

Overseas Pharmacists Assessment Programme (OSPAP) Application and Guidance notes

December 2017
Version 2.2

Send your completed application to:

International Applications
General Pharmaceutical Council
25 Canada Square
LONDON
E14 5LQ

Contact us

Phone: 0203 713 8000

Email: international@pharmacyregulation.org

The General Pharmaceutical Council (GPhC) is the regulator for pharmacists, pharmacy technicians and registered pharmacy premises in Great Britain (GB). Anyone who wishes to work as a pharmacist and use the restricted title 'pharmacist' in GB must be registered with the GPhC.

Introduction to this guidance

Thank you for your enquiry about eligibility to undertake the Overseas Pharmacists Assessment Programme (OSPAP). The GPhC will consider your application and decide your eligibility to apply for the OSPAP.

The guidance notes should provide you with all of the information you require to successfully complete the application process. Please read this document carefully before contacting the GPhC with any queries.

Overseas qualified pharmacists should use this information pack to make their application. To be eligible to apply you must have:

- completed a pharmacist's course that is comparable to the course in the UK
- completed all of the education and training requirements to practise independently as a pharmacist including any internship or preregistration training and passing any final registration assessment that is required and, (if there is a registration requirement in your country of qualification)
- **must be registered or eligible to register as a pharmacist in your country of qualification.**

For more information on the criteria for registering as a pharmacist with the GPhC please see the GPhC website:

http://www.pharmacyregulation.org/sites/default/files/Registration%20criteria%20for%20pharmacists%20September%202012_0.pdf

Contents

A. The process

B. Course information and providers

C. A degree equivalent to a UK Bachelor qualification

D. Degree not equivalent to a UK Bachelor qualification

E. Documents to be supplied directly to the GPhC

F. Documents required with the OSPAP application from the applicant

G. Inability to provide documents

H. Do I need to complete a Statutory Declaration?

I. Completing the application form

A - The process

We always try to process applications as quickly as possible. We will review your application documentation within 28 days of receipt and contact you by email if any documentation is incorrect. **All communications from the GPhC during the application process are carried out by email, please ensure your email address is clearly written on the application.** We do not send hard copies of decision letters or other documents.

Once processing has started you will be advised by email of any documents that are not acceptable and which documents are still outstanding. Please note all documents, apart from ones directly supplied to the GPhC, must come in together with your OSPAP application. **Your application will not be considered until ALL of the documents, as required by the GPhC, have been received.**

If you are considered eligible to apply for the OSPAP, a decision letter will be sent to you by email. The decision letter and any other information considered by the GPhC to be relevant will be emailed to the OSPAP providers you enter on your preference form. You should then receive information directly from the universities about their admission processes.

The decision that you are eligible to apply for the OSPAP allows you 2 academic years from the date of decision to start the programme. (e.g. if approved before September 2018, the dates for you to start would be academic year commencing September 2018 or September 2019).

The OSPAP providers you entered on your preference form will make an assessment of your qualification and decide whether or not to offer you a place. This assessment is not carried out by the GPhC. If you have not provided sufficient information, the OSPAP provider can ask for further evidence and your application would be reconsidered with the additional relevant evidence.

B - Course information and providers

The OSPAP course normally starts in September / October each year. It is a one-year course designed to ensure that those who have qualified overseas receive the appropriate education and training to prepare them for UK practice and entry to pre-registration training.

The OSPAP consists of a structured academic assessment of your qualifications, attendance at specific modules and completion of ALL assessments. While there may be some exemption from some taught elements, there will be NO exemption from any of the assessments. Successful completion of the OSPAP course will demonstrate the applicant's achievement of the UK MPharm graduate criteria. It will not give the applicant an MPharm (Master of Pharmacy) degree.

Please note course fees are payable to your chosen university. For more information you should contact the universities you are considering attending. These fees are in addition to the OSPAP application fee payable to the GPhC. You should also consider your living expenses while on the OSPAP.

Providers of GPhC accredited OSPAP courses:

- Aston University (Birmingham)
- University of Brighton
- Kingston University
- University of Sunderland
- University of Hertfordshire

NB. If your application is received after July you may not be able to obtain a place at your first choice university. There are a number of stages in the application procedure which are contained in this pack. Please send in your application as early as possible to allow time for errors or omissions to be corrected. We may have to contact your university for further information and this can take a long time. Some providers places are filled very early in the year and you should make your application as soon as you are ready to have the best chance of obtaining a place with your first choice provider.

C - A pharmacy degree equivalent to a UK Bachelor qualification

If your pharmacy degree is determined by NARIC (www.ecctis.co.uk/naric) to be comparable to a UK Bachelor level qualification with at least 3 academic years of pharmacy content you should be considered eligible to apply for the OSPAP as a first step towards registration as a pharmacist in GB.

The steps following the successful completion of the OSPAP are as follows:

- Complete 12 months preregistration training. This will be completed under the same terms and conditions as required of UK MPharm graduates
- Sit and pass the GPhC's registration assessment.

