

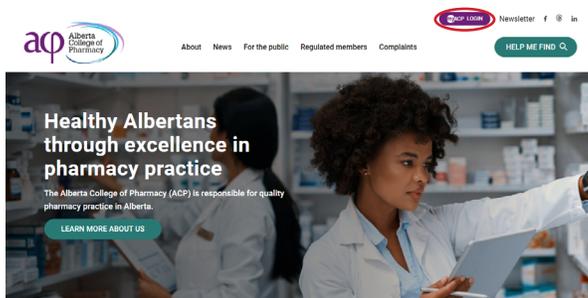


Updated September 2024

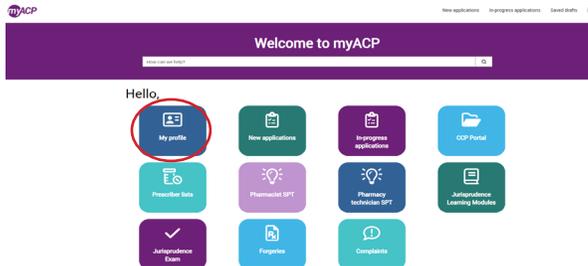
Pharmacy technicians: renewing your practice permit

Practice permit renewal opens on October 1, 2024, for pharmacy technicians. **Trouble accessing your myACP account?** Remember, your username is your email address—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.

Once you have accessed your myACP account, you must submit your application to renew your permit by November 30, 2024, through myACP. Here's how:



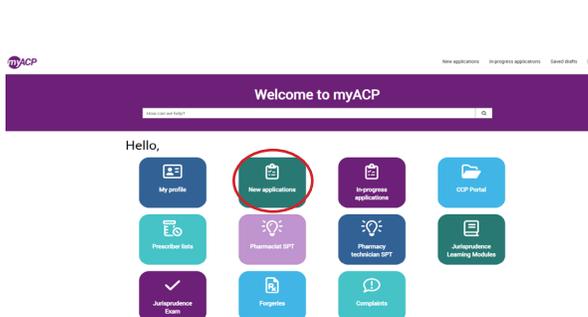
- Navigate to the ACP website (abpharmacy.ca)
- Click the myACP button on the top right corner.



- Once you are logged in to myACP, refer to your profile and ensure your professional liability insurance information is up to date.
- Refer to the [help guide](#) for step-by-step instructions.



- Click the “CCP Portal” icon and confirm you have completed your Continuing Competence Program (CCP) requirements.
- Complete any requirements that are outstanding. Then click the “SUBMIT” button to submit your professional portfolio.



- Once you have confirmed you are ready to renew (including completing CCP requirements and verifying your professional liability insurance), return to myACP and click on the “New application” icon.
- Find the “Renew annual permit or change status (technician/associate)” form.
 - **NOTE:** if you started the form and need to return to it later, you can access the form on the “Welcome” homepage via the “In-progress applications” icon.



You may use this form to renew your practice permit, renew as an associate (non-regulated member), or move to an inactive status (cancel or retire). These changes take effect January 1. 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 provide payment.

* Indicates required

Current registration

Registration category:

Effective date:

Status:

Expiry date:

Application

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

Next



Order Summary		Billing Address	
Amount	070.00	Company	
Description	Registration Fee	First Name	
Invoice Number	ORD0000305	Address1	
		Address2	
		City	
		Country	
		Email Address	
		Phone	

Payment	
PAYMENT CARD	
VISA MASTERCARD AMERICAN EXPRESS DISCOVER	
Card Number *	<input type="text"/>
Expiration Date(MMYY) *	<input type="text"/>
CW2	<input type="text"/>

Submit Payment

- Complete the “Renew annual permit or change status (technician/associate)” form to renew or cancel your pharmacy technician practice permit, move to the associate register, or retire.
- Closely review the professional declaration. If you have any new disclosures, you will be required to upload a disclosure form as part of your renewal.
 - Refer to the [Requirements](#) webpage on the ACP website to download and complete the required disclosure forms.
 - **NOTE:** You will upload the completed form on the second page of the application.
- Click “Next” once you have completed this page.

- You will be redirected to the second page of the application.
- Review your information and click “Pay.”
 - **NOTE:** your application is not complete until payment has been submitted.

- Complete your payment information.
- Once you’ve submitted your payment information, you’re done!
- Check your email inbox, as you will receive an email indicating the status of your renewal.

Finding your receipt and practice permit



- After you have completed your application and submitted payment, you can access your receipt and practice permit.
 - Find your **receipt** by clicking on the “In-progress applications” icon and selecting “Closed.” Then click on “View details” for Renew annual permit or change status (technician/associate).
 - Find your **practice permit** by clicking on the “My profile” icon.

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.