REGISTRATIONS OPERATIONAL POLICY

Accepting Alternatives to Required Documentation

Introduction

S. 4 of the Registration, Licencing and Professional Accountability Regulations made under the Pharmacy Act identifies the required documentation to be registered and licensed with the Nova Scotia College of Pharmacists (see Appendix A - Required Documentation). The Nova Scotia College of Pharmacists (NSCP) recognises that there may be instances where an applicant will not be able to provide required documents as part of the registration and licencing process for reasons beyond the applicant’s control.

NSCP will work with individuals to identify alternative documentation that may be accepted without compromising the integrity of the registration and licensing process. The NSCP retains the right to request additional evidence or documentation to complete the registration and licencing process. Additionally, the NSCP has the right to decline a request to approve the use of alternative documentation if it compromises integrity of the registration and licencing process.

Purpose

The purpose of this policy is to set out the process for an applicant to request alternative documentation that may be accepted in circumstances where an applicant does not have access to required documentation required in s.4 (I) of the Registration, Licencing and Professional Accountability Regulations for reasons beyond the applicant’s control.

Policy

1.0 Where documents cannot be obtained by an applicant for reasons beyond the applicant’s control, the NSCP will endeavour to assist the applicant with determining what, if any, alternative documentation is acceptable.

2.0 For documentation that is required by both the NSCP and the PEBC/Gateway, the NSCP will accept the documents provided to, and assessed by, the Gateway.

3.0 Where the required documentation is required by a third-party assessor, the NSCP may direct the applicant to contact the third-party directly.

4.0 The applicant is required to complete and submit the Request for Acceptance of Alternative
Documentation Form to the NSCP (see Appendix B – Procedure to Request Acceptance of Alternative Documentation) to make a request to the NSCP that alternative documentation be considered.

5.0 Relevant and acceptable alternative documentation will be determined on a case-by-case basis. The NSCP may request that the applicant provide additional information including statutory declarations (evidentiary document, sworn in front of a commissioner of oaths) required for licensure.

6.0 The Registrar is the final decision authority for accepting alternative documentation.

7.0 In the event the NSCP declines to accept alternative documentation, the applicant has the right to appeal the decision as noted in the Registration Appeal Policy pursuant to the NSCP Application Appeal Policy and s. 52 to 54 of the Pharmacy Act.

Required Documentation

Required documentation for registration is set out in s. 4 of the Registration, Licensing and Professional Accountability Regulations. Additional requirements for registration as a pharmacy student are set out in s. 9 of these Regulations and additional requirements for registration as a pharmacy intern are set out in s. 10 of these Regulations.

Required documentation for licensure is set out in s. 7 of the Registration, Licensing and Professional Accountability Regulations for Pharmacists and s. 8 of the Registration, Licensing and Professional Accountability Regulations for Pharmacy Technicians.
Appendix A – Procedure to Request Acceptance of Alternative Documentation

- An applicant who cannot provide required documentation must complete and submit the attached Request for Acceptance of Alternative Documentation Form to the NSCP indicating the following:
  - which document(s) cannot be provided;
  - the reason the applicant cannot obtain the required documentation;
  - proof that the applicant has made reasonable efforts to obtain the required information; and
  - a description of alternative documentation that the applicant is requesting to submit to the NSCP.

- The NSCP will review and accept the alternative documentation or, if not accepted, provide the applicant with further direction and examples of acceptable alternative documentation, if available.
Appendix A - Request for Acceptance of Alternative Documentation Form

Please indicate below which required documentation you are unable to provide and wish to have the NSCP accept an alternative verification. Please complete the form and return to the Registrations Manager, at mrhodes@nspharmacists.ca.

| Documentation required per section 4, 7, 8, 9, or 10 of regulations (as applicable) which is not available: | Please indicate the reason why documentation is not available | Please indicate the efforts made to obtain the documentation, and a description of the proposed alternative documentation |
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Name: ________________________________________________________________________________________________________

Signature: _______________________________ Date: ____________________________