



# The Pharmacy Examining Board of Canada

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## 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 is provided in your Portal account.

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 contacting [pebcinfo@pebc.ca](mailto:pebcinfo@pebc.ca) 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

You will need to submit the following for your evaluation to be completed:

1. The evaluation fee
2. A properly witnessed, printed application form
3. Certified copies of documents to support identity
4. Documents to support graduation from an acceptable pharmacy technician/pharmacy program sent by your college/university to PEBC directly
5. Documents to support your international licensing status - licensing statements must be sent by your licensing authority to PEBC directly

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.

## 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

## 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 & 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 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.

## Fee Payment Instructions

**Forms of Payment Accepted** - You must pay the application fee with a money order, bank draft, or bank certified Canadian cheque. There is no online option for paying the fee at this time.

**Payment Recipient** - Your fee should be made payable to PEBC.

**Currently Dated** – The date on your form of payment cannot be more than six months prior to submission.

**Currency** – Only Canadian funds are accepted.

**Signatures** – Ensure all required signatures are included.

**Payment from Outside of Canada** – Also ensure the funds are drawn from a Canadian bank, the transit number of the bank is printed at bottom of bank draft or money order using standardized coding, and the clearance method is through the clearing system in Canada and not by collection.

**Payment Alternatives** - If it is difficult for you to acquire an acceptable form of payment you can have anyone, anywhere in the world, send it on your behalf. Please make sure they include your full name and PEBC ID number with the payment. The fee does not need to be sent with your application.

## Instructions for the Application Form

1. Print the application form and checklist.
2. Enter your name on your application exactly as it appears on your identification and other documents.
3. Fill out all other information requested being sure not to miss anything, as it is all required.
4. You will need two, identical, passport-acceptable photos, with the date taken stamped or written on the back by the photographer. They must be taken with 12 months of submission of your application. They cannot be photocopies, digital prints, or alter your appearance in any way.

5. Attach the photos to the application as the instructions on the application indicate.
6. You will need to have your application properly certified. See the Acceptable Witnesses section for complete instructions.
7. While with your witness:
  - Sign the application in the space provided
  - Have your witness complete the 'Declaration of Certifying Official' section
  - Have your witness sign/stamp the photo as indicated on the application
8. Once you have completed the application, send your application and accompanying documents, with tracking, to [PEBC](#).

## Identification Verification

You will need to submit identification documents for PEBC to verify your identity. You must 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) passport
- Your birth certificate
- Both sides of your Canadian Citizenship Card - only if it shows all names, including middle names

\* Do not submit your Permanent Resident Card as primary identification.

**If Your Name Has Changed** - 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 your name on your ID is spelled differently than on your application
- The names on your diploma/degree, transcript or licensing documents are different than your 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, or lawyer. 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 Document** - 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.

**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.
- The issue date must be within one month of the date PEBC receives it.
- If you have other documents showing contributions to your program that are not represented in your transcript, you must also have them sent directly to PEBC by the issuing institution.

Having your transcript(s) delivered to PEBC:

Your transcript(s) must be sent to PEBC directly from the issuing authority by courier or email.

By courier:

- If your transcript is sent by courier, it is recommended that you request tracking.
- 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.
- 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.

By email:

- You can request that your transcript be emailed to [desubmit@pebc.ca](mailto: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.

- It needs to be from the year you graduated.
- Every course from your program must be represented by the course title and a description of the course content.
- It does not need to be certified.
- Additional documents or information may be requested to complete program approval.

## Licensing Verification

You will need to have documents sent to PEBC on your behalf to prove your current license status.

**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.

- A licensing statement is a letter stating you are currently licensed and provides details of your current standing.
- The issue date of your licensing statement must be within one month of the date it is received by PEBC.
- Licensing statements expire 6 months after their issue date. If your evaluation is not complete in six months you will need to submit a new, currently dated licensing statement.

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

Submit a statutory declaration made before a Notary Public, Commissioner for Oaths, or lawyer.

- 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.
- Only submit the original document. A copy will not be accepted.

Have all licensing authorities you were licensed by send PEBC a statement indicating your standing while licensed by them.

**If you have never been licensed:**

Submit a statutory declaration made before a Notary Public, Commissioner for Oaths, or lawyer.

- 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:

- It is recommended that your licensing authority send it by courier with tracking.
- 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](mailto:desubmit@pebc.ca).
- Your document will not be accepted if it is not emailed directly by the licensing authority.
- PEBC reserves the right to conduct source verification of your licensing statement by directly contacting the issuing authority.

**Mailing Instructions**

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