For more details on preregistration training see the following link:

www.pharmacyregulation.org/education

NB: You are required to complete all steps and apply to register within 4 years of starting your OSPAP.

D - A pharmacy degree not equivalent to a UK Bachelor qualification

1. Equivalent to less than a UK Bachelor level qualification.

If your pharmacy qualification is measured by NARIC (www.ecctis.co.uk/naric) to be the equivalent of less than a UK Bachelor level qualification you will be required to complete an international comparative assessment framework. The GPhC will send you a framework after an initial review of your documents.

You will need to obtain a syllabus of the degree you studied (relating to your years of study) from your university / awarding body and a translation if not in English. This must show the title of your University / College and the years of your study there. It should not be the most recent syllabus downloaded from the Internet. You will need the syllabus to complete the comparative assessment framework indicating which part of your degree course covered the subject matter in each section. (You may not need to translate the whole syllabus, only those parts that relate to the subjects in the assessment framework).

If you have been awarded other pharmacy related qualifications or undertaken training programmes that are relevant to the subjects in the assessment framework either in your country of original qualification or in the UK and can provide supporting documents to evidence this, such as degree certificates, academic transcripts and syllabus, you should include this information on the framework and provide copies of the supporting documents.

Please return the completed comparative assessment and all documentation referenced in the framework to International Applications at the GPhC. This will be forwarded to the OSPAP provider of your choice for their consideration. If the OSPAP provider decides you need to provide additional documentation to support your application to join their course, this is their decision and you must meet their requirements. The GPhC would have no influence in this matter.

E - Documents to be supplied directly to the GPhC

The following documents must be sent from the issuing body (university, pharmacy council, referee) directly to the GPhC. They must not be sent via the applicant or any other third party even if in sealed envelopes from the issuing body. If the GPhC considers this to be the case, the documents will be rejected and replacements will have to be provided. These documents should not be requested from the issuing bodies until you are ready to make your application to the GPhC.

1. Academic transcript

You must request a full transcript of your academic record for your pharmacy qualification from your university. This must be certified by the relevant officer at the university or academic body. The GPhC will check the information in the academic transcript with the information provided by the applicant. Any discrepancies will be brought to the attention of the issuing body and an explanation for the differences will be required. Transcripts will be stored for 6 months. If we have not received an application in the name on the transcript in that time, the transcript will be disposed of securely.

2. Letters confirming registration and good standing

- You must request a letter confirming your good standing from the regulatory authority or body that grants your licence in your country of qualification. This letter should also confirm when and where you obtained your degree in pharmacy, your date of birth and your registered address.
- If you are a registered pharmacist that has never practised in your country of qualification, you will need to arrange for the submission of a letter to confirm registration and good standing with the authority.

If you are not a registered pharmacist and never practised in your country of qualification, you still need to arrange for the submission of a letter confirming eligibility for registration as a pharmacist in that country.

All letters of good standing from your country of qualification must confirm your good standing with that authority and that no adverse information is known about you.

- Also you will be required to provide a letter confirming your good standing from any pharmacy governing body under which you may have worked in the 5 years immediately prior to your application to the GPhC. This letter should state that you are registered and that you are in good standing with that authority and no adverse information is known about you.
- Letters of good standing are only valid for 6 months from the date of issue, if your application is not complete before it expires you will be required to provide an updated letter.

3. References

You must arrange for a minimum of 2 references to be supplied from your country of qualification in support of your application.

- One must be an academic reference from a professional such as your university tutor in your country of qualification (internships / placements included) and;

- The other reference/s should be from your current or most recent employer in your country of qualification or your current country of residence (if applicable).
- If you are or have been employed in the UK / studying in the UK you must also supply a reference from your UK employer / tutor. If you have been working in a pharmacy it must be from your supervising pharmacist.

References must:

- Be addressed to International Applications at the GPhC
- Be stamped by the academic institutions or the pharmacy stamp on an official letter headed paper
- Be issued in the name in which you are registered in your country of qualification (unless any change of name documents supersede this)
- State it is in support of your application to the GPhC
- Should not be from a relative

NB. Any references that do not meet the criteria will not be accepted and new references will have to be provided.

Preparing your documents

Certified copies

The GPhC requires a certified copy to be presented as follows:

- Marked as "a true copy of the original"
- Signed dated and stamped by a UK registered solicitor or legal equivalent in the country where you are.

NB. If you apply with a UK address you will be expected to provide documents certified by a solicitor licenced to practice in the UK.

Translations

Any document that is not provided in the English language **MUST** be accompanied by a translation as follows:

- The translation must be completed by an authorised translator
- It must be a literal translation, not an interpretation of the original document
- All certifications and ink stamps on the original document must also be translated
- The translator must put their business stamp on each document translated and sign and date the statement "this is a true and accurate translation" and attach the translation to the original language document or provide a list of the documents translated.
- Documents received direct from an organisation/authority that require a translation (e.g Letter of Good Standing, References) will be sent to the applicant in digital pdf format by email in order to arrange translation. The original document will not be sent to the applicant.

