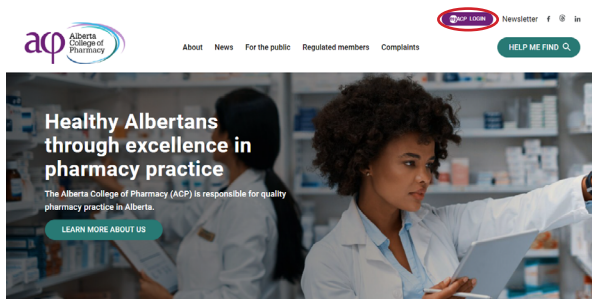


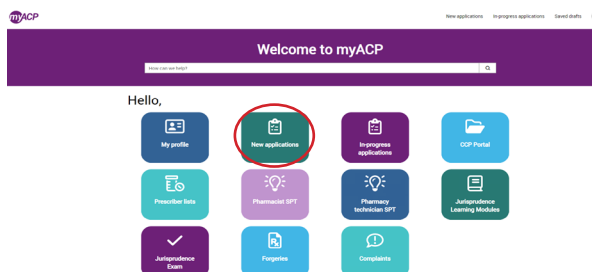
## Pharmacists: Guide to completing an audit of professional declaration

The audit of professional declarations reviews pharmacy professionals' compliance with the professional declarations made at the time of initial registration or registration renewal. You were asked to sign a series of professional declarations regarding your current professional liability insurance coverage and, if you have authorization to administer drugs by injection, a valid and current certificate for CPR (level C or HCP) and first aid (standard or emergency certification). For more information regarding the audit of professional declarations, please visit the [Professional declarations audit \(pharmacist\) webpage](#).

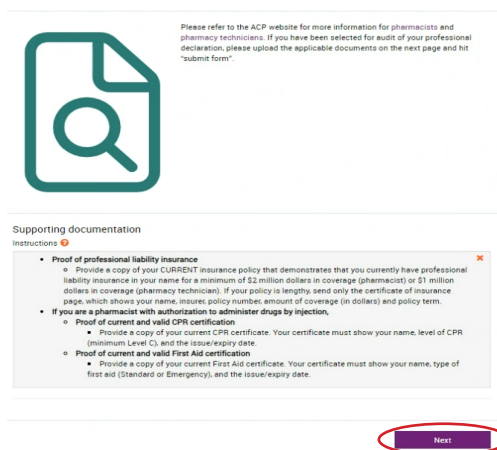
If you have been selected for an audit, please refer to the below step-by-step guide to complete the audit process.



- Navigate to the ACP website ([abpharmacy.ca](http://abpharmacy.ca))
- Click the myACP button on the top right corner.



- Once you are logged in to myACP, from the "Welcome" homepage, click the "New applications" icon.
- Once you have accessed the list of applications, select the "Professional declaration audit submission" option.
- If you've already started an application, click on the "In-progress applications" icon to resume your submission.



- Review page one of the professional declaration audit submission form and then click "Next."

The screenshot shows the 'Professional declaration audit submission' form. At the top, there is a progress bar with three stages: 'Requested', 'Pending documents', and 'Complete'. The 'Pending documents' stage is currently active. Below the progress bar, there are three attachment fields: 'Copy of Professional Liability Insurance', 'Proof of current and valid CPR', and 'Proof of current and valid First Aid certification'. Each field has a paperclip icon and the text 'There are no attachments'. At the bottom right, there are 'Cancel' and 'Save' buttons.

- On page two of the form, click on the paperclips to upload the required documents.
- **Note:** the certificate of insurance is usually the first page of the insurance policy. Ensure that the certificate contains the following information:
  - your name (insured),
  - the name of the insurance company (insurer),
  - policy number,
  - date the insurance was purchased/issued,
  - policy period (July 1, 2024 – June 30, 2025), and
  - amount of insurance coverage (minimum \$2,000,000).
- The receipt for the insurance premium payment is not required.
- If you have authorization to administer drugs by injection, you must upload proof of current and valid CPR and proof of current and valid First Aid certification. Your certificates must show your name, level of CPR (minimum Level C), type of First Aid (Standard or Emergency), and the issue/expiry date.

This screenshot is similar to the one above, but the 'Submit form' button at the bottom right is circled in red, indicating it is the next step in the process.

- Click “Submit form” once you have uploaded the required documents.
- Once your professional declaration submission has been reviewed, you will receive
  - a confirmation email that the submission has been approved; or
  - communication that your submission was denied (you will receive a follow-up email from a registration assessor requesting additional information; failure to provide the requested information may result in referral to the complaints director for further investigation).

## Questions?

If you have any questions about this audit, contact ACP at [pdaudit@abpharmacy.ca](mailto:pdaudit@abpharmacy.ca) or by phone at 780-990-0321 (ext. 347).