COLLEGE OF PHARMACISTS OF MANITOBA

Reinstatement as a Listed Pharmacy Technician

This checklist is applicable to former CPhM pharmacy technicians who have not maintained their listing in Manitoba but are actively registered and licensed in another Canadian jurisdiction. Requirements are subject to change.

Step # 1: Inform CPhM

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

- Your Full Name
- Your former Pharmacy Technician Listing Number, if known
- 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 account then you must fill out the Former Manitoba Pharmacy Technician Labour Mobility Application Form and submit the supporting documentation (see below).

1. **Identification**
   You must submit a copy of **two** piece of government-issued identification; one of which must be Canadian and one of which must have a clear photo.
   - 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. **Letter(s) of Standing**
   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.

Processing time:	7 – 10 business days
FEE(S): *See the Fee Schedule for more details.*	• Reinstatement Fee

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: If Away from Practice in Manitoba for Three or More Years, Successfully Complete the Jurisprudence Modules and Examination

1. If you have been away from pharmacy practice in Manitoba for 3 or more years, you must take the Jurisprudence Modules and Examination
    - Complete the Jurisprudence Modules
    - Submit statement of completion of 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, 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 of 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.*	Pharmacy Technician Listing Fee

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