

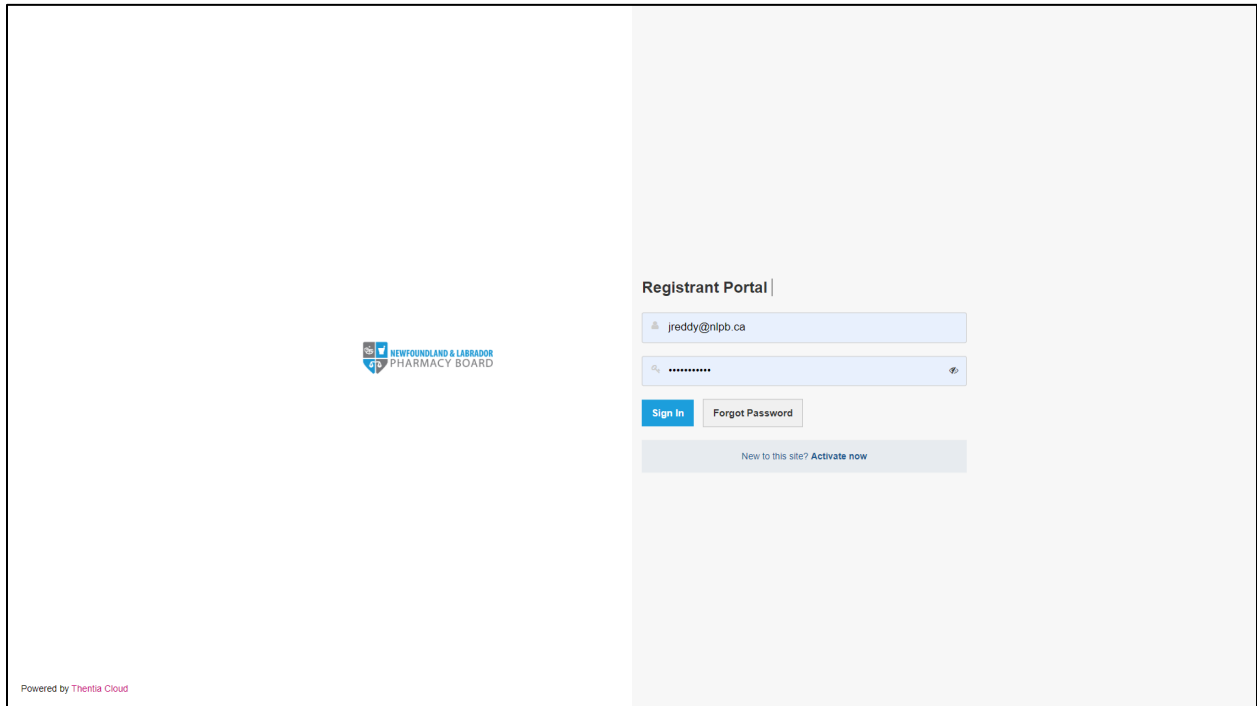
NLPB Registrant Portal

User Guide

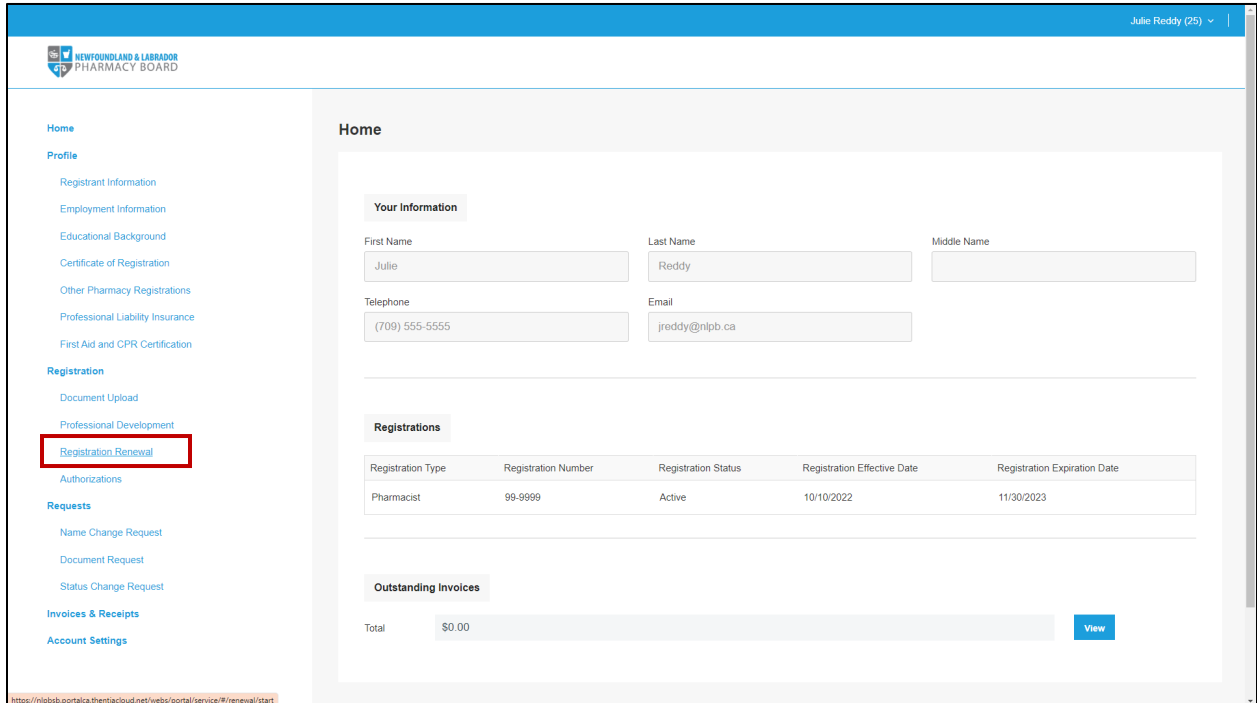
Renewing Your Registration

Updated October 18, 2023

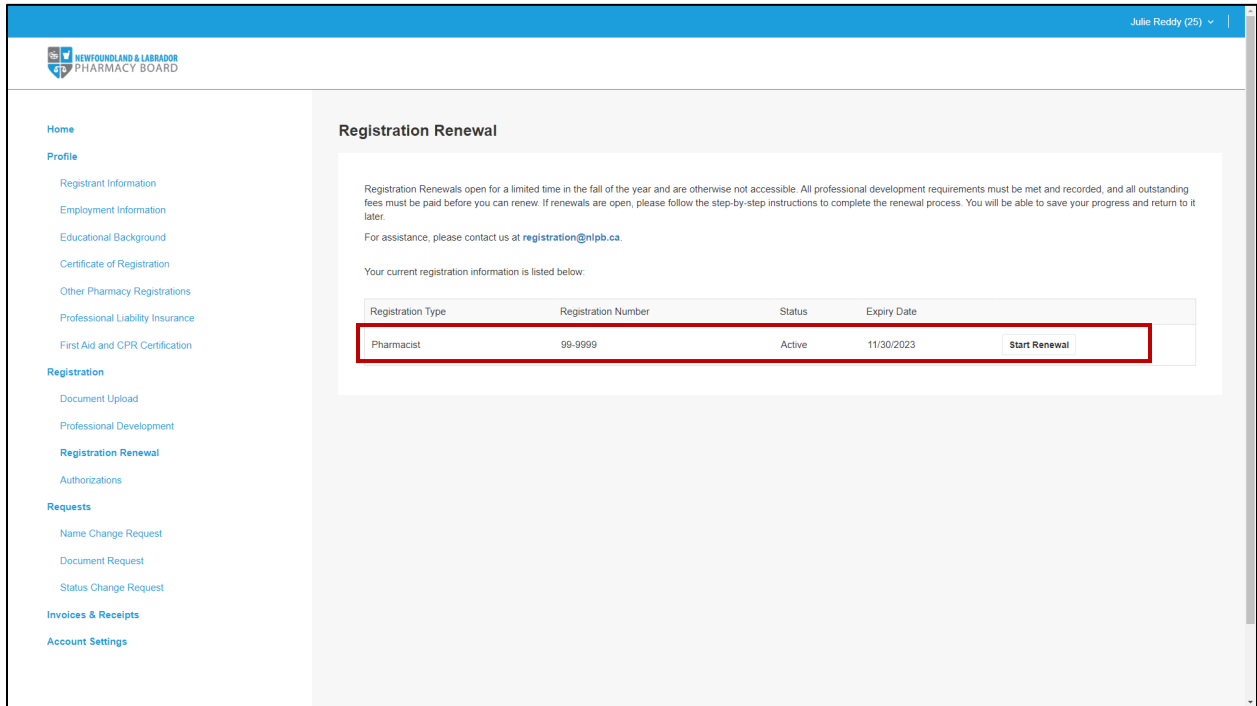
1. Log into the [NLPB Registrant Portal](#).



2. Once you have logged into your profile, click on *Registration Renewal* on the side menu.



3. Click the *Start Renewal* button for the appropriate Registration Type.



Registration Renewal

