

## Online Annual Permit Renewal (available to May 31, 2014)

Online annual permit renewal is available on our website at [pharmacists.ab.ca](http://pharmacists.ab.ca). Click on *Registrant profile login*, log on and select *Renewal*. Follow the tabs for each step of the renewal process.



When you access your online renewal, you must proceed through the tabs in the order presented (i.e., you cannot go from tab one to tab four). When you have finished reviewing the information on each tab, you must select “Next” to proceed. You can move back if you wish to review your information **providing you have not submitted your renewal** (submission occurs under Tab 6).



### Tab 1: Welcome

Provides some tips on completing your online renewal. Throughout the online renewal process, you will find “Help” buttons that will provide information specific to the section you are reviewing.

### Tab 2: Profile

Review your demographic information, email address, consent choices, places of employment and newsletter preference. Make changes if required. **Please note, you must have a valid email address. Online renewal cannot be completed without a valid email address.** Allow 2 business days for address changes to be processed by ACP. Some changes cannot be performed online (e.g., name changes, employment changes); you must contact the ACP office if changes are required. If a change can be made online, you will see an “Edit” button for that section.

### Tab 3: Confirmation

If you are a clinical pharmacist wishing to change to a non-active status (associate, cancelled, or retired), or an associate registrant wishing to change to cancelled or retired, you can complete this status change online under this tab. Please note, cancelled or retired registrants do not receive a receipt or practice permit. If you want to reinstate from a non-active status to a clinical pharmacist status, you must contact the ACP office at [statuschange@pharmacists.ab.ca](mailto:statuschange@pharmacists.ab.ca) to determine the requirements for your reinstatement.

### Tab 4: CPD log

Review, add, and delete courses from your continuing professional development log. Check that duplicate courses have not been entered. Ensure you have entered sufficient courses to meet the minimum required (15 CEUs earned between June 1, 2013 and May 31, 2014).

### Tab 5: Statistics

If you are renewing as a Pharmacist 2014/15, you must complete documentation about your employment.

## Tab 6: Declarations

If you are renewing as a Pharmacist 2014/15, you will need to complete three (3) professional declarations:

- Declaration of the status you are renewing to (i.e., Pharmacist 2014/15);
- Declaration of compliance with continuing education requirements; and
- Declaration of compliance with professional liability insurance coverage requirements.

If you currently hold authorization to provide drugs by injection and wish to continue to hold this authorization effective July 1, 2014 to June 30, 2015, you will need to complete one additional professional declaration stating that you:

- i. Have taken action to maintain both your clinical and technical competencies required for administering injections,
- ii. Have and will maintain valid CPR (minimum level C);
- iii. Have and will maintain valid First Aid certification (minimum standard or emergency);
- iv. Have administered an injection within the past three years.

Pharmacists who are unable to sign this professional declaration because they have not maintained the competence and proficiency required or **have not administered an injection within the past three years** must contact the ACP office if they wish to regain this authorization.

If you do not wish to continue to hold authorization to provide drugs by injection, you can complete your renewal without completing this declaration. Your authorization to provide drugs by injection **will expire June 30, 2014**.

If you are renewing as an Associate 2014/15, you will need to complete one (1) declaration:

- declaration of the status you are renewing to (i.e., Associate 2014/15).

## Submission of renewal

When you have reviewed and are satisfied with the information you have entered for your online renewal [CPD log, status, insurance and CEU declarations, statistics (if required)], you must submit your renewal. **Once your renewal has been submitted, you cannot review or change any of the information provided on your renewal.**

## Tab 7: Payment

Payment can be made online by credit card (Visa or MasterCard) or via mail by cheque. Select your preferred method of payment and fill in the appropriate information. If payment is being made by cheque, record your registration number on the bottom right hand corner of your cheque and ensure it is mailed in sufficient time to reach the ACP office before May 31, 2014. If your employer is paying your fees, select the cheque payment option, print your payment page and submit this form to your employer. You will receive an official receipt and practice permit (if applicable) from ACP.

## ACP contact information:

Ph: 780-990-0321 Toll-Free: 1-877-227-3838 Fax: 780-990-0328  
Address: 1100-8215 112 St NW, Edmonton, AB T6G 2C8

Reinstatement requests: [statuschange@pharmacists.ab.ca](mailto:statuschange@pharmacists.ab.ca)

## Questions or problems?

Regarding renewal: ACP Registration Department at [registrationinfo@pharmacists.ab.ca](mailto:registrationinfo@pharmacists.ab.ca)  
Regarding CEUs, CPD logs, audits, etc.: ACP Competence Department at [competence@pharmacists.ab.ca](mailto:competence@pharmacists.ab.ca)