



Appraisal and Assessment Program (AAP) – Document Requirements

The Appraisal and Assessment Program is for International Pharmacy Graduates (IPGs). This document contains interpretations of the Bylaws of the Saskatchewan College of Pharmacy Professionals ('SCPP' or 'the College'). In the case of conflict between this document and the bylaws, the bylaws will preside.

IPGs wishing to register with SCPP **must initiate the licensure process** with the [Pharmacists' Gateway Canada](#) ('the Gateway'). Refer to the [International Pharmacy Graduates \(IPGs\) registrations](#) section of the SCPP website and refer to this outline of the four [phases for registration](#) with SCPP for more information.

Additionally, candidates should refer to the [Appraisal and Assessment Program Frequently Asked Questions \(FAQs\)](#) and the [SCPP Fee Schedule](#).

Phase 1 – Pre-registration

See [Phase 1 – Pre-Registration](#) for more information.

Candidates will create a profile on the SCPP website through completion of the [pre-registration application form](#) and submission of the pre-registration application fee. Once the pre-registration application is received and acknowledged by SCPP, candidates will have the opportunity to upload the required documents via their SCPP profile. All required documents must be uploaded and approved by SCPP, and the appraisal fee paid, to advance to Phase 2.

Summary of Document Requirements

These documents will be uploaded to the registration portal on the SCPP website in PDF format.

NOTE: For those documents indicated by an Asterix (*), an original, or notarized true copy of the original, document must also be mailed to the SCPP office:

Attn: SCPP Registrations Department – AAP
Suite 100 – 1964 Park Street
Regina, SK S4N 7M5

1. Proof of successful completion of the PEBC Qualifying Examination Parts I and II (Certificate of Qualification from PEBC); SCPP accepts the PEBC Qualifying Exam as a measure to demonstrate the currency of education for three years from the latest pass date. Certification with PEBC itself does not expire. Candidates who are already actively engaged in the Appraisal and Assessment process towards licensure may request the Registrar review their circumstances should they be unable to complete the Appraisal and Assessment Program prior to the expiry of their PEBC Certificate of Qualification.
2. Language proficiency report;*
3. Letter(s) of Standing from all professional regulatory authorities or pharmacy licensing bodies in which you hold or have held membership/been a registrant;* and
4. Notarized copy of a valid Canadian passport or Canadian government-issued photo identification.*

Details of Document Requirements

1. PEBC Evaluating Examination and PEBC Qualifying Examination Certification

Candidates must upload proof to their SCPP profile of completion of the PEBC Evaluating Examination and PEBC Qualifying Examination (letter from PEBC).

Please contact the PEBC office for more information at pebcinfo@pebc.ca or visit their website at <https://www.pebc.ca/>.

2. Language Proficiency Requirements*

Candidates must upload to their SCPP profile their language proficiency test results, as well as ensure the testing organization sends the original report to SCPP via mail. Prior language proficiency results will be accepted by SCPP as valid if completed within **two years** prior to acceptance to the Appraisal and Assessment Program.

3. Letters/Statement of Standing*

Candidates must obtain letters of standing from all professional regulatory organizations in which they have held membership/registration/licensure to register through the Gateway. A copy of these letters of standing must be uploaded to the candidate's profile on the SCPP website. **SCPP must also receive an original letter of standing from each organization DIRECTLY** (must not come from the candidate, Pharmacists' Gateway Canada, PEBC, etc.) and is only valid with SCPP for up to 1 year from the date it was issued.

The letter/statement should be issued by the Registrar or Secretary of the pharmacy regulatory authority that issued the applicant's registration, membership or licence, and it should state:

- the applicant's date of birth;

- the applicant's academic qualifications including the educational institution from which the applicant obtained a minimum of a Baccalaureate Degree in Pharmacy and the year of graduation;
- the internship time served with, or under the supervision of a licensed pharmacist;
- that the applicant is currently in good standing as a licensed/registered pharmacist; and
- 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.