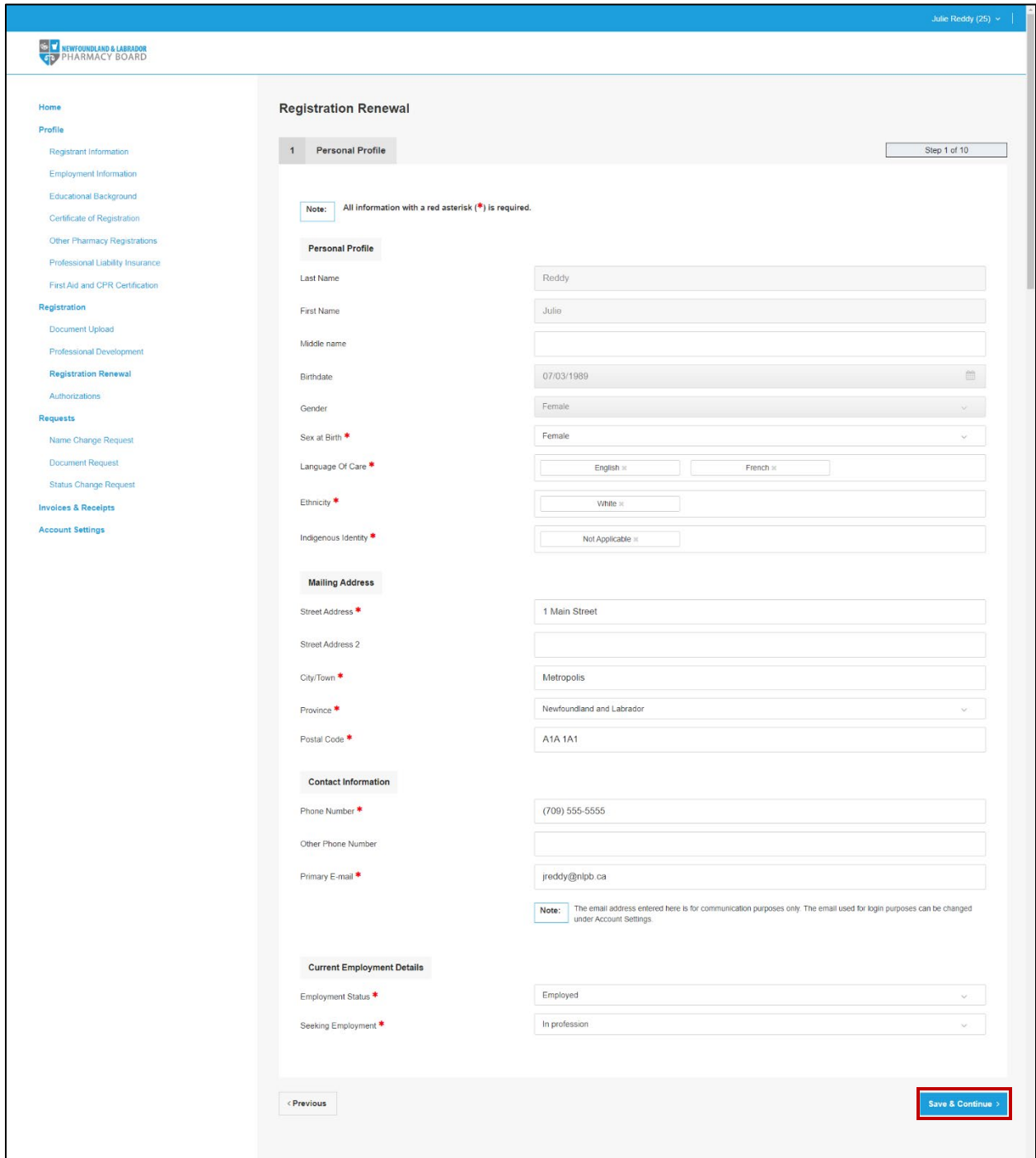
Registration Renewals open for a limited time in the fall of the year and are otherwise not accessible. All professional development requirements must be met and recorded, and all outstanding fees must be paid before you can renew. If renewals are open, please follow the step-by-step instructions to complete the renewal process. You will be able to save your progress and return to it later.

For assistance, please contact us at registration@nlpb.ca.

