U of A students: Guide for registering with ACP

If you are a student enrolled in the University of Alberta's Entry to Practice Doctor of Pharmacy (PharmD) program, you are eligible to apply to the pharmacy student register. Registration with ACP is required to practise as a pharmacy student under the direct supervision of a pharmacist. For more information, please visit the U of A pharmacy student webpage.

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

1. A letter from the University of Alberta confirming enrollment in the pharmacy program.
2. Notarized identification form (includes a passport photo that was taken within the last 12 months).
3. Notarized 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).
4. Notarized 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.
5. 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.
6. 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 a criminal record check and local police information.
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.
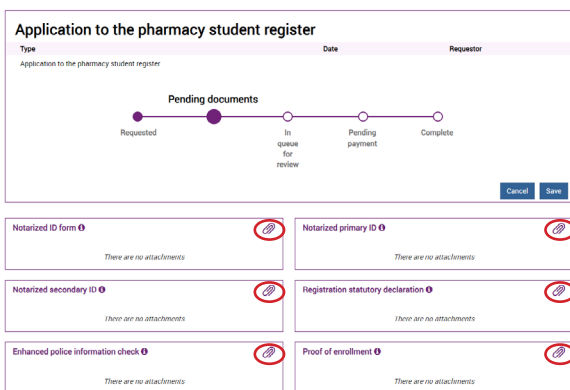
Applying to the pharmacy student register
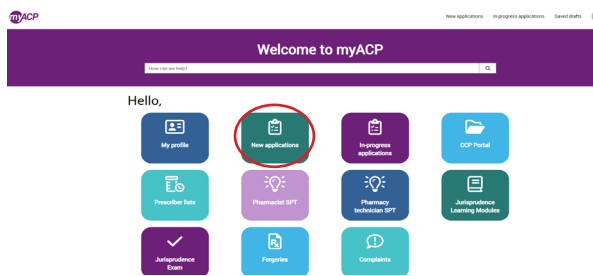
- Once you are logged in to myACP, from the "Welcome" homepage, click the "New applications" icon.
- Once you have accessed the list of applications, select the "Application to the pharmacy student register" option.
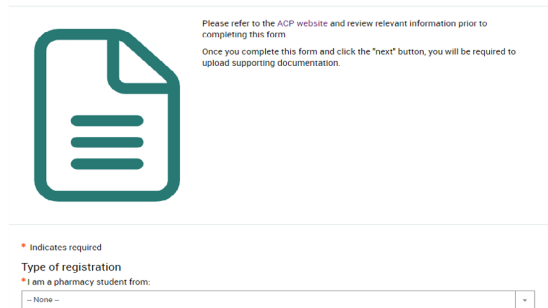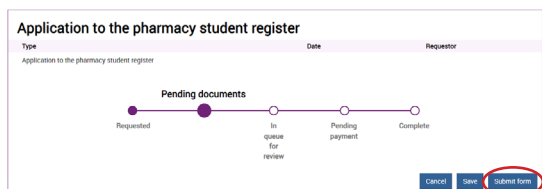

- Review and complete page one of the Application to the pharmacy student register form and then click "Next."

- On page two of the form, click on the paperclips to upload the required documents.
  - 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.
- Complete applications are reviewed in the order in which they are submitted.
- ACP will notify you via email once a decision has been made or if we have any questions regarding your application.

After you receive the email confirming completion of application review

- Once you receive email confirmation that your application has been approved, log in to myACP.
- From the "Welcome" homepage, click the "In-progress applications" icon.
- The status of your application will now be "Pending payment." Click on the "View details" link to complete payment.

- Complete your payment information.
  - **NOTE:** Payment must be provided within 30 days of your approval, or your application will expire. If this happens, you will be required to reapply.
- Once you've submitted your payment information, you're done!
- Check your email inbox, as you will receive a follow-up email.

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 the Application to the pharmacy student register.
  - Find your **practice permit** by clicking on the "My profile" icon.

What's next?

The term of a student practice permit is typically four years and commences when the practice permit is issued.

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

Once you have successfully graduated from the pharmacy program, you are then eligible to submit the application to the provisional pharmacist register by a CCAPP grad. You must be on the provisional pharmacist register to complete ACP's Structured Practical Training (SPT) program, one of the entry-to-practice requirements to be a pharmacist in Alberta.

Troubleshooting tips

If you are having issues, 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.