

Tuesday 22 May 2018

Dear Pre-registration Trainee

The Registration process for 2018 is summarised in **Section 11** of your Pre-registration Training Manual.

In order to make the process of registration seamless, i.e there will be no delay between completing the compulsory pre-registration training and becoming a registered pharmacist, the Pharmaceutical Society NI requires the final declaration, final appraisal and other documentation to be submitted no later than two weeks before your registration date.

Your registration date will be the anniversary of your start date providing that you meet all the requirements.

Trainees must complete one full calendar year of training, any absence, for any reason, after submission of the registration documentation, unless taken as part of annual holiday entitlement, must be reported to the Pharmaceutical Society NI.

Documentation received later than the end of week 50 or is not complete will result in a delay in registration.

As part of the registration process, you are required to complete 2 questionnaires.

1. **Trainee review of pre-registration training:** The aim of this questionnaire is to seek your views and experiences about the pre-registration training year. This forms part of the quality assurance arrangements that the Pharmaceutical Society NI undertakes to identify important issues and improve the quality of training for pre-registration trainees.
2. **Trainee feedback on tutor performance:** The Pharmaceutical Society NI must ensure that pre-registration tutors have the ability to undertake the role of tutor. Each tutor will receive an individualised report from the Pharmaceutical Society providing your feedback about their performance as tutor.

The surveys will be available on our website week commencing 04 June 2018 - you will be notified by email once released.

The following documents are enclosed:

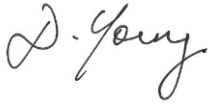
- A checklist of items that must be submitted
- A new registrant application form
- A final declaration form
- Information on registering with another Regulatory body
- Health declaration
- Debit card payment form

Please turn over.....

Registration Examination June 2018

You should have received your ratified entry form and examination number in the post. If not, please contact elaine.rafferty@psni.org.uk as soon as possible.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'D. Young', written in a cursive style.

Daniel Young
Pre-registration Lead