



## Academic Register Checklist

A pharmacist on the Academic Register may also be referred to as a “Pharmacy Resident”. These individuals must be licensed to practice pharmacy in another Canadian jurisdiction and will be receiving additional knowledge and training at a licenced pharmacy in Manitoba, under the supervision of a licensed pharmacist.

### Step 1: Application Form and Requirements

Gather the following documents and submit via email to [registration@cphm.ca](mailto:registration@cphm.ca).

Please use subject line: **PHARMACY RESIDENCY | <YOUR NAME>**

1. Complete the application form. See available formats below:
  - a. [Academic Register Application](#)
2. Include a notarized copy of **two** pieces of government-issued identification; one of which must be Canadian and one of which must have a photo.
  - The Notary Public within Canada must sign and include the following statement on the copy: **“The photo identification is a true likeness of (Applicant’s FULL NAME printed).”**
  - If you had a legal **name change**, you must provide a notarized copy of the document supporting this change (i.e. marriage certificate or name change certificate).
3. Submit Record and Registry Checks.
 

*Please visit the [Record and Registry Checks](#) page for more information on the following:*

  - a. Criminal Record Check with Vulnerable Sector Search
  - b. Adult Abuse Registry Check
  - c. Child Abuse Registry Check
4. Provide a Letter of Standing (also known as “*Verification of Registration*”) sent directly from your current licensing authority or authorities, dated within six months of your application, and sent directly to CPhM via [registration@cphm.ca](mailto:registration@cphm.ca).

<b>Processing time:</b>	7-10 business days
<b>FEE(S):</b> <i>See the <a href="#">Fee Schedule</a> for more details.</i>	<ul style="list-style-type: none"> <li>• Application Fee</li> </ul>



## Step 2: Successfully Complete the Jurisprudence Modules and Examination

1. Take the [Jurisprudence Modules and Examination](#)
  - Complete the Jurisprudence Modules
  - Submit statement of completion of the modules to [registration@cphm.ca](mailto:registration@cphm.ca)
  - Book an appointment for your Jurisprudence Examination
  - Successfully complete the Exam

### References:

- [Jurisprudence Examination](#)

<b>Processing time:</b>	JP Exam results received in 10 business days
<b>FEE(S):</b> <i>See the <a href="#">fee schedule</a> for more details.</i>	<ul style="list-style-type: none"><li>• Jurisprudence Exam (Pharmacists)</li><li>• Jurisprudence Modules (Payment made to University of Manitoba)</li></ul>

## Step 3: CPhM Final Review and Approval

Once you have successfully completed all steps and submitted the required form(s) and documentation, you are eligible to be registered by CPhM. You will receive a notice by email once your application has been approved.

The Registrar and/or the Board of Examiners retain the authority to consider each individual application on its own merits and to exercise discretion in setting additional conditions of that applicant, based on the individual particulars of that application.

<b>Processing time:</b>	7-10 business days
<b>Fee(s):</b> <i>See the <a href="#">fee schedule</a> for more details.</i>	<ul style="list-style-type: none"><li>• Academic Register Fee</li></ul>

### Questions?

If you have any questions or concerns, please contact [registration@cphm.ca](mailto:registration@cphm.ca).