

Preliminary Review Application Documents Guide

For Non-REQR Pharmacists wanting to apply for Preliminary Review

Overview

This guide explains what information and documents you need to provide when applying for a Preliminary Review. Each item must meet the required format, be submitted correctly and be received in the required timeframe.

Read this guide carefully before starting your online application.

Documents to upload WITH your online application

Identity Documents

- ☐ **Certified** colour copy of the details page of your **passport** (with photo)
- ☐ Completed Pharmacy Council **Photo Certification form** with a recent passport sized photo attached. You will need a witness to complete this form and verify your identity ([Download Form](#))
- ☐ **Certified** colour copies of documents for **any name change** (if applicable).

A **certified copy** means a photocopy of an original document that has been verified by an authorised person as a true and accurate copy. In New Zealand, authorised certifiers include Justices of the Peace, lawyers, notaries public, and court officials. You cannot use a family member or close friend even if they hold such positions.

If certified overseas, follow your country's legal certification requirements. The certifier's name, professional position, official stamp, and signature must be clearly visible on the copy.

You must also ensure any documents not in English are accompanied by a **certified English Translation**. Translations must be completed by authorised and registered translators.

English Language Proficiency

You must upload a copy of your test results showing you meet one of the following:

- ☐ [IELTS Academic](#): At least 7.0 in each section (skill) and an overall score of 7.0 or higher.

OR

- ☐ [OET](#): Minimum B grade in each band (skill).

You must meet these scores **before applying**. A copy of your results must be uploaded with your application as proof you have met the minimum scores above when applying.

We will still verify your results with IELTS and OET directly. Ensure you have given permission to the test provider for our access to your results.

We **do not accept** PTE or any other English language tests.

We **do not accept** combined results from different test types. You cannot mix IELTS and OET scores. You must meet the full requirements for whichever test you choose, either IELTS or OET, on its own.

Retake and combination policies

For IELTS

If you took the IELTS test and passed three out of the four sections (Listening, Reading, Writing, and Speaking), you may be eligible for a One Skill Retake. This means you can retake only the section you did not pass, instead of taking the full test again. A One Skill Retake does not count as a separate test sitting.

To qualify you must:

- have taken all four sections in one sitting
- meet IELTS eligibility requirements for the One Skill Retake
- retake the single section within 60 days of your original test date.

We will accept the IELTS One Skill Retake if:

- You met the minimum requirement (7.0) across three sections in an initial sitting
- You met the minimum requirement (7.0) for the remaining section through the One Skill Retake process.

Your results must clearly show that you met the required scores for all four skills either in one single sitting or in one sitting followed by a One Skill Retake only.

We do not accept combined results from multiple sittings across different test dates.

For OET

We accept combined OET results across multiple sittings. This means you can achieve the required score for each band (Listening, Reading, Writing, and Speaking) over more than one test sitting.

Your combined results must clearly show that you met the required grade in **each band** (skill), even if those scores were achieved in different sittings.

If you need more than one sitting to pass OET, we expect you to aim for consistency in your performance. This means trying to make sure:

- There is no major drop in scores as you complete more sittings.
- If you passed a section previously, the score stays the same or improves – not declines the next time you sit the test.

It is also better if you can:

- Achieve all required scores within 12 months of your first sitting.
- Complete all sittings within the two years prior to submitting your application.

Employment history

☐ Upload a **detailed CV or resume** that includes details about:

- All the places where you have worked (most recent first)
- Type of pharmacy setting(s) you have practised in
- Job title and summary of relevant duties/tasks for each role
- Dates of employment and explanation of any gaps
- Any additional qualifications or achievements relevant to pharmacy.

What you provide here should be a comprehensive description of your education, employment history, registration history and experience which is articulated and supported in by other documents for example your self-assessment, your degree transcripts or registration certificates etc.

Self-Assessment

Complete the 'self-assessment' section in the online application.

This section starts with a table that lists core pharmacy knowledge topics. You'll be asked to rate your own level of understanding for each topic and indicate where and when you studied it, usually during your pharmacy degree.

However, we require **more than just a rating**. You must also:

- Describe what you learned about each topic during your **training** and **real-world experience**.
- Explain how you've **applied that knowledge** in actual pharmacy practice, especially in **patient-facing roles**.
- Provide **real-life examples** that show how you used your knowledge to support patient care, solve problems, or make clinical decisions.

When you give examples of your work or experience, they should show that you are experienced enough to work towards the level expected of a pharmacist in New Zealand. Over time, you should be able to meet these standards.

