



College of Pharmacists
of British Columbia

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. This letter must be sent directly from your previous regulatory authority. 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

- Allow up to 5 **business days** for this application to be processed.
- You may submit this application by mail, email (registration@bcpharmacists.org), or fax (604-733-2493).
- If you are providing a letter of standing, it must be **sent directly** to the College from your previous regulatory bodies, otherwise it cannot be accepted.
- Photocopy **both sides** of any documents/cards that are double-sided.
- Use only a **notary public or lawyer** to notarize your documents. Other professionals will not be accepted.
- **Liability insurance** is required for registration and it must meet all three criteria listed on the application form.
- 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](#).