



## PHARMACIST REINSTATEMENT

### LESS THAN 6 YEARS IN NON-PRACTISING AND/OR FORMER PHARMACIST REGISTER

**You must submit this checklist with your reinstatement application.**

**CHECKLIST** - Submit the following with your application:

- Notarized copy of evidence of your **authorization to work in Canada** – if you are not a Canadian citizen, acceptable documents are: “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 the letter of standing, you must provide a notarized affidavit (see [sample](#)).

**APPLICATION TIPS** - To avoid delays in processing your application

- Allow **at least 30 business days** for this application to be processed. If adjudication or fingerprinting is required for the CRC, the processing time will be further extended.
- Print the application form and required documents **single-sided** and on **letter-size (8.5” x 11”)** paper and **mail** your application package to the College office.
- If you are using DHL to deliver materials, provide the tracking number to: [info@bcpharmacists.org](mailto:info@bcpharmacists.org) to facilitate a more efficient delivery process. Ensure to address your package to: **College of Pharmacists of BC, Attention: Registration Department**.
- Photocopy **both sides** of any documents/cards that are double-sided.
- Use only a **Notary Public or lawyer** to notarize your documents (stamp or seal must be applied on the notarized document). 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.
- Any extra documents received that are not required for your application will be **confidentially shredded**.