



## Registration and Licensure during COVID-19 Public Health Emergency

### Preamble

Due to the current COVID-19 pandemic, the New Brunswick College of Pharmacists (The College) is facilitating registration and licensure of pharmacists and pharmacy technicians currently not entitled to practice direct client care through Conditional: Emergency Registration. The requirements for inclusion on the Conditional: Emergency Register have been established through Council of the College and the Government of New Brunswick to **ensure continuity of pharmacy services during COVID-19 Public Health Emergency**. Decisions on licensing in this pandemic balance the risks to the public of insufficient human resourcing against the potential risks associated with an individual without recent proven competency in providing care to patients.


Please monitor this webpage for updates as further decisions are made in response to pandemic severity and resulting fluctuations in human resourcing.

### Process for Registration and Licensure on Conditional: Emergency Register during COVID-19 Public Emergency


The College is establishing the Conditional: Emergency Register. Individuals should assess their eligibility and apply for this register using the means provided in the following table.

Expected processing time: Three business days (demand dependent) from the point a complete application is received by the College.


The Registrations Department at the College is available to assist individuals with their registration and licensure ([registrations@nbpharmacists.ca](mailto:registrations@nbpharmacists.ca)).

<p>What is your current status with the New Brunswick College of Pharmacists?</p>	<p>Pharmacists and pharmacy technician requirements for inclusion on the Conditional: Emergency Register during public health emergency (COVID-19)</p>	
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<p>I am registered as retired / non-active. I was registered on the Active: Direct Client Care Register between April 1, 2018 and now (i.e. within last 2 years)</p>	<p>Please register and license on the Conditional: Emergency Register:</p> <ol style="list-style-type: none"> <li>1. Procure personal professional liability insurance through an insurer of your choice. Provide your insurer with this memo <a href="#">[LINK]</a> informing them of your forthcoming status as, <i>Conditional: Emergency Registrant</i>.</li> <li>2. Procure a criminal record check. One efficient way (within one business day) is through an online service: <a href="https://www.mybackcheck.com/Public/Login.aspx">https://www.mybackcheck.com/Public/Login.aspx</a>. Please share the results with the College by selecting the “New Brunswick College of Pharmacists” within the myBackCheck.com website.</li> <li>3. Complete the ‘change of status’ form through your online profile. This profile is accessible at this link: <a href="https://nbc.in1touch.org/login.html">https://nbc.in1touch.org/login.html</a>. You can reset your password from there (if forgotten). Otherwise, contact us at: <a href="mailto:registrations@nbpharmacists.ca">registrations@nbpharmacists.ca</a>. College staff are available weekdays between 9 a.m. and 5 p.m. to help with this.</li> <li>4. Upon accessing your profile: <ol style="list-style-type: none"> <li>a. Scroll down the home page, past the ‘news’ section to get to the ‘Member Forms’ section</li> <li>b. Click on ‘Changing Status’</li> <li>c. Select “Changing to: Active: Direct Client Care”</li> <li>d. Type “Emergency” for Reason for Changing</li> <li>e. Save</li> </ol> </li> <li>5. You will receive confirmation of your registration and licensure via e-mail and the College will monitor for receipt of the Criminal Record Check from myBackCheck.com.</li> </ol> <p>Note: Continuing education requirements, practice hours requirements and declarations of cornerstone documents are waived at this time. Notarization of photo identification requirement is waived. Proof of certification in First Aid and CPR level C is waived. Provide if you have it but not necessary for emergency registration.</p>
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<p>I am not currently registered. I was registered on the Active: Direct Client Care register between April 1, 2018 and now (i.e. within last 2 years)</p>	<p>Please register and license on the Conditional: Emergency Register:</p> <ol style="list-style-type: none"> <li>1. Procure personal professional liability insurance through an insurer of your choice. Provide your insurer with this memo <a href="#">[LINK]</a> informing them of your forthcoming status as, <i>Conditional: Emergency Registrant</i>.</li> <li>2. Procure a criminal record check. One efficient way (within one business day) is through an online service: <a href="https://www.mybackcheck.com/Public/Login.aspx">https://www.mybackcheck.com/Public/Login.aspx</a>. Please share the results with the College by selecting the “New Brunswick College of Pharmacists” within the myBackCheck.com website.</li> <li>3. Complete the ‘change of status’ form through your online profile. This profile is accessible at this link: <a href="https://nbc.in1touch.org/login.html">https://nbc.in1touch.org/login.html</a>. You can reset your password from there (if forgotten). Otherwise, contact us at: <a href="mailto:registrations@nbpharmacists.ca">registrations@nbpharmacists.ca</a>. College staff are available weekdays between 9 a.m. and 5 p.m. to help with this.</li> <li>4. Upon accessing your profile: <ol style="list-style-type: none"> <li>a. Scroll down the home page, past the ‘news’ section to get to the ‘Member Forms’ section</li> <li>b. Click on ‘Changing Status’</li> <li>c. Select “Changing to: Active: Direct Client Care”</li> <li>d. Type “Emergency” for Reason for Changing</li> <li>e. Save</li> </ol> </li> <li>5. You will receive confirmation of your registration and licensure via e-mail and the College will monitor for receipt of the Criminal Record Check from myBackCheck.com.</li> </ol> <p>Note: Continuing education requirements, practice hours requirements and declarations of cornerstone documents are waived for entry on this register. Notarization of photo identification requirement is waived. Proof of certification in First Aid and CPR level C is waived. Provide if you have these, but not necessary for re-entry on this emergency registration.</p>
