CCAPP pharmacy technician graduates: applying to the provisional pharmacy technician register

If you are a graduate of a Canadian pharmacy technician program that is accredited by the Canadian Council for Accreditation of Pharmacy Programs (CCAPP), you are eligible to apply to the provisional pharmacy technician register. Registration with ACP is required to practise as a provisional pharmacy technician under the supervision of a pharmacy technician or a pharmacist.

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

1. Notarized identification form which includes a passport photo (colour) that was taken within the last 12 months.
2. Notarized colour copy of a primary ID which may be 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, or
   - Student permit (must not limit the applicant from working in a health profession).
3. Notarized colour copy of a secondary ID which may be one of the following:
   - passport from another country,
   - valid Canadian driver's licence,
   - provincial identification card, or
   - Canadian Forces identification.
4. 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.
5. Enhanced Police Information Check
   - The Enhanced Police Information Check must be current within the past six months. This document does NOT need to be notarized. An Enhanced Police Information Check includes the following:
     - Criminal record check (a search of adult convictions held within the RCMP National Repository of Criminal Records).
   - Local police information (a search of additional convictions located outside of the National Repository and judicial matters reported by local police jurisdictions).
6. Proof of graduation (this does not need to be notarized).
7. Evidence of name change (if applicable)
   - If the name on any document is different from your legal name, you must submit a copy of either your name change or marriage certificate to confirm that you legally changed your name. This document does NOT need to be notarized.

# Creating your account in myACP

- Navigate to the ACP website (abpharmacy.ca).
- Click the myACP button on the top right corner.
- Click "Request access."
- Follow the on-screen prompts to obtain your access.
  - **NOTE:** you will need to refer to confirmation emails that will be sent to your email inbox to obtain access to myACP.

# Applying to the provisional pharmacy technician register
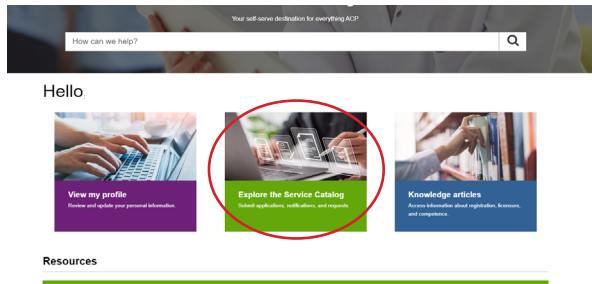
- Log in to myACP and click on "Explore the Service Catalog."
- Find the "Application to the provisional pharmacy technician register" form.
  - **NOTE:** if you started the form and need to return to it later, you can access the form on the "Welcome" homepage under the "My requests" section.
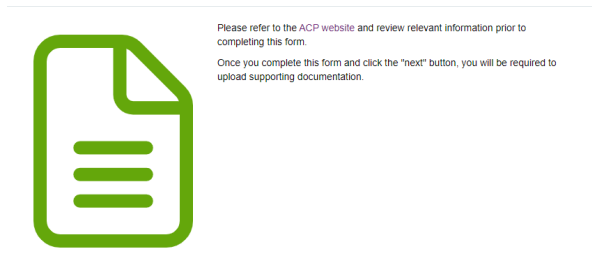

- Complete page one of the form and provide the required information.
- Click "Next" once you have completed this page.
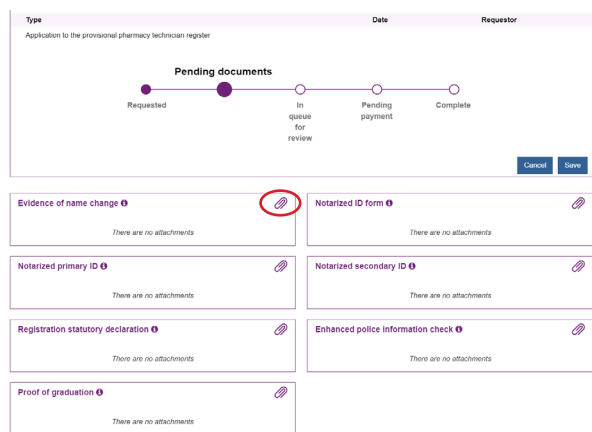
- You will be redirected to the second page of the application.
- Click on the paperclips in each box to upload the required
- completed documents, including the registration statutory declaration, notarized primary ID, notarized secondary ID, notarized ID form, proof of graduation, enhanced police information check, and evidence of name change (if applicable).
  - You can find these fillable PDF forms on the ACP website.
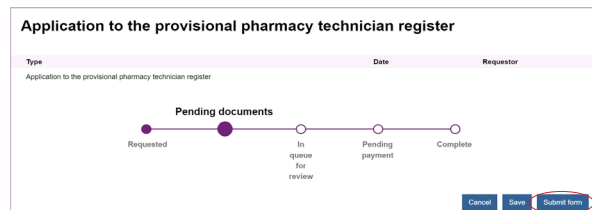
- Once you have uploaded all required attachments, click "Submit form" and then confirm that you would like to submit the completed form in the pop-up box.

After you receive the email confirming completion of application review

- Once your documents have been uploaded and your application has been submitted for review, it will enter the queue for review.
- Once you receive email confirmation that your application has been approved, log in to myACP.
- From the "Welcome" homepage, scroll down to the "My requests" section. The status of your application will now be "Pending payment."
- Find the "Application to the provisional pharmacy technician register" box and click the "View details" button.

- Complete your payment information.
  - **NOTE:** ACP accepts Visa and MasterCard credit card payments only, not Visa debit cards.
- Once you've submitted your payment information, you're done!
- Check your email inbox, as you will receive a follow-up email.

- After you have completed your application, from the "Welcome" homepage, scroll down to the "My requests" section.
- Find the "Application to the provisional pharmacy technician register" box and click the "Receipt" button.

What's next?

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

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 have two years to complete the entry-to-practice requirements to become a pharmacy technician. **Once these requirements are met, you are then eligible to apply to the pharmacy technician register**.

Troubleshooting tips

If you are having issues completing your renewal or submitting payment, 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.