F - Documents required with the application from the applicant

1. English Language test (IELTS):

Evidence that you have the necessary knowledge of English:

Irrespective of your nationality, you are required to provide evidence of your English language skills as part of your application for the OSPAP. The evidence you provide must meet our requirements. These are set out in Guidance on evidence of English language skills:

http://www.pharmacyregulation.org/sites/default/files/guidance_on_evidence_of_english_language_skills.pdf

The evidence you provide must demonstrate your competence in the four areas of:

- Reading
- Writing
- Listening and
- Speaking in English

and must:

- be recent – less than two years old at the point of your application, objective, independent and robust;
- clearly shows you can, read, write and communicate with patients, pharmacy service users, relatives and healthcare professionals in English; and
- be readily verifiable by us through contact with recognised higher education institutions, regulators or other official bodies.

There are different ways in which you may be able to demonstrate that you have the necessary knowledge of English to practise in Great Britain and this is reflected in the types of evidence we will accept. You are required to provide one of these three types of evidence:

1. **A recent¹ pass of the academic version of International English Language testing System (IELTS)² test with an overall score of at least 7 and with no score less than 7 in each of the four areas of reading, writing, listening and speaking at one sitting of the test.**

The IELTS result is valid for 2 years from the date of the test. Your IELTS result must be valid until your application is complete and considered for eligibility.

Please ensure that you request the IELTS test centre to send a result form to International applications General Pharmaceutical Council, 25 Canada Square, London E14 5LQ by using the appropriate section on the IELTS application form.

¹ When we refer to 'recent' we mean evidence relating to the IELTS test that is less than 2 years old at the point of making an application to the GPhC.

² <http://www.ielts.org/>

You may need an original test result form when you apply to other organisations and the GPhC will not give you the original IELTS result form provided by the test centre or return your own result form if we do not have a second original from the test centre.

If you have used a document other than your current passport as identification for the IELTS test you must include a certified copy of that document in your application.

To obtain further information about the IELTS see www.ielts.org . Detailed candidate information can be found here <https://www.ielts.org/~media/publications/information-for-candidates/ielts-information-for-candidates-2015-english-uk.ashx>

2. **A recent³ pharmacy qualification that has been taught and examined in English in a majority English speaking country⁴ (other than the UK) (e.g. Ireland, United States of America, Australia, New Zealand). (By pharmacy qualification for OSPAP eligibility, we mean a pharmacy qualification of 3 or more years in duration that would have enabled you to practise as a pharmacist in such countries.)**
3. **Recent⁵ practice for at least two years as a pharmacy professional (pharmacy technician or pharmacist) in a majority English speaking country.**

You will be required to provide a detailed written reference from your pharmacy employer(s) as to your knowledge of English. As part of this reference your employer will be required to provide evidence of how you have demonstrated your ability in the four areas of reading, writing, listening and speaking in English while working as a pharmacy professional. A copy of the structured pharmacy employer reference to assess your knowledge of English is provided at the end of the information pack.

If you were required to pass an English language test before being permitted to register and practise as a pharmacy professional in another majority English speaking country then you can provide evidence of having passed such an English language assessment together with the structured employer reference.

If we do not hold a satisfactory IELTS result form on file for you when we receive your application and you do not include one with your application or provide evidence which meets the requirements of evidence type 2 or 3 in full. WE WILL RETURN YOUR APPLICATION IMMEDIATELY.

³ When we refer to 'recent pharmacy qualification' we mean a pharmacy qualification that was awarded less than 2 years ago at the point of making an application to the GPhC.

⁴ The list of countries we accept is modelled on the UK Border Agency's list of 'majority English speaking countries' plus Ireland (https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/340583/English_language_v11.0_EXT.pdf).

⁵ When we refer to 'recent practice' we mean practice that was completed less than 2 years ago at the point of making an application to the GPhC.

(For evidence 2 and 3, please note that even though you might have satisfied GPhC English Language test requirement, we **strongly** advise that applicants should confirm from the OSPAP providers the English Language test requirements for the respective institutions).

Structured pharmacy employer/tutor reference to assess knowledge of English

It is a requirement that applicants provide evidence to demonstrate their knowledge of English as part of their application. To enable us to effectively assess this applicant's English language skills, please fill out this form in as much detail as possible. By completing this form you are confirming that at least 75% of the applicant's day to day interaction with patients, carers, their families and other healthcare professionals in your employment or under your supervision has been in English.

