

# Annual APC applications and practising status by 31 March 2022

Kia ora koutou

Applications to update your annual practising status opened at 9:30am on Tuesday 1 March 2022.

Please ensure you make your application before the end of March, even if you are applying for inactive (non-practising) status. Making an application before your current annual practising certificate (APC) expires will allow you to continue to practice until your application is processed. Within the current COVID-19 environment, it is more vital than ever to ensure that all available pharmacists are able to practise.

## Preparing your application:

### 1. Review your practising status

If you are unsure if you require an annual practising certificate (APC) in your role, Pharmacy Council has developed guides to help clarify [whether you require an APC](#) and to review your [registration options](#).

If you are considering transferring from practising to inactive (non-practising) status, please first familiarise yourself with information on our [website](#) and our [Return to Practice Policy](#), so that you are aware of what will be required if you decide to apply for an APC in the future.

We also recommend that your CPD is up to date. If it is not up to date at the time you transfer to non-practising status, you may be required to fulfil additional requirements and/or you may experience delays if and when you wish to return to practice.

### 2. Apply before 1 April 2022 to be able to continue to practice

If you currently hold an APC and you submit an application for reissue of an APC before 1 April, you are deemed to hold an APC (and are eligible to practice) until your application is processed. We recommend that you submit your application even if you have not quite completed your CPD requirements.

If your application is received after midnight 31 March, we will need further information from you to be able to process your application. This is a lengthier process and, depending on your circumstances, may take days or weeks. You will not be able to practice until your new APC is issued.

### 3. Confirm you can log in to your account and update your contact details if necessary

If you cannot recall your password, click the link “Lost your password?” and follow the instructions to reset it. There is more on this in our [FAQs](#).

### 4. Confirm that you have met your MyRecert recertification requirements

Review the recertification [requirements](#).

## 5. Be aware of payment details (see [FAQs](#) for more information)

The application fees for the 2022/23 year are as follows and are non-refundable. Please note if you are paying by credit or debit card, an additional 2% fee will apply:

- Pharmacist APC – \$816.63
- Pharmacist Prescriber APC – \$907.54
- Inactive (non-practising) status – \$91.34

Because the costs of regulation are independent of the number of hours practised, there is not an option for a part-year or part-time APC fee. The fee must also be paid in full in a single transaction.

You will receive an automated email and receipt for your payment approximately 30 minutes after you submit your application. If you do not receive confirmation within one hour, please contact us to ensure that your application has been received.

## 6. Consider your practice setting(s) and work hours

As the responsible regulating authority for the pharmacy profession, we are required to collect workplace information. This information is provided to the Ministry of Health for workforce planning. Because of this, ensure that your data is as accurate as possible and, whenever possible, you select a workplace with an HPI facility code. This will ensure that the Ministry has the data it requires for a true reflection of pharmacy practice. A list of HPI facility codes can be found on the [Ministry of Health website](#). Most workplaces are easy to search by name; but some, such as the pharmacy schools, may not be under the name you expect. Knowing the searchable name/ID of your workplace(s) in advance may allow you to complete your application more quickly and accurately.

Name of workplace	HPI facility name	HPI facility ID
School of Pharmacy, University of Otago	School of Pharmacy	F3H007-D
School of Pharmacy, University of Auckland	School of Pharmacy (Faculty of Medical and Health Sciences)	F3G098-F

You can also search by address. For example, entering “133 Molesworth Street” will produce a list of facilities linked to the Ministry of Health’s Wellington office.

## 7. Consider whether you need to make a disclosure

You must provide us with details if you:

- suffer from any health conditions (mental or physical) that may affect your fitness to practise
- have been subject to any professional conduct investigations or disciplinary action
- have been convicted of an offence in any court
- are aware of any other factor that could affect your ability to practise pharmacy safely.

Our team will treat your information in strict confidence. Our aim is to support you so you can practice safely. More information can be found on our [website](#). If you need to make a disclosure, please begin collating any supporting documentation now.

Partially completed applications may be saved and resumed later. If you are unsure about any question, review the [FAQs](#) on our website or [contact us \(04 495 0330\)](#), rather than providing inaccurate information.