



## DOCUMENT EVALUATION INFORMATION

### REGISTRATION PROCEDURES FOR PHARMACY GRADUATES TRAINED OUTSIDE CANADA

We are responding to your request for information about certification and licencing in Canada for pharmacists.

#### The role of provincial governments and The Pharmacy Examining Board of Canada (PEBC) in licensing

Each province in Canada is responsible for issuing a license to practice pharmacy in their own province. All provinces, except Quebec, require applicants trained outside of Canada to have The Pharmacy Examining Board of Canada Certificate of Qualification.

This Certificate is a major requirement for licensing in each province, but the Certificate alone does not mean you have the right to practice.

In addition to the PEBC Certificate of Qualification, each province has additional licensing requirements. These may include practical experience, English or French language skills, and forensic examinations. You must contact the licensing authority of the province in which you choose to practice to receive full information about their requirements. [Click here](#) for the addresses of the provincial and territorial regulatory authorities.

#### How to receive your PEBC Certificate of Qualification

As a pharmacy graduate trained outside of Canada, you must follow the 2-step Evaluation Procedure before you can write the Qualifying Examination. Once you have favourably completed the two steps, you will then be eligible to take the Qualifying Examination.

Please note: If you are a foreign-trained pharmacist who has graduated from a degree program acceptable to the Board and has been registered continuously for a minimum of 10 years as a pharmacist in Canada and are currently registered in good standing as a pharmacist in Canada, you may apply directly for the Qualifying Examination. However, you must first have your qualification assessed to confirm your eligibility and must contact the PEBC office for further information.

**Language Proficiency Requirements**

**Language Proficiency Tests are not required by The Pharmacy Examining Board of Canada. However, Provincial Regulatory Authorities do require these tests.**

Pharmacists seeking licensure must meet the respective provincial requirements in order to become licensed within an individual province. Therefore, candidates for licensure are advised to contact the licensing authority in the province for which they are seeking licensure to receive full information regarding language fluency requirements.

**Immigration to Canada**

**For all matters regarding immigration, please contact your local Immigration Authorities directly. PEBC cannot provide information or answer questions about immigration.**

**Step 1: Document Evaluation**

The PEBC must evaluate certain documents to ensure you have a degree in Pharmacy that is acceptable to the PEBC. If your documents are favourably evaluated, you must then write an Evaluating Examination.

To have your documents evaluated to determine if you are eligible for the Evaluating Examination, please see the section entitled DOCUMENTS REQUIRED FOR EVALUATION starting on Page 4.

**Step 2: The Pharmacist Evaluating Examination**

This examination is to determine whether or not you have completed a program of study comparable to that taught in Canada.

If you wish to be considered for the next sitting of the Evaluating Examination, please send in your examination application form and fee together with the application form and fee and documents, etc. required for Document Evaluation by the deadline date indicated in the Documents Required for Evaluation section.

Do not wait to hear if your documents have been evaluated as you may miss the deadline for submission of your examination application.

Please note: Once your documents have been favourably evaluated, you have up to five years to pass the Evaluating Examination.

**The Pharmacist Qualifying Examination, Part I (MCQ) and Part II (OSCE)**

After your documents have been favourably evaluated and you have passed the Evaluating Examination, you can then take the Qualifying Examination, Part I (MCQ) and Part II (OSCE). You will receive information from the PEBC about the Qualifying Examination after you pass the Evaluating Examination.

The Qualifying Examination is designed to assess the competencies required for safe and effective practice. The examination is held twice a year and candidates may elect to take one or both parts of the Qualifying Examination.

The Qualifying Examination - Part I is a written examination in a multiple choice question (MCQ) format. It is divided into two sittings, taken on two consecutive half-days.

Part II of the Qualifying Examination is a practice-based examination designed in the format known as an "objective structured clinical examination" (OSCE), and is taken on a different part-day. The QE-II (OSCE) consists of a series of 7-minute tasks or simulations which are based on common and critical practical situations. For more information on this examination, see The Qualifying Examination of the home page for pharmacists.

The Board reserves the right to change, without notice,  
any information or requirements contained herein

**There are two separate application forms and two separate fees for Document Evaluation and the Evaluating Examination. The fee for Document Evaluation is CAD\$530 and the fee for the Evaluating Examination is CAD\$515. Please note: There is an additional administration fee of CAD\$365 for the London, England site of the Evaluating Examination.**

**Checklist** ✓

- ✓ Application form properly witnessed
- ✓ CAD\$530 fee
- ✓ Documents to support identity
  - Birth Certificate
  - Marriage Certificate
  - or Canadian Citizenship Card
  - or Statutory Declaration + supporting docs.
- ✓ Immigration Record of Landing or current Permanent Resident card
- ✓ Documents to support graduation & licensing
  - University Degree Certificate
  - Transcript
  - Licensing Statement

Additional documents or information may be requested in support of the application.

