



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.8.4 for the SCPP malpractice insurance requirements. Current bylaws and legislation are available on the [SCPP website](#).

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

A [Pre-Registration Application](#) is required for all non-members (excluding new graduates from University of Saskatchewan, Saskatchewan Polytechnic and those Pharmacy Technicians currently completing bridging program) who wish to begin the process of registering with SCPP. Candidates must complete this application as the first step in the registration process. A non-refundable Pre-Registration Application Fee for Non-Members is required; please refer to the [fee schedule](#). Once the College has received the completed application, a file will be opened and SCPP will await confirmation of requirements listed below.

This [application form](#) can be found on the SCPP website under [Registration/General Registration Information](#).

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:** SCPP requires an original valid passport or Canadian government issued photo identification (or certified true copies of the same) to verify identify.

- 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:

- a. Level 1 Prescriptive Authority
- b. 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. Visit [CPDPP](#) for more details and to register.

- 4. 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, and Legislation (Bylaws and *The Pharmacy and Pharmacy Disciplines Act*). Please refer to [SCPP's Study Outline](#).
- The Jurisprudence Exam Fee is payable the day of the exam by MasterCard, Visa, debit, or cheque. Please refer to the [fee schedule](#).
- Exam has a two-hour time limit and is camera-monitored for security purposes.

- 5. Malpractice Insurance Requirements** – Candidates are responsible for obtaining acceptable malpractice insurance that meets the requirements of SCPP Regulatory Bylaws Part E.8.4. 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), 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.

6. Criminal Record Check

All SCPP Practising and Non-Practising members and new registrants are required to provide a Criminal Record Check (CRC), specifically named as an Enhanced Police Information Check (E-PIC), to meet the requirements of SCPP Bylaws and policy.

SCPP has partnered with Sterling Backcheck and as such, the E-PIC will only be accepted if completed through Sterling Backcheck, and at the pharmacy professional's own cost. E-PICs obtained from other service providers are not acceptable. To complete your E-PIC application through Sterling Backcheck, please [click here](#). If you have difficulty completing your E-PIC, please contact [Sterling Backcheck](#) directly.

Once you receive your **official police certificate** from Sterling Backcheck, follow the [E-PIC Upload Instructions](#).

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](#)."
8. **Required Training** – Any mandatory training requirements as established by SCPP Council. Please see the SCPP [Training and Development](#) table.
9. **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
 - 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)

10. Registration/Membership Fees.

Please refer to the [fee schedule](#) for Registration – Pharmacists and Practising Membership – Pharmacists. *Membership fee is renewable annually, in advance. Fees are not prorated.*