



Registration Requirements for Out-of-Province Licensed Pharmacy Technician Candidates

Applies to individuals who have already received a pharmacy technician licence from another Canadian province.

This information applies to practising pharmacy technician 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 the [SCPP Regulatory Bylaws](#) for general information and for SCPP malpractice insurance requirements.

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.

Click here for the [Pre-Registration Application Form](#).

Applicants are to comply with the following requirements:

- 1. Letter(s) or Certificate(s) of Good Standing:** Provide letters or Certificates of Good Standing from all licensing bodies where membership is held. 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 pharmacy technician
 - that the applicant is a competent pharmacy technician 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.

Note: The jurisprudence examination will not proceed if any of the above requirements (#1 through #3) have not been met.

- 3. 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.PHARMTECH@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*). Please refer to [SCPP's study outline](#).
 - The Jurisprudence Exam Fee is payable online, prior to the sitting, by MasterCard or Visa. Please refer to the [fee schedule](#).
 - Exam has a two-hour time limit and is camera-monitored for security purposes.
- 4. Malpractice Insurance Requirement:** The candidate is responsible for obtaining acceptable malpractice insurance which meets the requirements of the [SCPP Regulatory Bylaws](#). Malpractice insurance is not available through the SCPP, nor is it included with the SCPP membership/registration.

Malpractice insurance for Pharmacy Technicians can be obtained through the Pharmacy Association of Saskatchewan (PAS), the advocacy body for Saskatchewan pharmacy professionals (306-359-7277), or through any other insurance provider that meets the SCPP Bylaws. It is the applicants' responsibility to ensure the insurance purchased meets the SCPP Bylaws.

- 5. 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](#).

6. **Language Proficiency:** SCPP's language proficiency requirement based on the NAPRA requirements, which states that no language testing is required unless a 'trigger' suggests that a test for English language proficiency is necessary. [Language Proficiency – Pharmacy Technician Policy Statement](#).
7. **Required Training:** Any mandatory training requirements as established by SCPP Council. Please see the SCPP [Training and Development](#) table.
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
 - Confirming acceptable malpractice insurance is in place
 - Submit data for the Canadian Institute of Health Information (CIHI)
9. **Registration/Membership Fees:**
Please refer to the [fee schedule](#) for Registration – Technicians and Practising Membership – Technicians Fees. *Membership fee is renewable annually, in advance. Fees are not prorated.*