You must provide examples to illustrate how each of the four skills of speaking, listening, writing and reading has been demonstrated, or the form will not be accepted.

| | | |
|---|---|---------------|
| Applicant's full name: | | |
| Applicant's GPhC Number (if applicable): | | |
| <u>About the employer referee:</u> | | |
| Name | | |
| Occupation | | |
| Place of employment | | |
| Are you registered with the GPhC | Yes/No – If 'Yes' provide your GPhC registration no. | |
| Are you registered with another UK or an overseas healthcare regulator | Yes/No – If 'yes' Name of regulator: Registration number: | |
| Relationship to applicant (e.g. employer, tutor) | | |
| Dates of employment/supervision: | From (dd/mm/yy) | To (dd/mm/yy) |
| Type of employment/work under supervision | Full time | Part time |
| Telephone number | | |
| Email address - this should be an official work email address not a webmail address such as Gmail | | |
| <u>About the applicant's English language skills:</u> | | |
| Does the applicant have the knowledge of English necessary for safe and effective pharmacy practise in Great Britain? | Yes | No |
| If you have answered no, please provide reasons | | |

Speaking skills

Please tick which evidence you have witnessed and explain how the applicant has demonstrated their knowledge of English in this area. You may be asked to provide evidence of this. If only the boxes are ticked the form will not be accepted.

| | |
|---|--|
| Case presentation | |
| Speaking with patients and carers | |
| Speaking with pharmacy colleagues and other healthcare professionals | |
| Other | |

Listening skills

Please tick which evidence you have witnessed and explain how the applicant has demonstrated their knowledge of English in this area. You may be asked to provide evidence of this. If only the boxes are ticked the form will not be accepted.

| | |
|--|--|
| Attendance at lectures/presentations | |
| Discussions with patients and carers | |
| Discussions with pharmacy colleagues and other healthcare professionals | |
| Effective taking of patient histories | |
| Other | |

Writing skills

Please tick which evidence you have witnessed and explain how the applicant has demonstrated their knowledge of English in this area. You may be asked to provide evidence of this. If only the boxes are ticked the form will not be accepted.

| | |
|---|--|
| Written advice to patients and carers | |
| Written advice/information for pharmacy colleagues or other healthcare professionals | |
| Journal articles/reviews | |
| Critical incident reports, audits | |
| Standard operating procedures | |
| Other | |

Reading skills

Please tick which evidence you have witnessed and explain how the applicant has demonstrated their knowledge of English in this area. You may be asked to provide evidence of this. If only the boxes are ticked the form will not be accepted.

| | |
|---|--|
| Summary of Product Characteristics | |
| Standard Operating Procedures | |
| Patient medical records | |
| Other | |

Declaration by Referee

The information I have provided in this reference is correct and true.

I agree to the GPhC to carry out checks, including checks to verify the information I have given and to the recipient of these enquiries to provide the information requested.

| | |
|--|------------------------|
| Signature: | Date: |
| Name: | Official stamp: |
| Name and address of organisation: | |

Return the form to:

International Applications
General Pharmaceutical Council
25 Canada Square
London
E14 5LQ

Tel: Customer Contact Centre: 0203 713 8000

Email: international@pharmacyregulation.org

2. Degree certificate

You must supply your original degree certificate. After verification the GPhC will return this to you securely, by Royal Mail special delivery. The GPhC will hold a copy on file. Your certificate will be sent to the address detailed in your application.

You must submit your FULL certificate and not the provisional. If your university has not issued your full certificate at the time of your application you must request the University to write directly to the GPhC confirming that certificates have not yet been issued and dates when they will be. Please note that if you have not provided your original full certificate by the time you have completed preregistration training and passed the registration assessment, it will delay your final registration.

If you have been awarded further qualifications such as a Master's degree you can send a certified copy of that certificate and it will be included in your application. It will not make any difference to your route to the register.

3. Passport

You must supply a certified copy of your passport identity page (including the photograph). Please note that you do not have to include all the blank pages of your passport in the copy. We need to see the identification pages and any validity extension pages.

In section 2.1 of your application you will need to detail your passport number and the date your passport was issued.

4. Completed application form

Please ensure you:

- Write clearly in black ink.
- Include a legible email address. All communications will be sent by email.
- Provide a UK postal address where possible.
- Complete ALL sections of the application.

5. Photograph certification form

You must attach 1 recent passport style photograph. The photograph must be individually certified on the back as follows:

- "This is a true likeness and signature of"
- Your full name and signature (no initials)
- The signature of the UK registered solicitor
- (or equivalent legal witness in the country where you are)
- who certified your passport, and date
- Example as shown here:

| |
|---|
| "This is a true likeness and signature of _____" |
| Your full name & signature |
| Signature of legal witness of your statutory declaration & date |

6. Application fee

The current application fee is £687 (subject to yearly review). Please complete the payment form included with the application form. Do not send cash or cheques. Please note that your OSPAP application fee is non-refundable. Your application will not be processed if you have not submitted a completed payment form.

7. National Academic Recognition Information Centre (NARIC) statement of Comparability

All applicants applying for OSPAP approval are required to enclose a NARIC statement of comparability with their application. The statement of comparability is a document issued by NARIC who will assess how your overseas pharmacy qualification compares to a UK qualification. We require the original version of the document. After verification of the document it will be returned to you by Royal Mail special delivery.