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<p>I am registered on the Active: Non-Direct Client Care Register. Date of last registration on the Active: Direct Client Care Register was between April 1, 2018 and now (i.e. within last 2 years)</p>	<p>Please register and license on the Conditional: Emergency Register:</p> <ol style="list-style-type: none"> <li>1. Complete the ‘change of status’ form through your online profile. This profile is accessible at this link: <a href="https://nbcop.in1touch.org/login.html">https://nbcop.in1touch.org/login.html</a>. You can reset your password from there (if forgotten). Otherwise, contact us at: <a href="mailto:registrations@nbpharmacists.ca">registrations@nbpharmacists.ca</a>. College staff are available weekdays between 9 a.m. and 5 p.m. to help with this.</li> <li>2. Upon accessing your profile: <ol style="list-style-type: none"> <li>a. Scroll down the home page, past the ‘news’ section to get to the ‘Member Forms’ section</li> <li>b. Click on ‘Changing Status’</li> <li>c. Select “Changing to: Active: Direct Client Care”</li> <li>d. Type “Emergency” for Reason for Changing</li> <li>e. Save</li> </ol> </li> <li>3. Inform your personal professional liability insurer that you are transferring onto the <i>Conditional: Emergency Register</i>. Provide your insurer with this memo <a href="#">[LINK]</a> informing them of your forthcoming change in status. Retain documentation of notification in your records.</li> <li>4. You will receive confirmation of your registration and licensure via e-mail.</li> </ol> <p>Note: Continuing education requirements and practice hours requirements are waived at this time. Proof of certification in First Aid and CPR level C is waived. Provide if you have these, but not necessary for emergency registration.</p>
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<p>I am licensed to practice pharmacy on a Direct Client Care Register in Canada but not New Brunswick (Canadian Transfers)</p>	<p>Please register and license on the Conditional: Emergency Register:</p> <ol style="list-style-type: none"> <li>1. Procure a criminal record check. One efficient way (within one business day) is through an online service: <a href="https://www.mybackcheck.com/Public/Login.aspx">https://www.mybackcheck.com/Public/Login.aspx</a>. Please share the results with the College by selecting the “New Brunswick College of Pharmacists” within the myBackCheck.com website.</li> <li>2. Complete online application form available at:   Pharmacist: <a href="https://nbcop.in1touch.org/survey.html?surveyId=199">https://nbcop.in1touch.org/survey.html?surveyId=199</a>   Pharmacy Technician: <a href="https://nbpharmacists.ca/survey.html?surveyId=243">https://nbpharmacists.ca/survey.html?surveyId=243</a> </li> <li>3. Inform your personal professional liability insurer you are practicing in New Brunswick. Provide your insurer with this memo <a href="#">[LINK]</a> informing them of your forthcoming status, <i>Conditional: Emergency Registrant</i>. Retain documentation of notification in your records.</li> <li>4. You will receive confirmation of your registration and licensure via e-mail and the College will monitor for receipt of the Criminal Record Check from myBackCheck.com.</li> </ol>
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	<p>Note: Notarization of photo identification requirement is waived. Proof of certification in First Aid and CPR level C is waived. If you have it, provide it but not necessary for emergency registration. Letters of standing are waived at this time and we will verify directly with the other provincial regulatory body that you hold a valid registration and license. Jurisprudence exam is also waived at this time.</p>	
I am licensed pharmacist in the US	<p>You have knowledge and skill that would benefit a pharmacy in this emergency.</p> <p>You are not currently eligible for inclusion on the <i>Conditional: Emergency Register</i>. Please contact the Registrations Department for information regarding applying for registration (<a href="mailto:registrations@nbpharmacists.ca">registrations@nbpharmacists.ca</a>).</p>	
I am not currently registered. I was registered on the Active: Direct Client Care register <b>prior</b> to April 1, 2018 (i.e. more than 2 years ago)	<p>You may have knowledge and skill<sup>1</sup> that would benefit a pharmacy in this emergency.</p> <p>No registration required currently but the College suggests:</p> <ul style="list-style-type: none"> <li>• Self-assess for your ability to contribute to pharmacy operations</li> <li>• Communicate your availability with the pharmacy remotely via: <ul style="list-style-type: none"> <li>○ written note</li> <li>○ message (electronic or telephone)</li> <li>○ online social media group<sup>2</sup></li> </ul> </li> <li>• Joining a team early in the pandemic may allow for better/longer training prior to significant staff illness</li> </ul> <p>Monitor College webpage for further developments regarding potential future registration.</p>	