We also ask you to refer to the [Pharmacy Council's Competence Standards](#) when you explain your ratings. If there are areas where you need training or improvement, please describe how you plan to develop those skills.

It is normal for overseas-trained pharmacists to find some areas where they have little or no experience. This is okay to say in your self-assessment. It shows that you understand what is needed to practise in New Zealand and that you are thinking carefully about how to succeed and get registered.

An **example** of what to include in a self-assessment is available **at the END** of this document.

Documents to be SENT DIRECTLY to Council

Qualifications

You must hold a pharmacy degree(s) like BPharm, MPharm or PharmD. Degrees must be a 4-year qualification, if obtained after 1 January 2006.

Arrange for your university to send us:

- ☐ Official academic transcript(s) of your pharmacy degree(s)
- ☐ Confirmation of completion of your pharmacy degree(s)

Registration Status

You must be currently registered in the country where you earned your degree. If you have registered and worked in any additional countries, this will also be relevant.

You must provide proof of registration and good standing from all the countries you have ever been registered and worked in as pharmacist since you gained your degree.

Arrange for each relevant authority to send us:

- ☐ Confirmation of your registration or licensing.
- ☐ Certificate(s) of Good Standing for you.

Documents must clearly show registration dates, current status, and standing. Document issue dates must be **no more than 6 months old** when you submit your submitted.

Where to send external documents

Ask your university and registration authorities to send documents directly to us:

By email (preferred): registrations@pharmacycouncil.org.nz

By courier (only if necessary):

Pharmacy Council of New Zealand
Level 7
22 The Terrace
Wellington, 6140

We do not accept forwarded documents or copies sent in by you. They must come to us **directly** from the relevant authority within **90 working days** of the date you submit your application.

You must also ensure any documents not in English are accompanied by a **certified English Translation**. Translations must be completed by an authorised and registered translator.

Document submission requirements

Your online application must include all documents that are expected to be uploaded, as outlined in this guide. Any required external documents must be received by us **within 90 working days** from the date you submit your application.

It is your **responsibility** to make sure these documents are sent to us. Please note that **we do not follow up** with external authorities or courier services on your behalf.

If you think your university or registration authority might take a long time to send documents, we recommend asking them to send these to us before you submit your application. But please make sure you still submit your online application soon after making the request, so we can match any documents we receive to your application.

If you ask your university or registration authority to send documents to us before submitting your application, we strongly recommend that you **at least create an online portal account** with the Council.

We won't review any documents unless a fully completed online application has also been submitted. However, having a portal account helps us link the documents to you if they arrive before your application is submitted. Without an account or contact email, we won't be able to confirm whether we've received them.

Important: Physical documents **will not be returned**. Once received, they will be scanned into our system and securely destroyed in accordance with our document handling process.

Application fee

You must pay the non-refundable application fee when submitting your online application.

Fees are updated annually and listed on our website under 'Pharmacist – Application for Initial Consideration of Registration for non-REQR Applicants'.

[Fees - Pharmacy Council NZ - Public Site](#)

Application review process

We will only begin reviewing your application once **all required documents are received**.

If your application is incomplete or documents do not meet requirements, we may contact you to resolve issues. If you do not respond or do not provide the necessary information in the manner and timeframe given, your application may be rejected.

Once your application is considered complete, we aim to review and process it within 8 weeks. This may be extended if further information is needed.

We will email you once a decision has been made so make sure your contact details are always up to date.

You may proceed to the application form by creating a portal account (if you haven't already) with the below link:

[**Preliminary Review Application \(nonREQR\)**](#)

See further below **for an example of the self-assessment**.

Contact us

For any further questions about the non-REQR pathway or applications process **not covered on our website or this guide**, please email enquiries@pharmacycouncil.org.nz

All enquiry emails should include:

- Your full legal name
- Country of origin

- Your main email contact (email used or that will be used to create Council online account or submit application)
- Council online account ID number (if already set up)

This helps us connect your enquiry to applications, documents or previous correspondence more efficiently.

SELF ASSESSMENT - EXAMPLE

The self-assessment is to be completed within the online application for preliminary review.

Below is a **sample** of the type of information we encourage you to include. It is based on real-life applications but has been adapted and anonymised for illustrative purposes. It is not exhaustive, and your own assessment should be more comprehensive and specific to your individual training, learning, and experience.