Your current registration information is listed below:

Registration Type	Registration Number	Status	Expiry Date	
Pharmacist	99-9999	Active	11/30/2023	Start Renewal

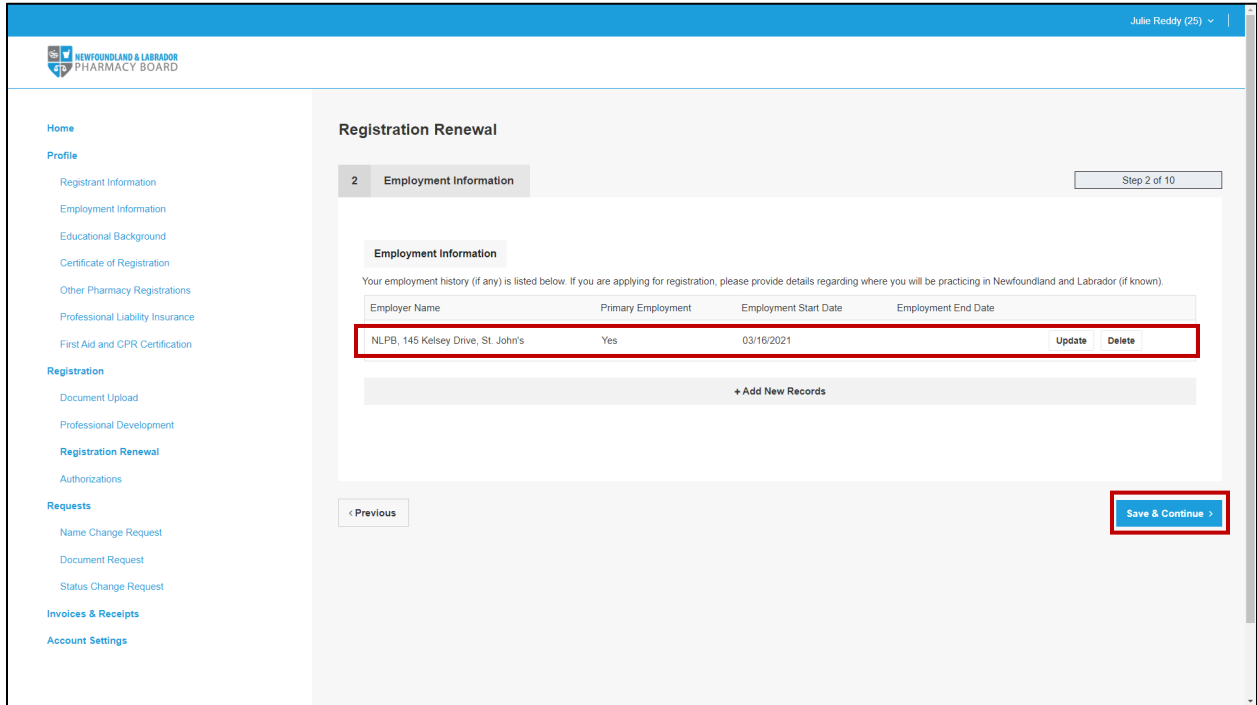
- Review and update your Personal Profile, Mailing Address, Contact Information, and Current Employment Details as necessary, then click *Save & Continue*.



The screenshot shows the 'Registration Renewal' interface for Julie Reddy (25) at Step 1 of 10: Personal Profile. The form is divided into several sections: Personal Profile, Mailing Address, Contact Information, and Current Employment Details. A note at the top states: 'All information with a red asterisk (*) is required.' The Personal Profile section includes fields for Last Name (Reddy), First Name (Julie), Middle name, Birthdate (07/03/1989), Gender (Female), Sex at Birth (Female), Language Of Care (English and French), Ethnicity (White), and Indigenous Identity (Not Applicable). The Mailing Address section includes fields for Street Address (1 Main Street), Street Address 2, City/Town (Metropolis), Province (Newfoundland and Labrador), and Postal Code (A1A 1A1). The Contact Information section includes fields for Phone Number ((709) 555-5555), Other Phone Number, and Primary E-mail (jreddy@nlpb.ca). A note below the Primary E-mail field states: 'The email address entered here is for communication purposes only. The email used for login purposes can be changed under Account Settings.' The Current Employment Details section includes fields for Employment Status (Employed) and Seeking Employment (In profession). Navigation buttons for '< Previous' and 'Save & Continue >' are located at the bottom of the form.

- Review and update your employment information as necessary, then click the *Save & Continue* button to proceed. For instructions on updating your employment information, please refer to the [NLPB Registrant Portal User Guide – Adding/Updating Employment Information](#).

Note: Please ensure the *Employment End Date* field is completed for any employers for which you no longer work.



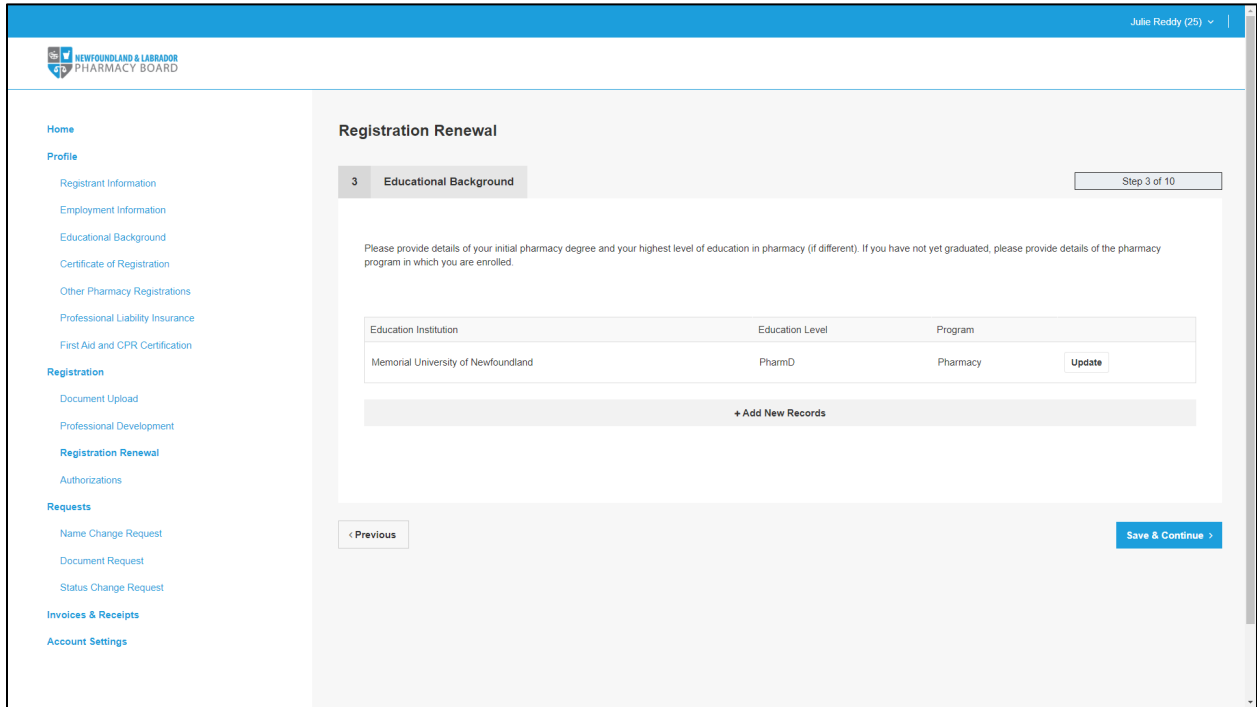
The screenshot shows the 'Registration Renewal' process at Step 2 of 10, 'Employment Information'. The user is Julie Reddy (25). The page includes a sidebar with navigation options and a main content area with a table of employment records.

Employer Name	Primary Employment	Employment Start Date	Employment End Date
NLPB, 145 Kelsey Drive, St. John's	Yes	03/16/2021	

Buttons: < Previous, Save & Continue >

- Review and update your education information as necessary, to ensure all pharmacy-related education is recorded, then click the *Save & Continue* button to proceed. For instructions on updating your education information, please refer to the [NLPB Registrant Portal User Guide – Adding/Updating Education Information](#).