<sup>1</sup> Duties should be established with the pharmacy manager and staff however potential opportunities might include (list not exhaustive): Patient screening at entry, sanitizing duties, delivering medication, triaging calls, directing patients in maintaining social distancing, technical tasks, etc.


<sup>2</sup> NB Rx Connect on Facebook is one known social media platform for professionals requiring help and for those students and professionals (both pharmacist and pharmacy technician) offering their services: <https://www.facebook.com/groups/615095305736122/>

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I am on a Conditional Register of the College	<p>You have knowledge and skill that would benefit a pharmacy in this emergency.</p> <p>Your conditional registration specified supervised practice that varies from professional to professional (depending on individual situation). Currently, the supervision requirement is in effect.</p> <p>No change to registration status required at this time, however you should monitor this webpage for upcoming developments.</p>
I am a 2020 <b>pharmacist</b> graduate of a Canadian (CCAPP accredited) pharmacy program	<p>You may elect to register on the <i>Conditional: Emergency Register</i>.</p> <p>New pharmacist graduates on the <i>Conditional: Emergency Register</i> may practice without another licensed pharmacist physically present; however, another licensed pharmacist who practices at that pharmacy must be immediately available to the new graduate in case assistance is required. Graduates will only be fully autonomous once they are eventually registered and licensed on the <i>Active Pharmacist: Direct Client Care Register</i>.</p> <ol style="list-style-type: none"> <li>1. Procure a current (within last 6 months) criminal record check*. One efficient way (within one business day) is through an online service: <a href="https://www.mybackcheck.com/Public/Login.aspx">https://www.mybackcheck.com/Public/Login.aspx</a>. Please share the results directly with the College by selecting the “New Brunswick College of Pharmacists” within the myBackCheck.com website. *If in paper format, this document must be uploaded electronically through an online form and the original document must be sent to the College. If you procure your criminal record check through mybackcheck.com, the College can verify the authenticity online.</li> <li>2. Procure a notarized photocopy of government-issued photo ID* (driver’s license or passport). *This document must be uploaded electronically through an online form and the original document must be sent to the College.</li> <li>3. Procure personal professional liability (errors and omissions) insurance<sup>1</sup> through an insurer of your choice. Provide your insurer with this memo <a href="#">[LINK]</a> informing them of your forthcoming status as, <i>Conditional: Emergency Registrant</i>.</li> <li>4. Proof of valid certification in Emergency First Aid and CPR Level ‘C’.</li> <li>5. Notarized photocopy of pharmacy program diploma*. *This document must be uploaded electronically through an online form and the original document must be sent to the College.</li> <li>6. Successful completion of the New Brunswick Jurisprudence Exam <a href="#">[Next tentative scheduled sitting is August 12, 2020 in Moncton, NB]</a>. You will be required to enter the date that you have written or plan to write during your online application. If you have already written, the College will have your results on file.</li> <li>7. PEBC Qualifying Exam <b>Part I</b>. Registration on the <i>Conditional: Emergency Register</i> will not be processed/complete until the results of the August sitting of the PEBC Qualifying Exam <b>Part I</b> are available. - Part I is scheduled for August 4 and 5, 2020. Note: Part II is not required for entry on the <i>Conditional: Emergency Register</i> (i.e., deferred)</li> </ol>