Please note:

- This example covers only a few topics. Your self-assessment will need to address additional areas.
- We've used "ETC" to indicate where further detail would be expected in a full submission.
- You should not replicate this example. Instead, use it as a guide to understand the depth and style of reflection we're looking for.
- Your submission must be in your own words, reflecting your own journey.

EXAMPLE

Cardiovascular*

Self-assessment scale of qualification coverage

- ☐ Not covered
- ☐ Minimally covered
- ☐ Partially covered
- ☒ Covered in detail

Self-assessment scale of post registration knowledge

- ☐ No knowledge
- ☐ Basic knowledge
- ☒ Moderate knowledge
- ☐ Advanced knowledge

Examples of evidence*

Please provide examples of evidence that are reflective of your answers above. If areas for development are identified, describe (using your own words) your strategy for achieving improvements.

During my undergraduate pharmacy degree, I completed extensive coursework and clinical training in cardiovascular pharmacology and therapeutics. Topics included:

- *The pathophysiology of cardiovascular diseases such as hypertension, heart failure, ischemic heart disease, arrhythmias, and hyperlipidemia.*
- *Mechanisms of action, side effects, contraindications, and monitoring of cardiovascular medications.*

ETC

ETC

I was assessed via written exams, case-based discussions, and objective structured clinical examinations (OSCEs).

During my pre-registration training in a hospital pharmacy, I completed rotations in the Medical Wards. Here I was involved in advising prescribers on dosing and interactions, monitoring INR and counselling patients on adherence.

In this role I applied the above knowledge by:

- 1. Managing cardiovascular patients in the wards I worked in*
- 2. Performed chart reviews, recommended therapy changes, and provided discharge counselling. For example*

ETC

ETC

I think this topic directly aligns with NZ Competence Standards:

- 1. Domain 5: Person-centred Care and Medicines Management*
- 2. Domain 2.1: Practises with personal and professional integrity*
- 3. Domain 3.1: Communicates effectively*

My previous education and practice have built a solid foundation in this domain, including real patient-facing applications. I am confident in my foundational knowledge, but I also acknowledge some gaps in familiarity with New Zealand specific guidelines, such as:

ETC

ETC

Communication/Collaboration*

Self-assessment scale of qualification coverage

- ☐ Not covered
- ☐ Minimally covered
- ☐ Partially covered
- ☒ Covered in detail

Self-assessment scale of post registration knowledge

- ☐ No knowledge
- ☐ Basic knowledge
- ☐ Moderate knowledge
- ☒ Advanced knowledge

Examples of evidence*

Please provide examples of evidence that are reflective of your answers above. If areas for development are identified, describe (using your own words) your strategy for achieving improvements.

I have strong foundational skills in communication and collaboration through my pharmacy degree and in my professional practice. While working as a pharmacist in my country, I have gained:

- 1. Strong verbal and written communication skills by doing case presentations, patient counselling practice, and interprofessional discussions.*
- 2. Good teamwork skills through lab-based projects and simulated ward rounds with pharmacy, nursing, and medical students.*

In my role at Corner Pharmacy, a community pharmacy setting, I had to work with patients with many different backgrounds on their medicines. This meant I needed to adapt my language and tone based on health literacy and cultural needs. I am also used to talking with prescribers to make sure they have the correct information on drug therapies, dispensing and drug interactions. I needed to be able to clearly and accurately

communicate the necessary information to ensure safe advice was given and so that the patient understood the information I was giving them at their level.

I worked at Corner Hospital where I collaborated daily with physicians, nurses, and allied health teams during ward rounds. Through this I had to communicate therapeutic recommendations, clarified prescriptions, and counselled patients at discharge.

My current role is as a duty pharmacist. Here I make sure that I lead cross-team collaboration between our clinical and non-clinical staff. I also facilitate root cause investigations, and audits of medicines. This means I need to be able to communicate with various people, in a way that is appropriate, diplomacy, transparent, and clear.

My experience reflects:

- 1. Domain 3.1: Communicates effectively*
- 2. Domain 4.1: Works collaboratively*
- 3. Domain 4.3: Contributes to quality and risk management systems*
- 4. Domain 1.3: Applies critical thinking and problem-solving*

While my collaboration skills are strong, I know I would still need to take the time and learn how best to communicate and collaborate in a new environment, particularly for diverse populations in New Zealand.

For this, I intend to maintain a professional development journal to be able to reflect on any challenging conversations or communications issues I may experience. I would talk to and get advice from my NZ peers and consider what development courses in NZ there are to learn more.