



## New Brunswick College of Pharmacists Ordre des pharmaciens du Nouveau-Brunswick

Each year in November, pharmacists and pharmacy technicians must apply for licence renewal for the coming year. Pharmacy managers must also renew the certificate of operation of the pharmacy. Renewal applications must be processed, and payment received by the College, no later than November 30. An additional late payment fee will be applied after November 30 [[Regulation 7.2\(2\)](#)].

### 5 THINGS TO KNOW BEFORE YOU RENEW



Pharmacists and pharmacy technicians must engage in [Continuous Professional Development](#) in the form of (minimum) 15 continuing education (CE) units per year and certify to this during annual renewal. Some points to note about Continuous Professional Development:

- CE activities completed between November 1 of the previous year and November 30\* of the current year (13 months) are eligible for the upcoming renewal year.  
\*If any CE activities were counted as part of your previous year's renewal, they are not eligible.
- Pharmacists (new graduates) – If you graduated and are licensed or will be licensed within the same year, you are deemed to have met the CE requirement for the upcoming renewal period.
- Pharmacy Technicians – If you spent 15 hours or more completing your Structured Practical Training manual after November of the previous year, you are deemed to have met the CE requirement for the upcoming renewal period.
- All CPD activities must be logged in the “My Learning Plans” section of your online profile.

**Please note that the paper versions of Forms M and N are no longer accepted.**

**Please ensure that you retain supporting documentation for all CPD credits entered.**



**Your online profile with the College** must be accurate and up to date. Updating your online profile on a regular basis satisfies [Regulation 11.5](#) that states: A registrant shall notify the Registrar of any change to information required to be on the register. To do so, follow these steps:

- 1) Login to your online College profile;
- 2) Click on “My profile” on the left menu bar;
- 3) Click on “Edit profile” at the top of the page;
- 4) Update your profile accordingly; and
- 5) Click “submit” at the bottom of the page.



**Direct Client Care Register** – To remain on the Direct Client Care Register, a pharmacy professional must have worked a minimum of 400 hours in a client care setting during the previous two years. ([Returning to active practice? Read more...](#))



**First Aid & CPR** – Valid certification in First Aid & CPR, is a **requirement of licensure** for all pharmacy professionals who provide direct patient care (pharmacists and pharmacy technicians). Pharmacists and pharmacy technicians on a direct client care register must maintain certification equivalent to the following:

- First Aid: Emergency, Workplace or Standard First Aid
  - Pharmacy professionals are expected (and empowered) to select the appropriate level of First Aid training based on their individual competence and practice needs.
- CPR: Level C

**Be sure your certification is valid and up to date in your online profile.**



**Insurance requirements** – [Regulation 25.1](#) states insurance coverage is required for:

- Pharmacists: a minimum of \$2,000,000 per claim or per occurrence and a minimum \$4,000,000 annual aggregate.
- Pharmacy technicians: a minimum of \$1,000,000 per claim or per occurrence and a minimum \$2,000,000 annual aggregate.

**Be sure your policy is up to date and that your online profile is also updated.**