



## PHARMACY TECHNICIAN REGISTRATION

**CHECKLIST** – If applicable, submit the following documents with your application:

- Updated letter of standing** - If you were required to submit letters of standing at the time of pre-registration, you must provide **updated letter of standings** if it has been more than one year since your pre-registration application was received. These letters must be sent directly from each of your previous or current regulatory bodies to the College. Provide a **notarized affidavit** (see [sample](#)) if you are unable to provide an updated letter of standing.
- Updated notarized copy of evidence of your authorization to work in Canada** – If your authorization to work has expired (ie. updated work permit, updated PR card).

**APPLICATION TIPS** - Follow the guidelines below to avoid delays in processing your application

- **Liability insurance** is required for registration and it must meet all three criteria listed on the application form. Note: Registrants must obtain and maintain **at all times** professional liability insurance coverage while registered as a Pharmacy Technician, regardless of whether or not you are currently working. Allow **up to 5 business days** for this application to be processed.
- You may submit this application by mail, email ([registration@bcpharmacists.org](mailto:registration@bcpharmacists.org)), or fax (604-733-2493).
- Any extra documents received that are not required for your application will be **confidentially shredded**.
- Photocopy **both sides** of any documents/cards that are double-sided.
- Use only a **Notary Public or lawyer** to notarize your documents. Other professionals are not accepted.
- Once your application has completed processing, you will receive an email confirming your registration as a Pharmacy Technician. A registration certificate will be mailed to you in 6 to 8 weeks therefore be sure your mailing address is current in [eServices](#).