



Scanning Guidelines and Checklist for Document Submissions

The College collects and uses your personal information to process your application and administer the College's related activities in accordance with section 26(c) and 32(a) of the *Freedom of Information and Protection of Privacy Act*.

All documents for submission to the College must be scanned and converted into a high-quality electronic document as per the scanning requirements below. Digital copies of original paper documents must meet the highest standard for quality and accuracy to support their authenticity. Documents that do not meet the requirements below will be rejected.

Preparing Documents for Scanning:

- Ensure the original documents are clean and free of dust and dirt.
- Remove all staples and paper clips.
- Ensure the original documents are straightened out and flat before scanning.
- When preparing documents for scanning, be careful not to damage the paper or obscure the information on the original document.

Scanning Notarized Documents:

- Notarization of documents must be completed by a certified Notary Public or lawyer. Documents notarized by other professionals will not be accepted.
- The notarization or seal must be clear and legible, so that it can be scanned.

Scanning Translated Documents:

- Documents in a language other than English must be translated by a certified translator.
- The translated document must be stamped by the translator as authentic.
- The computer file for each translated document would include a scan of the original document followed by a scan of the translation.
- Do not save the original document and translation separately; they need to be merged into one computer file.

Scanning Equipment:

- The College recommends the use of a freestanding scanner, such as one attached to a printer/copier.
- If using a freestanding scanner with a document feeder, be sure that the document remains straight as it moves through the scanner. If not, scan the documents individually on the glass.
- If scanning using a mobile device, you must use one of the following approved apps: **Adobe Scan App** ([iPhone](#), [Android](#)), **Microsoft Len Scanner App** ([iPhone](#), [Android](#)), **Files App** ([iPhone](#)), **Google Drive Scan App** ([Android](#)), **Cam Scanner App** ([iPhone](#), [Android](#)), or **Scanner Pro** ([iPhone](#)).
- If using a scanner app, align the device directly over the document and not at an angle, so that the image is captured clearly.

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Acceptable File Formats:

- **PDF (.pdf)** is the preferred file format for submissions.
- Note: **JPEG (.jpeg), JPG (.jpg)** and **TIFF (.tiff)** formats may be acceptable if you are unable to scan into **PDF (.pdf)** format.
- Submit each required document as a single computer file. For example, identification, work authorization, and any assessments would be scanned as three separate files, not as one file.
- If your original document is double-sided, scan both sides and save them as one file. For example, both sides of a birth certificate or Canadian citizenship card would be scanned individually but saved as one computer file.

Resolution:

- Scan original documents at 400dpi or at the highest resolution as possible up to 400dpi if your scanner or scanner app has these settings.
- Scan original documents at 100% image size. Do not reduce or expand the scanning settings.
- Scan to fit the page; this process helps to maximize the quality of the scanned image.
- All information on the original must be clear and legible on the scanned copy. For example, any handwritten signature, stamp or seal impression must be fully visible and readable on the scan.

Colour Settings:

- Scan original coloured documents, such as identification documents, in colour.
- Scan notarized documents in colour.
- Scan original black and white documents, such as transcripts or letters, in black and white.
- **Do not scan in greyscale. The College will not accept greyscale as it is not considered a legal document.**



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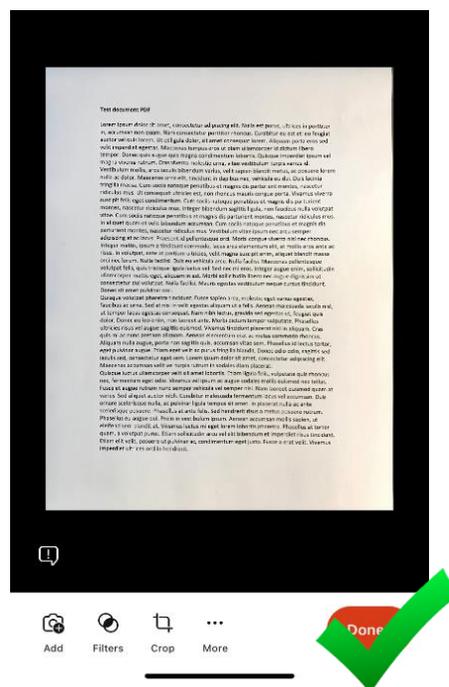
File Size:

- Maximum file size per document is **5MB (megabytes)**.
- **Do not compress or zip files.**

Quality Assurance Check:

