



Pharmacy Council

GUIDELINES FOR REGISTRATION OF ADDITIONAL QUALIFICATION(S) FOR PHARMACISTS

The Pharmacy Council of Ghana is mandated by the Health Professions Regulatory Bodies Act, 2013 (ACT 857) to register additional qualification(s) of Pharmacists practising in Ghana to guarantee the highest level of pharmaceutical care throughout the country. The Education and Training Department of the Council is responsible for the registration process.

The Council considers qualifications from Universities, Colleges and Institutions both local and abroad. This information pack gives details of the application procedure.

APPLICATION

To be eligible to apply, you must have completed a relevant post graduate programme or any other course that is relevant to the practice of Pharmacy in Ghana. The applicant must be a registered pharmacist in Ghana and has practice for a minimum of three years in Ghana. The Council will consider your application and may determine whether you are eligible for registration or not.

There are a number of stages in the application procedure which are set out in the information pack. The first stage involves preliminary consideration of the documents listed in the 'How to Apply' section on page 3 of the information pack.

DOCUMENTATION

You may be required to satisfy all of the following to be eligible for registration of additional qualification in Ghana.

1. Letter of intent
2. A certified copy of your additional qualification certificate
3. A transcript from the issuing University
4. Attestation letter from the Ghana College of Pharmacists

5. Catalogue of relevant scientific papers published including papers related to the certificate you are seeking to register.
6. Resume of applicant
7. Proof of citizenship (i.e. Passport)
8. A copy of your work permit in your passport. (for non-Ghanaian applicants)
9. Evidence of payment of a prescribed processing fees

Variations in your name

Your name on all the documents you submit must be exactly the same.

If there are any variations in your name within or between documents, you must provide a declaration sworn before a solicitor of those variations and any additional documentation that may be required.

Certified copies

A ‘Certified copy’ is a copy of the original that has been marked as ‘a copy of the original’ and signed and dated by a solicitor or an equivalent legal witness from the country in which the certificate is issued.

Additional documentation

The Council reserves the right to request for any additional documentation at any time.

In general, all the documents listed in the ‘How to Apply’ section must be received by the Council before your application will be considered.

HOW TO APPLY

If your original documents are not in English, you must submit an English version of all documents duly certified.

- An application letter for the registration of additional qualification(s).
- A completed copy of the Pharmacy Council’s additional qualification(s) application form.
- A certified true copy of your post graduate degree or course certificate.
- A transcript from your training institutions posted directly by the institution to the Registrar of the Council.

- Proof of citizenship (i.e. Passport)
- A copy of your work permit in your passport. (for non-Ghanaian applicants)
- A recent passport size photograph bearing on the back:
 - Your usual signature
 - The statement ‘This is the true likeness and signature’
- A non-refundable processing fee determined by the Governing Board of the Pharmacy Council.



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ADDITIONAL QUALIFICATION(S) REGISTRATION APPLICATION FORMS

1.0 Personal Details

1.1 Title

1.2 Surname

1.3 First & Middle name(s)

1.4 Registration number

1.5 Date of birth (dd/mm/yy)

1.6 Registered Address

1.7 Current Workplace Address

1.8 Area of Practice

1.9 Email address

1.10 Contact details (Home/Work/Mobile telephone numbers

2.0 Course details

2.1 Details of additional degree acquired

2.2 Name of University which awarded the qualification

2.3 Date of award of degree

3.0 Declaration

I declare I am the above named pharmacist and shall be liable for the falsification of any information in relation to this registration.

3.1 Applicant's Signature

3.2 Date (dd/mm/yy)

4.0 Documents to be submitted with the application

1. A certified copy of your additional qualification certificate
2. A transcript from the issuing University
3. Attestation letter from the Ghana College of Pharmacists
4. Catalogue of relevant scientific papers published
5. Resume of applicant
6. Proof of citizenship (i.e. Passport)
7. A copy of your work permit in your passport.(for non-Ghanaian applicants)
8. Evidence of payment of a prescribed processing fees

Please return completed forms and its attachments to the Education and Training Department of the Pharmacy Council, Ghana