Note: *If you have recently graduated, please ensure the I have not yet graduated checkbox is unchecked for the appropriate record.*



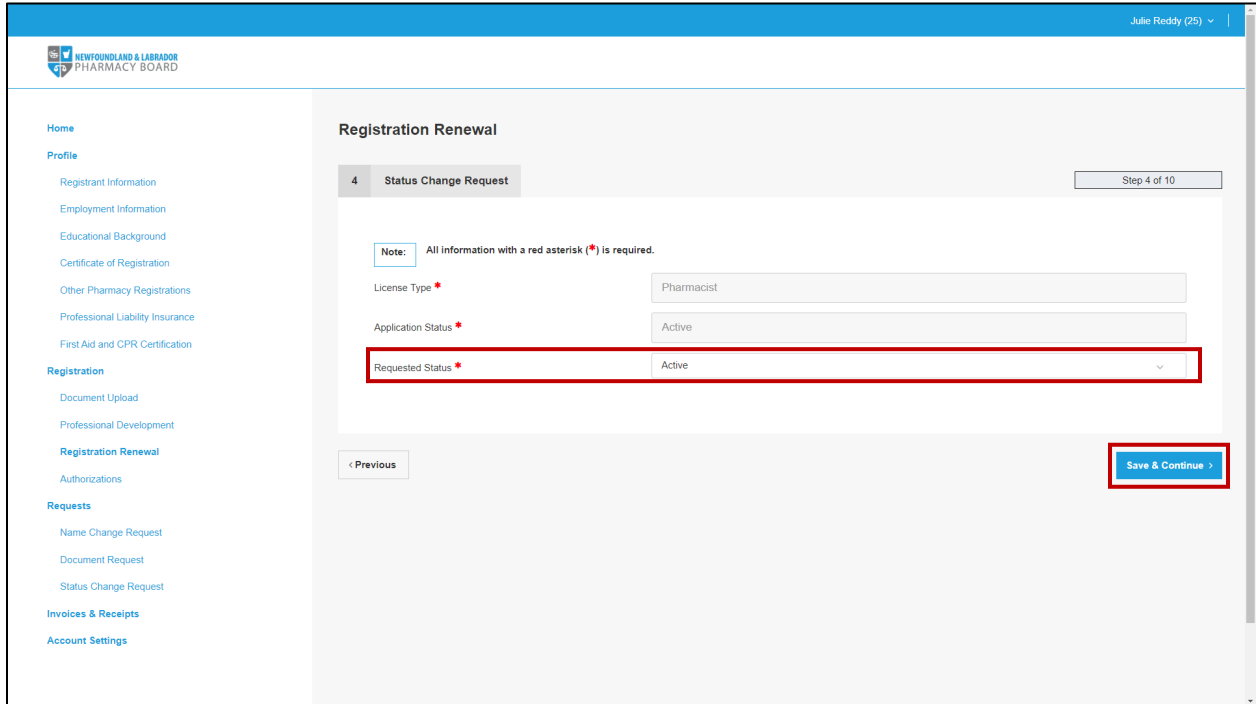
The screenshot shows the 'Registration Renewal' interface for the Newfoundland & Labrador Pharmacy Board. The user is logged in as 'Julie Reddy (25)'. The page is titled 'Registration Renewal' and is currently on 'Step 3 of 10', which is 'Educational Background'. A navigation menu on the left includes sections for Home, Profile, Registration, and Requests. The main content area contains instructions: 'Please provide details of your initial pharmacy degree and your highest level of education in pharmacy (if different). If you have not yet graduated, please provide details of the pharmacy program in which you are enrolled.' Below this is a table with columns for 'Education Institution', 'Education Level', and 'Program'. One record is shown: 'Memorial University of Newfoundland', 'PharmD', and 'Pharmacy'. An 'Update' button is next to this record. Below the table is a '+ Add New Records' button. At the bottom of the form area, there are '< Previous' and 'Save & Continue >' buttons.

Education Institution	Education Level	Program	
Memorial University of Newfoundland	PharmD	Pharmacy	Update

+ Add New Records

< Previous Save & Continue >

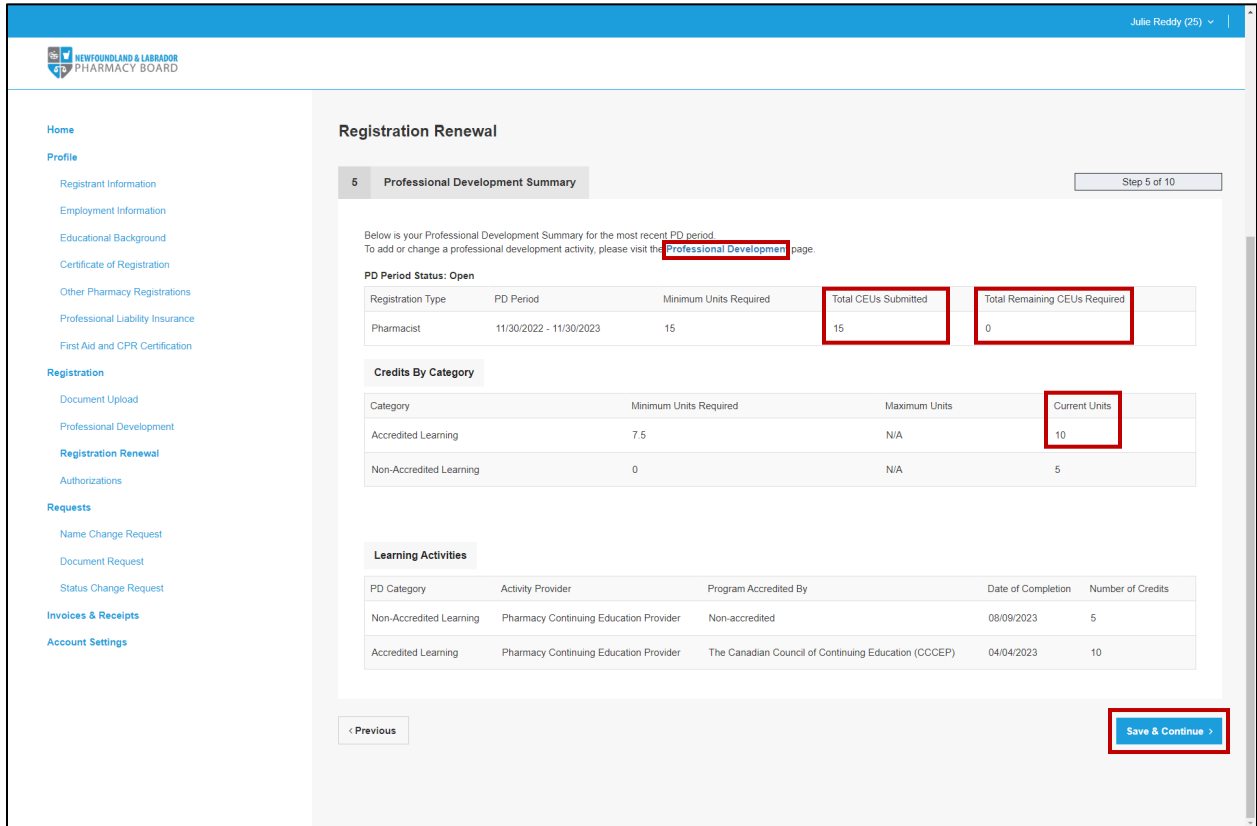
- To renew registration for 2023, select *Active* from the *Requested Status* drop-down field. Click the *Save & Continue* button to proceed.



