

Application process for applicants first registered in GB

The registration year in Northern Ireland runs from 1 June to 31 May annually therefore to retain registration you will be required to complete the retention process (including paying registration fees) on 1 June every year after first registration.

These applications take approximately 21 days to process from receipt of a correctly completed application and supporting documents.

Pharmacists who have been first registered in Great Britain and wish to practise in Northern Ireland, must register with the Pharmaceutical Society NI.

Applicants must complete and submit an application for registration as a Great Britain qualified pharmacist together with supporting documents, verified when necessary.

A person joining or re-joining the Register, who has not been registered as a pharmacist within the last 12 months, will be required by the Registrar to make an early CPD submission for assessment. This requires the pharmacist to submit three new CPD cycles, totalling a minimum of 10 hours, from the current CPD year (that is, CPD activity undertaken since 1 June).

A person re-joining the Register, having previously obtained voluntary removal from the Register during the previous CPD year and having not submitted a CPD portfolio for that year, will be required to make a full CPD portfolio submission for the previous CPD year (i.e. the year they were voluntarily removed) within 2 months of re-joining the Register.

The portfolio will be subject to the normal assessment process with remedial measures applied if the submission does not meet the required standard.

Pharmacists making an early CPD submission to the Registrar, which is compliant with the CPD framework, will not be required to make a further submission in the same CPD year.

These are the CPD requirements for pharmacists joining or re-joining the Register. There may be other requirements that form part of the application process.

An applicant is **not permitted** to practise until they have confirmation that they are registered.

An applicant can further check their registration status by checking the [online register](#). To apply for registration, applicants must complete/provide the following:

- Application - Complete an application for registration as a pharmacist first registered in GB. This application is available via the online portal, using the "Register for a new account" button - <https://portal.psni.org.uk/Account/Login>. If you have accessibility issues, please contact registration@psni.org.uk for assistance.. Please note, if an applicant wishes to register using any form of their name other than as it appears exactly on their birth certificate (not including a change of surname that can be evidenced by producing a solicitor certified copy of marriage certificate) they must enter that name on the application form and complete the declaration provided on the application before a solicitor.
- Diploma/Degree certificate - Upload a solicitor certified copy of their diploma/degree certificate and post the solicitor certified document to the Pharmaceutical Society NI's

office address. If the applicant cannot provide this document, then they must provide a letter from their University confirming that they have awarded the qualification.

- Passport/Proof of Identity document - Upload a solicitor certified copy of their passport/proof of identity document (front cover and photograph page's – blank pages are not required) and post the solicitor certified document to the Pharmaceutical Society NI's office address.
- Birth Certificate – Upload a solicitor certified copy of their birth certificate (translated as necessary – see guidance on translations) and post the solicitor certified document to the Pharmaceutical Society NI's office address.. Where an applicant is unable to provide a birth certificate, they should complete declaration A of the statutory declaration.
- Marriage Certificate (if applicable) – Upload a solicitor certified copy of their marriage certificate (translated as necessary – see guidance on translations) and post the solicitor certified document to the Pharmaceutical Society NI's office address.
- Photograph and photograph form – Upload a certified copy of your photograph (front and back) and post the certified document to the Pharmaceutical Society NI's office address. The photograph submitted should have been taken within the 6 months prior to making the application and be a passport style photograph. The person certifying the photograph should have known the applicant for at least 2 years and should complete the photograph form as well as certifying the back of the photograph.
- Statutory declaration (if applicable) - Applicants must complete these declarations (if relevant) in front of a solicitor who must also complete, sign, date and stamp the declaration.
 - Declaration A: This declaration should be completed if the applicant is not able to provide a birth certificate that is acceptable for registration purposes.
 - Declaration B: This should be completed if the applicant is not using the name as shown on their birth certificate (and they have not provided a relevant marriage certificate).
 - Declaration C: This should be completed by an applicant whose name is different on their documents to that on their application for example their license to practise is in their previous name and they wish to register in their married name.
- Certificate of Current Professional Status/Evidence of registration and good standing - This must be an original document (not a certified copy) from the applicant's competent authority which confirms registration and good standing with that authority. This document must be sent directly to the Pharmaceutical Society NI by the applicant's competent authority, if this document requires translation, it will be sent by the Pharmaceutical Society NI to the applicant to have translated and then the applicant can upload the translated copy. The organisation will not accept this document from the applicant. The competent authority must confirm that the applicant has not been the subject of any disciplinary proceedings and that there are no pending disciplinary proceedings against them. An applicant who is not registered with a competent authority is required to provide a letter from the relevant competent authority (the professional competent authority from the applicant's member state of qualification) that confirms that if the applicant wished to

register with that authority, there would be no known reason to prevent this registration or the applicant's ability to practise as a pharmacist in that state. Applicants who are not registered in their member state of qualification or any other member state are required to also submit an up-to-date clear police record from their member state of qualification. Under Article 50 of Directive 2005/36/EC a letter of good standing has validity for 3 months. A completed application must be submitted within 3 months of the date of issue of the applicant's certificate of current professional status. Applicants that have been registered with more than one competent authority and/or have worked in an additional country during the last 5 years must submit certificate(s) of current professional status from each of these authorities.

- Compliance with Directives - The organisation requires an original document from the applicant's competent authority which confirms their qualification or work experience complies with the relevant European Directives. This document must be sent direct to the Pharmaceutical Society NI by the applicant's competent authority, if this document requires translation, it will be sent by the Pharmaceutical Society NI to the applicant to have translated and then the applicant can upload the translated copy. The organisation will not accept this document directly from the applicant. Documents confirming compliance with Article 23 of Directive 2005/36/EC i.e. the 'acquired rights' certificate have a validity of 3 months. A completed application must be submitted within 3 months of the date of issue of this document.
- Application fee of £398 will to be taken upon presentation of an application.

Applications cannot be processed whatsoever until all of the above documents are received.

An applicant is **not permitted** to practise as a pharmacist in Northern Ireland until they have confirmation that they are registered.

An applicant can check their registration status by checking the [online register](#).

Certified copies of documents

Where a certified copy of a document is provided this must be certified as a true copy of the original. Certification must be by a solicitor with the declaration: 'I certify that I have seen the original document and this this is a true copy of the original'. The copy must be signed and dated and have the official solicitors stamp also giving details of the name and address of the solicitor certifying the documentation. No alterations or corrections are permitted (e.g. liquid paper).

Translations

If any of the documentation provided is not in English, an applicant is required to provide a certified translation in English as well as a certified copy of the original.

- The translation must be completed by an authorised translator.
- It must be a literal translation. Not an interpretation of the original document.
- All certifications and ink stamps on the original document must also be translated.
- The translator must put their business stamp on each document translated and sign and date the statement "this is a true and accurate translation" and attach the translation to the original language document or provide a list of documents translated.

Statutory Declarations

Please note applicants should only complete a declaration if they cannot provide a birth certificate, are applying to register in a name not on their birth certificate (excluding name changes via marriage/civil partnerships etc) or have a different name than the name on their supporting documents. The declaration form can be found at the end of this application pack.

Continuing Professional Development (CPD)

Continuing Professional Development is a statutory and professional requirement for all registered pharmacists in Northern Ireland. By completing and submitting this application form you are confirming that you will meet the requirements and conditions of the CPD framework in respect of continuing professional development for the CPD year 1 June to 31 May.