



ONLINE REGISTRATION GUIDE FOR GPPQE APPLICANTS (PCG/ETD/GL/GPPQE/01)

Document Number: PCG/ETD/GL/GPPQE/01.01

Date of Adoption: 10th October 2026

Date of Issue: 13th October 2026 **Version Number:** 01

How to register as a pharmacy intern and apply for the Ghana Pharmacy Professional Qualifying Examination (GPPQE).

The process at a glance

Stage	What you do	Where
1	Fill in the internship/GPPQE application form, then follow the instructions in your confirmation email	forms.pcghana.org
2	Correct the form if needed (optional)	forms.pcghana.org
3	Wait for approval and your permanent intern code	Your email
4	Set your password on the Practitioners' Portal	practitioner-portal.pcghana.org
5	Apply for the GPPQE	Portal dashboard
6	Hand in your printed forms and documents	Pharmacy Council office

Before you start

- Use an email address you check often. Your intern codes, the password-reset link and the exam confirmation all go there, so type it carefully.
- Have a digital photo of yourself ready. The application form will not submit without one.
- Go through the stages in order. You can only apply for the exam after your internship application has been approved.
- **Resit candidates:** You already have a permanent intern code, so you don't need to repeat the whole process. Start from Stage 5 (Apply for the GPPQE), then complete Stage 6. If you have forgotten your portal password, reset it using steps 4 to 7 of Stage 4.

1 Complete the application form

1. Go to forms.pcghana.org.
2. Under the **Fill Pharmacy Internship/GPPQE Application Form** menu, click **Fill the Application Form**.

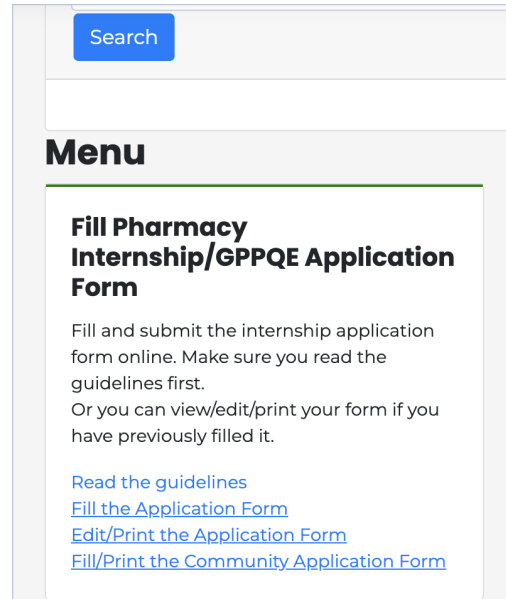


Figure 1. The forms menu. Use “Fill the Application Form” for a new application.

3. Fill in every field. All fields are required unless the form says otherwise.
4. Check your email address before you submit. Your temporary intern code and further instructions will be sent to it.
5. Read the declaration at the bottom of the form, then click **Submit**.

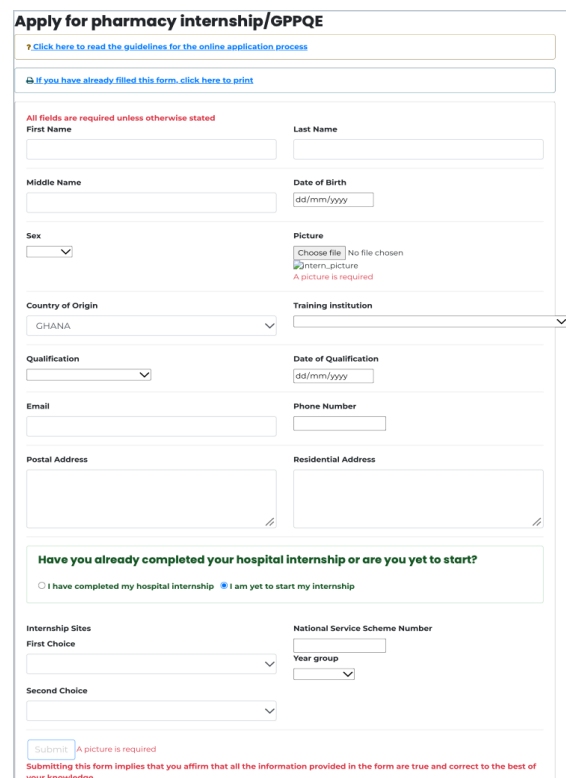


Figure 2. The application form.

