COLLEGE OF PHARMACISTS OF MANITOBA

Reinstatement as a Listed Pharmacy Technician

This checklist is applicable to a previously listed pharmacy technician in Manitoba who has been away from practice in Manitoba for less than 3 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 Complete the Requirements

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

1. **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

2. **Practice Hours**
   You must have 600 pharmacy practice hours in Canada in the preceding three-year period.
   - If you have not met the 600-practice hour requirement, but have completed some pharmacy technicians practice hours, you may be listed with the condition that you must practice under the direct supervision of a pharmacist until the 600-hour requirement is met.

3. **Professional Development (PD)**
   You will need to complete the PD requirements for each year you have been away before being reinstated on the listing. Enter your learning activities and submit the statements of completion or participation for each of the accredited CEU you are claiming, including completion of any mandatory modules you did not complete while away from practice.

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: 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.