

College of Pharmacists of British Columbia



APPLICATION CHECKLIST

FULL REGISTRATION (PHARMACIST/PHARMACY TECHNICIAN)

When you have completed all required assessments*, you will be able to submit your *Full Registration* application online through your eServices account. Your assessment results and pre-registration or reinstatement application (if applicable) must still be valid. To prepare for your *Full Registration* application, collect all required information/documentation that is applicable to you.

*If the PEBC result is your last registration requirement, you may submit your *Full Pharmacist or Pharmacy Technician Registration* application prior to PEBC results being released. Your application will be processed **within 5 business days after PEBC results have been released.**

1. Professional Liability Insurance (all applicants)

You must possess professional liability insurance that meet the 3 requirements outlined in section 81 of the [HPA Bylaws](#) at the time of applying for Full Registration. More information can be found on the College website at: <https://www.bcpharmacists.org/professional-liability-insurance-pharmacy-professionals>

2. Updated Documents (if applicable)

You are required to provide the following documents if the previously submitted document has expired. Allow up to **5 business days** to process your uploaded document(s). You will be notified by email when there is a status change with your application.

Most documents can be uploaded directly to the online Full Registration system. These documents must be scanned in accordance with the requirements outlined in the College's [Scanning Guidelines and Checklist for Document Submissions](#) document. Submitted documents will be rejected if they do not meet the scanning requirements.

Updated Letter of Standing (LoS)

- An updated LoS is required if the one you submitted at the time of pre-registration has been more than 12 months since your pre-registration application was received. These letters must be sent directly to the College from each of your previous or current regulatory bodies. Contact your regulatory body(ies) to initiate the process.
- If you are unable to provide an updated LoS, you may provide a **notarized affidavit** (see [sample](#)) and submit it online. Note: affidavits can only be accepted for a valid reason.

Updated Notarized Copy of Evidence of Your Authorization to Work in Canada

- If your authorization to work has expired (ie. updated work permit, updated Permanent Resident Card), submit an updated copy online.

Quick Tips for Submitting Documents Online:

- Both sides of any documents/cards that are double-sided must be submitted.
- Use only a **Notary Public or lawyer** to notarize your documents (Ink stamp or seal must be applied on the notarized document). Other professionals are not accepted.

When all requirements are met, you will be able to submit payment information to complete the last step of registration. Once your application has completed processing, you will receive an email confirming your registration as a Full Pharmacist or Pharmacy Technician. A registration certificate will be mailed to you in 8 weeks. Therefore, ensure your mailing address is current in [eServices](#).