Incorrectly submitted documents will delay the evaluation of your qualification.

**If you have any questions regarding documents required, please contact our office.**

**Deadline Dates**

You may send your documents to us anytime because evaluations are completed all year. **However, please note:** If you are planning to apply for the next Evaluating Examination, all documents, applications and fees (including Document Evaluation Application form, applicable fee, all necessary documents, Evaluating Examination Application form and applicable fee) must be correctly submitted by the deadline date. The application form and fee for the Evaluating Examination can be sent at the same time

as the application form and fee for Document Evaluation.

**Next Evaluating Examination Deadline Date:**  
October 9/09 for the January 13 & 14/10 Examination

**Sending your Application**

You must send in your Application Form and documents via regular mail or courier services to:

The Pharmacy Examining Board of Canada  
717 Church Street  
Toronto, ON M4W 2M4, Canada

We do not accept faxed or emailed applications.

If you want to know if your application has been received, please send Form 100-D (see page 10) with a self-addressed, stamped envelope (within Canada) or a self-addressed envelope with International Reply coupons (outside of Canada) and the form will be returned to you by mail. If the form is received without the appropriate return envelope and postage, it will not be acknowledged.

Your application will be acknowledged via email or regular mail as quickly as possible after it is received.

**Authorization**

If you wish someone to act on your behalf, please fill out, sign and send the Authorization Statement, Form 200. Please note: We need your original signature on this form so it must be sent by mail.

**Application Form for Document Evaluation**  
(please see example page 11)

Please fill out all areas. Your signature and photograph on this form must be witnessed by a notary public, commissioner for oaths, lawyer or the Canadian Embassy. Please send two photographs (taken within the last year). One photograph should be attached in the space provided on the Application Form, the other can be stapled to the top left hand corner.

You must send in your Application Form and documents via regular mail or via courier services to the address on page 1.

**We do not accept faxed or e-mailed applications.**

If you want to know if your application has been received, please send Form 100-D with a self-addressed stamped envelope and we will return the form to you.

Your application will be acknowledged via email or regular mail as quickly as possible after it is received.

**CAD\$530 Document Evaluation Fee**

Please submit the fee in Canadian currency payable to "The Pharmacy Examining Board of Canada" or "PEBC". We do not accept currency other than Canadian dollars. All payments made outside Canada must be made in Canadian funds by international bank draft or money order drawn on a Canadian Bank.

Payments within Canada may be made by personal cheque if you wish.

Cash payments will not be accepted. If your payment is returned by our bank, you will be charged an additional \$50.

**Documents to Support Identity**

**Birth Certificate** certified as a true copy of the original by a notary public, commissioner for oaths, lawyer or the Canadian Embassy with attached official translation (if necessary). A "Birth Certificate" issued by a Consulate will not be accepted. **OR**

**Canadian Citizenship Card** (both sides) certified as a true copy of the original by a notary public, commissioner for oaths, lawyer or the Canadian Embassy. (We will accept a Canadian Citizenship Card instead of a birth certificate).

**PLEASE NOTE:** If you do not have an official document called a birth certificate or a Canadian Citizenship Card, **you, personally**, must make a **statutory declaration** before a notary public, commissioner for oaths or lawyer stating that the name shown on your application is that given to you at birth, your date of birth and the reason why you don't have a birth certificate. You must also submit certified copies of two official documents bearing that name and birth date in support of the declaration. Acceptable documents include a baptismal certificate, social insurance card, passport, driver's licence, secondary school certificate, Immigration Record of Landing, etc. Please ensure that the names on your supporting documents are spelled exactly the same as in your declaration.

**Marriage Certificate** certified as a true copy of the original by a notary public, commissioner for oaths, lawyer or the Canadian Embassy with attached official translation (if necessary). This document is only necessary if you have changed your name after marriage and wish to use your married name.

**PLEASE NOTE:** If the name on your Application Form is different from the one on your birth and marriage certificates, you must make a **statutory declaration** before a notary public, commissioner for oaths, lawyer or the Canadian Embassy stating:

1. The name by which you wish to be known;
  2. That the names shown on your various documents refer to the same person;
  3. An explanation for the differences in the names.
- We also require certified copies of two official documents bearing the name you wish to use.

If you have legally changed your name, please submit a certified copy of your legal change of name document.

**Immigration Document**

When you arrive in Canada as a landed immigrant, you will receive an Immigration Record of Landing Certificate or current Permanent Resident Card. At that time, please submit certified copies of both sides of this document. If you have not yet arrived in

Canada, we will proceed with the evaluation of your

qualification without this document.