Check your confirmation email

Soon after you submit, you will receive an email confirming that your application has been received. If it is not in your inbox, look in your spam or junk folder. The email contains:

- your **temporary intern code**, a number such as 1791660860, which you need if you want to edit your form
- a link to print your application
- instructions on paying the application fee and submitting your documents (see the box below)

Sample email message

Your application for pharmacy internship has been received. Your temporary intern code is 1791660860. Another intern code will be generated for you when the application is approved. If you have not already submitted your application to the Pharmacy Council office, please print your application, make payment at the bank, and submit the bank receipt and your printed application to any of our regional offices.

Click this link to print the application. If you filled the manual forms previously, there is no need to print this application form. Please wait for an email confirming that your application has been approved. If we need more information, we will contact you via email or phone call. Thank you.

Note: You must submit the printed internship application form. It is mandatory.

2 Edit your form after submission (optional)

If you spot a mistake after submitting, you can correct it.

1. Go back to forms.pcghana.org and click **Edit/Print the Application Form**.
2. Enter the email address you registered with and your **temporary intern code**.

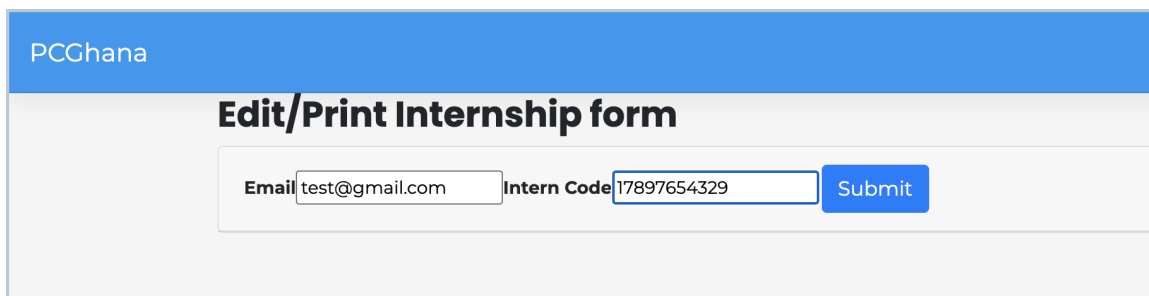


Figure 3. Enter your email and temporary intern code to open your form.

3. Make your changes, check that every required field is filled in, then click **Submit** to save.

3 Wait for approval and your permanent intern code

The Pharmacy Council checks each application for accuracy and completeness. Once yours is approved, you can register for the examination.

On approval, a **permanent intern code** is generated and emailed to you. It looks something like **PC-INT-2025-4576**, though yours will be unique to you.

Keep this code safe

You need your permanent intern code to log in to the portal, reset your password and apply for the exam. It is not the same as the temporary code from your first email.

4 Set your password on the Practitioners' Portal

New users have no password yet. You create one through the “Forgot Password” option.

1. Go to practitioner-portal.pcghana.org.
2. Under **Select your category**, change the selection from **Pharmacist** to **Intern**.
3. In the **Full Registration/License Number** field, enter your permanent intern code.
4. Do not click **Request Access**. Click **Forgot Password** instead.

