myACP user profile</u>.

Your myACP username is your email address associated with your ACP profile. If you're logging into 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. 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.

If you are unable to meet the entry-to-practice requirements before the expiry of your pharmacy student permit, you may apply for a two-year term on the provisional pharmacist register. Registration with ACP is required to continue practising under the supervision of a pharmacist or to complete the SPT program, if applicable. Refer to <u>ACP's website</u> for more information on how to apply to the provisional pharmacist register before your student permit expires.

If you have met the entry-to-practice requirements and would like to apply to the clinical pharmacist register, ensure you have the following documents prepared to be submitted as part of your application:

- <u>Registration professional declaration</u>.
- <u>Enhanced Police Information Check</u> (must be current within the past six months).
- Certificate for completing the Jurisprudence Learning Module (JLM).
- Proof of graduation (e.g., a letter from the university confirming graduation or degree).
- If available, proof of Pharmacy Examining Board of Canada (PEBC) certification (e.g., a letter from PEBC).
 - If not available, you may be required to provide proof of PEBC certification later in the application process.
- Proof of personal professional liability insurance (minimum \$2 million).
 - Pharmacists must maintain a minimum of \$2 million of personal professional liability insurance (claims made or occurrence based) regardless of employment status. The policy must be in your name.

Once you're ready to apply, you can submit your application in myACP. Please do not apply until you have met the entry-topractice requirements and have the above documents prepared.

Creating your account in myACP



- Navigate to the ACP website (<u>abpharmacy.ca</u>)
- Click the myACP button on the top right corner.

Applying to the clinical pharmacist register



- Log in to myACP and click the "New applications" icon.
- Find the "Application to the clinical pharmacist register" form.
 - NOTE: If you started the form and need to return to it later, you can access the form in the "In-progress applications" section.

Application to the clinical pharmacist register







- Complete page one of the form and provide the required information.
- Click "Next" once you have completed this page.
- 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 professional declaration, enhanced police information check, proof of graduation, Jurisprudence Learning Module certificate, proof of personal professional liability insurance, and proof of PEBC certification (if available).
 - You can find relevant fillable PDF forms and links on the ACP website.
- 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.
- 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.

Submitting payment



- If approved, you will be required to provide payment online.
 - **NOTE:** Payment must be provided within 30 days of your approval, or your application will expire. If this happens, you will be required to reapply.

Finding your receipt and practice permit



- Once your payment has been processed, your practice permit and receipt can be accessed via myACP.
 - Find your receipt by clicking on the "In-progress applications" icon and selecting "Closed." Then click on "View details" for Application to the clinical pharmacist register.
 - Find your **practice permit** by clicking on the "My profile" icon.

Next steps

The term of a practice permit for a clinical pharmacist commences when the practice permit is issued and terminates on June 30 of each year. You must not practise as a clinical pharmacist until the practice permit is issued.

NOTE: If you wish to administer drugs by injection as a clinical pharmacist, you need to apply for <u>authorization to</u> <u>administer drugs by injection</u>.

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 <u>myACP Q and A guide</u> 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.