## DOCUMENTS REQUIRED FOR EVALUATION

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### Documents to Support Graduation and Licensing

**University Degree Certificate** Please submit a copy (certified as a true copy of the original by a notary public, commissioner for oaths, lawyer or the Canadian Embassy) of your original language University Degree Certificate (the large one that you would frame and hang on the wall) with an attached official translation. Please note that this document must be submitted by the candidate.

**Transcript** We require an originally produced, currently-dated transcript (with an attached official translation, if necessary) mailed directly to our office by the University. Attested copies will not be accepted. This document should include marks or grades obtained for each subject in each year.

If the University is not able to provide us with this document, please contact the office for instructions.

**Licensing Statement** Please notify the Licensing Authority in the country where you are currently licensed, to mail a currently-dated letter directly to our office, stating that you are currently licensed as a pharmacist and your license is in good standing (i.e., there are currently no disciplinary proceedings or actions against you). A letter of good standing which is not mailed by the licensing authority will not be accepted by PEBC. Please note: This letter is only valid for a period of six months from the date it was issued and must be received in our office within 1 month of the issue date (see "Common Mistakes" (Page 8)).

If you are not currently licensed as a pharmacist please contact the office for instructions.

## IMPORTANT INFORMATION

### Translations

If documents are in a language other than English or French, they must be translated by a Government Official or an official translator. Do not prepare your own translation.

Translations must be attached to the document they are translated from.

### Certified Documents

Where certified copies are requested they must be certified as true copies of the original by a notary public, commissioner for oaths, lawyer or the Canadian Embassy who writes the phrase "This is a true copy of the original document" and then signs and stamps it.

If the certification is done in a language other than English or French, please send an official translation of the certifier's stamp, etc.

### Photographs

Please send passport-sized and quality photographs which look like you and are taken within the last year. One photograph should be attached to the application form in the space provided. The other can be placed at the top left hand corner and should have the date it was taken stamped on the back.

### Document Evaluation Result Letter

This letter will be mailed to you approximately 4-8 weeks after we have received all the necessary documents, applications and fees, correctly submitted.

**INFORMATION REGARDING SOME INDIVIDUAL COUNTRIES****ALGERIA**

If licensing was not a requirement when you graduated, please contact our office for details.

**BELARUS, MOLDAVIA, RUSSIAN FEDERATION, UKRAINE**

If licensing was not a requirement when you graduated, please contact our office for details.

**BULGARIA**

If licensing was not a requirement when you graduated, please contact our office for details.

**CHINA**

If licensing was not a requirement when you graduated, please contact our office for details.

**CUBA**

If licensing was not a requirement when you graduated, please contact our office for details.

**EGYPT**

We do not accept the English University Degree Certificate issued by the University.

Please send a certified copy of your Arabic University Degree Certificate (the large one that you would frame and hang on the wall) with an attached official translation.

We require a letter from the Syndicate of Pharmacists regarding your license in good standing.

**FRANCE**

If licensing was not a requirement when you graduated, please contact our office for details.

**GERMANY**

We require certified copies of the certificates of all three stages issued by the University and a certified

copy of the pharmaceutical examination certificate with attached official translations

**INDIA**

We do not accept a high school leaving certificate or a letter from the Indian Consulate in lieu of a birth certificate. If you do not have a birth certificate, please see instructions above.

We do not accept an attested copy of your transcript. If the University cannot send an original, please ask the affiliated College you attended to send one.

We require a letter from the State Pharmacy Council regarding your license in good standing.

**IRAN**

We require a letter from the Ministry of Health, Treatment and Medical Education regarding your license in good standing not the Medical Council or any other institution.

**ISRAEL**

We require a letter from the Ministry of Health, regarding your license in good standing not the Pharmaceutical Association.

**NIGERIA**

For Nigeria only, you may submit your fee in US dollars. Please calculate the equivalent of CAD\$530 and add 10% to cover fluctuation in exchange rate and bank charges for conversion. Any balance remaining will be held on account. A helpful website is [www.oanda.com/convert/classic](http://www.oanda.com/convert/classic).

**SYRIA**

We require a letter from the Ministry of Health regarding your license in good standing not the pharmaceutical Association

## **COMMON MISTAKES**

Please note: These mistakes may cause delays and you may miss the deadline, as a result, your application for the Evaluating Examination may not be accepted for the sitting you requested.

