

REGISTRATION COMMITTEE POLICY

Table of Contents

[RCP-1: English Language Proficiency Requirements for Pharmacists](#)

RCP-2: Structured Practical Training for Pharmacists (*rescinded Apr 19, 2012*)

[RCP-3: Jurisprudence Examination](#)

[RCP-4: Examination Accommodation Policy](#)

RCP-5: Appeals Policy (*rescinded May 28, 2014*)

[RCP-6: Structured Practical Training Requirements for Pharmacists](#)

[RCP-7: English Language Proficiency Requirements for Pharmacy Technicians](#)

[RCP-8: Structured Practical Training Requirements for Pharmacy Technicians](#)

[RCP-9: Time Period for Validity of Applications](#)

[RCP-10: Time Period for Validity of Assessment/Examination Results](#)

RCP-11: Reinstatement 6 Years or More (*rescinded July 5, 2016*)



POLICY CATEGORY:

REGISTRATION COMMITTEE POLICY-1

POLICY FOCUS:

English Language Proficiency Requirements for Pharmacists

POLICY STATEMENT(S):

1. The English Language Proficiency (ELP) requirements for registration as a pharmacist in B.C. are those defined in the National Association of Pharmacy Regulatory Authorities (NAPRA) *Language Proficiency Requirements for Licensure as a Pharmacist in Canada, November 2006, amended June 2014* (see Appendix 1). The NAPRA Board approved the ELP standards in Appendix 1 with the recommendation to apply the standard error of measurement (SEM) to each assessment option.
2. Official ELP assessment results must be sent directly from the testing agency to the College of Pharmacists of B.C. or for IELTS, the test report form (TRF) number can be accepted as it is verifiable through the testing agency's online verification system.
3. The College of Pharmacists of B.C. accepts the most current ELP assessment results which overrides previous results.
4. Applicants who graduated from a pharmacy program in Canada or the U.S. that has been accredited by the Canadian Council for Accreditation of Pharmacy Programs (CCAPP) or the Accreditation Council for Pharmacy Education (ACPE) are not required to undergo ELP testing, with the exception of CCAPP-accredited pharmacy programs in Quebec (see policy statement #5).
5. For pharmacists registered in Quebec applying for registration through the terms of the Canadian Free Trade Agreement (CFTA), an English Language Proficiency Assessment is required if he/she graduated from:
 - a. a pharmacy program in Quebec, or
 - b. a non-CCAPP/ACPE accredited pharmacy program in Canada or the U.S.
6. All applicants, with the exception of applicants referred to in policy statement #4, are required to successfully complete one of the approved English language proficiency requirements listed in Appendix 1 below.

BACKGROUND:

The above policy statements are supplementary to HPA Bylaw 42(1)(c).



Appendix 1 – English Language Proficiency Requirements for Licensure as a Pharmacist in Canada

Test	Details	Minimum Score with SEM*	
1. Test of English as a Foreign Language (TOEFL)	Internet-based test (iBT)	Reading	-
		Listening	-
		Speaking	25
		Writing	22
		Total Score (All Components)	92
2. TOEFL	Paper-based test (PBT)	Test of Spoken English (TSE)	50
		Test of Written English (TWE)	4.7
		Total Score (All Components)	566
3. Michigan English Language Assessment Battery (MELAB)	Composition – Part 1		79
	Listening – Part 2		-
	Grammar, Cloze, Vocabulary, Reading (GCVR) – Part 3		-
	Speaking test		3+
	Final Score (All Components)		82
4. International English Language Testing System (IELTS)	Academic format	Listening	6
		Reading	6
		Writing	5.5
		Speaking	5.5
		Overall Band Score (All Components)	6.5
5. Canadian Test of English for Scholars and Trainees (CanTEST)		Speaking	4.5
		Writing	4.5
		Reading	4.5
		Listening	4.5

Click [here](#) for the full document entitled “NAPRA’s Language Proficiency Requirements for Licensure as a Pharmacist in Canada November 2006, amended June 2014”

***SEM – Standard Error of Measurement**

****The minimum scores must be met for each of the criteria, including the IELTS overall band score. There are no exceptions.**



POLICY CATEGORY:

REGISTRATION COMMITTEE POLICY-3

POLICY FOCUS:

Jurisprudence Examination

POLICY STATEMENT(S):

