



The Pharmacy Examining Board of Canada

Le Bureau des examinateurs en pharmacie du Canada

Pharmacy Technician International Evaluation Application Instructions

Correspondence

- Always include your PEBC ID number in any correspondence with PEBC. Your PEBC ID number will be provided once your hard copy application is received and processed. Once you receive your PEBC ID, please document it in the subject heading of any email you send to PEBC.
- Allow 2 business days for a response to any inquiry you make before contacting the office about the same matter again.
- Keep your contact information updated by emailing [PEBC's credentialing department](#) as soon as your phone number, email, or mailing address changes.
- PEBC will primarily communicate by email. Be sure to check your email regularly and make sure your email settings will allow PEBC emails to reach your inbox.
- PEBC does not acknowledge receipt of any documents until the hard copy of your application is received. If you wish to know the delivery status of a document, please check with your courier.

Items to Submit to PEBC

1. Online application and fee payment
2. A properly witnessed printed application form
3. Certified copies of documents to support identity
4. Transcript from an acceptable pharmacy technician/pharmacy program - sent by your college/university to PEBC directly (your program certificate may also be requested if your transcript does not state that your program was completed)
5. Documents to support your international licensing status - licensing statements must be sent by your licensing authority to PEBC directly
6. The syllabus for your program from the year you graduated

7. The Education Evaluation document

8. The Declaration of Professional Integrity document

Additional documents or information may be requested in support of the application. Incorrectly submitted documents will delay the evaluation of your qualification.

How to Properly Certify a Document

1. Have a copy of the original document made. Do not make a copy of a copy.
2. Have each page of the document stamped and/or signed by someone with a qualification on the acceptable witness list, found below. They must attest that the copy is an exact duplicate of the original. The document you send to PEBC must show the original stamps and/or signatures.
3. Do not submit original documents unless you do not want them returned. PEBC does not return documents under any circumstances.

Acceptable Witnesses

- **Notary public from anywhere in the world**– Stamp/seal and signature required
- **Commissioner for oaths from anywhere in the world**– Stamp/seal and signature required
- **Lawyer from anywhere in the world**– License number and signature required
- **Embassy/consulate official from anywhere in the world** – Stamp/seal and signature required
- **Pharmacist or pharmacy technician currently licensed by a Canadian Provincial Regulatory Authority (PRA)** – License number and signature required

Your witness must be in good standing with their regulatory or licensing authority.

The documents you send to PEBC must show the witness's original stamps and/or signature plus your witness's license number, if applicable.

Translations

If a required document is not written in French or English, you will need to submit either an English or French translation by following these guidelines:

1. The translation must be prepared by an official, certified translator. If you are having a document translated in Canada, it must be done by a translator appointed by one of the following organizations. The translator can be appointed by any of these organizations regardless of your location.
 - Alberta - [ATIA](#)
 - British Columbia - [STIBC](#)
 - Manitoba - [ATIM](#)

- Ontario - [ATIO](#)
 - Quebec - [OTTIAQ](#)
 - Saskatchewan - [ATIS](#)
 - New Brunswick - [CTINB](#)
 - Nova Scotia - [ATINE](#)
 - Prince Edward Island, Newfoundland and Labrador, Nunavut, and Northwest Territories - [CTIC](#)
2. Each page of the translation must include the original stamp and signature of your official translator.
 3. A copy of the original language document must be submitted with the translation, and each page of the original language document and the translation must include the original stamp and signature of your official translator.
 4. The name and credentials of your translator must appear in English or French.
 5. The version of the translation must be the original. Copies of translations are not accepted, even if certified.
 6. If you are submitting a translation of your transcript or licensing statement, the original language version you send must match the original language version sent directly to PEBC by your university or licensing authority.

How to Apply for the Evaluation Using the Online Application

1. You must apply and pay online, using the [Pharmacy Technician International Evaluation application](#).
2. Once you have completed the online application, follow the instructions provided to print your hard copy application.
3. Mail / courier your printed application with the other required documentation that you must mail.

Instructions for the Hard Copy Application Form

1. Print the application form and checklist.
2. If you have received it, enter your PEBC ID number. This does not need to be included. You do not need to ask PEBC for it before submitting your paper application. If you previously applied as a pharmacist and only have a pharmacist PEBC ID, please enter it in the application, as you will not be able to add it to the profile.
3. After downloading the application, you can fill in the application form before printing or fill it in

with pen by hand after printing.