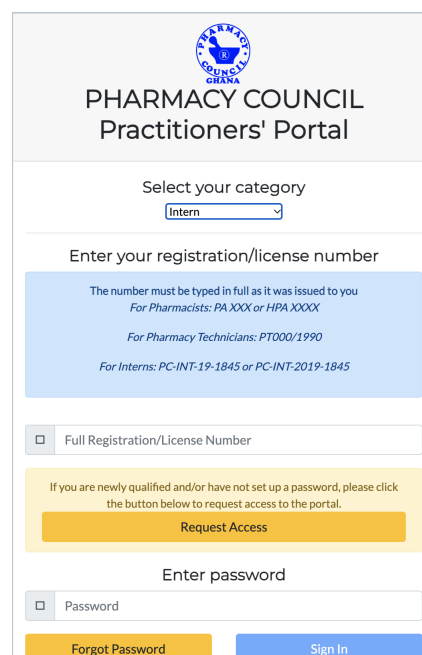
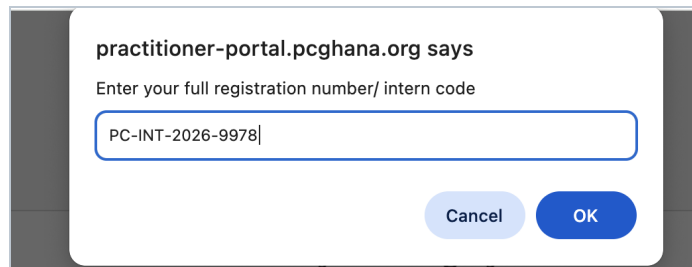


Figure 4. The portal login page. Select “Intern” as your category.

5. A box will ask for your registration number or intern code. Enter your permanent intern code again and click **OK**.

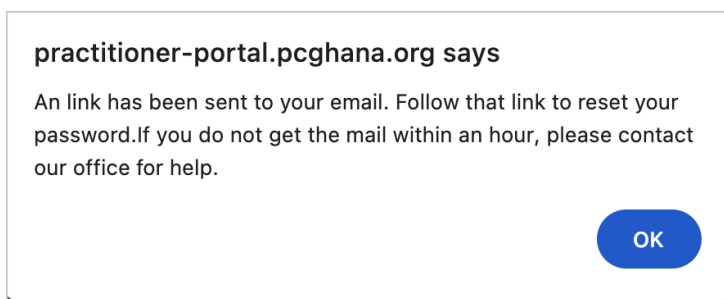
If you copy and paste the code, make sure no space comes along with it. The portal counts a trailing space as part of the code, and the code will not be recognised.



A screenshot of a web browser showing a modal dialog box. The title bar says "practitioner-portal.pcghana.org says". The main text inside the box says "Enter your full registration number/ intern code". Below this text is a text input field containing the code "PC-INT-2026-9978". At the bottom right of the box are two buttons: a light blue "Cancel" button and a dark blue "OK" button.

Figure 5. Enter your permanent intern code when prompted, then click **OK**.

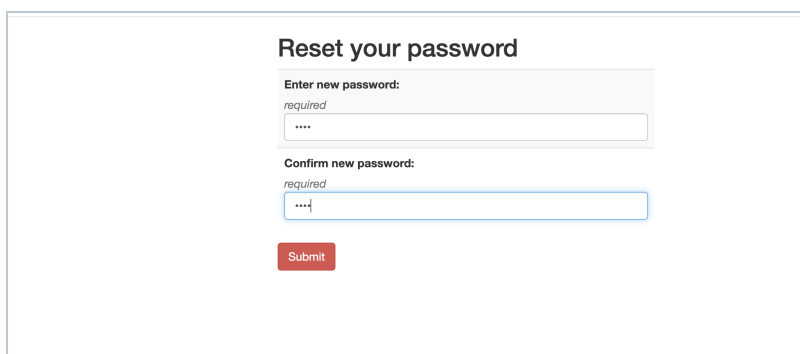
6. A pop-up will confirm that a password-reset link has been sent to your email. Click **OK**.



A screenshot of a web browser showing a modal dialog box. The title bar says "practitioner-portal.pcghana.org says". The main text inside the box says "An link has been sent to your email. Follow that link to reset your password.If you do not get the mail within an hour, please contact our office for help." At the bottom right of the box is a dark blue "OK" button.

Figure 6. Confirmation that the reset link has been sent.

7. Open the email and click the reset link. On the **Reset your password** page, type your new password in both boxes and click **Submit**.



