

Applying to register as a pharmacist

A step by step guide to using myGPhC to apply to register as a pharmacist with a UK-recognised qualification

1. Create an account

If you have not applied for pre-re registration through myGPhC you will need to create an account. If you already have an account, go to the 'Your application' section on page 3.

Step 1: Go to www.myGPhC.org and click on the 'Sign in' icon.



Select the 'Sign up now' button.

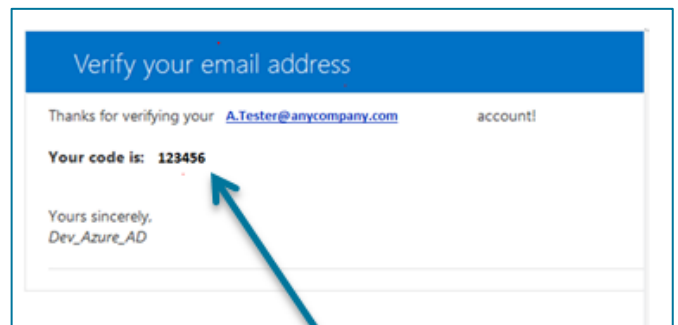
Step 2: Follow the prompt and enter your email address.

Click the 'Send verification code' button.

Step 3: 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.



There may be a slight delay in receiving your email, but if you haven't received it after some time, click the 'send a new code' option. Any previous validation code becomes invalid when you request a new code.

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

Step 6: Follow the prompts to create your password. You can see the password requirements in the pop up window.

Step 7: On the next page, select the 'pre-registration trainee' option.

The screenshot shows a green-bordered box titled "Account activation" with the subtitle "Follow the steps below to activate your account". Inside, there's a section "Please select your role" with four options: "Pre-registration pharmacy technician", "MPharm or OSPAP student", "Pre-registration trainee" (circled in red), and "New or returning registrant". Each option has a brief description of what it entails.

Step 8: To link your new account details to your current training record, enter your last name, date of birth and qualification to confirm your identity. Then click 'activate'.

The screenshot shows the "Account activation" page with the subtitle "Follow the steps below to activate your account". The main section is titled "Student details" and contains a form with fields for "Last name", "Date of birth" (with dropdowns for Month, Day, and Year), and "Qualification" (with a dropdown menu). At the bottom, there are "Activate" and "Cancel" buttons.

Step 9: Once your account is activated you will need to sign out and sign in again to complete the account setup.

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.

The screenshot shows a progress bar with a "Maximise" button in the top right. The sections and their completion status are: "Personal details" (checked), "Training" (checked), "Letter of good standing" (checked), "Declaration (1)" (checked), "Declaration (2)" (checked), "Declaration (3)" (checked), and "Documents" (checked). At the bottom, there is a link for "Equality and diversity".

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



Personal details section

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.

The second section shows your contact details. If you need to update your email, you can do this on the account page, rather than through

this form, as it relates to your myGPhC account as well as your application.

Make sure that if you enter a mobile number, it starts with '07' and is 8-11 numbers long.

The third section shows your home address. You can update this by clicking the 'Select a different address' button.

Follow the prompts to select your country, and enter your postcode, to use the address lookup. Select your address from the list, or type it in if it doesn't appear.

Select your country
United Kingdom

Enter your postcode
wr2 6nj

Select your address

- 1 the Cottages, Moseley Road, Hallow, Worcester, WR2 6NJ
- 1 Wylcotts, Moseley Road, Hallow, Worcester, WR2 6NJ
- 2 the Cottages, Moseley Road, Hallow, Worcester, WR2 6NJ
- 2 Wylcotts, Moseley Road, Hallow, Worcester, WR2 6NJ
- Beaumont, Moseley Road, Hallow, Worcester, WR2 6NJ
- Brook Cottage, Moseley Road, Hallow,

[My address is not listed](#)

Once the you have updated your address, click on the arrow icon at the bottom of the page.

This will save your progress and you will move to next section.



Training and assessment details

The first section of the form is pre- populated with your assessment and training details, taken from your training record.

Confirm that the details of your training site and tutor are correct by clicking the 'correct' button. If they are not, click 'incorrect', and contact us.

