

PROCEDURE TO REGISTER AS A PHARMACY STUDENT WITH ONTARIO COLLEGE OF PHARMACISTS (OCP)

REGISTRATION

Students need to become Registered Pharmacy Students with OCP in Year 1 and prior to beginning formal placements within community pharmacies or pharmacy services within institutions. This requirement would also apply if they choose to work or volunteer with any pharmacy service.

1. Students must register online. Please refer to the OCP website for up-to-date instructions at <http://www.ocpinfo.com/registration/register-pharmacist/ontario-undergrad/>. Once the application is submitted with payment, the file will immediately be opened. [Note: fees will include: Pre-registration (\$130.00) plus Studentship (\$205.00)]
2. When completing the online registration, OCP requires two additional items:
 - a) **Proof of identity**, <http://www.ocpinfo.com/registration/reg-support-docs/> and
 - b) **Declaration of Good Character** Form to be completed and signed by the student

PROOF OF IDENTITY - VERIFICATION

ID documents will be verified by staff from the Office of Experiential Education (OEE) at an appointed date and time (date to be announced in the Fall).

For students who wish to have their ID documents verified by OEE staff, the following steps apply:

- a. Student makes a photocopy of document and *brings copy and original* to designated location during designated time
- b. Staff view the original, compare to the copy, and check that the student is on our roster of students
- c. Staff would then sign or initial the photocopy, and affix a stamp
- d. ***Once you have had the document(s) verified***, student must then **UPLOAD THE COPY OF THE VERIFIED/STAMPED ID DOCUMENT(S) AND THE SIGNED DECLARATION OF GOOD CHARACTER TO THE OCP WEBSITE.**

ID Documents: The following documents are acceptable as proof of identity:

If you are a Canadian citizen:

- valid Canadian passport, or
- Canadian birth certificate, or
- Canadian citizenship card (both sides), or
- Canadian citizenship certificate

If you are a Non-Canadian citizen:

- valid international passport and proof of status in Canada by one of the following:
- Record of Landing, or
- Permanent Resident card, or
- Valid Study Permit and/or Work Permit (valid work permit is required for [Structured Practical Training](#))

Alternatively, a student may:

i) choose to attach their ID during online registration, however, the document must be notarized by a Notary Public or Commissioner for Oaths and Affidavits – the signature and seal must be clearly visible on the attachment.

ii) visit OCP offices, with their original ID and a copy and OCP will authenticate the copy at that time

DECLARATION OF GOOD CHARACTER

The **Declaration of Good Character** must only be signed by the Student – a notary signature is not required. This document can also be attached during online registration. The link to the declaration is:

<http://www.ocpinfo.com/library/forms/download/Declaration%20of%20Good%20Character.pdf>.
Student needs to print and sign.

PROCESSING TIMES

The student's file will be opened and an OCP number will be assigned as soon as the student submits their application and pays the required fees. To complete the registration proof of ID and the Declaration is required.

Please note that a Student can only attach documents to their online application prior to submitting it to OCP. Once they have submitted their application, they will not be able to log back in and attach new documents. They would have to be submitted to our office directly.

The “Attach Supporting Documentation” option is only available once all of the required fields in the initial form are filled – i.e. Title, Surname, First Name, etc. Once the Student has entered this information, they can click on Attach Supporting Documentation tab at the bottom of the window and a new page will load with instructions on what documents are required and the correct format (PDF and/or DOC).

Contact OCP if you have any questions or require clarification at: ocpclientservices@ocpinfo.com or 416-962-4861.