

Registration Process - Post November 2022 CRA

Tuesday 22 November 2022

Dear Trainee

This communication contains important information regarding registering as a pharmacist in Northern Ireland upon the successful completion of the Common Registration Assessment (CRA). We encourage you to carefully read the following information and follow the steps outlined below to ensure your timely registration with the Pharmaceutical Society NI.

Registering as a Pharmacist

To register as a pharmacist with the Pharmaceutical Society NI you must use our online portal. The application portal <https://portal.psni.org.uk/Account/Login> is currently open. We would encourage all those who are currently undertaking the Foundation Training Year and want to register to work as a pharmacist in Northern Ireland, to complete their Online Registration Application on or before 02 December 2022. Any applications received after 5pm on 02 December 2022 will be processed in order of receipt.

It is each individual's responsibility to check the online register before practicing.

To be eligible to register you will need to have met the following 5 requirements:

- **pass** the November Common Registration Assessment;
- have satisfactorily completed a full 12-months of FTY training (as confirmed by NICPLD);
- have achieved a final declaration from your ES (as confirmed by NICPLD);
- submit a fully completed Online Registration Application
- pay the registration fee (£398) via the online portal

KEY DATES

02 December 2022 – Cut off date to ensure registration by 16 December 2022

06 December 2022 – Common Registration Assessment results released

16 December 2022 – Registration date for those eligible applicants who completed an online registration application and paid the fee by 02 December 2022

Checking the Register

You are reminded that it is illegal for you to practice as a pharmacist if your name is not on the register of pharmaceutical chemists. Before practising as a pharmacist, you must ensure that your name is listed on the online Register via the *Search the Register* function on our website

- www.psni.org.uk

If your 12-months of Foundation Training ends in December 2022, the following applies to you:

- If your 12-months of Foundation Training ends in December 2022, you have completed the Online Registration Application and meet the requirements outlined above, we will aim to complete registration no later than **10 working days after your last day of training**. It is each individual's responsibility to check the online register before practicing.

Registration applications will only be processed once the criteria outlined above have been met and the registration fee has been paid.

If you choose not to register upon successful completion of the Foundation Training Year and the CRA

If you do not wish to apply to join the Register on completion of the Foundation Training Year, but intend to do so at a later date, you must:

- notify the Pre-registration Department by email – pre-registration@psni.org.uk
- remain on the Student Register;
- pay an annual retention fee of £10.00 (see Regulation 4 of Pharmaceutical Society of Northern Ireland (General) Regulations (Northern Ireland) 1994). Please note that you will be invoiced annually; after notifying the pre-registration department, you should pay the registration fee as soon as possible.
- keep your knowledge and skills up to date in preparation for joining the Register. Please note that you may be required to submit a satisfactory CPD portfolio to the Registrar prior to entry onto the Register.

Please note, to be eligible to join the Register, you must have taken no longer than eight years from the start of the MPharm degree programme to graduation and completion of the Foundation Training Year, or four years from commencement of the Overseas Pharmacist Assessment Programme (OSPAP) route (subject to limited exceptions).

For further information on Registration with the Pharmaceutical Society NI, please visit our website – www.psni.org.uk

We look forward to welcoming all successful applicants onto the register of pharmaceutical chemists.

Yours sincerely



Laura Hughes

Registrar & Director of Regulation