COLLEGE OF PHARMACY
OF NEWFOUNDLAND AND LABRADOR

OPENING A NEW PHARMACY

Interpretation Guide

Approved August 2026

1. INTRODUCTION

All pharmacies in Newfoundland and Labrador must be licensed by the College of Pharmacy of Newfoundland and Labrador (CPNL). To obtain a licence to open a pharmacy, the pharmacy owner(s), the pharmacist-in-charge and the proposed pharmacy site must meet all requirements in the *Pharmacy Act, 2024*, the *Pharmacy Regulations, 2024*, the *CPNL Bylaws*, and policies and interpretation guides made pursuant to the legislation.

2. REQUIREMENTS

There are several types of pharmacy ownership – pharmacy owners can be individuals (i.e., a sole proprietorship), partnerships, or corporations. While a pharmacy's ownership structure determines what specific information is needed as part of the pharmacy licensing process, all prospective pharmacy owners, regardless of ownership structure, must complete the following steps to apply for a pharmacy licence:

2.1 Review all relevant Legislation, Standards, and Guidelines, with particular attention to:

a) Sections 31-33 of the *Pharmacy Act, 2024*;

b) Sections 2 and 6-9 of the *Pharmacy Regulations, 2024*;

c) Part 9 of the *CPNL Bylaws*;

d) *CPNL Standards of Pharmacy Operation – Community Pharmacy* or *CPNL Standards of Pharmacy Operation – Hospital Pharmacy* (as applicable); and

e) All Standards of Practice.

2.2 Select a pharmacist-in-charge in accordance with CPNL's *Requirements to be Designated Pharmacist in Charge of a Pharmacy*.

2.3 Support the proposed pharmacist-in-charge with creating a new pharmacy profile and applying for a pharmacy licence on the Pharmacy Portal at least 90 days prior to the intended opening date of the pharmacy. The proposed pharmacy owner must provide the required information and documents pertinent to their ownership structure as outlined in the *Pharmacy Act, 2024*, the *Pharmacy Regulations, 2024*, the *CPNL Bylaws*, and CPNL's *Pharmacy Owner Information Interpretation Guide* to the proposed pharmacist-in-charge to upload with the application on the Pharmacy Portal.

2.4 A detailed diagram of the pharmacy's proposed floor plan that meets CPNL's *Floor Plan Requirements* must also be uploaded with the application on the Pharmacy Portal. The proposed floor plan must be approved by CPNL before any construction on the proposed pharmacy begins.

3. APPROVAL PROCESS

3.1. Once the above steps have been completed and all required documentation received, the application will be reviewed. If approved, the pharmacist-in-charge will be notified to pay the annual licensing fee on the Pharmacy Portal.

3.2. CPNL will provide the pharmacist-in-charge with the pharmacy licence number, as required to establish provider agreements with third party payers, including the Newfoundland and Labrador Prescription Drug Program, approximately three weeks prior to the intended opening date.

3.3. To prevent delays in opening the new pharmacy, pharmacists-in-charge must contact CPNL to schedule a pre-opening assessment at least 30 days in advance of the confirmed opening date.

- The pharmacist-in-charge must complete and submit a self-assessment at least two weeks prior to the scheduled visit.
- The pharmacy cannot open until the pre-opening assessment is completed and CPNL has notified the pharmacist-in-charge that the pharmacy is approved to open.
- The pharmacy will be added to the Public Register on the approved opening date, and the pharmacy licence will be available in the Pharmacy Portal to download and print. The pharmacy licence must be displayed in an area of the pharmacy that is visible to the public.

PLEASE NOTE:

It is important to notify CPNL of any change to the expected opening date from that originally indicated on the pharmacy licence application.

CPNL may cancel an application for a pharmacy licence and require a new application to be submitted if:

- the proposed pharmacy has not been licenced within 365 days of filing the application;
- the proposed pharmacy owner information has changed;
- the proposed pharmacist-in-charge has changed; or
- other information has changed such that the Registrar determines that a new application is required.