



## CHECKLIST FOR NEW PHARMACIST GRADUATES

### Step 1: Post-grad Internship

- Register as a pharmacist student with NBCP (if you haven't done so already)
- Find a preceptor for your internship.
- Complete an apprenticeship agreement with your preceptor and receive confirmation of approval from NBCP (found on your online NBCP profile).
- Complete the 4-week internship:
  - ❖ During these 4 weeks, complete the Pharmacist Apprentice [Internship Manual](#)
  - ❖ Submit Appendices 1, 2 & 3 by email or fax to [registrations@nbpharmacists.ca](mailto:registrations@nbpharmacists.ca) or (506) 857-8838.
  - ❖ Complete Evidence of Time Service form; must be submitted within 2 weeks of finishing internship (found on your online NBCP profile).
- Successfully complete the NBCP Jurisprudence exam (see website for exam dates)
- Successfully complete PEBC qualifying exams (OSCE and MCQ) \*

### Step 2: Required Documents

#### Before starting application for Active Pharmacist, you will need to have the following ready to upload:

- A notarized photocopy of your Canadian government photo ID (i.e. driver's license, passport, permanent resident card)
  - ❖ If you do not have a Canadian government photo ID, please provide any government photo ID along with a photocopy of your valid employment visa/permit.
- A Canadian criminal record check, issued within the last 6 months, through an online company such as [www.mybackcheck.com](http://www.mybackcheck.com) or a criminal record check from a local police station or RCMP branch.
- Personal professional liability insurance as a Pharmacist - Required amount: \$2 million per occurrence and \$4 million annual aggregate.
- Valid First Aid and CPR **Level "C"** (Emergency, Workplace or Standard First Aid)

**Step 3:**

**Submit  
Application**

**Login to your NBCP profile:** [www.nbpharmacists.ca](http://www.nbpharmacists.ca)

**From your home page:**

- Under the section of Change my registration –Active Pharmacist (Direct Client Care) - Click “apply” and complete all requested information including the upload of the documents listed in step 2.
- Pay licensing [fees](#).

**Step 4:  
Mail  
documents**

**Documents you must mail or drop off in person to NBCP office:**

- Notarized photocopy of your ID
- Notarized photocopy of your pharmacy education degree
- Criminal record check (if not using [mybackcheck.com](http://mybackcheck.com))

Mail or drop off at:

New Brunswick College of Pharmacists  
686 St George Blvd., Suite 200  
Moncton, NB E1C 2C6

**Final Step:  
Licensed**

\*You may submit your application and all documents while waiting for PEBC results.  
Processing times can take up to 14 days once your application is complete and paid in full.  
Questions? Contact us at [registrations@nbpharmacists.ca](mailto:registrations@nbpharmacists.ca)