Further information about the statement of comparability can be found here:

<http://ecctis.co.uk/naric/individuals/compare%20qualifications/Statement%20of%20Comparability.aspx>

8. Certified copy of your birth certificate

The copy of your birth certificate should be certified as a true copy of the original by a solicitor (English Law) or the legal equivalent in the country where you are.

You should complete declaration A of the statutory declaration enclosed in the information pack if either of the following applies:

- Your birth was not registered within 1 year of your actual birth.
- Your full name does not appear on your birth certificate.

NB. If you were born and/or married in England, Scotland or Wales a solicitor can no longer certify a copy of your birth/marriage certificate. The General Registry Office is the only organisation that can issue duplicate certified copies of these certificates which are accepted by the GPhC. You are required to contact the General Registers Office (or General Registers Office for Scotland if you were born and/or married in Scotland) and apply for a duplicate copy of your birth/marriage certificate. Please note that this copy will not be returned to you. (This is the reason we ask for a certified copy rather than the original document).

9. Change of name

If you have changed your name from that on your birth certificate or passport you need to complete a statutory declaration section B or C. This form is available on our website. If you have changed your name through marriage / civil partnership and wish to register in your new name you should provide a certified copy of your marriage / civil partnership certificate instead of completing declaration B. Please refer to section I for more information.

G - Inability to provide documents

Your application will not be considered for eligibility until all of the required documents have been received and considered acceptable. If you cannot supply any documents in the manner required you should provide a **written** explanation of why this situation has arisen. If your explanation is accepted you will be advised of how to proceed and what alternative documents may be considered.

For example if you are unable to arrange for any of the documents such as academic transcript, references or letters of good standing to be provided direct to the GPhC from the relevant organisations but have provided this information yourself, your application will be processed by the GPhC but you will be required to complete the international comparative assessment framework. The GPhC will send you a framework after an initial review of your documents. Please return the completed comparative assessment and all documentation referenced in the framework to International Applications at the GPhC. This will be forwarded to the OSPAP provider of your choice for their consideration.

The OSPAP providers will be advised by the GPhC that you have provided your own documents to support your application for eligibility. If the OSPAP providers decide you need to provide additional documentation to support your application to join their course, this is their decision and you must meet their requirements. The GPhC would have no influence in this matter.

H - Do I need to provide a Statutory Declaration?

When submitting OSPAP documents please bear in mind that the names on your birth certificate, degree certificate, proof of identity document(s) and 'OSPAP application form must be identical in every way. That includes any middle names or initials you may have and any changes in spelling or order. If the names on these documents are not identical, you must see a solicitor and complete the relevant sections of a statutory declaration. Failure to do this will delay the progress of your application.

If any of the following apply, you will need to arrange for a solicitor to complete a Statutory Declaration:

- If you do not have a birth certificate or your birth certificate is not written in English;
- Or if the registration date on the birth certificate is not within one year of the date of birth or is not shown.

THEN COMPLETE DECLARATION 'A'

- If you want to apply in a name other than that on your birth certificate/marriage certificate e.g. additional/dropped names or letters [The name you put on the statutory declaration should be identical to that which you put on your 'OSPAP application form']

THEN COMPLETE DECLARATION 'B'

NB. If you have changed your name through marriage / civil partnership and wish to register in your new name you should provide a certified copy of your marriage / civil partnership certificate instead of completing declaration B.

- If the names on your degree certificate or proof of identity document(s) are not identical in every way to those on your birth certificate and 'OSPAP application form' [All names must be identical: word for word, letter for letter and in the same order. Initials are not acceptable]

THEN COMPLETE DECLARATION 'C'

I – Completing the application form

The following guidance explains the requirements for each section of the attached application form

General information

- The OSPAP application fee is non-refundable.
- Use a black ball point pen, WRITE IN BLOCK CAPITALS and mark boxes clearly to answer the questions on the application form. No liquid paper amendments or alterations of any kind are permitted on the application form or certified copies of documents.
- If we need to contact you we will use the email and postal address that you enter on your application so it is important to make sure these details are up to date, accurate and legible. You MUST advise us of any change of contact details as soon as possible.
- To help us process your application as quickly as possible, please check your documents very carefully to make sure you have provided all that is required and in the format required (e.g. certified copy or original document). We recommend that you make use of the checklist provided in the information pack.
- We would advise you to send your application by some form of delivery that requires a signature by the GPhC. Please ensure you address your envelope / package to International applications. Please note that even though post may have been signed into the building, it does not necessarily mean that it has been received in the applications team.

Certified copies

The GPhC requires a certified copy to be presented as follows:

- Marked as “a true copy of the original”
- Signed dated and stamped by a UK registered solicitor or legal equivalent in the country where you are.

NB. If you apply with a UK address you will be expected to provide documents certified by a solicitor licenced to practice in the UK.

Translations

Any document that is not provided in the English language MUST be accompanied by a translation as follows:

- The translation must be completed by an authorised translator
- It must be a literal translation, not an interpretation of the original document
- All certifications and ink stamps on the original document must also be translated
- The translator must put their business stamp on each document translated and sign and date the statement “this is a true and accurate translation” and attach the translation to the original language document or provide a list of the documents translated.

