

## Continuing education requirements guide for pharmacists in the Yukon

Yukon's [Pharmacists Regulation](#) requires pharmacists to keep their knowledge and skills up-to-date by fulfilling annual continuing competency requirements.

### What is required

You must demonstrate you have completed the following:

- at least 15 hours of continuing professional education (CE).

You can only claim hours you completed in the year immediately before your renewal application.

### Changes to required CE supporting documentation, effective January 1, 2022

We have made the following changes to our supporting documentation requirements for CE.

- 1. You must provide a certificate, letter or email of completion from the provider of any course or training you claim. We require this regardless of the number of course hours.**

This proof must include:

- your name;
- course name;
- course provider name; and
- date of completion.

- 2. We no longer require you to provide proof of the number of hours needed to complete a course.**

When you sign and date [the continuing education form](#), you are attesting that the information you are providing, including the number of hours you are claiming, is true and complete. We reserve the right to verify any information you provide as part of your application. If you provide false information we can deny your application or cancel your licence.

**3. You can only claim up to five hours per year for self-directed activities** (i.e. activities that you do not receive a certificate of completion for). Examples include: journal readings, podcasts, research, and videos. You must provide clear and complete information on the activity (e.g. title, source of a journal article or video, as well as links or web addresses).

## How to claim and prove continuing education (CE) hours

- Note: You cannot claim hours you completed before being licensed or in the course of obtaining your degree as CE hours.
- Fill out the [annual continuing education form](#) for claiming hours.
- Use additional activity list pages if you need more room to list activities.
- Include supporting documentation.
- Sign and date all pages where requested.
- Explain activities not clearly related to your profession

## Acceptable and unacceptable CE activities and documentation

### Acceptable CE activities (non-exhaustive)

- ✓ Relevant certificate courses
- ✓ Formal continuing education courses, technical training
- ✓ Conferences, lectures, seminars, workshops
- ✓ Distance education
- ✓ Courses leading to a new degree or diploma (1cr = 15hrs)

### Unacceptable CE activities (non-exhaustive)

- ☒ Orientation of new staff/staff training
- ☒ Personal growth courses (e.g. yoga, motivational, and self-improvement retreats)
- ☒ Participation in committee work
- ☒ Observation/buddy experience with other healthcare professionals
- ☒ Books, articles, videos and other materials intended for a mainstream rather than pharmacist audience
- ☒ Courses under 30 minutes in duration
- ☒ Courses leading to your initial degree for pharmacist and prior to being licensed
- ☒ Paid preceptorships and mentorships
- ☒ Employer requirements (e.g. First Aid and Food Safe, etc.)
- ☒ First Aid and CPR courses (new or recertification)

## Acceptable CE supporting documentation

- ✓ Training or course certificate
- ✓ Letter or email of completion
- ✓ [Verification of CE form](#) filled out by your manager or course provider
- ✓ University or college transcript
- ✓ Continuing education transcript from a pharmacist regulator in another jurisdiction that verifies continuing education

The documentation you provide must include your name, the course name, the name of the course provider and the date you completed the course.

## Unacceptable CE supporting documentation

- ☒ Course schedule/syllabus, conference schedule without proof of attendance/completion
- ☒ Registration documents or proof of payment
- ☒ Employer record of professional practice hours and/or mandatory continuing education

## Continuing competency exemptions

In general, all registrants are expected to meet these legislated continuing professional education hours requirements. Under certain circumstances, you may be eligible for an exemption. These may include:

- you are a recent graduate;
- you are a new Yukon registrant and do not have proof of completion from another jurisdiction; or
- you have experienced a gap in practice due to exceptional life events.

A minimum number of continuing professional education hours are still required. Please contact our office for details. To apply for an exemption, complete the [continuing competency exemption request form](#). Applications for an exemption are considered on a case to case basis, and may not be approved.