



# Structured Practical Training

## Step-by-step guide



# SPT step-by-step guide

Welcome to ACP Structured Practical Training (SPT) Program. For information about the SPT Program, refer to the following resources:

- [Pharmacy technician SPT webpage](#),
- [SPT Program Rules for Pharmacy Technicians](#),
- [SPT Program Manual for Pharmacy Technicians](#),
- [Pharmacist SPT webpage](#),
- [SPT Program Rules for Pharmacists](#), and
- [SPT Program Manual for Pharmacists](#).

If you're having trouble navigating the SPT Program, refer to this troubleshooting guide for step-by-step instructions.

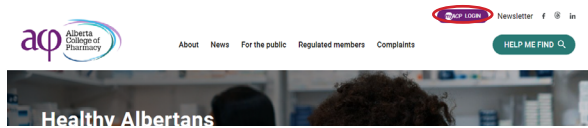
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# Candidates (pharmacy technician and pharmacist)

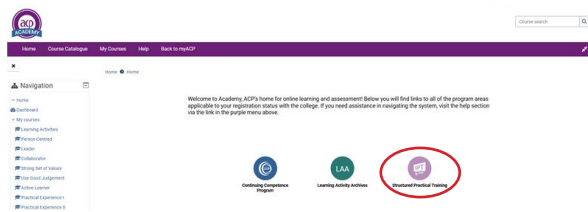
## Accessing the program



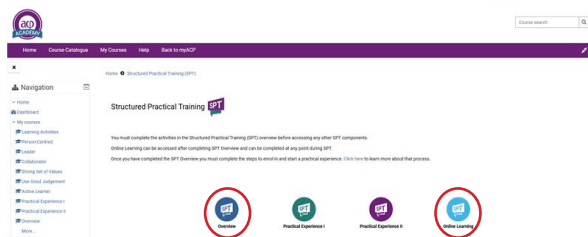
- Navigate to the ACP website ([abpharmacy.ca](http://abpharmacy.ca))
- Click the myACP button on the top right corner.



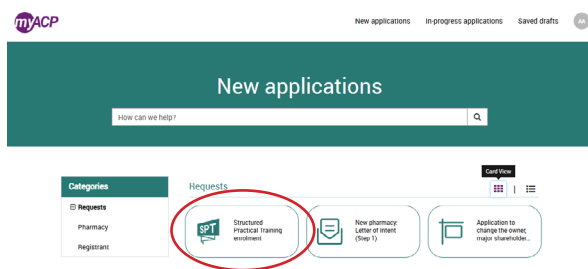
- Click on the “Academy” icon on the myACP homepage.



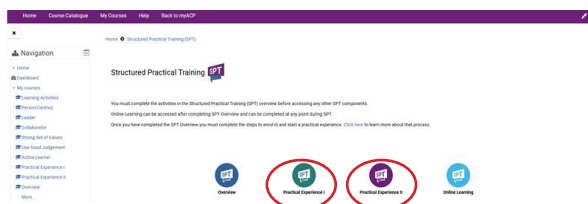
- Click on the “Structured Practical Training” icon on the Academy homepage.



- Complete the courses as follows:
  - Overview, and
  - Online Learning.



- Once you complete the Overview and Online Learning, you can enroll in an SPT practical experience.
- To enroll in a practical experience, navigate to **myACP**, then to the New applications section.
- From the New applications section, select the “Structured Practical Training enrolment” request form.
  - **Note:** This form will not be available until you have completed the Overview and Online Learning.
- This is where you will select your preceptor(s).
  - **Note:** If you are not able to select your preceptor, refer to the “Difficulties selecting your preceptor” section below.



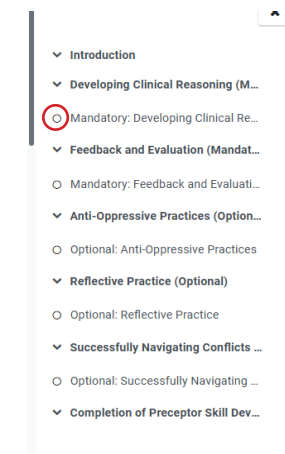
- Complete Practical Experience I and Practical Experience II in **Academy**.