1. Applicants may write the Jurisprudence Examination a maximum of 4 times.
2. Applicants wanting to sit the Jurisprudence Examination outside of Vancouver must register online and select from one of the identified cities. The date, time, location and invigilator will be selected by the College.
3. The examination must be conducted in Canada.
4. An invigilator must not be in a conflict of interest with the applicant, whether actual, perceived or potential. An invigilator must not be a spouse, or common-law spouse or significant other, a relative, friend and/or co-worker.
5. Jurisprudence Examination results for applicants who do not meet the standard are reviewed for accuracy. Therefore, applicants do not need to request for re-scoring.
6. The Jurisprudence Examination content, methodology, standards, examination criteria and number of attempts are not subject to further review or appeal.
7. Appeals for the Jurisprudence exam will only be considered for procedural incidents or personal circumstances that may have affect an applicant's performance on the exam.
8. Appeals for the Jurisprudence Examination must be submitted in writing to the Registration Committee within 7 business days of the examination date, citing the reason for the appeal, specific details of the incident and include any supporting documentation. Appeals will be reviewed by the Registration Committee at their next scheduled meeting with a letter sent to the applicant within 10 business days of the review by the Registration Committee, citing the outcome of the appeal and supporting reason(s).

BACKGROUND:

The above policy statements are supplementary to HPA Bylaw 50.

First approved: 2 April 2009
Revised: 22 September 2011 / 19 April 2012 / 7 September 2012 / 29 May 2013 / 13 Aug 2013 /
28 May 2014 / 13 July 2017
Reaffirmed: 2 March 2015 / 21 May 2015 / 5 July 2016 / 20 September 2018

RCP-3



POLICY CATEGORY:
POLICY FOCUS:

REGISTRATION COMMITTEE POLICY-4
Examination Accommodation Policy

POLICY STATEMENT(S):

1. The College will provide examination accommodation to applicants for registration with disabilities in accordance with the Human Rights Code of British Columbia. The provision of this accommodation shall not lower the standards for entry to the profession and will not remove the need for appropriate evaluation.

Responsibility of Applicant with Disability

2. Every applicant who seeks examination accommodation due to his or her disability must:
 - (a) request accommodation and provide documentation to the College's Registration Committee from a medical doctor, psychologist or other health professional who has specific training, expertise and experience in the diagnosis of the condition(s) for which the accommodation is being requested;
 - (b) the professionals referred to in (a) must be appropriately certified or licensed to practice their professions;
 - (c) the documentation referred to in (a) should outline the nature of the disability, along with an explanation of the functional impact of the disability with respect to the examination(s). A diagnosis alone is not sufficient to support a request for an accommodation.
 - (d) the documentation referred to in (a) must be issued from a professional evaluator within 6 months of the date of the exam.
3. The applicant must submit the request for examination accommodation and the information required in section 2 to the Registration Committee at the same time as their examination application, in order to allow for consideration of the request and the arrangement of accommodations, if approved.
4. The applicant is responsible for any costs associated with providing the documentation referred to in section 2.

Responsibilities of the College of Pharmacists of BC

5. The Registration Committee will review a request for accommodation and documentation submitted in support of the request, and provide reasonable accommodation to an applicant with a disability, to the point of undue hardship.
6. It will treat the information obtained as confidential in accordance with the *Freedom Information and Protection of Privacy Act of British Columbia*.
7. The Registration Committee will not modify, in any way, the registration criteria set out in the Bylaws.
8. The Registration Committee will, if necessary, consult with the applicant to determine the range of accommodation options that are appropriate in the examination setting based on the functional impact of the disability on the applicant's ability to take the examination.
9. For the purposes of the examinations administered by the Pharmacy Examining Board of Canada (PEBC), the Registration Committee endorses PEBC's *Special Needs Testing Arrangements Policy* as available on www.pebc.ca.



BACKGROUND:

The College of Pharmacists of British Columbia (the “College”) recognizes its moral and legal obligation to provide opportunities to applicants for registration who have a mental or physical disability that impairs their ability to participate in the examinations required for registration. The College’s goal is to ensure fair and consistent treatment of all applicants for registration including applicants with a disability in accordance with their distinct needs, up to the point of undue hardship.

DEFINITIONS:

Disability:

An applicant with a disability is a person who has been diagnosed by an appropriate professional as having a mental, physical or neurological impairment, a learning disorder or sensory impairment, any or all of which may be permanent or temporary and is/are likely to continue and may interfere with the applicant’s ability to take the examinations.