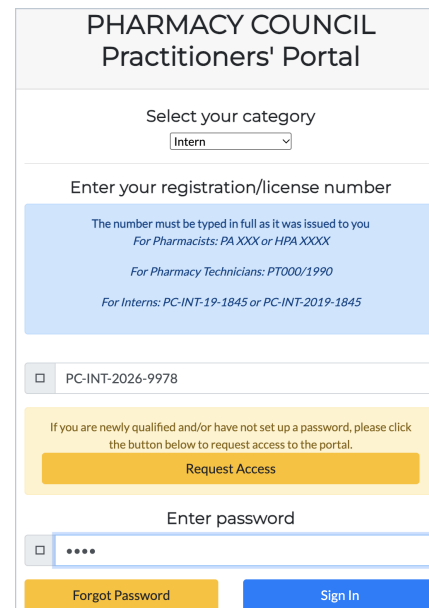
A screenshot of a web browser showing a "Reset your password" form. The form has two sections: "Enter new password:" and "Confirm new password:". Each section has a text input field with a "required" label and a password strength indicator (four dots). Below the input fields is a red "Submit" button.

Figure 7. Choose a new password and confirm it.

Choosing your password

- Pick a password you will remember but others cannot guess. Avoid your name, date of birth, phone number or intern code.
- Write it down and keep it somewhere safe as soon as you set it.
- Avoid repeated reset requests. Asking for a new reset link many times can get your account blocked.

- Go back to the login page at portal.pcghana.org/#/login. Select **Intern**, enter your permanent intern code and your new password, then click **Sign In**.



The screenshot shows the 'PHARMACY COUNCIL Practitioners' Portal' login interface. It includes a 'Select your category' dropdown menu with 'Intern' selected. Below this is a text input field for the 'registration/license number' with a placeholder example 'PC-INT-2026-9978'. A blue box provides instructions on the number format for Pharmacists, Pharmacy Technicians, and Interns. A yellow box with a 'Request Access' button is shown for newly qualified users. At the bottom, there is a password input field and 'Forgot Password' and 'Sign In' buttons.

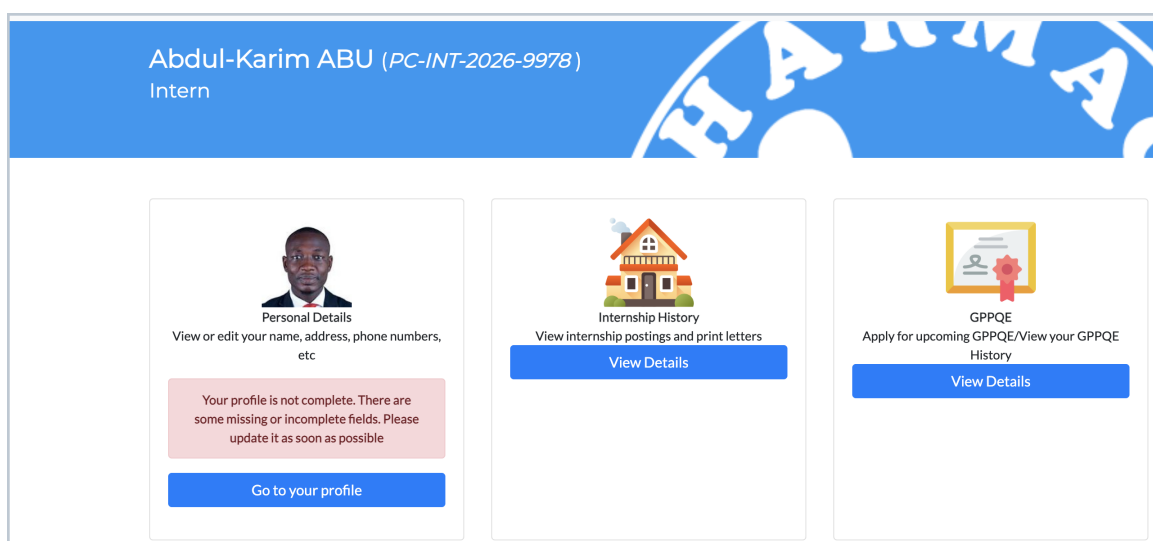
Figure 8. Signing in with your intern code and new password.

No reset email?

Look in your spam or junk folder first. If the link has not arrived within an hour, contact the Pharmacy Council rather than requesting another reset.

