

Applying to register as a pharmacy technician

A step by step guide to using myGPhC to apply to register as a pharmacy technician with UK-recognised qualifications

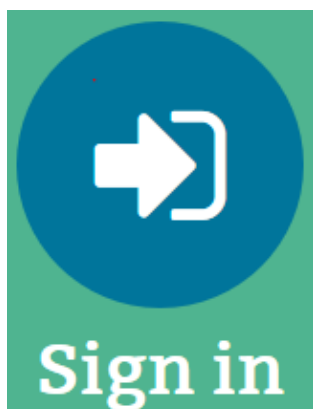
1. Create an account

Step 1: Click on the link to myGPhC on the main GPhC website.



A pop-up window will appear. Click 'Sign up now'.

Step 2: You will see a sign in screen. Click on 'sign in' button in the centre of the screen.



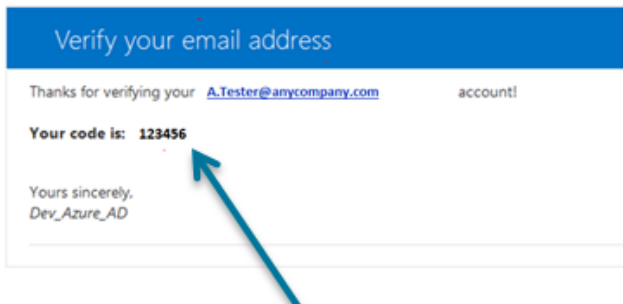
Step 3: Type the email address that you want to use to login to myGPhC.

Click the 'Send verification code' button.

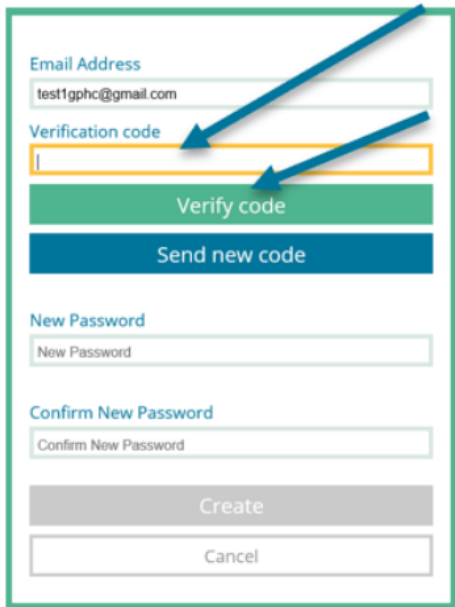
Step 4: Check your personal email inbox for a verification email from Microsoft on behalf of The General Pharmaceutical Council.

You may need to check your 'junk' or 'spam' folder if you can't see it in your main inbox.

Note the verification code in the email and navigate back to the myGphC sign in page.

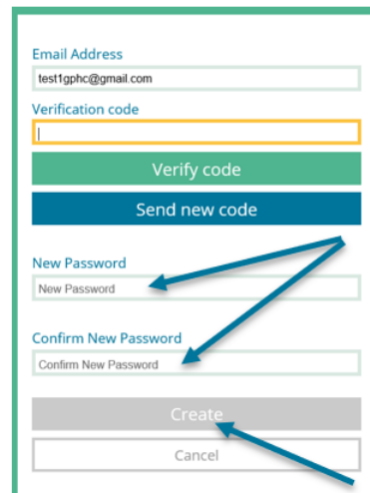


Step 5: Type the code into the 'Verification code' field and click on 'Verify code'.



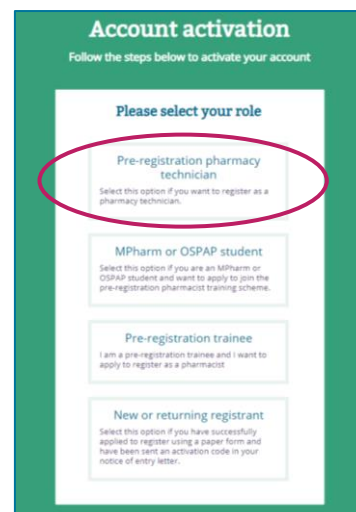
Step 6: Create a password and type it into both the 'New Password' and 'Confirm New Password' fields.

The characters you enter into the two fields must match. If your password too simple, a prompt will tell you what types of characters your password must contain to meet the site security requirements.



When you have completed the password and name fields, click 'Create'. You will see an 'Account activation' screen.

Step 7: Click 'Pre-registration pharmacy technician' to start the activation process.



You will need to enter your name, date of birth, and your qualification. Then click the 'Create my account' button, which will appear when you have filled in all the required fields.

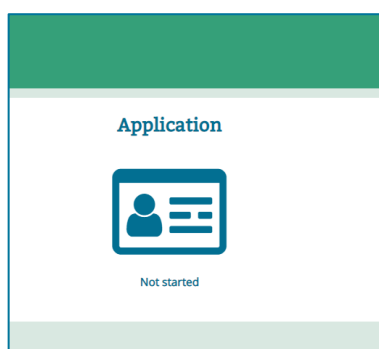
Step 8: You will receive a confirmation email. Log in to your email account and click on the ‘Go to myGPhC’ link at the bottom of the email to start your application.