4. Enter your name on your application exactly as it appears on your identification and other documents.
5. Fill out all other information requested being sure not to miss anything, as it is all required.
6. You will need two identical, passport-acceptable photos, with the date the photo was taken stamped or written on the back by the photographer. They must be taken within 12 months of submission of your application. They cannot be photocopies, digital prints, or alter your appearance in any way.
7. Attach the photos to the application as the instructions on the application indicate.
8. You will need to have your application properly certified. See the Acceptable Witnesses section above for complete instructions.
9. While with your witness:
 - a. Sign the application in the space provided
 - b. Have your witness complete the 'Declaration of Certifying Official' section
 - c. Have your witness sign/stamp the photo as indicated on the application
10. Once you have completed the application, send it and accompanying documents, with tracking, to PEBC.

Identification Verification

You will need to submit identification documents for PEBC to verify your identity. You can courier the witnessed paper copy of your ID to [PEBC](#) with the paper version of your application.

Primary Identification - PEBC requires a properly certified copy of **one** of the following showing your name exactly as it appears on your application and other documents:

- Your valid (unexpired) international passport - identification information pages only
- Your birth certificate
- Both sides of your Canadian citizenship card/certificate - only if it shows all names, including middle names

* Do not submit your permanent resident card as primary identification.

If Your Name Has Changed – you will need to provide the primary ID required above for your original name, as well as documentation to support your change(s) of name. PEBC requires a properly certified copy of one of the following for each name change:

- Your marriage certificate
- Your change of name certificate

If you have been married more than once, you will need to submit marriage or divorce papers for each marriage. Each document must show your surname before and after the marriage so we can track your names from one document to the next.

Identification Alternatives - These are acceptable reasons for not being able to meet the requirements detailed above:

- None of these documents were ever issued to you and cannot be issued
- You no longer have any of these documents and they cannot be reissued
- Your primary ID does not show your full, legal name as it appears on your application
- If the name on your ID is spelled differently than on your application
- The names on your diploma/degree, transcript, or licensing documents are different than the name on your ID

If you are unable to submit required documents due to any of the reasons listed, you will need to make a statutory declaration before a notary public, commissioner for oaths, lawyer, or embassy/consulate official. You must submit the original statutory declaration, and it must state:

- The official name as it appears on your application and other documents
- Your date of birth
- The reason you must submit a statutory declaration instead of meeting the primary ID requirements

To support the statutory declaration, you will need to submit certified copies of two pieces of valid, government-issued ID, such as a driver's license or health card. These pieces of ID must show your date of birth, and your name exactly as it appears in your statutory declaration.

Education Materials

Diploma or Degree Certificate - If your transcript, or a letter attached to your transcript, states that your diploma, or degree, has been conferred, you do not need to submit your certificate.

If that statement is not included in your transcript, please submit a properly certified copy of your certificate or an equivalent document. It needs to be certified by one of the professionals who qualify to certify your application and ID.

Program Transcript - PEBC requires your transcript for your pharmacy technician or pharmacy program.

- It must contain a list of all courses in your diploma/degree program with corresponding grades.
- If your school cannot send an original transcript, they can provide a photocopy, but each page must be stamped by your school and signed by a school official.
- PEBC does not accept transcripts sent with documents that were not issued by the school.
- The issue date must be within one month of the date PEBC receives it.
- If you have other documents showing information for your program that are not represented in your transcript, you must also have them sent directly to PEBC by the issuing institution.
- If you attended a pharmacy program at a German university, PEBC requires certified copies of the certificates of all three stages issued by the university, as well as a certified copy of the

pharmaceutical examination certificate with the attached original, official translations.

Having your transcript(s) delivered to PEBC:

Your transcript(s) must be sent to PEBC directly from the issuing authority by courier or email. Do not send both a hard copy and a digital version of a document.

By courier:

- If your transcript is sent by courier:
 - Request tracking.
 - Do not request signature confirmation.
 - Pay any delivery fees and tariffs in advance. If PEBC is charged any fees for the delivery of your document, your file will not be processed until the issue has been resolved, and resolving these issues can take a very long time.
- If your college or university will not send it themselves, you may have a courier pick up your transcript directly from the college or university and deliver it to PEBC. The college or university must be indicated as the sender.
- PEBC will not accept your transcript if it has been given to you or anyone else first, or if documents that are not from your college or university are sent with it.
- Your transcript will not be accepted if it is sent with your application.

By email:

- You can request that your transcript be emailed to desubmit@pebc.ca.
- Your document will not be accepted if it is not emailed directly by the college or university.
- PEBC reserves the right to conduct source verification of your transcript by directly contacting the issuing authority.

