

ePortfolio Review Exemption Policy

Approved by the PSI Council on
26 March 2026

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The [Pharmaceutical Society of Ireland \(Continuing Professional Development\) Rules 2015](#) and the [Pharmaceutical Society of Ireland \(Continuing Professional Development\) \(Amendment\) Rules 2025](#) set out statutory obligations for registered pharmacists to undertake regular continuing professional development (CPD) in order to maintain their competence. The Rules require pharmacists to record and maintain a record of CPD activities, using an ePortfolio system, as specified by the PSI. From 2027, all pharmacist registered for 12 months or more are required to submit an extract of their ePortfolio (i.e., a subset of evidence of their CPD activities) for review to the Irish Institute of Pharmacy (IIP) on an annual basis and formally declare that they have complied with this as part of their annual application for Continued Registration.

On occasion, extenuating circumstances may arise where a pharmacist is not in a position to participate in the review. This policy outlines how a pharmacist can make an application for exemption from the ePortfolio review process and how the PSI will consider such applications.

An extenuating circumstance is regarded as a circumstance beyond the control of the individual, which has had and/or will have an impact on the pharmacist's ability to submit an extract of their CPD activities for review and/or their ability to comply with CPD requirements.

IMPORTANT NOTE: Extenuating circumstances involve, by definition, **exceptional** situations. The general assumption of the PSI is that all pharmacists who are registered for 12 months or more will be in a position to submit for ePortfolio review each year. **Active and ongoing participation in CPD** is expected as the norm of all registered pharmacists and must not be seen as an additional or optional obligation. Hence, applications under this policy should only be made where genuine and substantial reasons exist and where the circumstances are supported by appropriate evidence.

1. Examples of Extenuating Circumstances

Because of their exceptional nature, it is not possible to provide an exhaustive list of scenarios that would fall into the category of extenuating circumstances. Applications will be dealt with on a case-by-case basis and on their own merits. However, for the purpose of illustration, the following table is a list of circumstances where an exemption from participation in ePortfolio Review could apply, along with examples of the evidence required to support such an application.

Circumstance	Supporting documentation to be submitted with application
Serious illness preventing a pharmacist from being able to work for a significant portion of the calendar year and/or at the time of submission.	PSI Exemption Application via the Registration Portal (or other suitable platform as communicated by the PSI) AND The PSI Supporting Documentation Form OR if the form cannot be completed by your medical professional (and/or employer in cases of leave for parents): (i) an original medical certificate or letter from an appropriate medical professional confirming the duration and general nature of the illness or circumstance that is preventing the pharmacist from being able to work for a significant period of time in the calendar year and/or at the time of submission, or (ii) A letter or form from your employer confirming the period of leave. See Section 5 for more details.
Acute personal/emotional circumstances that impact the pharmacist for a significant portion of the calendar year and/or at the time of submission.	
Serious illness of a close family member (e.g., spouse/partner, parent, child) that directly impacts the pharmacist for a significant portion of the calendar year and/or at the time of submission.	
Parental, pregnancy-related, or family leave where one or more of the following applies: a) If the pharmacist is on maternity, adoptive, surrogacy leave¹ during the ePortfolio submission window; b) If the pharmacist is/was on unexpected pregnancy-related leave during the ePortfolio submission window c) If the pharmacist takes their parental leave and/or parent's leave in one continuous period (i.e. in 26week/9week blocks) and will be on this leave during the ePortfolio submission window; d) If the pharmacist has worked (or will work) less than 26weeks in the calendar year due to any combination of '<i>leave for parents</i>' as defined under Irish law² (including surrogacy) or certified medical/sick leave relating to the pregnancy	

¹ While surrogacy is currently an unregulated area in Ireland and as a result there is no statutory entitlement to leave, in line with PSI's commitment to equality, a period of leave of up to 40weeks, commencing from the date of birth of the child(ren), will be recognised as a circumstance for exemption for the 'nominated' parent.

² [Leave for Parents](#) – Maternity Leave (maximum 42weeks), Adoptive Leave (maximum 40weeks), Parental Leave (maximum 26weeks), Parent's Leave (maximum 9weeks), Paternity Leave (maximum 2weeks).