Reasonable examination accommodation:

An examination accommodation is a modification of examination or evaluation procedures that mitigates the effect of an applicant’s disability on the examination and is designed to meet the particular needs of the applicant with a disability.



POLICY CATEGORY:

REGISTRATION COMMITTEE POLICY-6

POLICY FOCUS:

Structured Practical Training Requirements for Pharmacists

POLICY STATEMENT(S):

1. New graduates from a pharmacy program in Canada or the U.S. accredited by the Canadian Council for Accreditation of Pharmacy Programs (CCAPP) or the Accreditation Council for Pharmacy Education (ACPE) have fulfilled the structured practical training (SPT) requirement during their pharmacy program and therefore are not required to undergo additional structured practical training (SPT) if they register as Full Pharmacists within 3 years of graduation. New graduates who do not register as full pharmacists within 3 years of graduating will be required to complete 500 hours of SPT.
2. All other applicants (ie. International Pharmacy Graduates, US Pharmacists, Reinstatement "Greater than 6 Years", Non-CFTA) must meet the following SPT requirements:
 - a. No SPT required, if the applicant has worked at least 1000 hours in direct patient-care as a registered pharmacist in Canada or the U.S. within the last 3 years preceding pre-registration or reinstatement application; or
 - b. 500 hours of SPT required, if the applicant has not worked at least 1000 hours in direct patient-care as a registered pharmacist in Canada or the U.S. within the last 3 years preceding pre-registration or reinstatement application.
3. Applicants must meet the English Language Proficiency requirements as defined in Registration Committee Policy – 1 (RCP-1) prior to engaging in SPT.
4. SPT must be completed in a licensed pharmacy in B.C. and under the supervision of a full pharmacist registered by the College of Pharmacists of BC and in good standing.
5. Applicants may attempt the Structured Practical Training a maximum of 4 times.

BACKGROUND:

The above policy statements are supplementary to RCP-1 and *HPA Bylaw, section 52*.

The only available option to complete the SPT is through UBC's Canadian Pharmacy Practice Program (CP3). Applicants are subject to the policies and requirements with respect to SPT as determined by CP3.

First approved: 2 April 2009

RCP-6

Revised: 19 May 2010 / 22 September 2011 / 19 April 2012 / 29 May 2013 / 21 May 2015 / 5 July 2016 /
13 July 2017 / 14 November 2017 / 20 September 2018

Reaffirmed: 28 May 2014 / 2 March 2015



POLICY CATEGORY:

REGISTRATION COMMITTEE POLICY-7

POLICY FOCUS:

English Language Proficiency Requirements for Pharmacy Technicians

POLICY STATEMENT(S):

1. The English Language Proficiency (ELP) requirements for registration as a pharmacy technician in B.C. are those defined in the National Association of Pharmacy Regulatory Authorities (NAPRA) *Language Proficiency Requirements for Licensure as a Pharmacy Technician in Canada, November 2009* (see Appendix 1). The NAPRA Board approved the ELP standards for pharmacy technicians in Appendix 1 with the recommendation to apply the standard error of measurement (SEM) to each assessment option.
2. Official ELP assessment results must be sent directly from the testing agency to the College of Pharmacists of B.C. or for IELTS, the test report form (TRF) number can be accepted as it is verifiable through the testing agency's online verification system.
3. The College of Pharmacists of B.C. accepts the most current ELP assessment results which overrides previous results.
4. Applicants who have graduated from a pharmacy technician program accredited by the Canadian Council for Accreditation of Pharmacy Programs (CCAPP), with the exception of CCAPP-accredited pharmacy technician programs in Quebec, are not required to undergo an ELP assessment. All other applicants will be required to complete one of the approved NAPRA ELP assessments in Appendix 1.

BACKGROUND:

The above policy statements are supplementary to HPA Bylaws, section 47(1)(c).



Appendix 1 – Language Proficiency Requirements for Licensure as a Pharmacy Technician in Canada

Test	Details	Minimum Score with SEM*	
1. Test of English as a Foreign Language (TOEFL)	Internet-based test (iBT)	Reading	20
		Listening	19
		Speaking	21
		Writing	22
		Total Score (All Components)	86
2. Michigan English Language Assessment Battery (MELAB)	Composition – Part 1		80
	Listening – Part 2		77
	Grammar, Cloze, Vocabulary, Reading (GCVR) – Part 3		79
	Speaking Test		3+
	Final Score (All Components)		78
3. International English Language Testing System (IELTS)	Academic format	Listening	6
		Reading	6
		Writing	6
		Speaking	6
		Overall Band Score (All Components)	6
4. The Canadian Test of English for Scholars and Trainees (CanTEST)		Speaking	4.5
		Writing	4.0
		Reading	4.5
		Listening	4.5

Click [here](#) for the full document entitled “NAPRA’s Language Proficiency Requirements for Licensure as a Pharmacy Technician in Canada, November 2009”

*SEM – Standard Error of Measurement

**The minimum scores must be met for each of the criteria, including the IELTS overall band score. There are no exceptions.



