

Continuing education requirements for pharmacists in Yukon

Yukon's *Pharmacists Regulation, O.I.C. 2019/97* requires pharmacists to keep their knowledge and skills up-to-date through continuing education requirements. These regulations also require licensed applicants to provide proof every year that they have met the requirements.

This guide explains:

- what continuing education hours are required;
- how to claim and prove your hours;
- answers to FAQs; and
- acceptable and unacceptable continuing education hours and documentation.

Overview: what is required

As a pharmacist registrant, you must demonstrate you have completed 15 hours of continuing professional education every year.

How to claim and prove your hours

For renewal, you must complete an [annual continuing education form](#) and provide supporting documentation showing that you have met the continuing education requirement listed above.

- You do not need to provide every course you have ever taken. We just need a minimum of 15 hours of appropriately documented continuing education activities.
- List any education you have completed on the annual continuing education form and provide supporting documentation for each entry.

FAQs

1. Why the new continuing education requirement?

The *Pharmacists Regulation* requires pharmacists to complete continuing education to be eligible to renew a licence. Because this licensing requirement is new this year, pharmacists who cannot prove their continuing education this year may be eligible for an exemption. Please submit the [continuing competence exemption form](#) with the continuing education proof you have. We review exemption requests on a case by case basis.

2. Why do you require continuing education?

Continuing education confirms that you are actively maintaining and developing the skills and knowledge required to practice your profession to a high standard. We request this proof annually as part of the renewal application process.

3. What if I am new applicant in Yukon and can't prove continuing education from a previous jurisdiction?

If you are a new applicant, holding a full Yukon licence for less than a year, and you have not been able to obtain proof of your previous jurisdiction continuing education, you may submit the [continuing competence exemption form](#). Exemption requests are reviewed on a case by case basis, and we strongly recommend listing all courses taken in your previous jurisdiction, understanding you may not be able to prove the total number of hours we require.

4. How do I provide proof of hours for an online course?

If the course is more than four hours you require proof of completion, date of completion and hours. If the online course certificate or completion email does not include the number of hours there are three options:

- Look at the course description. If the hours are listed there, then a printout of that page can be submitted with your certificate.

- If the hours are not available in any way, then it is acceptable to claim one hour per module. So if it was a six-module course, you list six hours for the course. Please make a note under the description column of the [annual continuing education form](#). The description should include the name of the course and the number of modules. Note: The licensing officer may search the course to confirm the number of modules.
- If the hours are not available, and your supervisor is familiar with the course, then you may fill out the [verification of completed continuing education form](#).

5. Are podcasts and journal clubs, valid forms of continuing education?

Yes, podcasts and journal clubs are valid forms of continuing education. If you are going to use them please provide the following under description of the [annual continuing education form](#):

- Title and subject of the podcast or journal club.
- Length of the session. For podcasts please list the number of episodes and the approximate length of each. Example: “Six episodes at one hour each. Total of six hours.”

Please note that if more than 50 per cent of your continuing education is based on journal reading and podcasts, the application will be flagged for the advisory committee to review.

6. Do I need to renew my special endorsements?

No. This section of the renewal form is for individuals wishing to apply for a new special endorsement. Once you have an endorsement, it does not need to be renewed.

Continuing education hours (CE) – acceptable criteria

“Continuing education program” means those self-learning programs, lectures, seminars, study clubs or courses approved by the registrar (*Pharmacists Regulation* section 31(3) (b)(iii)).

Your continuing education hours must meet the acceptable criteria listed below. The lists below are not exhaustive.

Acceptable CE activities (30 minute minimum)

Acceptable activities must be related to the practice of pharmaceuticals. If they are not, then you must clearly justify why on page two of the [CE form](#). Activities taken prior to licensing are invalid.

- | | |
|--|--|
| <input checked="" type="checkbox"/> In-service education/training | <input checked="" type="checkbox"/> Distance education |
| <input checked="" type="checkbox"/> Formal continuing education courses | <input checked="" type="checkbox"/> Undertaking research and presenting research results |
| <input checked="" type="checkbox"/> Courses leading to a degree or diploma (1cr = 15hrs) | <input checked="" type="checkbox"/> Relevant certificate courses |
| <input checked="" type="checkbox"/> Lectures, seminars and workshops | <input checked="" type="checkbox"/> Unpaid preceptorships and mentorships |
| <input checked="" type="checkbox"/> Conferences | <input checked="" type="checkbox"/> Technical training |

Unacceptable CE activities

If you believe an activity on this list applies to your practice, you must clearly justify this on page two of the CE form.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Orientation of new staff/staff training | <input checked="" type="checkbox"/> Courses under 30 minutes in duration |
| <input checked="" type="checkbox"/> Personal growth courses (e.g. yoga, motivational, and self-improvement retreats) | <input checked="" type="checkbox"/> Courses leading to your initial degree or diploma for pharmacist |
| <input checked="" type="checkbox"/> Observation/buddy experience with other health care professionals | <input checked="" type="checkbox"/> Paid preceptorships and mentorships (include in professional practice hours) |
| <input checked="" type="checkbox"/> Participation in committee work | <input checked="" type="checkbox"/> Employment requirements (e.g. First Aid) |

Acceptable supporting documentation

For each CE activity over four hours, show:

- Training certificate
- Verification of CE form filled out by manager or course provider
- University or college transcript
- Combination of above documents to demonstrate all four elements (see right).

Documentation for each CE activity must contain 4 key elements:

1. Applicant's name;
2. Proof of completion;
3. Date of completion; and
4. Hours involved

Unacceptable supporting documentation

- Course schedule/syllabus, conference schedule without proof of attendance/completion
- Certificates/documents with date/hours handwritten by applicant