

APC Online is Open

Make your application now! Log in to your [online account](#).

This note highlights a few aspects to ensure that the process runs smoothly for you.

Determine whether you need an APC

If you are unsure whether you require an annual practising certificate for your role, the Pharmacy Council has developed a [guide](#) to help you clarify your situation. If you do not require an APC, you also have the option to transfer to the non-practising register or remove yourself from the register. If you would like more information on the implications of these options please [email us](#).

Recertification requirements

If you have not completed your ENHANCE record do so now. If this is not possible, you should still make an application before 31 March - select 'No' for the question about your ENHANCE record and enter a description of your circumstances (e.g. COVID-19 – '11th hour, no time).

Confirmation of Personal Details

This year we are also wishing to improve the accuracy and consistency of our data and are asking you to review a wider range of your details than in previous years. We will ask you to re-enter contact phone numbers and addresses.

Workplace Settings

To facilitate improved workforce planning, we are seeking to align our workplace data with the Ministry of Health's Health Provider Index (HPI) Facility Id codes. If at all possible, please select a relevant workplace from the HPI facility list. This requires you to search for a facility based on how it appears in the Ministry of Health's HPI Facility database. If you are having difficulties finding your workplace refer to the [Ministry's website](#) download and open the Facility code spreadsheet and locate your workplace. In your application you should be able to select your workplace by typing in the name as it appears in the leftmost column of the spreadsheet.

For example, if you teach pharmacology at the University of Otago you will find the applicable facility by searching Department of Pharmacology and Toxicology, rather than Otago University. This step can take a few extra minutes and we advise you to make your application early, so that Council staff can assist you if needed.

1	Name	Health Facility Code	HPI Facility Id	Address
2110	Department of Chemistry (Faculty of Science)		F3H004-J	Room 1C10; Science II Building, 70 Union Place, N
2111	Department of Neurosurgery	AD20	F0Y039-H	Private Bag 92024, Victoria Street West, Auckland 1
2112	Department of Pharmacology and Toxicology (School of Medical Sciences)		F3H006-B	18 Frederick Street, North Dunedin, Dunedin 9016,
2113	Department of Psychology		F3G099-H	Ilam Road, Animal Facility; Level 5; Psychology Dep
2114	Department of Psychology	AD21	F0Y040-D	Fraser Building, 140 Hanover Street, Dunedin Centr

Select the + icon to add an additional row

Type of work	Place of work	Percentage (out of 100%)	
Teaching/Research	pharmacology		+ Add Row
<div style="border: 1px solid gray; padding: 5px;"> Department of Pharmacology and Toxicology (School of Medical Sciences) 18 Frederick Street, North Dunedin, Dunedin 9016. </div>			
'Other' type of work opti			

If you have selected 'other' as an option on your record, please provide your job title and provide a brief description of your role. This helps Council keep up to date with changes in pharmacy practice.