## Navigating Academy

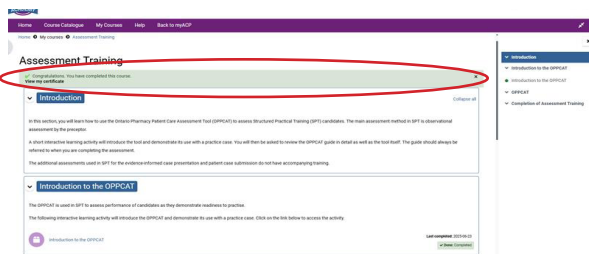
### Programs, courses, and activities in Academy

In Academy, **activities** are the individual learning modules that make up **courses**. You need to complete all required courses before you can complete a **program**.

For example, the Structured Practical Training **Program** is made up of a number of **courses**, including Practical Experience I. Each course is made up of a number of **activities**, such as the Prior learning self-assessment.



- When you're completing an activity in Academy, you will see the list of activities you need to complete along the righthand side of the screen.
- Each activity will have an unfilled "bubble" until it has been completed.
- Once an activity is completed, the bubble will be marked green.
  - If an activity is not completed successfully, the bubble will display a red "X." If this occurs, you will be required to resubmit an assignment or complete additional hours for reassessment.
- **NOTE:** If you have completed an activity but the bubble is still unfilled and not green, log out of Academy and log back in. Then check again if the bubble is marked green.



- Once you have completed all activities, all bubbles will be green.
- Completing all activities results in the completion of the course.
- Once a course is completed, you will see a green banner at the top of the page.
- You can then proceed to the next course until the program is complete.

### Completing the prior learning self assessment

For a step-by-step video overview of how to complete your prior learning self assessment, refer to [this video tutorial](#).

## Difficulties selecting your preceptor

If you are not able to select your preceptor on Structured Practical Training enrolment form in myACP, there are a few possible explanations as follows.

### The preceptor has not completed their training

If the preceptor has not completed their preceptor training in Academy, you will not be able to select them as your preceptor. The preceptor can view their completion status in Academy in the Dashboard (located in the lefthand navigation window).

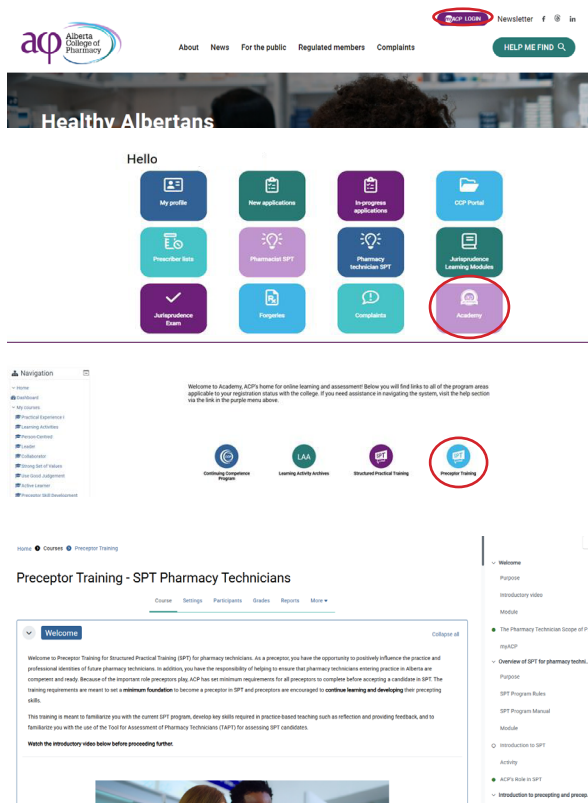
### The preceptor's information is not up to date

The preceptor must navigate to the My profile section in myACP and ensure the following information is up to date and accurate:

- email address, and
- employment information.

# Preceptor Training: SPT Pharmacy Technicians

## Accessing the program



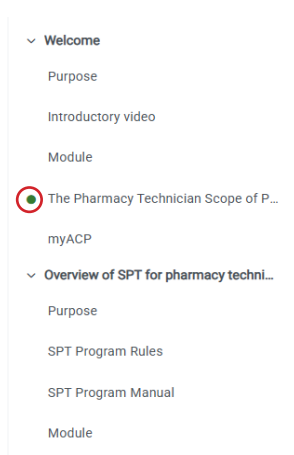
- Navigate to the ACP website ([abpharmacy.ca](http://abpharmacy.ca))
- Click the myACP button on the top right corner.

- Click on the “Academy” icon on the myACP homepage.

- Click on the “Preceptor Training” icon on the Academy homepage.

