COLLEGE OF PHARMACISTS OF MANITOBA

Reinstatement as a Listed Pharmacy Technician

This checklist is applicable to previously listed pharmacy technicians in Manitoba who have not been listed in Manitoba for 3 to 6 years.

Step # 1: Inform CPhM

Please contact registration@cphm.ca and provide the following information:

a. Your Full Name
b. Your former Pharmacy Technician Listing Number, if known
c. The date you wish to return to practice

Step # 2: Application Form and Initial Requirements

CPhM will give you access to your Registrant Portal then you must fill out the Reinstatement Form and submit the supporting documents.

1. **Identification**
   You must submit a notarized copy of **two** pieces of government-issued identification; one of which must be Canadian and one of which must have a clear 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**
   Apply for **NEW** 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. **Professional Development (PD)**
   You will need to complete three times the annual pharmacy technician PD requirement (45 CEU, minimum of 15 CEU of which must be accredited), including completion of any mandatory modules you did not complete while not listed in Manitoba. Enter your learning activities and submit the statements of completion or participation for each of the accredited CEUs you are claiming.

4. **Letter(s) of Standing, if applicable**
   If you are licensed or have been licensed in another jurisdiction while you have been away from practice in Manitoba, Letter(s) of Standing must be sent directly from your current or most recent licensing authority or authorities, dated within six months of your application, and sent directly to CPhM via registration@cphm.ca.

NOTE: You cannot proceed to the next step unless your form and supporting documents (step # 2) have been approved and the applicable fees are settled.

Step # 3: Complete the 240 Hours of Structured Practical Training (SPT)

Note: Step 3 can be completed before or concurrently with Step 4

1. You must find an appropriate pharmacy and approved supervisor where you are able to complete your SPT. A minimum of 240 hours of SPT must be successfully completed under the direct supervision of a pharmacist.

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 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)

Step # 4: Successfully Complete the Jurisprudence Modules and Examination

Note: Step 4 can be completed before or concurrently with Step 3

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 # 5: CPhM Final Review and Approval

Once you have successfully completed all prior steps, your request for reinstatement will be processed for final review. You will receive an email once your reinstatement as a Listed Pharmacy Technician 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.*	• Conversion Fee, if applicable • Pharmacy Technician Listing Fee

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