The screenshot shows the 'Registration Renewal' interface for a 'Status Change Request'. The page is titled 'Registration Renewal' and is identified as 'Step 4 of 10'. A navigation menu on the left includes sections for Home, Profile, Registration, Requests, and Invoices & Receipts. The main content area contains a 'Note' stating that all information with a red asterisk (*) is required. The form fields are: 'License Type' (Pharmacist), 'Application Status' (Active), and 'Requested Status' (Active). The 'Requested Status' field is highlighted with a red border. At the bottom of the form, there are '< Previous' and 'Save & Continue >' buttons, with the latter also highlighted by a red border.

- Review and the Professional Development Summary, ensuring you have 15 *Total CEUs Submitted* and 0 *Total Remaining CEUs Required* as well as at least 7.5 *Current Units* in *Accredited Learning*.

To add or change professional development activities, click the *Professional Development* link to pause the renewal process and navigate to the *Professional Development* section of the portal. To resume the renewal process, click the *Continue* button next to the appropriate registration on the *Registration Renewal* page.



The screenshot shows the 'Registration Renewal' page, Step 5 of 10: Professional Development Summary. The page includes a navigation menu on the left and a main content area with several tables and buttons.

Registration Renewal
 5 Professional Development Summary Step 5 of 10

Below is your Professional Development Summary for the most recent PD period.
 To add or change a professional development activity, please visit the [Professional Development](#) page.

PD Period Status: Open

Registration Type	PD Period	Minimum Units Required	Total CEUs Submitted	Total Remaining CEUs Required
Pharmacist	11/30/2022 - 11/30/2023	15	15	0

Credits By Category

Category	Minimum Units Required	Maximum Units	Current Units
Accredited Learning	7.5	N/A	10
Non-Accredited Learning	0	N/A	5

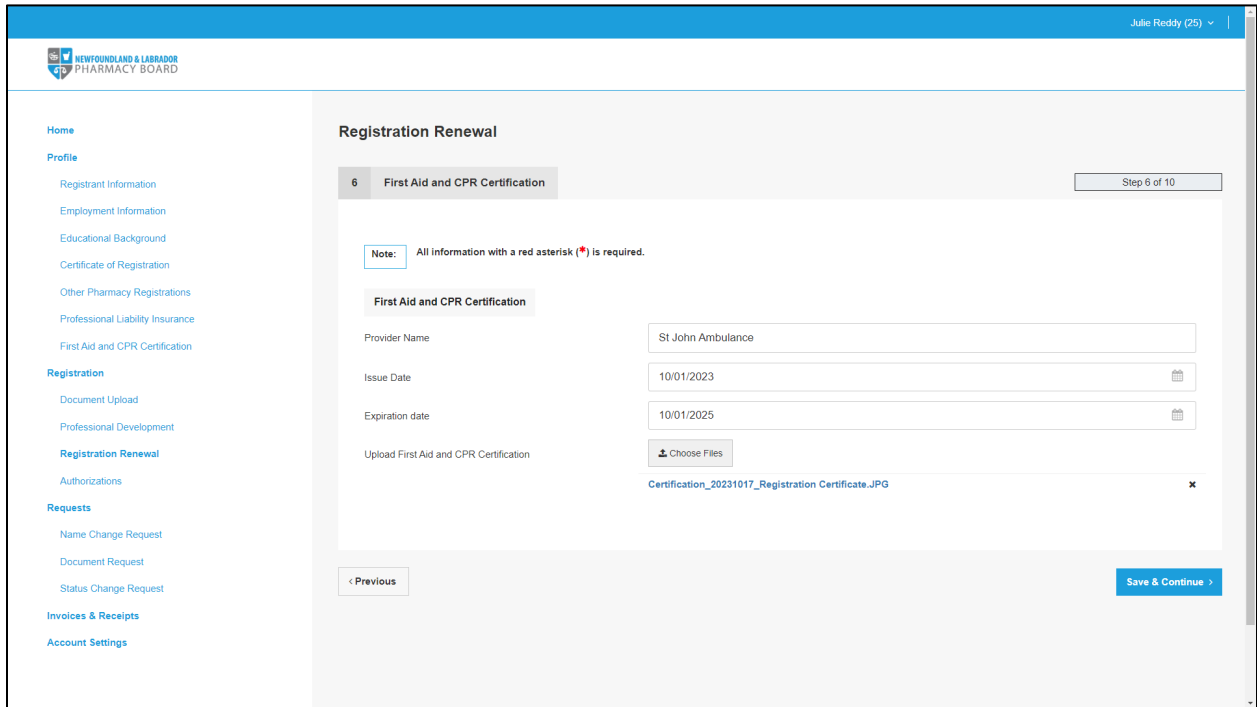
Learning Activities

PD Category	Activity Provider	Program Accredited By	Date of Completion	Number of Credits
Non-Accredited Learning	Pharmacy Continuing Education Provider	Non-accredited	08/09/2023	5
Accredited Learning	Pharmacy Continuing Education Provider	The Canadian Council of Continuing Education (CCCEP)	04/04/2023	10

< Previous Save & Continue >

- Review and update your first aid and CPR certification as necessary, then click the *Save & Continue* button to proceed.

Note: *Proof of current First Aid and CPR certification is only required for registered pharmacy professionals who are authorized to administer drug therapy by inhalation or injection.*



The screenshot shows a web application interface for the Newfoundland & Labrador Pharmacy Board. The user is logged in as Julie Reddy (25). The main content area is titled "Registration Renewal" and is currently on "Step 6 of 10: First Aid and CPR Certification".

