



Registration Requirements for Out-of-Province Pharmacist Candidates

This information applies to practising pharmacist members registered with a provincial or territorial pharmacy regulatory authority in Canada (but not in Saskatchewan) and who wish to become registered with the Saskatchewan College of Pharmacy Professionals.

All candidates should refer to section C4, 5, 6 and 7 of the SCPP Regulatory Bylaws for general information and to subsection E.9.4 for the SCPP malpractice insurance requirements. Current bylaws and legislation are available on the SCPP website at www.saskpharm.ca.

Note: This document contains interpretations of the SCPP Bylaws. In the case of conflict between this document and the bylaws, the bylaws will preside.

Registration Requirements

Effective **April 1, 2019**, there will be a new “Pre-Registration Application” required for all non-members (excluding new graduates from U of S, Saskatchewan Polytechnic and those Pharmacy Technicians currently completing the bridging program) who wish to begin the process of registering with SCPP. You must complete this application as the first step in the registration process. A non-refundable fee of **\$200.00 plus GST** is required; once we received the completed application, we will open a file and await confirmation of requirements listed below.

This application form can be found on our website under ‘Registration/General Registration Information.’

<https://scpp.in1touch.org/site/registration/registration?nav=sidebar>

Applicants are to comply with the following requirements;

- 1. Letter(s) or Certificate(s) of Good Standing** - Letters or Certificates of Good Standing from all licensing bodies where membership is held **must be provided directly to SCPP from the licensing body**. The documentation is to be from the registrar or secretary of the College’s association, society, or board which issued applicant’s licence or authority to practise. The documentation must state:
 - date of birth
 - educational institution, degree achieved and year of graduation
 - that the applicant is currently in good standing as a licensed pharmacist
 - that the applicant is a competent pharmacist of good moral character and has never been convicted of an offence against any statute relating to the practice of pharmacy

2. **Photograph of Applicant** – Applicants must submit a recent photograph signed by the applicant and verified by the Registrar or Secretary of the licensing body that issued applicant's licence.
3. **Prescriptive Authority Requirement** - It is mandatory for all pharmacists to complete Level I Prescriptive Authority training (including Minor Ailment training if practising in a self-care environment) for membership (see Regulatory Bylaw Part K). All new registrants must meet these requirements before being granted their initial license to practice. For a pharmacist to be able to prescribe, there are two mandatory training courses:
 1. Level I Training Basics
 2. Minor Ailments Basic Level I

These courses are currently available **online** through the Continuing Professional Development for Pharmacy Professionals (CPDPP) at the College of Pharmacy and Nutrition, University of Saskatchewan. Please contact CPDPP at www.usask.ca/cpdpp to register for the courses.

4. **Declaration of Canadian Status** - Any person who wishes to become a member of SCPP must be a Canadian citizen, or permanent resident, or be legally entitled to work in Canada. Proof of your Canadian status must be submitted by providing a notarized copy with the **original documentation to be presented on the day of your exam.**

NOTE: The jurisprudence examination will not proceed if any of the above requirements (#1 through #4) have not been met.

5. **Jurisprudence Examination & Fee** – Applicants must successfully complete the jurisprudence examination of the College on ethics and legislation governing the practice of pharmacy in Saskatchewan.
 - Examinations are held at the College office in Regina by appointment.
 - The sitting for this **online, multiple choice exam is closed book.**
 - Contact the Registration Unit to book a sitting time at least two (2) weeks in advance of the exam date at scppregistration@saskpharm.ca.
 - Exam Topics to be responsible for include Federal and Provincial Legislation, Reference Manual material, formulary, and privacy information, SCPP Reference documents and Legislation (Bylaws and *The Pharmacy and Pharmacy Disciplines Act*). The study guide, outlining the materials to study may be located on the SCPP website at <https://saskpharm.ca/site/registration/registration?nav=sidebar#jurisprudence>.
 - **Fee of \$309.75** (\$295.00 + 14.75 GST - subject to change April 1, 2020) for exam is payable the day of the exam by MasterCard, Visa, debit or cheque.
 - Exam has a two-hour time limit and is camera-monitored for security purposes.
6. **Malpractice Insurance Requirements** – Candidates are responsible for obtaining acceptable malpractice insurance that meets the requirements of SCPP Regulatory Bylaws Part E.9.4. Malpractice insurance is not available through the SCPP, nor is the cost included with the SCPP membership/registration.

Malpractice insurance is available through membership with the Pharmacy Association of Saskatchewan (PAS) (306-359-7277), the Canadian Society of Hospital Pharmacists (CSHP) at <http://www.cshp.ca>, the advocacy bodies for pharmacists in Saskatchewan or another insurance provider whose policy meets the SCPP Bylaws. It is the applicants' responsibility to ensure the insurance purchased meets the SCPP Bylaws.

7. **Language Proficiency** – Applicants for registration with SCPP must meet the language proficiency requirements as set by Council. The SCPP Council has determined the fluency requirement to be proficiency in the English language as described in the NAPRA (National Association of Pharmacy Regulatory Authorities) document entitled 'Language Fluency Requirements for Licensure as a Pharmacist in Canada' found at <https://napra.ca/pharmacists/language-proficiency-requirements-licensure-pharmacist-canada>.
8. **Online Registration** – Upon successful completion of all requirements, applicants will be given login information to complete the online registration. Within this application, candidates will:
 - Apply for initial registration with SCPP
 - Apply for a Practising Membership
 - Declare Canadian citizenship status
 - Confirm acceptable malpractice insurance is in place
 - Confirm the completion of the applicable Prescriptive Authority training courses
 - Submit data for the Canadian Institute of Health Information (CIHI)

9. **Fees**

Registration Candidate Fees (subject to change April 1, 2020)
 * Membership applied for on or after April 1 applies to the 2019-2020 membership year.

	NET	GST	TOTAL
Registration	\$ 780.00	\$ 39.00	\$ 819.00
Practising Membership	\$ 1,275.00	\$ 63.75	<u>\$1,338.75</u>
TOTAL:	\$2,055.00	\$ 102.75	\$2,157.75

* Membership fee is renewable annually, in advance. Fees are not prorated.

Revised: March 2019