Section 1 – Personal Details

Your name on this form should be identical to the name on your degree certificate, birth certificate and proof of identity documents(s) – word for word, letter for letter.

If your name is not identical (word for word, letter for letter) on your application form and all of your documents, you must provide supporting documentation to verify any discrepancies.

Examples of supporting documentation include:

- Statutory declaration sworn before a UK registered solicitor or legal equivalent in the country where you are.
- Marriage / Civil Partnership certificate

You must provide a valid email address on the application, please ensure it is clearly printed as this is how we will contact you.

Section 2 – Proof of identity

You must supply a certified copy of your passport identity page (including the photograph). In section 2.1 of your application you will need to detail your passport number and the date your passport was issued and the expiry date.

If you were not born in Great Britain, the copy of your birth certificate should be certified as a true copy of the original by a solicitor (English Law) or the legal equivalent in the country where you are.

You should complete declaration A of the statutory declaration enclosed in the information pack if either of the following applies:

- Your birth was not registered within 1 year of your actual birth.
- Your full name does not appear on your birth certificate.

(For more information, please see section 8 & 9 of [Documents required with the application from the applicant](#))

Section 3 – Qualification for the profession

You should enter details of your professional qualifications here. This information must include the degree details, University / Higher Education Institute where degree was attained, the title of the degree, the date degree course started and the date when the degree course was completed.

If you have further pharmacy related qualifications, you can also enter the details in the space provided or add on a separate sheet if necessary.

You should provide the date your academic transcript was requested from the awarding institution. You should also provide your IELTS Test Report number and the date the IELTS report was requested from the awarding body.

You should also confirm if you have supplied a NARIC statement of comparability and the NARIC reference number. Further information about the statement of comparability can be found below:

<http://ecctis.co.uk/naric/individuals/compare%20qualifications/Statement%20of%20Comparability.aspx>

Section 4 – Registration with other bodies

Section 4 should be used to inform us of any registration you may currently (or most recently) have with a regulatory body.

You must arrange for us to receive an original, up-to-date letter or certificate of good standing issued by the appropriate authority of the country or state in which you originally qualified. If you have worked in a country other than that in which you qualified within the last 5 years, we will require a Letter of Good Standing from the country in which you have worked in addition to the one from your original Country of Qualification. (For more information please see **section 2** of the Documents to be supplied directly to the GPhC)

Section 5 – Work experience

You should enter details of your work / career experience with your most recent position first. You should provide as much details as you can (internships / placements included).

You should provide details of the organisation you work(ed) for, the address of the organisation and include the start and end date for each job.

Please provide as much detail as you can to demonstrate your main responsibilities and duties. Explain any significant gaps in your career history and use a separate piece of paper if you would like to include additional work experience.

Section 6 – Professional / Academic references

You must arrange for us to receive a minimum of 2 references directly from your country of qualification in support of your application.

We ask you to complete the details of your professional / academic referee on the application form.

Section 7 – Declaration by applicant

The GPhC will only be able to process your application if you have signed and dated your application. It is important that you have a full understanding of the declaration before you sign it. It is a criminal offence to make a fraudulent declaration to gain admission to the OSPAP course.

Section 8 - Photograph certification

You should submit a passport photograph which has been signed, dated and stamped on the back by a UK registered solicitor or legal equivalent in the country where you are. The photograph should be attached to section 8 of the OSPAP application. (For more information, please see **section 5** of Documents required with the application from the applicant)

Section 9 – OSPAP preference form

All applicants must complete the preference form included in this application pack. On this form you will state your preferred universities to attend to complete the OSPAP. Additional information about the universities that provide the programme can be found here:

<http://www.pharmacyregulation.org/education/pharmacist/overseas-pharmacists-assessment-programme>.

With the preference form you must include one of the following:

- Certified copy of your current visa (if you have one)
- Certified copy of British passport (if this is applicable to you, the certified copy of your British passport submitted with your application will suffice.)
- If the above does not apply and you are awaiting receipt of your visa please tick the *awaiting visa option*.

In addition you will need to staple to the form **one passport style photograph** that has been certified as a true likeness by a solicitor (English Law) or the equivalent legal witness in the country where you are. The preference form should be signed, dated and stamped with their business stamp.

Section 10 – Payment form

We only accept payment by card, DO NOT include cheques or cash with your application. Your application will not be processed without payment.

Section 11 – Checklist

Please ensure you complete the checklist and do not submit your application until you have arranged for all necessary documents to be delivered to the GPhC

Data protection

The information and documents you provide with this form will be used to assess your application to undertake the OSPAP programme. As part of the application process, the GPhC will share information with the universities on your preference list, as set out in section 7 of page 30. We may discuss or disclose your personal information with referees, educational establishments, professional regulatory and representative bodies, government departments, law enforcement or immigration agencies and any other third party if we consider it necessary and appropriate.