### **Application Form for Document Evaluation and Application Form for the Evaluating Examination:**

1. Applicant has not signed the Application Form.
2. Signature and photograph have not been witnessed by Notary Public, Commissioner for Oaths, Lawyer or the Canadian Embassy.
3. All parts of the form are not completed

### **Fee:**

1. Not submitted in Canadian Dollars
2. Not the right amount

### **Birth Certificate:**

1. Not properly certified, i.e., not certified by a notary public, commissioner for oaths, etc.
2. PEBC will not accept a Certificate issued by the Consulate
3. Name of the applicant is not on the certificate

### **University Degree Certificate:**

1. Original language certificate not sent. Only English version received.
2. Not properly certified, i.e., certified by translator instead of notary public, etc.
3. Not properly translated, i.e., name of degree granted is incorrect (Bachelor of Pharmaceutics or Bachelor of Pharmacology, instead of Bachelor of Pharmacy)

### **Transcript:**

1. Attested copy sent instead of an original
2. Not currently-dated
3. Not sent directly to our office by the University or affiliated College
4. Not complete. Only a summary sent instead of all subjects of all years

### **Licensing Statement:**

1. Not currently-dated. (For example, the letter is dated December 12/2008 and not received by our office until March 25, 2009.)
2. Not sent directly to our office by the Licensing Authority
3. Does not say that the license is in good standing

**PROVINCIAL AND TERRITORIAL REGULATORY AUTHORITIES****Alberta College of Pharmacists**

1200-10303 Jasper Avenue NW  
Edmonton, AB, T5J 3N6  
TEL: (780)990-0321  
FAX: (780)990-0328  
WEBSITE: [www.pharmacists.ab.ca](http://www.pharmacists.ab.ca)

**College of Pharmacists of British Columbia**

200-1765 West 8th Avenue  
Vancouver, British Columbia V6J 5C6  
TEL: 604-733-2440  
FAX: 604-733-2493/1-800-377-8129  
WEBSITE: [www.bcpharmacists.org](http://www.bcpharmacists.org)

**Manitoba Pharmaceutical Association**

187 St. Mary's Road  
Winnipeg, MB, R2H 1J2  
TEL: (204)233-1411  
FAX: (204)237-3468  
WEBSITE: [www.mpha.mb.ca](http://www.mpha.mb.ca)

**New Brunswick Pharmaceutical Society**

373 Urquhart Avenue, Unit B  
Moncton, NB, E1H 2R4  
TEL: (506)857-8957  
FAX: (506)857-8838  
WEBSITE: [www.nbpharmacists.ca](http://www.nbpharmacists.ca)

**Newfoundland and Labrador Pharmacy Board**

Apothecary Hall, 488 Water St.  
St. John's, NF, A1E 1B3  
TEL: (709)753-5877  
FAX: (709)753-8615  
WEBSITE: [www.nlpb.ca](http://www.nlpb.ca)

**Registrar, Professional Licensing, Health & Social Services Gov't of the North West Territories**

P.O.Box 1320  
Yellowknife, NWT, X1A 2L9  
TEL: (867)920-8058  
FAX: (867)873-0484  
WEBSITE: [www.hlthss.gov.net.ca](http://www.hlthss.gov.net.ca)

**Nova Scotia College of Pharmacists**

1464 Dresden Row  
Halifax, NS, B3J 3T5  
TEL: (902)422-8528  
FAX: (902)422-0885  
WEBSITE: [www.nspharmacists.ca](http://www.nspharmacists.ca)

**Ontario College of Pharmacists**

483 Huron St.  
Toronto, ON M5R 2R4  
TEL(416)962-4861/800-220-1921  
FAX(416)847-8200  
WEBSITE: [www.ocpinfo.com](http://www.ocpinfo.com)

**Ordre des Pharmaciens du Québec**

266, rue Notre-Dame Ouest, Bureau 301  
Montréal, PQ, H2Y 1T6  
TEL: (514)284-9588/800-363-0324  
FAX: (514)284-3420  
WEBSITE: [www.opq.org](http://www.opq.org)

**Prince Edward Island Pharmacy Board**

7-20424 Trans Canada Highway, Box 89  
Crapaud, PEI, C0A 1J0  
TEL: (902)658-2780  
FAX: (902)658-2198  
WEBSITE: [www.napra.org](http://www.napra.org)

**Saskatchewan College of Pharmacists**

700-4010 Pasqua St.  
Regina, SK, S4S 7B9  
TEL: (306)584-2292  
FAX: (306)584-9695  
WEBSITE: [www.saskcollegepharm.ca](http://www.saskcollegepharm.ca)

**Yukon Consumer Services, Dept. of Community Services, Gov't of the Yukon Territory**

P.O.Box 2703, C-5  
Whitehorse, YT, Y1A 2C6  
TEL: (867)667-5940  
FAX: (867)667-3609  
WEBSITE: [www.gov.yk.ca](http://www.gov.yk.ca)