

STEPS TO BECOMING A PHARMACY TECHNICIAN: OPTION A



The Option A pathway to becoming a pharmacy technician is for graduates of accredited [Canadian Council for Accreditation of Pharmacy Programs \(CCAPP\)](#) pharmacy technician programs. Please follow the steps below to become listed as a pharmacy technician with the College of Pharmacists of Manitoba (College).

As of January 1, 2014, the pharmacy technician-in-training must complete the Structured Practical Training (SPT) program (see Step 2) and become listed with the College within five years of graduation from a CCAPP accredited pharmacy technician program. If the pharmacy technician-in-training graduated from a CCAPP accredited pharmacy technician program before January 1, 2014, they must become listed with the College by January 1, 2019.

STEP 01

Apply to become a pharmacy technician-in-training with the College of Pharmacists of Manitoba.

Once you have graduated from a [CCAPP accredited pharmacy technician program](#), you can apply to become a pharmacy technician-in-training with the College. You must submit an [Application for Pharmacy Technician-in-Training](#) to the College. Make sure you include all of the documentation and the fee payment listed on the Pharmacy Technician-in-Training application form and submit it to the College in-person or by regular mail.

PLEASE NOTE: If you have changed your name from what is on your birth certificate, you must attach a notarized copy of the applicable marriage, divorce, or name change certificate to your application.

This step must be completed before you can move on to Step 2.

STEP 02

Successfully complete the Structured Practical Training (SPT) Program and the Jurisprudence Exam.

Structured Practical Training

All pharmacy technician applicants in Manitoba must successfully complete all parts of the Structured Practical Training (SPT) program. The SPT program is based on the [National Association of Pharmacy Regulatory Authorities \(NAPRA\) Professional Competencies for Canadian Pharmacy Technicians at Entry-to-Practice](#). Through observation, participation, and demonstration in a patient-care setting, pharmacy technicians-in-training develop the competencies they need to practice in Manitoba.

To begin the SPT program, you must

- find a practice site and supervisor
- complete and submit the [Pharmacy Technician Structured Practical Training Notification Form](#) to the College
- receive approval from the College to begin an SPT program.

Please review the [Pharmacy Technician SPT Manual](#) for detailed information about program requirements.

You must complete the Jurisprudence Exam before starting Part II of the SPT Program.

Jurisprudence Examination

All applicants must pass the College [Pharmacy Technician Jurisprudence Examination \(JP Exam\)](#) before they begin Part II of the SPT program. You must review the confirmation letter you receive from the College by email with your supervisor before you begin Part II of the SPT program.

Preparing for the JP Exam is critical. To prepare for the exam, you should be knowledgeable about, and understand the application of, all legislation, practice standards, guidelines and joint statements relevant to the practice of pharmacy in the province of Manitoba. Please use the College [Jurisprudence Exam Study Material](#) to help prepare for your exam.

You will have up to three hours to complete the exam and the exam will consist of multiple choice, true and false, long-answer questions, and/or fill-in-the-blanks. You must achieve a minimum grade of 70 per cent to pass.

To book an appointment to write a JP Exam, please contact Brittany Delaquis, Administrative Assistant, by email at bdelaquis@cphm.ca.

Once you successfully pass the JP Exam, you have two-years to become listed with the College; after two years time, your JP Exam result will expire if you have not become listed with the College and you will be required to re-take the exam if you still wish to become a pharmacy technician.

Once you successfully pass the JP Exam, you can claim your study time as accredited learning towards your professional development requirement. Study time for the JP Exam is accredited for a maximum of 10 CEU (one hour of study time equals 1 CEU). To claim your CEU, record them in your professional development log and fill out a [Statement of Participation](#) for your records.

PLEASE NOTE: There is no need to submit the Statement of Participation to the College office; however, at least once every two years, your pharmacy manager or delegate is required to confirm that you have met the annual professional development requirement.

STEP 03

Successfully complete the PEBC Qualifying Exam Parts I and II.

The [Pharmacy Examining Board of Canada \(PEBC\) Qualifying Examination](#) (Qualifying Exam) ensures that pharmacy technicians-in-training possess the necessary skills and knowledge to practice as pharmacy technicians at entry-to-practice. You must successfully pass Parts I and II of the exam before you can proceed to Step 4 and apply to practice as a pharmacy technician in Manitoba. PEBC's website outlines information about the Qualifying Exam including minimum requirements to write, scheduling and location, application procedures, and cost.

PLEASE NOTE: You can complete Step 3 (PEBC Qualifying Exams) before Step Two, but all of the steps must be completed regardless of the order. You should carefully review PEBC's website and understand their policies and procedures well in advance of applying to write the Qualifying Exam.

STEP 04

Apply to be listed as a pharmacy technician with the College of Pharmacists of Manitoba.

Once you have successfully completed Steps 1- 3, you are eligible to apply to be listed as a pharmacy technician by the College. You must fill out an [Application for Listing as a Pharmacy Technician](#) and submit it to the College, along with the documentation listed on the application form, in-person or by regular mail.

If you need more information about becoming a pharmacy technician in Manitoba and being listed with the College, including language proficiency requirements, scope-of-practice, professional development requirements, or renewal, please return to the [Pharmacy Technician](#) page of the College website.

Please direct any questions you have to Brittany Delaquis, Administrative Assistant, by email at bdelaquis@cphm.ca.