- Complete the courses **in the order in which they appear on the screen** as follows:
  - Overview,
  - Preceptor Skill Development,
  - Assessment Training,
  - Preceptor Undertaking Agreement, and
  - Preceptor resources (optional).

## Tracking your progress



- When you’re completing an activity in Academy, you will see the list of activities you need to complete along the righthand side of the screen.
- Each activity will have an unfilled “bubble” until it has been completed.
- Once an activity is completed, the bubble will be marked green.
  - If an activity is not completed successfully, the bubble will display a red “X.” If this occurs, you will be required to resubmit an assignment or complete additional hours for reassessment.
- **NOTE:** If you have completed an activity but the bubble is still unfilled and not green, log out of Academy and log back in. Then check again if the bubble is marked green.

## Completing preceptor training

- You are required to complete the SPT Overview, introduction to precepting and preceptor skill development, activities (familiarizes preceptors with the required activities of the SPT Program), assessment training, preceptor undertaking, and additional resources.
- Once you complete the training, you will see a green program completion banner at the top of the page, as shown below.
- Once you have completed your training, candidates will be able to select you as their preceptor in Academy.

[Home](#) [Courses](#) [Preceptor Training](#)

## Preceptor Training - SPT Pharmacy Technicians

Congratulations. You have completed this course. Your current learning record does not expire. If you need to recertify yourself in this course, please contact your instructor.

[View my certificate](#)

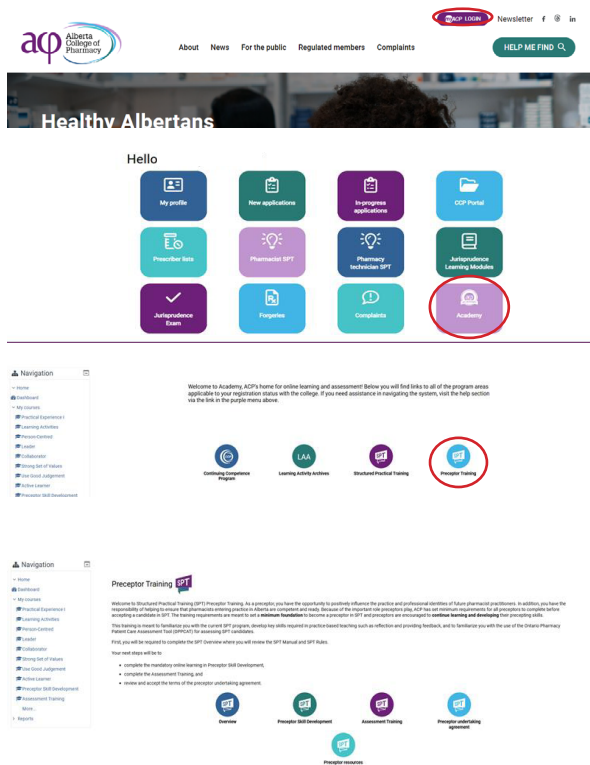
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## How do I review my candidate's prior learning self assessment

For a step-by-step video overview of how to review your candidate's prior learning self assessment, refer to [this video tutorial](#).

# Preceptor Training: SPT Pharmacists

## Accessing the program



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

- Click on the “Academy” icon on the myACP homepage.

- Click on the “Preceptor Training” icon on the Academy homepage.

- Complete the courses **in the order in which they appear on the screen** as follows:
  - Overview,
  - Preceptor Skill Development,
  - Assessment Training,
  - Preceptor Undertaking Agreement, and
  - Preceptor resources (optional).

## How do I know I’m done preceptor training?

- You are required to complete the SPT Overview, Preceptor Skill Development, Assessment Training, and Preceptor Undertaking Agreement.
- You can view your completion status in Academy in the Dashboard (located in the lefthand navigation window). All four sections require the green checkmark, as shown below.
- Once you have completed your training, candidates will be able to select you as their preceptor in Academy.

SPT Overview (Preceptor)	Preceptor Training	-	✓	Jul 4, 2025	-
Preceptor Skill Development	Preceptor Training	-	✓	Jul 4, 2025	-
Assessment Training	Preceptor Training	-	✓	May 15, 2025	-
Preceptor undertaking agreement	Preceptor Training	-	✓	Jul 4, 2025	-

## How do I review my candidate’s prior learning self assessment

For a step-by-step video overview of how to review your candidate’s prior learning self assessment, refer to [this video tutorial](#).