

PHASE 1: PRE-REGISTRATION

The Appraisal and Assessment Program for internationally trained/foreign pharmacy graduates can accept a **maximum of 10 candidates for membership in the program at one time**. Additional candidates for membership will be queued for entrance into the program after completion of pre-registration.

Note: some of these steps may be completed in a different order in which they are outlined here or simultaneously, as permitted.

Please note [Document Requirements](#)

Enroll as a candidate through [Pharmacists' Gateway Canada for International Pharmacists](#). You will need to obtain a Pharmacist's Gateway Canada National ID number.

Obtain the Pharmacy Examining Board of Canada (PEBC) [Certificate of Qualification](#).
Obtain proof of language proficiency (see [SCPP Language Proficiency Policy](#)) per the National Association of Pharmacy Regulatory Authorities (NAPRA) [Language Proficiency Requirements for Licensure as a Pharmacist in Canada](#).

Obtain Certificate(s) of Standing from all professional regulatory authorities or pharmacy licensing bodies in which you hold or have held membership/been a registrant. Note that SCPP will not accept certificates of standing that are dated more than 1 year from the date of submission of the pre-registration application form.
Provide SCPP with a notarized copy of a valid Canadian passport or Canadian government-issued photo identification.

Complete the [SCPP Pre-Registration Application form](#). Please note that you should NOT complete and submit the application form until you are able to provide all required documentation.

Pay the non-refundable [Pre-Registration Application fee](#).

PHASE 2: APPRAISAL PROCESS

Pay the [registration fee](#).

Obtain SCPP approval to be queued to commence Phase 2 of the [SCPP Appraisal and Assessment Program](#). Note: acceptance is contingent upon meeting the documentation requirements of Phase 1, as well as space availability.

Register for the [Pilot Program to Prepare for Practical Training \(P4T\) Diagnostic Tool and Learning Modules](#). Note: this step may be completed at any time prior to acceptance into or while competing the Appraisal process; however, it is recommended that candidates complete this step early in the process.

Find an acceptable appraisal site that fulfills the appraisal site criteria outlined in the Appraisal Site Application Form. Note: candidates are required to secure a paid (not volunteer) appraisal process position under the supervision of a licensed pharmacist (appraisal pharmacist). The appraisal is to occur at one site.

Complete the [Appraisal Site Application Form](#) and pay the appraisal process fee. Note: candidates may not proceed with the appraisal process until they have received written SCPP approval of the appraisal site.

Complete the [Billing in Community Pharmacy](#) training through Continuing Professional Development for Pharmacy Professionals (CPDPP). May be completed at any time prior to commencing the appraisal process or upon commencement of the appraisal process.

Commence work as an appraisal candidate in an SCPP-approved appraisal site under an SCPP-approved appraisal pharmacist.

Complete any [mandatory training](#). For a pharmacist to be able to prescribe, two training courses must be completed: (a) Prescriptive Authority Level 1 Basics; and (b) Minor Ailments Basics Level I (if practising in a self-care environment).

Complete the appraisal phase within two (2) years of the date of commencement. This process will be no less than 800 hours and not exceed 4,000 hours and is dependent on the knowledge, skills, and abilities of the candidate.

Completion and submission to SCPP of the [Appraisal Report](#) by the candidate's appraiser. Note: candidates may not move onto the next step of the Appraisal and Assessment Program without submission of the required documentation and approval of SCPP.

PHASE 3: ASSESSMENT PROCESS

Pay the [Assessment Fee](#).

SCPP will assign an assessor to candidates who have successfully completed the appraisal process. Candidates are not permitted to seek or obtain their own assessor. Assessors are practising pharmacists who have been approved to conduct an independent secondary assessment on behalf of SCPP of a candidate's ability to practise safely and competently.

Note: assessors are limited, and SCPP is mindful of other competing pharmacy practices, such as flu immunizations, placement of PharmD students, etc., which may influence the assessor's availability to conduct assessments on behalf of SCPP. Candidates must be flexible with where the assessment takes place to ensure a timely placement with an assessor. Assessments take place in community pharmacies all across Saskatchewan.

Note: candidates undergoing the assessment process are not employees of the assessor or assessment site and are ineligible for remuneration and Worker's Compensation Board benefits during the assessment. The candidate will receive Occupational Accidental Death and Dismemberment coverage during the 80 hours the candidate is under the assessor's supervision. This policy covers injuries only during the assessment phase and does not cover illness. The policy wording is available from the SCPP office upon request.

Complete the Assessment process. This process is 80 hours (two weeks) of independent evaluation of the candidate's knowledge, skills, and abilities to practise safely.

Completion and submission to SCPP of the [Assessment Report](#) by the candidate's assessor.

Note: candidates who are unsuccessful in completing the 80-hour independent assessment may be required to undergo the appraisal process again.

PHASE 4: REGISTRATION

Upon completion of the assessment phase and with SCPP approval, candidates will begin the final phase of the registration process applicable to all candidates for membership with SCPP.

Successfully complete the [SCPP Jurisprudence Examination](#).

Obtain SCPP website login details and submit the following:
• Initial registration information;
• Application for Practising Membership;
• Confirmation of [acceptable malpractice insurance](#) coverage;
• Confirmation of completion of all [mandatory training requirements](#); and
• Submission of required data for the Canadian Institute of Health Information (CIHI).

Submit an [Enhanced Police Information Check \(E-PIC\)](#) from Sterling Backcheck and upload the official police certificate to the candidate member portal, per the requirements outlined [here](#).