

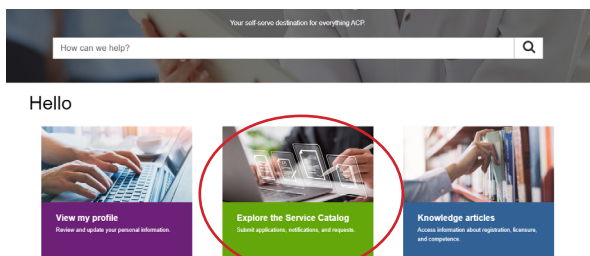
## Pharmacy technicians: Guide to completing an audit of Professional Declaration

As part of the pharmacy technician practice permit renewal process, registrants are asked to sign a series of professional declarations, including a professional liability insurance declaration. Each year, registrants are selected to have their professional liability insurance declarations audited. For more information regarding the audit of professional declarations, please visit the [Professional declarations audit \(pharmacy technician\) webpage](#).

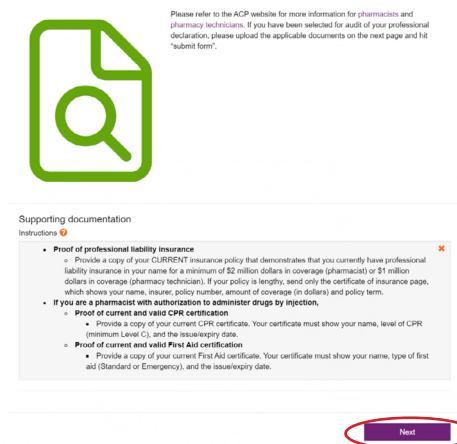
If you have been selected for an audit, please refer to the below step-by-step guide to complete the audit process.



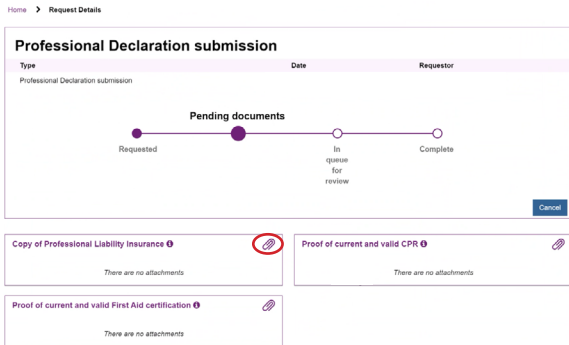
- Navigate to the ACP website ([abpharmacy.ca](http://abpharmacy.ca))
- Click the myACP button on the top right corner.



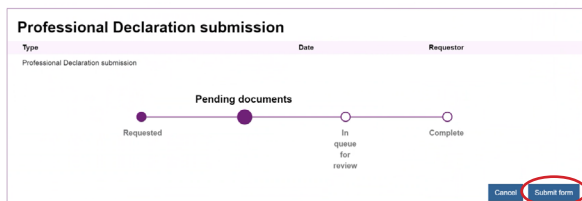
- Once you are logged in to myACP, from the “Welcome” homepage, click the “Explore the Service Catalog” box.
- Once you have accessed the Service Catalog, select the “Professional Declaration submission” box.



- Review page one of the Professional Declaration submission form and then click “Next.”



- On page two of the Professional Declaration submission form, click on the paperclip in the “Copy of Professional Liability Insurance” box 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 (January 1, 2024 – December 31, 2024), and
  - amount of insurance coverage (minimum \$1,000,000).
- The receipt for the insurance premium payment is not required.
- Pharmacy technicians are **not** required to upload proof of current and valid CPR or proof of current and valid First Aid certification.



- Click “Submit form” once you have uploaded the copy of your Professional Liability Insurance.
- Once your Professional Declaration submission form 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 the ACP office at [pdaudit@abpharmacy.ca](mailto:pdaudit@abpharmacy.ca) or by phone at 780-990-0321 (ext. 347).