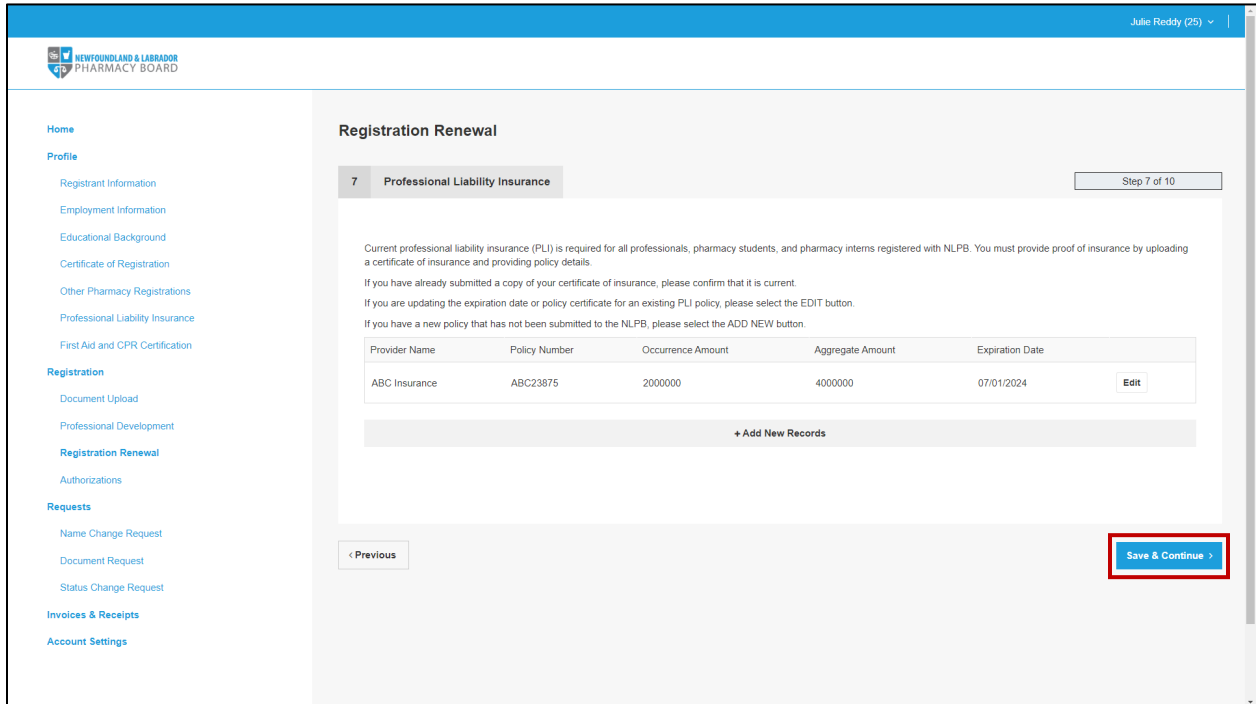
A note states: "All information with a red asterisk (*) is required." Below this, the "First Aid and CPR Certification" section contains the following fields:

- Provider Name: St John Ambulance
- Issue Date: 10/01/2023
- Expiration date: 10/01/2025
- Upload First Aid and CPR Certification: A file upload button labeled "Choose Files" is present, and a file named "Certification_20231017_Registration Certificate.JPG" has been successfully uploaded.

Navigation buttons include "< Previous" and "Save & Continue >". A sidebar on the left lists various menu items such as Home, Profile, Registrant Information, Employment Information, Educational Background, Certificate of Registration, Other Pharmacy Registrations, Professional Liability Insurance, First Aid and CPR Certification, Registration, Document Upload, Professional Development, Registration Renewal, Authorizations, Requests, Name Change Request, Document Request, Status Change Request, Invoices & Receipts, and Account Settings.

- Review and update your professional liability insurance as necessary, then click the *Save & Continue* button to proceed. For instructions on updating your professional liability insurance, please refer to the [NLPB Registrant Portal User Guide – Adding/Updating Professional Liability Insurance](#).

Note: Please ensure that the certificate and documentation on file is up to date before proceeding.



Registration Renewal

7 Professional Liability Insurance Step 7 of 10

Current professional liability insurance (PLI) is required for all professionals, pharmacy students, and pharmacy interns registered with NLPB. You must provide proof of insurance by uploading a certificate of insurance and providing policy details.

If you have already submitted a copy of your certificate of insurance, please confirm that it is current.

If you are updating the expiration date or policy certificate for an existing PLI policy, please select the EDIT button.

If you have a new policy that has not been submitted to the NLPB, please select the ADD NEW button.

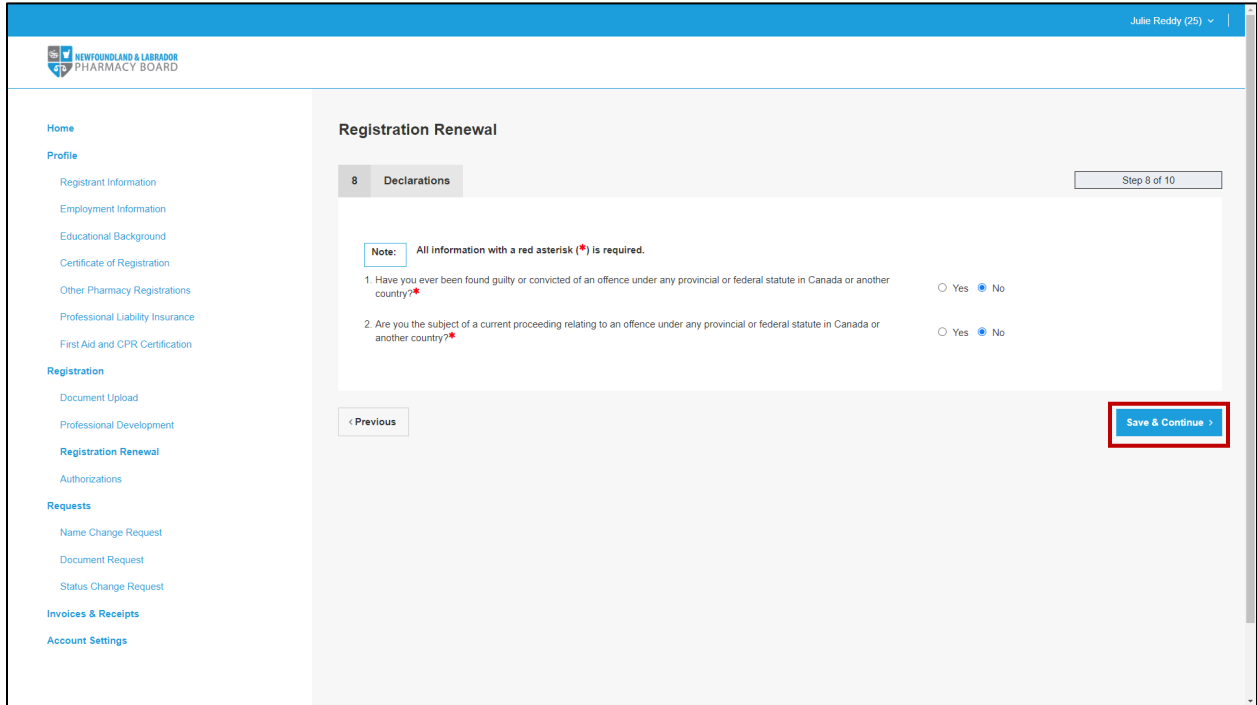
Provider Name	Policy Number	Occurrence Amount	Aggregate Amount	Expiration Date	
ABC Insurance	ABC23875	2000000	4000000	07/01/2024	Edit

[+ Add New Records](#)

[Save & Continue >](#)

11. Read and select 'Yes' or 'No' in answer to the declarations, then click the *Save & Continue* button to proceed.

Note: An answer of 'Yes' to any declarations may require additional information and document uploads.