You will be asked to confirm the details you entered to create your account. You can click ‘no’ and re-enter them if they are not correct.

Once you have confirmed these details, you will be logged out of your account. You will need to sign in again to start your application. The details you have entered will already be added to your application.

2. Start your application

To start your application, click on the application tile on the home page or application option on the menu bar.



The status of your application is shown on the application tile on the home page. It will initially show as ‘not started’.

You can save your application at each stage, and come back to it later.

You can see your progress in the top right of your screen.

Throughout the application you can find more information about each section by clicking on the ‘i’ icons where they appear.



Personal details

The first section of the form shows your name, title, date of birth and qualification.

Only your title can be updated through this part of the form. You can update this by selecting an option or typing directly in the box. If you need to update any of the other fields, contact us.

Use the dropdown to select your nationality.

Click on the arrow icon at the bottom of the page to save your progress and move to next section.



Education details

Enter the details of your knowledge- and competency- based qualifications. See the application guidance for help to find your course codes on your qualification certificates.

The screenshot shows the 'Education details' section of the 'Application for registration as a pharmacy technician' form. It features a green header with the title and a sub-link 'View our online guidance for your application'. Below this, there are two sections: 'Knowledge based qualification' and 'Competency based qualification'. Each section contains a 'Course provider' dropdown menu, a 'Start date' field with a calendar icon, and a 'Date awarded' field with a calendar icon.

Application type

Indicate whether you have completed two-year period of relevant work experience, or have completed a reduced requirement by clicking the button next to the correct option. See the application guidance for more information about the work experience requirement.

The screenshot shows the 'Application type' section of the application form. It has a green header with the title and a sub-link 'View our online guidance for your application'. Below the header, there is a purple box with the text 'Tell us how you meet the criteria for registration so that we can assess your application appropriately'. Underneath, it says 'I have completed:' followed by two radio button options: 'recognised UK knowledge and competency based qualifications and a two-year period of relevant work experience' (which is selected) and 'recognised UK knowledge and competency qualifications, a reduced period of work experience, and either a non-UK pharmacy qualification'.

Work experience

Add the details of the work experience you completed. You will need to give the name and address of the place(s) where you trained. If they are registered with us, you can find them using their address or GPhC premises registration number.

If they are not registered with us, you can use an address lookup, or just type the address in manually.

You will also need to include details of the pharmacy professional who supervised you. You can also use the register lookup to find them.

The screenshot shows the 'Work experience' section of the application form. It has a green header with the title and a sub-link 'View our online guidance for your application'. Below the header, there is a purple box with the text 'If you undertook your work experience in a GPhC registered pharmacy, please search for the pharmacy using either the postcode or GPhC registered pharmacy please select the option 'Not on register''. Below this, there is a 'Premises address' field and a 'Search by' section with radio buttons for 'Registration number' (selected), 'Postcode', and 'Not on register'. There is also a search input field containing '102654' and a 'Search' button.

To add additional work experience, click **'Add'** and follow the steps above.

If you need to remove a period of work experience, click **'Remove'**.

If you have had an extended break between periods of training, (for example if you took maternity leave or had a long period of illness), enter each period of training separately in your online application.

If you have chosen the two-year period of work experience option in 'application type', you will need to make sure your total work experience time adds up to this before you can progress. There is a counter at the bottom of the page to help you check this.

Previous applications and registrations with other bodies

If you have been registered with another healthcare regulatory body, in the UK or elsewhere, or have completed previous pharmacy professional training, fill in this section.

If you have completed a reduced work experience requirement, you will need to fill in details of your previous regulator before you can progress.

If you have no other registrations, select 'no' and you can continue.

Application for registration as a pharmacy technician

View the application guidance on the GPhC website

Previous applications and registrations with other bodies

Tell us about any:

- previous pharmacy pre-registration training applications
- current or previous registrations with other healthcare bodies

so that we can verify that you are fit to practise as a pharmacy professional. We may contact the regulatory body for more information.

Important: If you have completed a reduced work experience requirement, you **must** fill in this section

Previous training applications

Have you previously applied for registration with the Royal Pharmaceutical Society of Great Britain (RPSGB) or the General Pharmaceutical Council?

Yes No

Details

Application type: Pharmacist Pharmacy Technician

Registration number (if known):

Date of application (if known):

Supporting documents

In this section, you will need to upload scanned versions of your supporting documents, which you must also post to us.

Make sure you have read the application guidance about what documents you need to provide.

Application for registration as a pharmacy technician

View the application guidance on the GPhC website

Supporting Documents

Upload scanned copies of all supporting documents. For further information please refer to [Registering as a pharmacy technician](#)

Birth certificate

No file chosen

Knowledge based qualification

No file chosen

Competency based qualification

No file chosen

Identity photograph

No file chosen

Identity document(s)

No file chosen

Once you have scanned and saved your documents, click on the 'choose files' button by each section to select and upload the files.