4. Identification*

Candidates must upload to their SCPP profile a notarized true copy of a valid Canadian passport or Canadian government-issued photo identification as well as mail a notarized true copy to SCPP.

NOTE: Candidates must obtain approval from SCPP and submit to SCPP the appraisal fee **BEFORE** the candidate may receive acceptance to the SCPP Appraisal and Assessment Program and commence Phase 2.

Phase 2 – Appraisal Process

See [Phase 2: Appraisal Process](#) for more information.

[Appraisal Site Application Form](#) – to be completed by both the candidate and the proposed appraiser. The appraiser and the appraisal site must meet SCPP criteria for the candidate to receive approval to commence the Appraisal Phase.

[Appraisal Phase Responsibilities of the Candidate and Appraiser](#) – to be thoroughly reviewed by both the candidate and the approved appraiser.

[Appraisal Report](#) – to be completed by both the candidate and the appraiser(s). This document is fillable and candidates/appraiser(s) are encouraged to complete the document electronically.

NOTE: Candidates must obtain approval from SCPP and submit to SCPP the assessment fee **BEFORE** the candidate may commence Phase 3.

Phase 3 – Assessment Process

See [Phase 3 – Assessment Process](#) for more information.

[Acknowledgement, Release and Waiver and Indemnity Agreement](#) – to be reviewed and completed by the candidate.

[Assessment Phase – Responsibilities of the Candidate and the Assessor](#) – to be thoroughly reviewed by both the candidate and the SCPP appointed assessor.

[Assessment Report](#) – to be completed by the SCPP appointed assessor.

Phase 4 – Registration

See [Phase 4 – Registration](#) for more information.

1. Jurisprudence Examination

Candidates must successfully complete the SCPP jurisprudence examination on the legislation governing the practice of pharmacy in Saskatchewan. Exams are held at the College office in Regina upon appointment. The sitting for this 2-hour (max.) computerized exam is camera-monitored for security purposes. See the [Jurisprudence Exam section](#) of the SCPP website for more information, including the exam study outline.

Jurisprudence exam topics include: federal and provincial legislation including HIPA, SCPP Reference Manual material, formulary, and privacy information, which are available in the Professional Practice section of the SCPP website at <http://www.saskpharm.ca>.

Candidates will be notified when they have fulfilled the requirements and may schedule their sitting of the jurisprudence exam. Contact scppregistration@saskpharm.ca to book a sitting time at least two weeks in advance of the exam date.

2. Malpractice Insurance Requirements

Candidates are responsible for obtaining [acceptable malpractice insurance](#) which meets the requirements of section 4 of Part E.8 (pharmacists) of the SCPP Bylaws. It is the candidate's responsibility to ensure the insurance purchased meets the SCPP Bylaws.

Malpractice insurance is not available through the SCPP, nor is the cost included with the SCPP membership/registration. Malpractice insurance is available through several providers including:

- the [Pharmacy Association of Saskatchewan](#) (PAS) (306-359-7277); and
- the [Canadian Society of Hospital Pharmacists](#) (CSHP).

3. Completion of Mandatory Training

See the [Training and Development page](#) of the SCPP website for more information.

Application for Registration and Membership

4. Criminal Record Check

All candidates for membership must submit to a specific type of criminal record check called an [Enhanced Police Information Check](#) (E-PIC). Only an E-PIC from the SCPP-approved provider will be accepted. See the [Criminal Record Checks section](#) of the SCPP website and visit [this link](#) to Sterling Backcheck to obtain an E-PIC. SCPP will not accept an E-PIC that was conducted more than six months prior to the date of application for registration with SCPP.

5. Registration and Licensure

Upon completion of the requirements and with SCPP approval, the candidate will be supplied login information to complete the online registration with SCPP. Within this application candidates will:

- Apply for initial registration with SCPP
- Apply for a Practising Membership
- Confirm acceptable malpractice insurance has been obtained
- Confirm completion of the applicable Prescriptive Authority and Minor Ailments training
- Submit data for the Canadian Institute of Health Information (CIHI)