Program Syllabus – Please submit the syllabus for the program you completed, from the year you graduated. It does not need to be certified, but it must include the following:

- Proof that it was issued by the school by displaying the school name, school information and any publishing information available
- Every course from your program must be represented by the course title and a description of the course content
- The name of your educational institution
- The name of your program, i.e., pharmacy technician certificate
- The number of years or semesters of your program
- The year you graduated

Additional documents or information may be requested to complete program approval.

You can mail or email your syllabus to PEBC yourself.

Licensing Verification

You will need to have documents sent to PEBC on your behalf to prove your current license status. If a licensing statement is required but you submit license registration documents instead, they will be rejected. A registration certificate is not the same as a licensing statement as it does not tell PEBC whether you are in good standing with your licensing authority. Carefully read and follow the instructions below to properly submit the required documents.

If you are currently licensed as a pharmacy technician (or equivalent) or pharmacist:

PEBC requires a licensing statement from all licensing authorities you have been licensed by.

- It must state that you "are currently licensed" and indicate whether you are in good standing.
- PEBC does not accept licensing statements sent with documents from another organization.
- The issue date of your licensing statement must be within one month of the date it is received by PEBC.
- Licensing statements expire 12 months after their issue date. If your evaluation is not complete in that time, you will need to submit a new, currently dated licensing statement.

If you have been licensed in the past but are not currently licensed:

1. Submit a statutory declaration made before a notary public, commissioner for oaths, lawyer, or embassy/ consulate official.
 - It must include the sentence "I am not currently licensed anywhere in the world." and provide a brief explanation of why you are not currently licensed.
 - It must state the country and name of the licensing authority you were licensed by.
 - It must state whether your license was ever suspended or revoked and whether you were ever the subject of any disciplinary proceedings.
 - Send the document by courier yourself.
 - Do not request signature confirmation.
 - Pay any delivery fees and tariffs in advance. If PEBC is charged any fees for the delivery of your document your file will not be processed until the issue has been resolved, and resolving these issues can take a very long time.
 - Only submit the original document. A copy will not be accepted.
2. Have all licensing authorities you were licensed by send PEBC a statement indicating your standing while licensed by them.
 - It must state that you were previously licensed by the licensing authority and include whether or not you were in good standing during that time.
 - The issue date of your licensing statement(s) must be within 1 month of the date it is received by PEBC.
 - Licensing statements expire 12 months after their issue date. If your Document Evaluation is not complete in that time you will need to submit a new, currently dated, licensing statement.
 - PEBC does not accept licensing statements sent with documents from other organizations.

If you have never been licensed:

Submit a statutory declaration made before a notary public, commissioner for oaths, lawyer, or embassy/consulate official.

- It must include the sentence “I have never been licensed anywhere in the world.” and provide a brief explanation of why you have never been licensed.
- You can send this statutory declaration with your application.
- PEBC will not accept a copy. Please be sure to send the original statutory declaration.

Having your licensing statement(s) delivered to PEBC:

Your licensing statement(s) must be sent to PEBC directly from your licensing authority.

By courier:

- If you have your licensing statement couriered, do not have it emailed as well.
- It is recommended that your licensing authority send it by courier with tracking.
- Send without signature confirmation.
- Pay any delivery fees and tariffs in advance. If PEBC is charged any fees for the delivery of your document, your file will not be processed until the issue has been resolved, and resolving these issues can take a very long time.
- If your licensing authority will not send it themselves, you may have a courier pick up your licensing statement directly from the licensing authority and deliver it to PEBC. The licensing authority must be indicated as the sender on the courier waybill.
- PEBC will not accept a licensing statement if it has been given to you or anyone else first, or if documents that are not from your licensing authority are sent with it.
- Your licensing statement will not be accepted if it is sent with your application.

By email:

- You can request that your licensing statement be emailed to desubmit@pebc.ca.
- If you have your licensing statement emailed, do not have a hard copy sent as well.
- Your document will not be accepted if it is not emailed directly by the licensing authority.
- PEBC will only accept documents from a verifiable email address. The email must contain a position title or department name, rather than an individual’s name.
- PEBC reserves the right to conduct source verification of your licensing statement by directly contacting the issuing authority.

Education Evaluation

Please download the Education Evaluation document, read it through carefully, and provide the information requested. Once complete, email this document to desubmit@pebc.ca and include “Pharmacy Technician International Evaluation” or “PTIE” in the subject line.

The Declaration of Professional Integrity

Please download the Declaration of Professional Integrity document, review it carefully, and fill in what is required. Once complete, email this document to desubmit@pebc.ca and include “Pharmacy Technician

International Evaluation” or “PTIE” in the subject line.

Mailing Instructions

The documents that must be mailed to PEBC should be sent by courier, with tracking, to the address found on the [Contact Us](#) page.