

Registration process following the 2023 November Common Registration Assessment

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.

Results of the November 2023 CRA will be available on **Tuesday 05 December 2023**.

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> will open on the **20 October 2023**.

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

If your 12-months of Foundation Training is not yet complete, the following applies to you:

- **20 October 2023** - Applications to join the Pharmacist Register following Foundation Year Training will be available via the online portal: <https://portal.psni.org.uk/Account/Login>
- **13 November 2023** – Cut-off date to ensure registration by 08 December 2023. Applications should be received before 5pm. All applications received **after 5:00pm on 13 November** will be processed in the order that they are received. It is each individual's responsibility to check the online Register before practicing.
- **06 December 2023** - We will begin to process **all completed applications** that we have received before 5:00pm on **13 November 2023**, which meet the 5 requirements listed above.
- **08 December 2023** – Registration date for all who **completed** the Online Registration Application by 13 November 2023 at 5pm, and who are eligible applicants, on or before **06 December 2023**. It is each individual's responsibility to check the online Register before practicing.

Key Dates

20 October 2023	Online Registration Application opens
13 November 2023 @ 5pm	Cut-off date and time to ensure registration by 08 December 2023
05 December 2023	Common Registration Assessment results released
08 December 2023	Registration date for those eligible applicants who completed an Online Registration Application and paid fee by 13 November 2023

If your 12-months of Foundation Training ends in December 2023, the following applies to you:

- If your 12-months of Foundation Training ends in December 2023, you have completed the Online Registration Application by 5pm on 13 November 2023 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 on-line 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 submitted a Registration Application following the June 2023 assessment but were not eligible to join the Register at this point, you must submit a new Registration Application via the online portal. If you did not request a refund, then you should apply for a refund immediately as we cannot transfer the fee from one application to another. A refund can be requested by emailing your name and trainee number to foundationtrainingyear@psni.org.uk. If you were refunded, you will need to complete the Online Registration Application, and pay the registration fee.

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 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 Foundation Year Department by email – foundationtrainingyear@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.

If you have any queries, please direct these to foundationtrainingyear@psni.org.uk