- After a document has been scanned, open the file, and compare to the original paper document. Ensure the following requirements are met before submitting to the College:
 - The file contains all the pages in the original document, and the pages in the file are in the correct order as the original document.
 - All areas in the original document are scanned (i.e. nothing is cropped or cut off).
 - Colour is accurate compared with the original document.
 - Scanned documents are clear and legible: the smallest text should be readable and not blurry; stamps and seal impressions must be clear.
 - Scanned documents are not dark and do not have shadows or dark spots. Use good lighting, use a flash if needed, and use the scanner app settings to adjust brightness.
 - Scanned documents in the file are orientated so it can be read across the screen, rotate any documents that are sideways or upside down.
- If the scanned document does not meet the requirements above, adjust your scanner settings or re-position your document and scan it again.

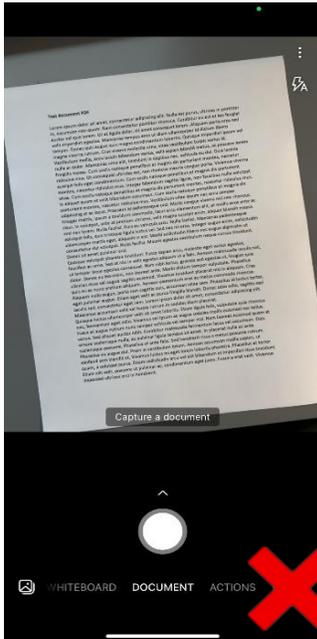
ACCEPTABLE SCANS:



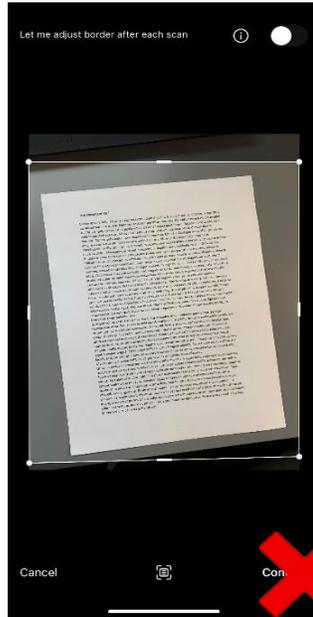


NOT ACCEPTABLE SCANS:

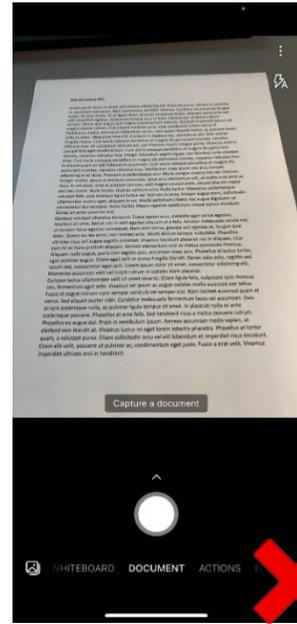
Not Straight or Aligned



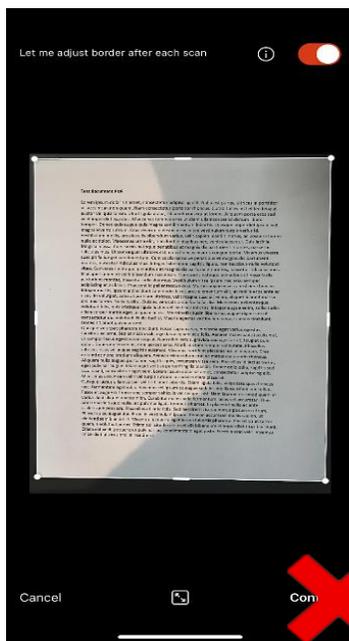
Not Scanned to Fit the Page



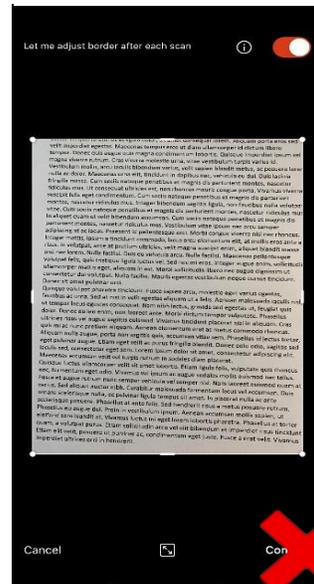
Skewed, Not Scanned Directly Over



Shadows on Document



Not Scanned to 100% Image Size



Any questions, please contact the Registration Department at: registration@bcpharmacists.org