Confirm your training and assessment

Training

Trained at

Oakwood Pharmacy
2a Main Street
Woodhouse Eaves
LOUGHBOROUGH
Leicestershire
UK
LE12 8RZ

Tutored by

Mr Tah1074610 Mah1074610

Correct Incorrect

Please contact us to discuss your training details before continuing w

The second section shows your previous assessment sittings, where you have a pass or a fail result. It will not show the current assessment sitting if the results have not yet been published.

Confirm that the details of your assessment results are correct by clicking the 'correct' button. If they are not, click 'incorrect', and contact us.

Assessment

Sitting

1

Correct Incorrect

←

Letter of good standing

If you have completed an OSPAP, providing a letter of good standing is mandatory and the 'yes' button at the beginning of the section will be automatically selected.

If you have completed an MPharm qualification and are registered with any other regulatory bodies in the UK or overseas, confirm this by selecting 'yes'.

You must enter details about the body and your registration before you can continue.

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

Declarations

In the next three sections, you will need to answer a set of declarations about your fitness to practise as a pharmacist and about your application.

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

The screenshot shows a form titled "Declaration of fitness to practice (part 1)". It contains the following text: "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." Below this is "Question 1" which asks: "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". There are two radio buttons: "Yes" (selected) and "No". At the bottom, there is a purple box with white text: "You must make a further declaration about this within seven days. Click here to find out more and make a further declaration".

In part 1, 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.

You will need to complete all the declarations on each page to continue to the next page.

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.

The screenshot shows a page titled "Supporting documents". It contains the following text: "Please upload scanned copies of the documents we need to check how to get copies of your original documents certified". Below this is an "Important" note: "the files you upload here must be scanned versions". It also states: "The files can be up to 8MB each and must be one of the following". Below this is a list of requirements: "You will also need to complete and upload a statutory declaration if: you do not have a birth certificate, your birth certificate is not written in English, you use different name from the one on your birth certificate, your name or date of birth is written differently to the way you are currently registered". Below the list are several sections, each with a "Browse..." button: "Final declaration form", "Proof of identity", "Birth certificate", "Qualification certificate", "Photo", "Other supporting documents", and "Something to declare form".

Once you have scanned and saved your documents, click on the 'browse' 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.

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 to countersign your application.

Choose to search by name or registration number by clicking the corresponding button, and input 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 pharmacist 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 countersigning pharmacist 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 countersigning pharmacist: you can continue to the application payment
- your application is NOT supported by your countersigning pharmacist: you will be able to review the comment they added and to amend your application before sending it for

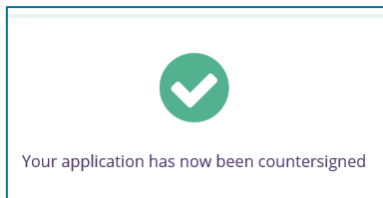
countersigning again (either to the same pharmacist or a different one)

- your application was sent to the pharmacist in error: you have sent your application to the wrong person and you will need to send it for countersigning again

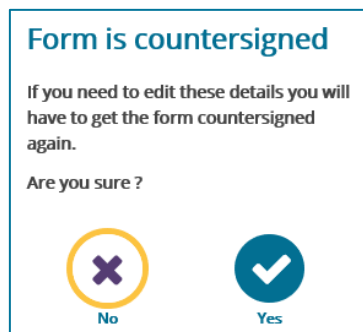
Your countersigning pharmacist will be unable to see your application once they have submitted their outcome.

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.

Your application will be complete once we receive your hard copy supporting documents.

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 you fail the assessment, your application will be marked as 'ineligible' as you do not meet all our entry requirements. Read the application guidance to find out more about resubmitting your application.
- If your application is refused, a member of our applications team will contact you.

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.

If you need to reapply

If you fail the registration assessment then your application will be marked as 'ineligible'. You will need to resubmit your application if you are eligible and want to apply for registration again.

If you are reapplying within six months, you do not need to pay another application fee. You can either:

- resubmit your previous application without making changes
- re-open your application if you need to make changes - you will need to get your application countersigned again

Application for registration

This application has been marked as ineligible.
You can either re-submit this application as it is, or re-open this one

[Re-submit application](#) [Re-open application](#)

If you reapply six months or more after you submitted your application, you must complete a new application and pay the application fee.