



Updated March 2025

Pharmacists: Moving to an inactive status

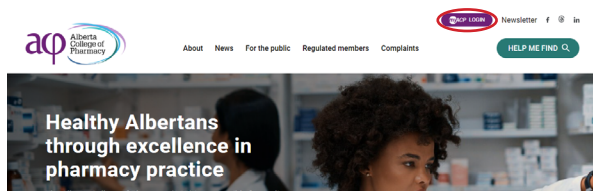
Practice permit renewal for pharmacists opens on Tuesday, April 1, 2025. If you no longer intend to practise pharmacy and wish to move to an inactive status, you may choose to voluntarily cancel your pharmacist registration or retire. There are no applicable fees for either option.

To be eligible for the **retired register**, you must be on the clinical pharmacist register and be 55 years of age or older. You may also be eligible for the retired register if you have practised as a clinical pharmacist or pharmacy technician in Canada for 20 years or more.

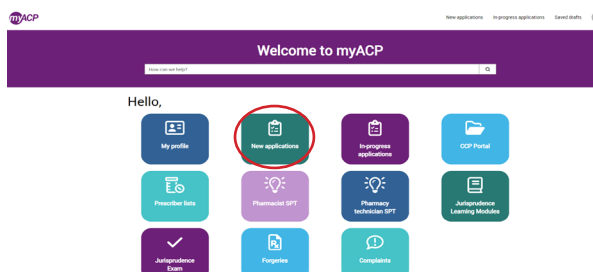
If you intend to move to an inactive status, please complete the “Renew annual permit or change status” form as outlined below by Saturday, May 31, 2025, through myACP. By using this form to change your status, you may continue to practise until your permit expires on June 30, 2025.

If you voluntarily cancel your pharmacist registration or retire, you would need to apply for reinstatement should you wish to return to practice. The [reinstatement requirements](#) differ based on how long you have been inactive.

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&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.



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



- Click on the “New applications” icon.
- Find the “Renew annual permit or change status (pharmacist)” 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.
- By using this form to change your status, you may continue to practise until June 30, 2025.

Application

Please select how you would like to manage your registration for renewal:

-- None --

-- None --

Renew my pharmacist practice permit

Voluntarily cancel my pharmacist registration

Retire

- Select one of the following options:
 - voluntarily cancel my pharmacist registration, or
 - retire.
- Click “Next” once you have completed this page.
- Check your email inbox, as you will receive a follow up email.
- Your inactive status takes effect July 1, 2025.

Troubleshooting tips

If you are having issues completing your renewal or submitting payment, please follow these tips to attempt to correct the issue.

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.