2. Examples of generally unacceptable circumstances are set out below.

Generally unacceptable circumstances	Examples
A short-term illness	Short illness that has not significantly impacted the pharmacist's ability to work in the calendar year
Financial problems, excessive demands on time or pressure of one's employment, personal disruptions, or other similar events	Holidays, travelling or living abroad, weddings, changing address or employment
Unemployment or Retirement	All pharmacists who wish to remain on the Register are obliged to engage in CPD and demonstrate evidence of this through engaging in ePortfolio Review.
Career break	This includes registered pharmacists who may be working in another profession or jurisdiction as well as those who are not presently working in any capacity, but are not on any form of documented statutory or medical leave such as maternity, sick leave, parental leave, etc. All pharmacists on the Register are obliged to engage in CPD.

3. Application for Exemption Process

From 2027, participation in ePortfolio Review is required annually. If a pharmacist considers they are (or will be) unable to submit an extract of their ePortfolio for review during the upcoming submission period due to extenuating circumstances, they should:

1. Complete and prepare to upload the [PSI Exemption Application Supporting Documentation Form](#) (or other necessary supporting documentation as appropriate)
2. Complete the [PSI Exemption Application via the Registration Portal](#) (or other suitable platform as communicated by the PSI)

Each pharmacist is responsible for submitting a full and complete application, answering all the questions to the best of their ability. **Applications made without the [PSI Exemption Application Supporting Documentation Form](#) or other appropriate supporting documentation will not be considered.**

- Upon submission of a complete application, the PSI will acknowledge receipt of the application via email.
- The application will be considered by the PSI and the outcome will be issued to the applicant via email within 25 working days of receipt of the complete application.

4. Outcomes

There are two possible outcomes following an application for exemption from the ePortfolio review process, due to extenuating circumstances:

- The application is approved and the pharmacist is exempt from participating in the upcoming ePortfolio review.
- OR
- The application is not approved and the pharmacist must participate in the upcoming ePortfolio Review.

Pharmacists should not assume an exemption has been granted until they receive written confirmation on the outcome of their application for exemption from ePortfolio Review from the PSI.

IMPORTANT NOTE: An exemption application is only valid for **one ePortfolio review period**. If a pharmacist considers they should be exempt from participation in subsequent year(s), they must re-apply annually and submit relevant supporting evidence for that year's application (even if it relates to the same circumstances).

5. Supporting Documentation

- It is the responsibility of the applicant to provide the completed [PSI Exemption Application Supporting Documentation Form](#) or other appropriate supporting documentation. Applications submitted without the required supporting documentary evidence will not be considered.
- A completed [PSI Exemption Application Supporting Documentation Form](#) (when signed by your medical practitioner) is valid for **three months only**. If this form expires before your exemption application is submitted, you may be asked to provide an up-to-date copy. This document can be signed and stamped by any registered medical practitioner. It does not have to be completed in Ireland.
- The PSI reserves the right to independently verify any information provided in the supporting documentation if deemed necessary. If any information submitted cannot be independently verified, the PSI reserves the right to reject an application or request that documentation from an alternative source be provided.
- Supporting documentation provided by a third party must be provided by a relevant, qualified, independent professional or employer, who must not be a relative or close personal friend of the applicant.
- Only scanned copies or clear photographs of original supporting documentation will be accepted.

- Any supporting documentation submitted that is not in the English/Irish language must also be accompanied by a certified translation. The translation must be carried out by a registered and authorised translator. On the page of the translation, the translator must state name of translator and business address, certify that they are authorised to translate from the language into English [or Irish] language(s) and certify that the translation is true and accurate. Documentation that is not provided in English/Irish and is without a certified translation as outlined above will not be accepted and the application will be rejected.
- Documentation submitted in support of an application must be unaltered. Altered or amended documentation will not be accepted.
- If evidence of fraudulent documentation is found during assessment of an application, the matter will be referred to the Registrar of the PSI.
- The data and information provided as part of the application is treated in the strictest confidence in accordance with the PSI's Data Protection policies and is used for the purposes of assisting the PSI in their decision.
- All applications are retained in accordance with the PSI's Retention Policy.