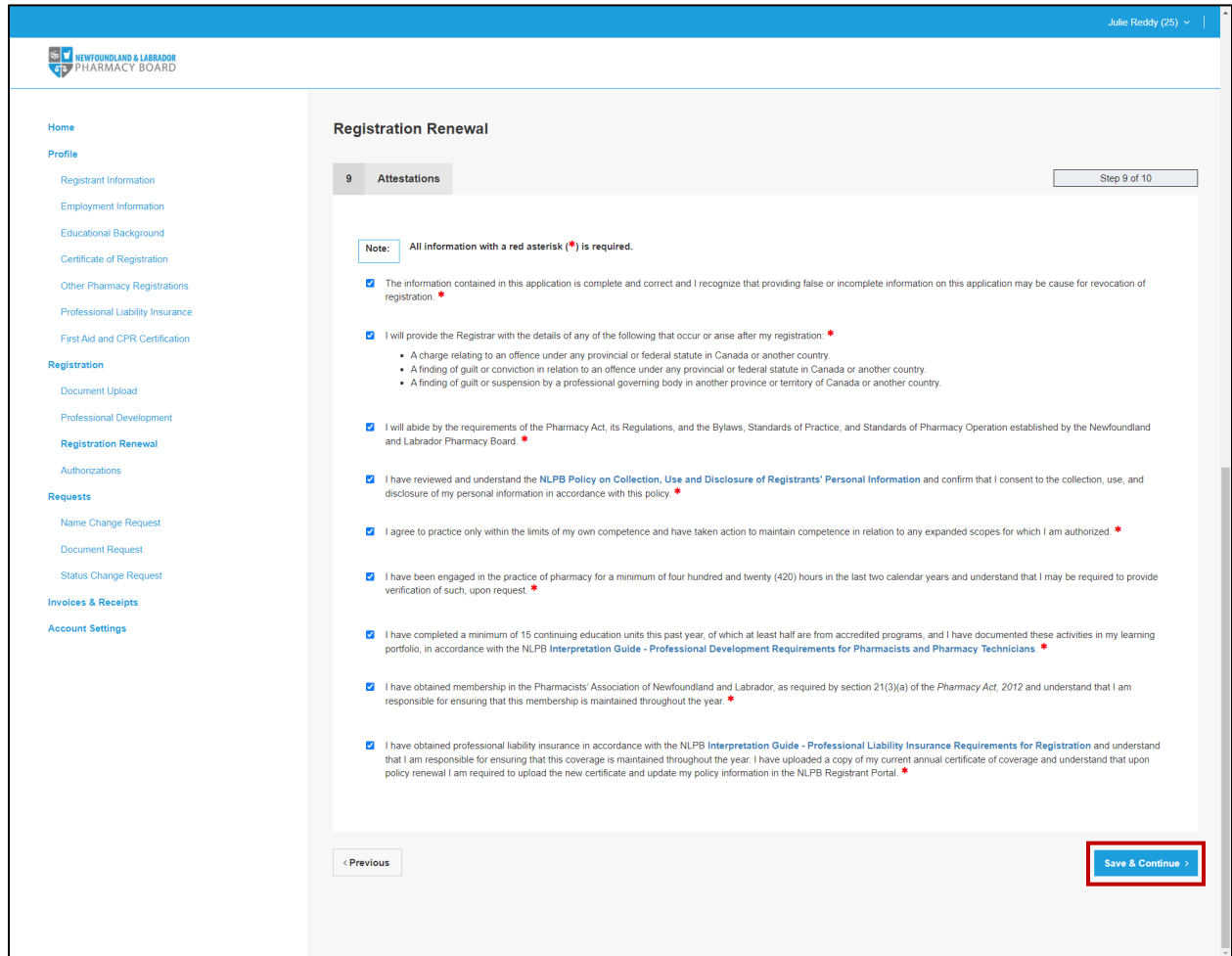
The screenshot shows the 'Registration Renewal' page, Step 8 of 10, titled 'Declarations'. The page includes a navigation menu on the left with categories: Home, Profile, Registration, Authorizations, Requests, Invoices & Receipts, and Account Settings. The main content area contains a 'Note' stating 'All information with a red asterisk (*) is required.' and two questions:

1. Have you ever been found guilty or convicted of an offence under any provincial or federal statute in Canada or another country?*
2. Are you the subject of a current proceeding relating to an offence under any provincial or federal statute in Canada or another country?*

Each question has radio buttons for 'Yes' and 'No', with 'No' selected for both. At the bottom of the form, there is a '< Previous' button and a 'Save & Continue >' button, which is highlighted with a red box.

12. Read and indicate whether you agree to the attestations by checking the appropriate checkboxes, then click the *Save & Continue* button to proceed.

Note: *You must agree to all attestations to continue with the renewal process.*



The screenshot shows the 'Registration Renewal' page for Julie Reddy (25), Step 9 of 10: Attestations. The page includes a sidebar with navigation options and a main content area with a list of attestations to be checked.

Registration Renewal

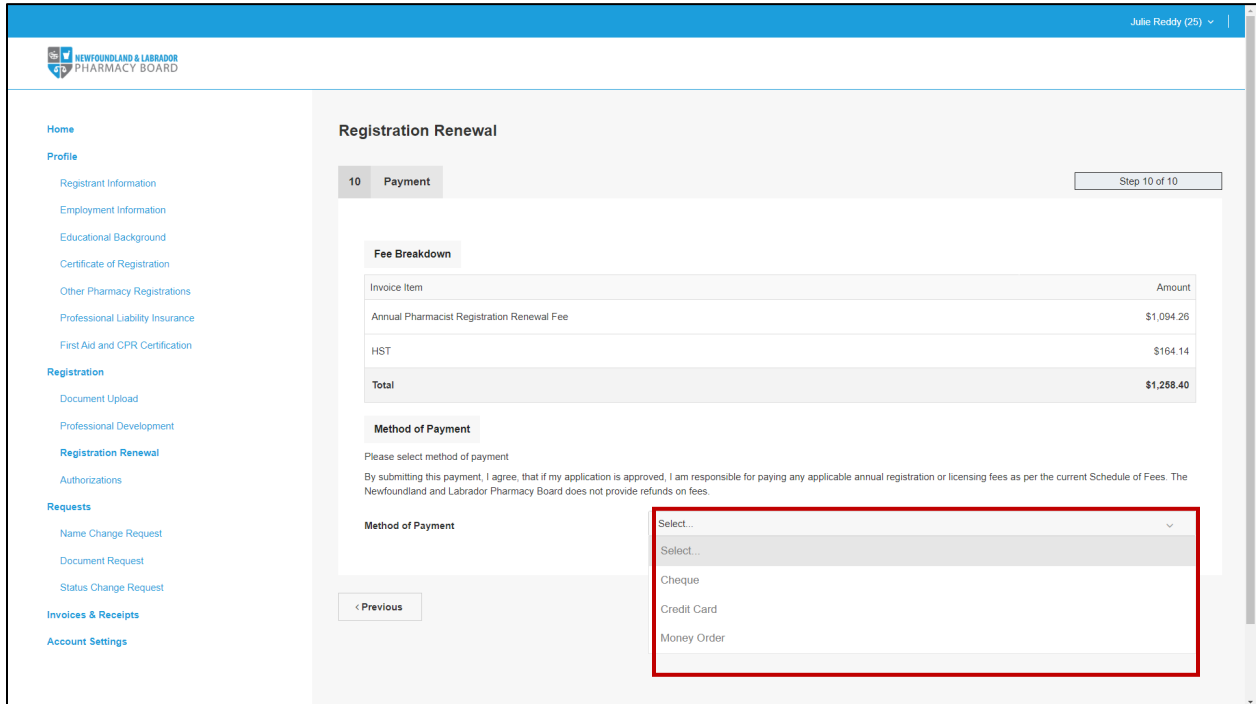
9 **Attestations** Step 9 of 10

Note: All information with a red asterisk (*) is required.