The GPhC is a data controller registered with the Information Commissioner's Office. The GPhC makes use of personal data to support its work as the regulatory body for pharmacists, pharmacy technicians and retail pharmacy premises in Great Britain. We may process your personal data to meet our statutory aims, objectives, powers and responsibilities under the Pharmacy Order 2010, the rules made under the Order and other legislation. This may include assessing any future application to join the register of pharmacists, maintaining registration, assessing fitness to practise, processing complaints and compiling statistics. We may share your data with other organisations with a legitimate interest, including other regulatory and enforcement authorities, NHS organisations, employers and the Department of Health. For further information see our [privacy policy](#).

End of guidance notes - the application form begins on the following page.

Overseas Pharmacists Assessment Programme (OSPAP) Application Form

October 2016
Version 2.0

Send your completed application to:

International Applications
Customer Services
General Pharmaceutical Council
25 Canada Square
LONDON
E14 5LQ

Notes to Applicants:

Please complete in conjunction with guidance notes
Please separate this application form from the attached guidance notes before sending
Please do not put your application into individual plastic sleeves
Please keep a copy of your application and supporting documents
Please send by traceable mail

Contact us:

Phone: 0203 713 8000
Email: info@pharmacyregulation.org

1. Personal details

1.1 Title Mr Mrs Ms Miss Other (please state)

1.2 Surname(s)

1.3 Forename(s)

1.4 Date of birth

1.5 Residential Address

Postcode We will send all your correspondence to this address

Country

1.6 Nationality

1.7 Home phone Work phone

Mobile

1.8 Email address

By providing an email address, you consent to the Council serving any documents required by its various statutory rules on you at that email address

2. Proof of identity

2.1 Passport details:
 passport number issue date expiry date

2.2 Name as written on birth certificate

2.3 Date of registration of birth certificate

3. Qualification for the profession

3.1 Degree details: University / Higher Education Institute where degree was attained:

3.2 Title of degree awarded:

3.3

Date degree course started

Date degree course completed

3.4

Date academic transcripts requested

3.5

IELTS Test Report Form number

Date IELTS Report Form requested

3.6 Have you supplied a NARIC statement of comparability

Yes

No

3.7

NARIC reference number

4. Registration with other bodies

4.1 Are you currently or have you previously been registered with any UK statutory health regulatory body (anybody overseen by the Professional Standards Authority) or a health regulatory body outside Great Britain

Yes

No

If you have answered 'yes' to question 4.1 please give details and provide a letter of good standing:

If you have answered 'no' to question 4.1 please refer to [Documents to be supplied directly to the GPhC](#) (Section F) of the guidance notes.

4.2 Name of Body

Registration Number

Date Letter of Good Standing (LGS) requested

5. Work experience

Applicants should provide their full career history including period as a pharmacist and student pharmacist starting with their most recent role.

Most recent job title (If you are currently unemployed or have period of career break, please provide relevant dates)

Name of organisation

Address of organisation

Start date

End date

Main responsibilities/duties

Work experience continued

Job title

Name of organisation

Address of organisation

Start date

End date

Main
responsibilities/duties

Work experience continued

Job title

Name of organisation

Address of organisation

Start date

End date

Main
responsibilities/duties

Please use a separate piece of paper if you would like to include additional work experience.

6. Professional / Academic reference

This section is to be completed by the applicant.

In addition to completing this section you must also arrange for a minimum of 2 references to be directly supplied from your country of qualification in support of your application. Please provide the work details of these references below.

Professional / academic reference 1

Employer's name

Address

Postal code

Country

Telephone number

Email address

I have requested for a reference to be sent directly to GPhC.

Yes No

Professional / academic reference 2

Employer's name

Address

Postal code

Country

Telephone number

Email address

I have requested for a reference to be sent directly to GPhC.

Yes No

Professional/ academic reference 3

Employer's name

Address

Postal code

Country

Telephone number

Email address

I have requested for a reference to be sent directly to GPhC.

Yes No

Please use a separate piece of paper if you would like to provide details for additional referees.

7. Declaration by applicant

I declare that the information that I have provided to the GPhC in my application for OSPAP eligibility is true and accurate to the best of my knowledge and belief.

- The GPhC may make any enquiries it considers relevant and appropriate to establish an applicant's eligibility to apply for the OSPAP
- The GPhC may discuss or disclose any personal or sensitive data that it holds about an applicant with referees, educational establishments, professional regulatory and representative bodies, government departments, law enforcement or immigration agencies and any other third party if the GPhC considers it to be necessary and appropriate
- If information or supporting documentation that an applicant has provided is false or inaccurate the GPhC may decline the application and may report the matter to the relevant law enforcement agencies and any other third party that it considers should be notified
- At the application stage for eligibility for the OSPAP the GPhC does not make any assessment of an applicant's fitness to practise with respects to their good character and/or health.
- In accepting that an applicant is eligible to apply for the OSPAP the GPhC does not provide any assurances, undertakings or guarantees to the applicant that should they subsequently apply for registration that they will be registered with the GPhC
- Should an applicant successfully complete the OSPAP, 12 months Pre-registration training and the GPhC's registration assessment and apply to the GPhC for registration a full assessment of their fitness to practise will take place at the time of their application. This is to determine an applicant's suitability to be included on the Register.
- An applicant for registration will be required to complete certain declarations concerning their fitness to practise as a pharmacist. In determining this application for registration and in deciding whether an applicant is of good character and/or health the Registrar is required to consider matters in the assessment frameworks.

