

LETTERS OF STANDING

Interpretation Guide

Approved July 2025

1) Letters Required for Registration in Newfoundland and Labrador

In accordance with the *Pharmacy Act, 2024*¹, applicants for registration as a pharmacist or pharmacy technician with the College of Pharmacy of Newfoundland and Labrador (CPNL) who are currently, or were previously, registered in another jurisdiction must provide a Letter of Standing from the relevant jurisdiction(s) with their application for registration.

A Letter of Standing is documentation outlining the applicant's registration history, including details such as whether the applicant's registration has ever been revoked, suspended or restricted, or had conditions attached by reasons of disciplinary measures in that jurisdiction.

Letters of Standing must be sent directly to CPNL from all pharmacy regulatory authorities with which the applicant is currently, or was previously, registered, and include:

- a) when the applicant was first registered with the regulatory authority;
- b) the applicant's current registration status, with the regulatory authority, including when the registration expired or expires;
- c) whether the applicant is authorized to perform/participate in any specific scopes of practice;
- d) whether there are currently any terms, conditions or limitations attached to the applicant's registration;
- e) whether the applicant is currently, or has ever been, suspended or restricted with respect to the practice of pharmacy by that regulatory authority;
- f) whether there is a record of any disciplinary findings² for the applicant; and
- g) whether the applicant is currently the subject of any outstanding allegations or disciplinary proceedings.

If any of the above information is not included in the Letter of Standing, or if additional information is needed to assess the application, CPNL may contact the relevant regulatory authority or require the applicant to provide additional information or documentation.

¹ Enabling Legislation: *Pharmacy Act, 2024*, sections 16.(1)(f), 20.(1)(f)

² "Disciplinary findings" may include, in accordance with the decision issuing the finding, restriction of registration, suspension or revocation of registration, cautions or counsels issued to the applicant, decisions of a tribunal where there was a finding of guilt of conduct deserving of sanction, and settlement agreements entered into to resolve an allegation.

2) Letters Issued by CPNL Upon Registrant's Request

Pharmacy professionals who are registered with CPNL may request a Letter of Standing through the CPNL Registrant Portal by completing a Document Request and paying the applicable fee in accordance with the CPNL Schedule of Fees.

Pharmacy professionals who were formerly registered with CPNL and require a Letter of Standing, but who do not currently have access to the CPNL Registrant Portal can contact CPNL at registration@cpnl.ca.

The Letter of Standing will be sent directly to the recipient indicated on the application and include:

- a) when the registrant was first registered with CPNL;
- b) the registrant's current registration status, with CPNL, including when registration expired or expires;
- c) whether the registrant is currently authorized to perform/participate in any authorized scopes of practice;
- d) whether there are currently any terms, conditions or limitations attached to the registration;
- e) whether the registrant is currently, or has ever been, suspended or restricted with respect to the practice of pharmacy by CPNL;
- f) whether there is a record of any disciplinary findings² for the registrant; and
- g) whether the registrant is currently the subject of any outstanding allegations or disciplinary proceedings.