POLICY CATEGORY:

REGISTRATION COMMITTEE POLICY-8

POLICY FOCUS:

Structured Practical Training Requirements for Pharmacy Technicians

POLICY STATEMENT(S):

1. New graduates from a pharmacy technician program accredited by the Canadian Council for Accreditation of Pharmacy Programs (CCAPP) must meet the following SPT requirements:
 - a. 160 hours of SPT, if graduated within the last 3 years preceding SPT application, or
 - b. 500 hours of SPT, if graduated 3 years or greater preceding SPT application;
2. Pharmacy technicians reinstating through the “6 years or more in the non-practising or former pharmacy technician register” path must meet the following SPT requirements:
 - a. No additional SPT, if the applicant has worked at least 1000 hours in pharmacy practice as a registered pharmacy technician in Canada within the last 3 years preceding application;
 - b. 160 hours of SPT, if the applicant has worked at least 1000 hours in pharmacy practice as a registered pharmacy technician in Canada within the last 3-6 years preceding application; or
 - c. 500 hours of SPT, if the applicant has worked less than 1000 hours in pharmacy practice as a registered pharmacy technician in Canada in the last 6 years or more preceding application.
3. Applicants must meet the English Language Proficiency requirements as defined in Registration Committee Policy – 7 (RCP-7) prior to engaging in SPT.
4. SPT must be completed in a licensed pharmacy in B.C. and under the supervision of a full pharmacist or pharmacy technician registered by the College of Pharmacists of B.C., and in good standing.
5. Applicants must begin the SPT program within 6 months of their application date, otherwise applicants are required to re-apply and re-pay the SPT fee.
6. Applicants may attempt the SPT program a maximum of 4 times.

BACKGROUND:

The above policy statements are supplementary to RCP-7 and *HPA Bylaw, section 52*.

First approved: 19 May 2010

RCP-8

Revised: 22 September 2011 / 29 May 2013 / 28 May 2014 / 21 May 2015 / 5 July 2016 / 13 July 2017 / 20 September 2018

Reaffirmed: 2 March 2015



POLICY CATEGORY:
POLICY FOCUS:

REGISTRATION COMMITTEE POLICY-9
Time Period for Validity of Applications

POLICY STATEMENT(S):

1. UBC pharmacy students must register as a full pharmacist by December 31 of their graduating year. If they do not, they must pre-register under the “Canada - New Graduate” category prior to being able to register as a Full Pharmacist.
2. All pre-registration and reinstatement applicants who do not qualify or apply for full pharmacist or pharmacy technician registration within three years of receipt of the initial application, are required to re-apply with the College.

First approved: 22 September 2011

Revised: 19 April 2012 / 29 May 2013 / 21 May 2015 / 13 July 2017 / 20 September 2018

Reaffirmed: 28 May 2014 / 2 March 2015 / 5 July 2016

RCP-9



POLICY CATEGORY:

REGISTRATION COMMITTEE POLICY-10

POLICY FOCUS:

Time Period for Validity of Assessment /Examination Results

POLICY STATEMENT(S):

1. The Jurisprudence Examination (JE) results are valid for a three-year period from the date the exam was written.
2. Structured Practical Training (SPT) results are valid for a three-year period from the date of completion.
3. English Language Proficiency (ELP) assessment results are valid for a two-year period from the date the exam was written, and must be valid at the start of the Structured Practical Training (SPT) Program.
4. Applicants who do not register as a full pharmacist or pharmacy technician within the validity period of the JE and/or SPT, must successfully complete the respective assessment/examination again.

BACKGROUND:

The above policy statements are supplementary to RCP-9.

First approved: 22 September 2011

RCP-10

Revised: 29 May 2013 / 2 March 2015 / 21 May 2015 / 13 July 2017

Reaffirmed: 28 May 2014 / 5 July 2016 / 20 September 2018
