

**New this year** – before you can complete your online renewal, you must ensure you have submitted your Competence Program requirements via the CCP portal. The option to submit all requirements was not available until the online renewal was turned on, and is now available.

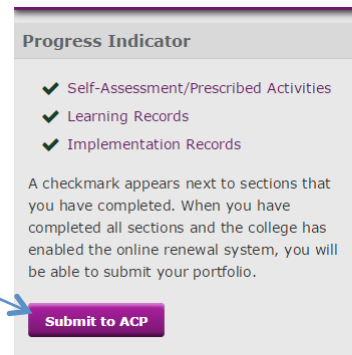
If you are renewing as a clinical pharmacist (Pharmacist (2015/16), you must ensure you have complied with all the Continuing Competence Program (CCP) requirements:\*

1. Complete at least 15 CEUs during the CE cycle and document each learning activity on one or more Learning Records;
2. Implement at least one CEU worth of learning into their practice and document this on an Implementation Record; and
3. Complete any required learning that has been assigned by the Competence Committee. For the 2014/2015 CE cycle, pharmacists must complete the CCP tutorial to learn about the new program.

**\*Exemptions:** pharmacists who registered on the clinical register for the first time in Alberta between January 1, 2015 and June 30, 2015 OR pharmacists who reinstated on the clinical register between January 1, 2015 and June 30, 2015.

These requirements must be entered on your profile on the CCP portal. Prior to completing the ACP online renewal, you must login to the CCP portal and submit these requirements.

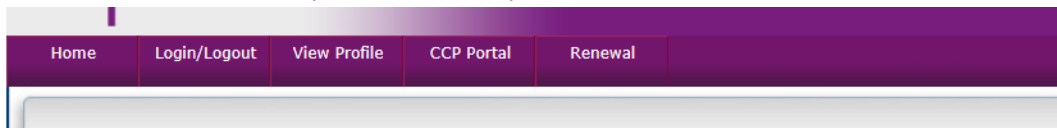
CCP portal login <http://skillsure.pharmacists.ab.ca>



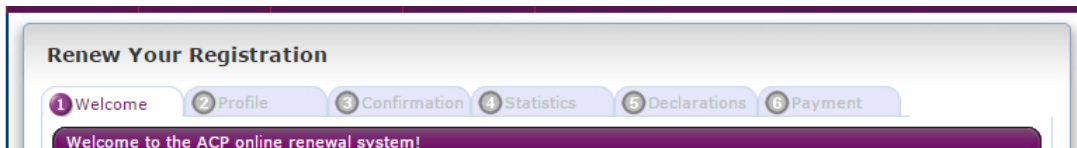
Once you have submitted all CCP requirements, you can proceed with your online renewal.

## ACP ONLINE RENEWAL

Online annual permit renewal is available on our website at <https://acp.alinityapp.com/webclient/>. 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; you must contact the ACP office if changes are required (e.g., name changes, employment changes). 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: Statistics

If you are renewing as a Pharmacist 2015/16, you must complete statistics about your employment.

### Tab 5: Declarations

If you are renewing as a Pharmacist 2015/16, you will need to complete professional declarations:

- declaration of the status you are renewing to (i.e., Pharmacist 2015/16);
- 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, 2015 to June 30, 2016, you will need to complete an 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, 2015**.

If you are renewing as an Associate 2015/16, you will need to complete one (1) declaration:

- declaration of the status you are renewing to (i.e.: Associate 2015/16).

### Submission of Renewal

When you have reviewed and are satisfied with the information you have entered for your online renewal [status, insurance, statistics and recertification of authorization to provide drugs by injection (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 6: 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, 2015. 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 / Problems:

Regarding Renewal:

ACP Registration Department at [registrationinfo@pharmacists.ab.ca](mailto:registrationinfo@pharmacists.ab.ca)

Regarding CEUs, Implementation Records, Audits, etc.:

ACP Competence Department at [competence@pharmacists.ab.ca](mailto:competence@pharmacists.ab.ca)