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	<p>- Part II is scheduled for November 8, 2020 and required for registration and licensure on the Active Pharmacist: Direct Client Care Register</p> <p>8. Time service requirements</p> <ul style="list-style-type: none"> <li>- 17.5 weeks structured time service (Dalhousie 2020 graduates fulfill this requirement)</li> <li>- 18.5 weeks unstructured time service</li> <li>- 4 weeks post-grad (with NBCP manual)</li> </ul> <p>Please note: 2020 graduates from universities other than Dalhousie will have their completed time service reviewed by the College to ensure documentation meets these minimums. Most new practitioners in NB are educated at Dalhousie University however, it is the intent that any new graduate from a CCAPP-accredited program with a complete application be considered for inclusion on the <i>Conditional: Emergency Register</i>.</p> <p>9. Complete online electronic application form through your online profile <a href="#">[LINK]</a>.</p> <p>10. Usual registration and licensing fees apply (as for <i>Active Pharmacist: Direct Client Care Register</i>)</p>
<p>I am a 2020 pharmacist graduate from an ACPE-accredited pharmacy program in the US and am not currently licensed in Canada or the US.</p>	<p>You have knowledge and skill that would benefit a pharmacy in this emergency.</p> <p>You are not currently eligible for inclusion on the <i>Conditional: Emergency Register</i>. You are eligible for registration as a student until such time as you can complete all requirements for inclusion on the Active Pharmacist: Direct Client Care Register. Please apply for student registration.</p>
<p>I am a 2020 <b>pharmacy technician</b> graduate in of a Canadian (CCAPP-accredited) pharmacy program</p>	<p>You have knowledge and skill that would benefit a pharmacy in this emergency. You are considered a student and require supervision in practice.</p> <p>You are not eligible for inclusion on the <i>Conditional: Emergency Register</i>. You must complete all requirements for inclusion on the student register and (eventually) the <i>Active Pharmacy Technician: Active Client Care Register</i>.</p> <p>To best contribute to patient care during the pandemic, you should:</p> <ul style="list-style-type: none"> <li>• Self-assess for your ability to contribute to pharmacy operations</li> <li>• Communicate your availability with the pharmacy remotely via: <ul style="list-style-type: none"> <li>○ written note</li> <li>○ message (electronic or telephone)</li> <li>○ online social media group<sup>3</sup></li> </ul> </li> </ul> <p>Joining a team early in the pandemic may allow for better/longer training prior to significant staff illness.</p> <p>Monitor College webpage for further developments regarding potential changes to registration processes.</p>

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<p>I am a first, second- or third-year student enrolled in a Canadian (CCAPP-accredited) or American (ACPE accredited) program and am currently registered with the College</p>	<p>You may have knowledge and skill<sup>2</sup> that would benefit a pharmacy in this emergency.</p> <p>No change to registration required currently but the College suggests:</p> <ul style="list-style-type: none"> <li>• Self-assess for your ability to contribute to pharmacy operations</li> <li>• Communicate your availability with the pharmacy remotely via: <ul style="list-style-type: none"> <li>○ written note</li> <li>○ message (electronic or telephone)</li> <li>○ online social media group<sup>3</sup></li> </ul> </li> </ul> <p>Joining a team early in the pandemic may allow for better/longer training prior to significant staff illness.</p> <p>Monitor College webpage for further developments regarding future registration developments</p>
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## Limitations

Inclusion on the Conditional: Emergency Register:

- Is limited to a period prescribed by Council and may be revoked at such time as Council determines
- Does not convey any rights or privileges beyond the use for which these exemptions were intended: Continuity of Pharmacy Services during COVID-19 Public Health Emergency.