

The application process to join the Student Register for Foundation Training Year 2026/27

Having accepted Foundation Training Year (FTY) Training provider placements, you are now required to complete Part 2 of the FTY 2026/27 Selection and Admission process.

Please note that admission to, and registration for, the FTY is a 2-stage process.

Stage 1: Application to the NICPLD FTY programme in January 2026. NICPLD will provide information on this.

Stage 2: Application to join the Pharmaceutical Society of Northern Ireland (PSNI) Student Register in April/May 2026. **Applications will be open from the afternoon of 27 April 2026 to 29 May 2026.**

Please do not commence an application before 27 April 2026.

This document is in relation to stage 2 of the process.

NICPLD is responsible for the delivery, operation and management of the foundation training year programme and will be students' main point of contact after Pharmaceutical Society NI student registration is complete and throughout the Foundation Training Year.

How will the Pharmaceutical Society NI Student Register application process work?

To ensure that you receive a confirmed offer from NICPLD, you must be on the Student Register before the end of June 2026, therefore, we would urge you to submit your application and supporting documents in good time. If you have any difficulties with the application process, please contact foundationtrainingyear@psni.org.uk as soon as possible.

Students should note that confirmation of entry onto the Student Register and, therefore, confirmation of eligibility to undertake the Foundation Training Year, will be subject to Pharmaceutical Society NI receiving confirmation that you have successfully completed your MPharm degree course.

Applying to join the Student Register

You should set up an online account and make your application using our online portal. To access the online portal please follow this link: <https://portal.psni.org.uk>

For the application process, applicants will be required to:

1. Confirm that they wish to join the Student Register by completing the online application.
2. Confirm that they:
 - a. will abide by the Pharmaceutical Society NI's Code
 - b. understand their obligations as detailed in the professional standards and guidance
 - c. understand and agree to adhere to the Standards for Foundation Training Year

3. Provide full details of any pre-registration or foundation training
4. Provide details of any previous Registration assessments undertaken (if applicable)
5. Provide details of MPharm Degree/OSPAP
6. Complete declarations, and if required, complete a self-declaration form which will be available on the portal homepage after completion of the application to join FTY.
7. Photograph and photograph form
 - d. Upload a recent passport style photograph, certified, signed and dated by a professional person, or a person of standing in the community.
 - e. Download a photograph form and have it completed by the person certifying the photograph.
 - f. Upload the photograph (front and back) to the portal, together with the photograph form.
8. Upload the following solicitor certified documents* to the portal and then deliver or post the solicitor certified documents to the Pharmaceutical Society NI's office address:
 - g. MPharm Degree Certificate/OSPAP – this must be uploaded within 2 months of the date of issue.
 - h. Passport/Proof of Nationality – this must include the photograph page and any validity extension pages.
 - i. Birth, marriage/civil partnership certificates:

A birth certificate (translated if necessary) should be provided for all applicants. If an applicant is unable to provide a birth certificate, they should complete Declaration A via the hyperlink available on the “Supporting Documents” section of the application.

A marriage/civil partnership certificate should be provided for all applicants who have changed their name by marriage/civil partnership.

If an applicant has changed their name other than by marriage, they should complete Declaration B via the hyperlink available on the “Supporting Documents” section of the application.

*Please note that the documents delivered or posted to our office address will not be returned to you.

An applicant's name should be the same on all supporting documents. If an applicant's name appears differently on any documents, the applicant should complete Declaration C via the hyperlink available on the “Supporting Documents” section of the application.

9. Make payment of the £206 application fee.

Once your application has been submitted online, including uploading documents, making payment of the fee, and the solicitor certified copies of documents have been received in our office, we will be able to progress your application.

If a self-declaration is required, this will need to be completed before we can progress the application.

You will be kept up to date of any changes to your registration status by email.

The Pharmaceutical Society NI will only accept solicitor certified copies of original documents. Please do not send any original documents. Documents received in support of an application will not be returned to the applicant, unless specifically requested.

Further information about certification of documents and how to submit evidence that you have successfully been awarded an MPharm degree (after completing your degree) will be outlined in the online application.

Overview of Fees

Application Type	Current Fee
Join the Student Register <i>This fee is non-refundable once registration on the Student Register has taken place, even if you do not proceed to Foundation Training Year.</i>	£206
Common Registration Assessment (CRA) *per sitting attempt <i>This fee is non-refundable, even if you decide not to sit the assessment.</i>	£174*
Join the Register After Foundation Training Year <i>This fee is non-refundable once registration on the Register of Pharmaceutical Chemists has taken place, even if you decide not to practise as a pharmacist.</i>	£477
Annotation as an Independent Prescriber <i>Currently you cannot apply for IP annotation until you are registered on the Register of Pharmaceutical Chemists. Therefore, we would encourage you to submit the application as soon as possible after receiving confirmation of registration and we will aim to annotate the Register within approx. 21 days.</i>	£25
Total - Assuming 1 attempt at CRA	£882

Contact

If you have any queries about any aspect of the application process, or require any assistance, please contact foundationtrainingyear@psni.org.uk