



A Guide to Continued Registration for Pharmacists and Pharmaceutical Assistants

Version 1

September 2021

Introduction

This guide outlines the steps involved in completing Continued Registration as a Pharmacist or Pharmaceutical Assistant in the PSI Registration Portal. Registrants wishing to remain on the register to practice in Ireland must apply online on an annual basis for Continued Registration and pay an annual fee.

Process

- **Step 1:** You will receive a reminder about your Continued Registration by email and as a notification in the Registration Portal 60 days before your registration certificate expires.

Continued Registration reminders are sent based on your registration expiry date.

- **Step 2:** You can log into your profile in the PSI portal by clicking on the link in the email. You will need your email address and password, along with the phone you used to set up your account. A unique code will be sent to your phone as a text message each time you log into the portal as part of the system security checks. Once you log in, navigate to **Pharmacists > Continued Registration** and click on **Create** to start your application for Continued Registration.

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Drake Ramorey - Your Account

- Your Profile
- Your CPD
- Your Notifications 4

Pharmacists

- Continued Registration**
- Certificate of Current Professional Status
- Voluntary Cancellation
- Replacement Certificate of Registration

Pharmacies

- Bulk Continued Registration
- First Time Registration
- Manage My Pharmacies

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Home > My Applications > Continued Registration

Make an application for Continued Registration to enable you to continue practicing in Ireland

Create

Application Number ↓	Pharmacist	Application Type	Status	Created On
There are no records to display.				

- **Step 3:** It is important that the details about you on the PSI Register are kept up to date. The PSI will use the information to assess your application and keep in contact with you. Remember, information about you will also appear on the public Register and must be accurate. Before you progress with Continued Registration, you should review your profile and amend any details that require an update. Once you are happy to proceed, click **Save & Continue**.

You can update your profile details at any time during the year in the Registration Portal through the PSI website, www.psi.ie.

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Home > My Applications > Continued Registration > Application Details

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Step 1 of 4

Please review the below information to confirm it's correctness. If any changes are required, please refer to [your profile](#) to make changes **before** proceeding.

(A) CURRENT DETAILS

First name	Middle name	Last name
<input type="text"/>	—	<input type="text"/>
Contact number		
Provide a telephone number		

(B) ADDRESS DETAILS


Address line 1	Address line 2	Town
<input type="text"/>	<input type="text"/>	<input type="text"/>
County	Country	Eircode
Co. Dublin	Ireland	<input type="text"/>

(C) OTHER

Registration number	Expiry Date of Current Certificate of Registration
<input type="text"/>	19/08/2022
Principal Area of Practice	
Industry	

SAVE & CONTINUE

- **Step 4:** Review and complete all the declarations and proceed with the application by clicking on **Save & Continue**. You may find it useful to read additional information on the PSI website about the declarations you are required to make on an annual basis.



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Home > My Applications > Continued Registration > Application Details

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Step 2 of 3

DECLARATIONS

I apply for Continued Registration as a Pharmacist and confirm that there has been no change to the particulars supplied in respect of my outgoing registration. I hereby declare and note that -

I am aware of the legal, moral and ethical principles which govern the profession of pharmacist in the State and I have read, understood and agree to abide by the Code of Conduct for Pharmacists as published by the PSI and as may be updated from time to time.

No Yes

I have not been prohibited under the law of another state from carrying on any activity in that state corresponding to the practice of a pharmacist or the carrying on of a retail pharmacy business, or convicted in Ireland or another state of an offence the nature of which has, in the opinion of the Council, a bearing on my fitness to practice.

No Yes

I declare I have not been convicted of an offence in a Court in Ireland. You do not need to tell us about a conviction in a Court in Ireland which is "spent" under the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016. For more information on whether a conviction is spent or not please refer to http://www.thepsi.ie/gns/Registration/Pharmacists/Continued_Registration.aspx for details.

No Yes

I declare I have not been convicted of an offence in a Court outside Ireland. You do not need to tell us about a conviction in a Court outside Ireland which is not referred to in our guidance on disclosure of convictions obtained outside Ireland - please refer to http://www.thepsi.ie/gns/Registration/Pharmacists/Continued_Registration.aspx for details.

No Yes

I am not aware of any reason on grounds of physical or mental health why I might be unable to discharge the responsibilities of a registered pharmacist if so registered.

No Yes

PREVIOUS SAVE & CONTINUE

- **Step 5:** Submit the application by completing payment for your Continued Registration by credit or debit card. Following payment, you will receive an email and notification in the Registration Portal confirming that your application has been received by the PSI.

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Home > My Applications > Continued Registration > Application Details

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Fee Payment

You must pay the outstanding application fee in order for your application to be processed.

Payer email address

Payer mobile number
Ireland (+353)

Search address or Eircode
Enter Full Address or Eircode

Eircode Found, address populated below

Billing address line 1

Billing address line 2

Billing address line 3

Billing address town

Billing address country
Ireland

Billing address postcode

- **Step 6:** Following review of the application by PSI, you will receive a confirmation email and portal notification approving your application and confirming your registration for a further 12 months.

It may be necessary in some circumstances for the PSI to request further information from you at this stage before your registration can be confirmed.

- Step 7:** Once your Continued Registration has been confirmed, a digital Registration Certificate will be made available immediately in the portal (**My Registration > Registration Certificates**). The official Registration Certificate will be printed and posted to the address in your profile. Your name will also continue to appear on the public Register which is searchable on the PSI website.