I understand that:

If I am found to have given false or misleading information in connection with my application for registration, this may be treated as misconduct, which may result in my removal from the Register.

Signature

Date

Staple your certified photograph here

Example of what to write on the back of the photograph when certifying it

I certify this is a true likeness of (applicant's full name and title)

(Signature of certifying person and date)

8. Photograph certification

This section must be completed by the person who signs the back of the photograph and also certifies your passport.

Name

Address

Country

Occupation

Telephone

Email address

By countersigning this application, you agree that the General Pharmaceutical Council (GPhC) may contact you to verify the information that you have provided.

I declare that I have signed the photograph enclosed and that I am a registered solicitor / lawyer in my country of residence.

Official stamp

Signature

Date

9. OSPAP Preference Form

First name

Surname

Date of birth

Current address

Telephone

Email address

Gender Male / Female

Visa status

Visa copy attached Awaiting Visa British/ EEA passport copy attached

Number the boxes next to the Universities you want to receive your approval details in order of preference:

| OSPAP PROVIDER | Order of preference (1st, 2nd etc) |
|------------------------------|-------------------------------------|
| ASTON UNIVERSITY, BIRMINGHAM | |
| BRIGHTON UNIVERSITY, SUSSEX | |
| KINGSTON UNIVERSITY, SURREY | |
| SUNDERLAND UNIVERSITY | |
| UNIVERSITY OF HERTFORDSHIRE | |

Please provide ONE recent photograph (taken within last 6 months) certified as a true likeness by a solicitor and ONE copy of your current visa if you have a visa or UK passport also certified by a solicitor. The solicitor should insert their name and business address below (by stamp preferably).

Solicitors details / stamp:

The OSPAP preference form will be sent to the OSPAP providers indicated by you with a GPhC confirmation letter and any other information considered by the GPhC to be relevant.

Please note that if the OSPAP provider you join requires documents from you in addition to those provided by the GPhC to the OSPAP provider, you are responsible for obtaining those documents and sending them to the provider.

Staple your certified photograph here

Example of what to write on the back of the photograph when certifying it

I certify this is a true likeness of (applicant's full name and title)

(Signature of certifying person and date)

10. Payment for OSPAP application fee

| | | | |
|---|--------------------------------------|---|--|
| Name of applicant: | <input type="text"/> | | |
| Please charge this card with the sum of: | £687.00 | | |
| Please indicate whether you are paying by: | | | |
| <input type="checkbox"/> Debit card | <input type="checkbox"/> Credit card | | |
| Type of card: <i>(Please tick one)</i> | | | |
| <input type="checkbox"/> MasterCard | <input type="checkbox"/> Visa | | |
| Card Number: <i>(insert exact amount of digits in your card number only)</i> | | | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| CSC number: | <input type="text"/> | <i>(The last 3 digits on the back of your card)</i> | |
| Valid From Date: | <input type="text"/> | <input type="text"/> | Expiry Date: <input type="text"/> |
| | | | <input type="text"/> |
| Name of Cardholder <i>(as it appears on card):</i> | <input type="text"/> | | |
| Address of account holder | <input type="text"/> | | |
| Signature: | <input type="text"/> | Date: | <input type="text"/> |

11. Application checklist

I have included in my OSPAP application (please tick):

Documents required with the application form:

- Original copy of Degree Certificate
- Evidence of English Language proficiency:
 - Evidence type 1 – original IELTS result form; or
 - Evidence type 2 – a recent pharmacy qualification that has been taught and examined in English in a majority English speaking country (other than the UK); or
 - Evidence type 3 – recent practice for at least two years as a pharmacy professional in a majority English speaking country together with completed structured pharmacy employer(s) reference form providing evidence to show your ability in the four areas of reading, writing, listening and speaking in English.
- Certified photocopy of passport
- Certified photocopy of birth certificate
- Academic transcripts (if applicable)
- NARIC Statement of Comparability
- Completed Photo Form + OSPAP Providers Form
- Payment form with credit or debit card details. DO NOT SEND CASH OR CHEQUE
- Fully completed application form
- Statutory declaration form (if required)

Documents to be supplied directly to the GPhC:

- Academic transcript
- Letter(s) confirming registration and good standing
- References (minimum x2)

Please sign to indicate the above documents are included and correct, and that you have acknowledged the statement below.

- I have separated the guidance notes from the application and retained them for my own records

Signature

Date

