COLLEGE OF PHARMACISTS OF MANITOBA

Domestically Educated Pharmacy Technician Graduate Applicant Checklist

A domestically educated pharmacy technician graduate refers to a of a Canadian CCAPP-accredited Pharmacy Technician Program or CPhM Council Approved Pharmacy Technician Bridging Program who has never been registered nor licensed (or listed) as a pharmacy technician anywhere in Canada.

Step # 1: Application Form and Initial Requirements

Gather the following documents before signing up and creating a new profile in CPhM's Registrant Portal:

1. **Identification**
   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 add your previous names on the form and attach a notarized copy of the document supporting this change (i.e. marriage certificate or name change certificate).

2. **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

3. **Proof of Graduation**
   Notarized copy of the CCAPP-accredited Canadian Pharmacy Technician Program or approved Bridging Program Graduation Certificate or Proof of completion sent directly from the program

4. **PEBC Qualification Certificate or Letter**
   Copy of your Pharmacy Examining Board of Canada (PEBC) Qualification Certificate or letter, once available. You must be listed within 3 years of successfully completing the PEBC Qualifying Exams.

Processing time:	7 – 10 business days

Fee(s): *See the fee schedule for more details.*	• Application Fee ○ Collected upon submission of application

NOTE: You cannot proceed to the next step unless your form and supporting documents (step # 1) have been approved and the applicable fees are settled.

Step # 2: Complete the Structured Practical Training (SPT) Program

Note: Step 3 can be completed before or concurrently with Step 2

1. Apply for the Structured Practical Training (SPT) Program.

2. Find a qualified SPT supervisor and practice site.
   You are responsible for finding a supervisor to oversee your SPT Program. If you have not found a supervisor yet, you can use CPhM's Public Directory of Pharmacies to search for a practice site.

3. Your chosen preceptor must meet the requirements listed on the Structured Practical Training Program Manual which also includes instructions on how to apply and where to submit it.

4. Complete the SPT Program hours and requirements, submit the required evaluation form(s), and receive a favourable recommendation from the supervisor.

References:

- Structured Practical Training Program Manual
- Structured Practical Training Program Logbook

SPT approval processing time:	7 business days
SPT completion:	Minimum 240 Hours (6 weeks) **or** 360 Hours (9 weeks)

Step # 3: Successfully Complete the Jurisprudence Modules and Examination

Note: Step 3 can be completed before or concurrently with Step 2

1. Take the Jurisprudence Modules and Examination
   - Complete the Jurisprudence Modules
   - Submit statement of completion for the modules
   - Book an appointment for your Jurisprudence Examination
   - Successfully complete the Exam

References:

- Jurisprudence Examination

Processing time:	Result is released after 14 calendar days from submission of exam.
Fee(s): *See the fee schedule for more details.*	• Jurisprudence Exam (Pharmacy Technician) • Jurisprudence Modules (Payment made to University of Manitoba)

Step # 4: CPhM Final Review and Approval

Once you have successfully completed all prior steps, CPhM will do a final review of your application and you will receive an email once your pharmacy technician listing 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 for that applicant, based on the individual particulars of that application.

Processing time:	7 – 10 business days
Fee(s): *See The Fee Schedule For More Details.*	• Initial Listing Fee

Questions?
If you have any questions or concerns, please contact registration@cphm.ca.