5 Apply for the GPPQE

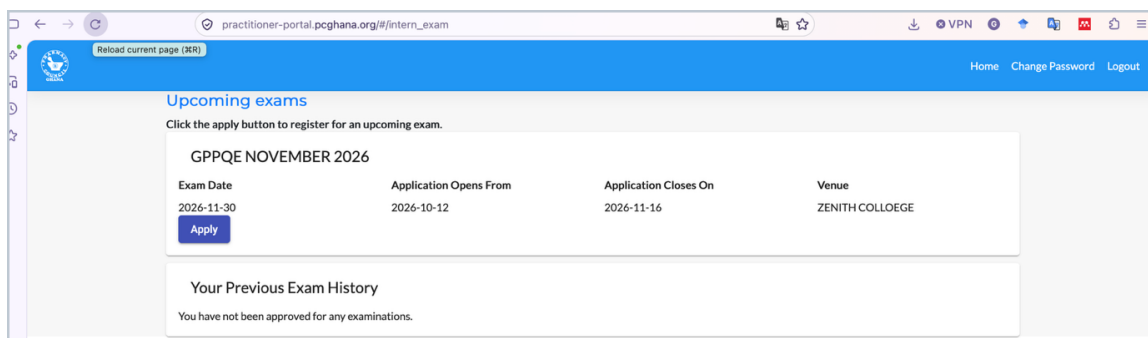
- On your dashboard, find the **GPPQE** card (“Apply for upcoming GPPQE/View your GPPQE History”) and click **View Details**.



The dashboard for Abdul-Karim ABU (PC-INT-2026-9978) Intern features three main cards. The 'Personal Details' card on the left shows a profile picture and a message that the profile is incomplete, with a 'Go to your profile' button. The 'Internship History' card in the middle has a 'View Details' button. The 'GPPQE' card on the right, which is highlighted, contains the text 'Apply for upcoming GPPQE/View your GPPQE History' and a 'View Details' button.

Figure 9. Your portal dashboard. The GPPQE card is on the right.

2. Under **Upcoming exams**, check the exam date, the application window and the venue.
3. Click **Apply**.



Exam Date	Application Opens From	Application Closes On	Venue
2026-11-30	2026-10-12	2026-11-16	ZENITH COLLEGE

Upcoming exams

Click the apply button to register for an upcoming exam.

GPPQE NOVEMBER 2026

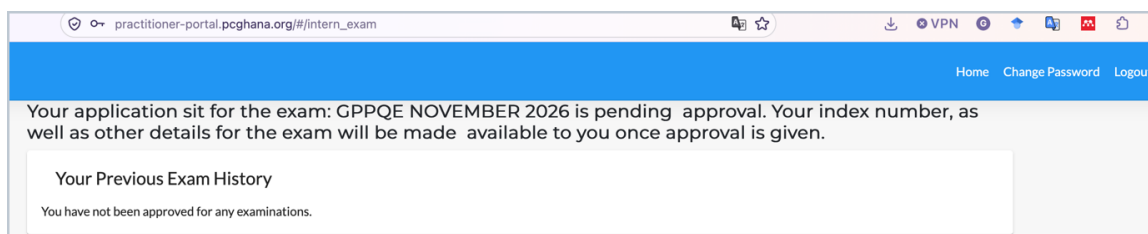
Apply

Your Previous Exam History

You have not been approved for any examinations.

Figure 10. *The upcoming exam listing. Click Apply to register.*

4. The page will now show that your application to sit the exam is **pending approval**. Your index number and other exam details will appear here once the Council approves it.



Your application sit for the exam: GPPQE NOVEMBER 2026 is pending approval. Your index number, as well as other details for the exam will be made available to you once approval is given.

Your Previous Exam History

You have not been approved for any examinations.

Figure 11. *A submitted exam application waiting for approval.*

6 Submit your documents at the Pharmacy Council

Applying online is not the last step. Visit the Pharmacy Council and hand in:

- the printout of your internship application form
- your GPPQE application form
- every other document listed in the GPPQE notice

Check the current GPPQE notice for the full document list and the closing date before you go.