

## **Application process to join the Foundation Training Year 2024/2025**

### **Application Process – Key Steps to Follow**

Applicants should apply to join the Foundation Training Year via our online portal.

The application can be found by visiting <https://portal.psni.org.uk/Account/Login>

These applications will be open from 04 January 2024 to 01 February 2024.

### **For the application process, applicants will be required to:**

- a. Confirm that they wish to join the student Register by completing the online application.
- b. Confirm that they:
  - will abide by the Pharmaceutical Society NI's Code
  - understand their obligations as detailed in the professional standards and guidance
  - understand and agree to adhere to the Standards for Foundation Training Year
- c. Provide full details of any pre-registration or foundation training
- d. Provide details of any previous Registration assessments undertaken (if applicable)
- e. Provide details of MPharm Degree/OSPAP
- f. Complete declarations information, and if required, complete a self-declaration form which will be available on the applicants portal homepage after completion of the application to join FTY.
- g. Photograph and photograph form
  - Upload a recent passport style photograph, certified, signed and dated by a professional person, or a person of standing in the community. Please note that you must upload both sides of the photograph.
  - Download a photograph form from our website ([www.psni.org.uk](http://www.psni.org.uk)) and have it completed by the person certifying the photograph. Upload to the portal, together with the photograph.

h. **Upload the following solicitor certified documents** to the portal and then **post the solicitor certified documents** to the Pharmaceutical Society NI's office address:

- MPharm Degree Certificate/OSPAP – this must be uploaded within 2 months of the date of issue.
- Passport/Proof of Nationality – this must include the photograph page and any validity extension pages.
- Birth, marriage/civil partnership certificates:
  - A birth certificate (translated if necessary) should be provided for all applicants. If an applicant is unable to provide a birth certificate, they should complete Declaration A via the hyperlink available on the “Supporting Documents” section of the application.
  - A marriage/civil partnership certificate should be provided for all applicants who have changed their name by marriage/civil partnership.
  - If an applicant has changed their name other than by marriage, they should complete Declaration B via the hyperlink available on the “Supporting Documents” section of the application.
  - An applicants name should be exactly the same on all supporting documents. If an applicants name appears differently on any documents, the applicant should complete Declaration C via the hyperlink available on the “Supporting Documents” section of the application.

i. Make payment of the £206 application fee.

Once your application has been submitted, including uploading documents and making payment of the fee, and the solicitor certified copies of documents have been received in our office, we will be in a position to progress your application. Please note, if a self-declaration is required, this will need to be completed before we can progress the application. You will be kept up to date of any changes to your registration status by email.

Solicitor certified copies of documents will not be returned to the applicant.