



PHARMACY TECHNICIAN PRE-REGISTRATION
CANADA – PHARMACY TECHNICIAN CANADIAN FREE TRADE AGREEMENT (CFTA)

You must submit this checklist with your pre-registration application.

CHECKLIST - Submit the following items with your application:

- Notarized copy of **birth certificate** or **Canadian citizenship** card (copy **both** sides).
- Copy of **name change** or **marriage certificate** – if applicable.
 - If the names on your documents are inconsistent and a name change/marriage certificate cannot account for the differences (ie. different spellings), you must provide a notarized affidavit (see [sample](#)).
- Notarized copy of **CCAPP accredited pharmacy technician certificate** (if applicable).
- Notarized copy of evidence of your **authorization to work in Canada** – if you are not a Canadian citizen. Acceptable documents: “Confirmation of Permanent Residence” document (preferred), Permanent Resident card or work permit
- Letter of standing** sent directly from each of your previous or current regulatory bodies to the College – if you have been registered/licensed in a health profession ***in any other jurisdiction including outside of Canada***. Letter(s) must be dated no earlier than 3 months of receiving your application.
 - List the names of each of your previous or current regulatory bodies:
 - i. _____
 - ii. _____
 - iii. _____
 - If you were previously registered elsewhere but you are unable to provide this letter of standing, you must provide a notarized affidavit (see [sample](#)).
- Copy of **PEBC certificate**.

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

- Allow **at least 20 business days** for this application to be processed. If adjudication or fingerprinting is required for the CRC, then the processing time will be further extended.
- 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.
- Documents which are not in English must be translated using a **certified translator** only.
- Include your **email address** as all correspondence regarding your application will be sent via email.
- **Mail** this application to the College. A fax or electronic copy will not be accepted.