

**Application process for former registrants
(i.e. those who have previously left the Register in good standing)**

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 payment of the retention fee) on 01 June every year.

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

It is important that all applicants applying to join the register of pharmaceutical chemists are competent to be registered. Competence may be evidenced in a number of ways but always includes evidence of qualification and training.

To apply for registration, applicants must complete/provide the following:

- Application - Complete an application for a former registrant. This application is available via the applications tab on your portal homepage - <https://portal.psni.org.uk/Account/Login>. If you have accessibility issues, please contact registration@psni.org.uk for assistance.
- If you have been registered with another pharmacy regulatory body within the 12 months leading to your application to re-join the register you are required to request a Certificate of Current Professional Status from your most recent regulatory body, which should be sent directly by them to the Society. A Certificate of Current Professional Status (CCPS) notes your 'good standing' with a regulator and outlines details about your registration, i.e. university attended, qualification and pre-registration training details and Fitness to Practise. This will generally be accepted as meeting the evidential standard. Please note that your application can only be considered whilst the CCPS is valid. Your current/most recent regulator will be able to advise you of how long the document is valid for.

If you have not been registered with another pharmacy regulatory body within the last 12 months it is particularly important that you are aware of and comply with your obligations under our [Code](#) when registered as pharmaceutical chemist. You should pay particular attention to principle 5.1.1: Practise only when you are competent and fit to do so.

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 3 CPD cycles, totalling a minimum of 10 hours, from the current CPD year (that is, CPD activity undertaken since 1 June). Pharmacists making a partial CPD portfolio submission, will be entitled to submit those cycles that meet standard in their CPD portfolio later in that CPD year.

A person re-joining the Register, having previously obtained voluntary removal from the Register during a previous CPD year and having not submitted a CPD portfolio for that year, will be required to make a full CPD portfolio submission 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 a full CPD portfolio submission, which meets standard, will not be required to make a further submission in the same CPD year.

There may be other requirements that form part of the application process.

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](#)