For the documents which are legally certified copies, you will need to enter details of the legal professional who certified them.

You must upload one file for each of the documents marked as mandatory to continue with your application.

Equality and diversity

Any information you give in this section is to help us monitor our EDI aims and will not form part of your application.

Completing this section is optional. Click 'prefer not say' after each question if you do not want to give any information.

Declarations

In the next two sections, you will need to answer a set of declarations about your fitness to practise as a pharmacy technician, about your application, and about your responsibilities if you join the register.

You can click the 'yes' or 'no' button to answer each statement.

Declaration of fitness to practice (part 1)

Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 of Section 4(2) of the Rehabilitation of Offenders Act 1974. Therefore your failure to disclose such convictions could result in disciplinary action.

Question 1

Has a determination ever been made against you by a regulatory body fitness to practise as a member of a profession regulated by that body?

Yes No

You must make a further declaration about this **within seven** days of completion of this section.

[Click here to find out more and make a further declaration](#)

In the fitness to practise section, if you answer 'yes', you will be prompted to complete a *Something to declare* form – you will need to include this form as a digital and hard copy in your application.

Review

Use this section to review the information you have provided so far in your application.

Click on the edit icon next to the section you want to amend.



This will take you back to the relevant section of the form.

Once you are confident that all the information you have provided is correct, click on the arrow icon to proceed.



Countersigning your application

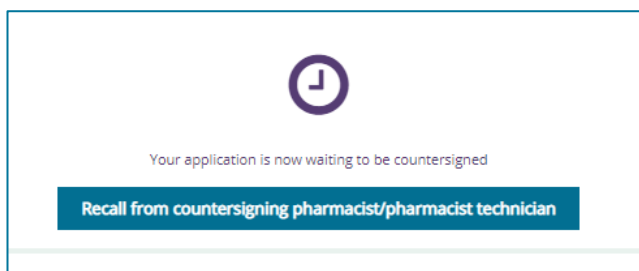
In this section you can select a registered pharmacist or pharmacy technician to countersign your application.

Choose to search by name or registration number by clicking the corresponding button and inputting the details you have. Click the blue 'search' button to find results from the online register.

You will not be able to edit your application once you have sent it to the pharmacy professional you've selected – and they will be able to see the information you have provided. As an extra check, click 'yes' in the pop-up window to send your application to be countersigned.



Until it has been countersigned, you can recall your application, and then edit it.



If you recall the form, you will need to re-send it for countersigning by repeating the process above.

Countersigning outcome

Once your countersigner has reviewed the application, they will record their outcome.

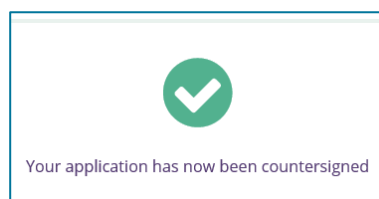
You will receive a notification with one of the following outcomes:

- your application is supported by your countersigner: you can continue to the application payment
- your application is NOT supported by your countersigner: you will be able to review the comment they added and to amend your application before sending it for countersigning again (either to the same person, or someone new)
- your application was sent to the countersigner in error: you have sent your application to the wrong person and you will need to send it for countersigning again

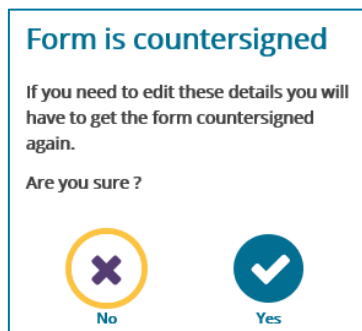
Your countersigner will be unable to see your application once they have submitted their outcome.

Paying the application fee

When your application has been countersigned you will receive an email to sign in to myGPhC and pay your application fee. This fee covers the processing of your application and is non-refundable, even if your application is not successful.



Go to your application and click on the arrow to continue.



You can review your application one final time before paying and submitting it, but if you do make any changes, you will need to get it countersigned again.

You will then be asked to pay your application fee, and be redirected to the Worldpay site to process your transaction.

Once your transaction is complete, your application is confirmed as submitted. You can view your application form but you can't edit it.

You will be able to view your payment receipt in the receipts section of your account, from around 15 minutes after you make your payment.

You will receive a notification with your application number (this is also included under your name on the 'Home' page of your account).

Include this number on your application checklist when you submit your hard copy supporting documents. Your application will be complete once we receive them.

If we have any questions about your application as we assess it, we will contact you by email.

Your application outcome

We will send you a notification through myGPhC to confirm your application outcome.

- If your application is approved, you will need to pay your first-year entry fee to join the register.
- If your application is rejected, you will receive a notification through myGPhC. See

the application guidance for more information.

Paying your first-year fee

Click on the first-year fee payment tile on your home page. This will take you through the same payment process which you followed for your application fee.

You will be able to view your payment receipt in the receipts section of your account.

Once you have paid the first-year fee, you are ready to join the register. Your registration will start on the first or fifteenth of the month. You will receive a notification through myGPhC when your registration date is confirmed. You will receive a notice of entry letter to download and print as confirmation.