



RENEWAL – FREQUENTLY ASKED QUESTIONS



If I am not planning to work the full year, should I renew as non-active or let my licence lapse?

Please consider the following:

- If you let your licence lapse (i.e., not renew for the coming year) there may be additional application requirements upon re-entry to practice and you could also be subject to the late renewal fee as per Regulation 7.2(2) [\[LINK\]](#)
- If you renew on the non-active register and plan to return to active practice at some point in the coming calendar year, you must still ensure the requirements of licensure are met (e.g., continuing education and insurance; and for a direct client care register, proof of 400 hours in a patient care setting in the previous two years as well as current First Aid & CPR certification)
- For more information, please refer to: [Returning to Active Practice: Direct Client Care Register](#)
- Please review the Fee Schedule for the various registration categories [\[LINK\]](#)

Does being a preceptor for a student qualify for any self-assigned CPD units?

Acting as a preceptor for a student does not in itself confer continuous professional development (CPD) units. If, for example, you and your student encounter a clinical scenario unfamiliar to you during the rotation whereby the student takes responsibility for working up the patient but it takes you three hours of research to ensure that the student's care plan is appropriate, then you may assign three (3) CPD units to this activity. Learning as a result of being a preceptor should be assigned and documented as per any learning activity.

(NBCP Resource: [Self-assignment of CE Guidelines \[LINK\]](#))

Can I ask my assistant to complete my online renewal for me?

Delegating the completion of your annual licence renewal application to another individual is concerning. It is more than an administrative task — the application contains professional declarations that you must attest to for licence renewal. **The expectation is that every registered pharmacy professional completes their own renewal.**

(NBCP Resource: Regulations of the NB College of Pharmacists, Section 16.2 Annual Renewal [\[LINK\]](#))

I just received my licence this year (or will receive it). Do I have to meet the 15 CPD units requirement?

If between November 1 of the previous year and November 30 of the current year you spent 15 hours or more completing your Structured Practical Training or Internship manual and became a licensed Pharmacy Professional, you are deemed to have met the continuous professional development (CPD) requirement for the renewal period (November 1 to November 30) for the coming year only. For example, if you completed the training manual or internship after November 1 of last year and a pharmacy professional licence was obtained during the current year, you are deemed to have met the CPD requirement for this year's renewal. Please enter a summary of your training manual/internship in the 'my learning plan' section of your online profile to proceed with renewal.

Every year thereafter, please refer to the [continuous professional development requirements](#).