- The information contained in this application is complete and correct and I recognize that providing false or incomplete information on this application may be cause for revocation of registration. *
- I will provide the Registrar with the details of any of the following that occur or arise after my registration: *
 - A charge relating to an offence under any provincial or federal statute in Canada or another country.
 - A finding of guilt or conviction in relation to an offence under any provincial or federal statute in Canada or another country.
 - A finding of guilt or suspension by a professional governing body in another province or territory of Canada or another country.
- I will abide by the requirements of the Pharmacy Act, its Regulations, and the Bylaws, Standards of Practice, and Standards of Pharmacy Operation established by the Newfoundland and Labrador Pharmacy Board. *
- I have reviewed and understand the NLPB Policy on Collection, Use and Disclosure of Registrants' Personal Information and confirm that I consent to the collection, use, and disclosure of my personal information in accordance with this policy. *
- I agree to practice only within the limits of my own competence and have taken action to maintain competence in relation to any expanded scopes for which I am authorized. *
- I have been engaged in the practice of pharmacy for a minimum of four hundred and twenty (420) hours in the last two calendar years and understand that I may be required to provide verification of such, upon request. *
- I have completed a minimum of 15 continuing education units this past year, of which at least half are from accredited programs, and I have documented these activities in my learning portfolio, in accordance with the NLPB Interpretation Guide - Professional Development Requirements for Pharmacists and Pharmacy Technicians. *
- I have obtained membership in the Pharmacists' Association of Newfoundland and Labrador, as required by section 21(3)(a) of the Pharmacy Act, 2012 and understand that I am responsible for ensuring that this membership is maintained throughout the year. *
- I have obtained professional liability insurance in accordance with the NLPB Interpretation Guide - Professional Liability Insurance Requirements for Registration and understand that I am responsible for ensuring that this coverage is maintained throughout the year. I have uploaded a copy of my current annual certificate of coverage and understand that upon policy renewal I am required to upload the new certificate and update my policy information in the NLPB Registrant Portal. *

< Previous
Save & Continue >

13. The payment screen summarizes the fees applicable to the renewal process. Select either *Cheque*, *Credit Card*, or *Money Order* from the *Method of Payment* drop-down field. Please note, credit cards will be processed online, while cheques or money orders must be sent to the address provided.



Registration Renewal

10 **Payment** Step 10 of 10

Fee Breakdown

Invoice Item	Amount
Annual Pharmacist Registration Renewal Fee	\$1,094.26
HST	\$164.14
Total	\$1,258.40

Method of Payment

Please select method of payment

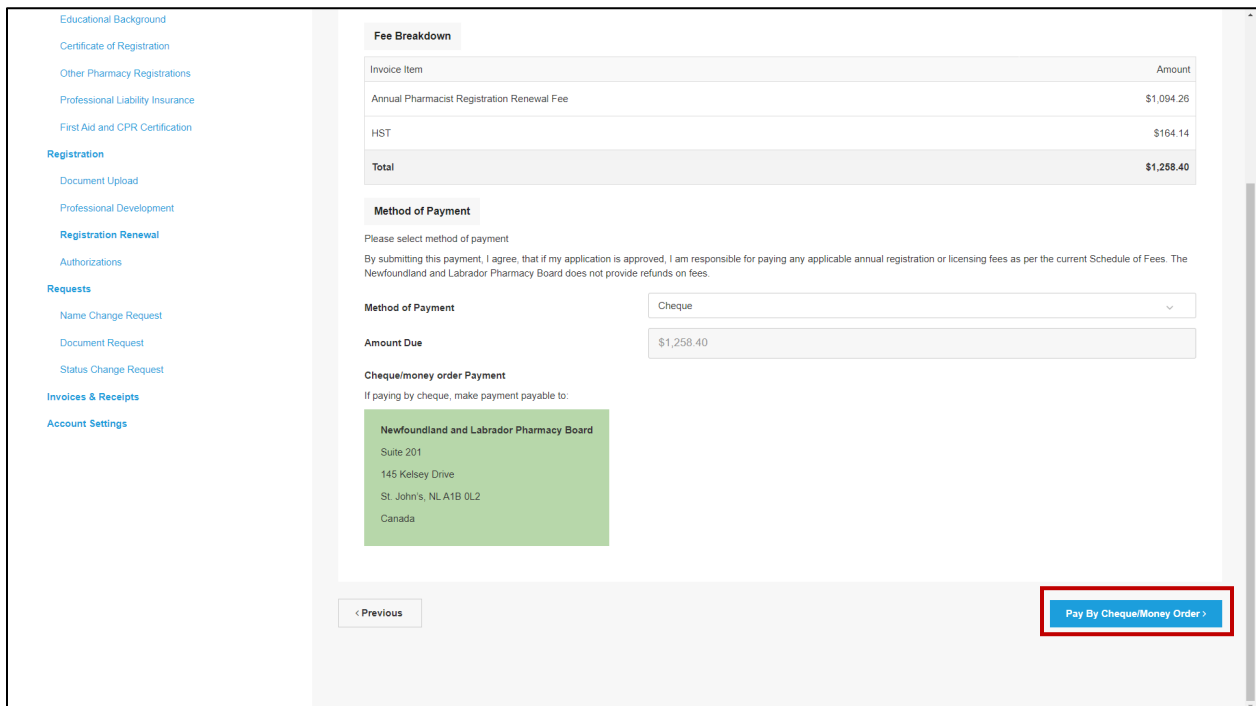
By submitting this payment, I agree, that if my application is approved, I am responsible for paying any applicable annual registration or licensing fees as per the current Schedule of Fees. The Newfoundland and Labrador Pharmacy Board does not provide refunds on fees.

Method of Payment

Select...
Select...
Cheque
Credit Card
Money Order

[< Previous](#)

14. Click the *Pay by...* button to proceed with payment and submit your renewal.



Registration Renewal

Fee Breakdown

Invoice Item	Amount
Annual Pharmacist Registration Renewal Fee	\$1,094.26
HST	\$164.14
Total	\$1,258.40

Method of Payment

Please select method of payment

By submitting this payment, I agree, that if my application is approved, I am responsible for paying any applicable annual registration or licensing fees as per the current Schedule of Fees. The Newfoundland and Labrador Pharmacy Board does not provide refunds on fees.

Method of Payment Cheque

Amount Due \$1,258.40

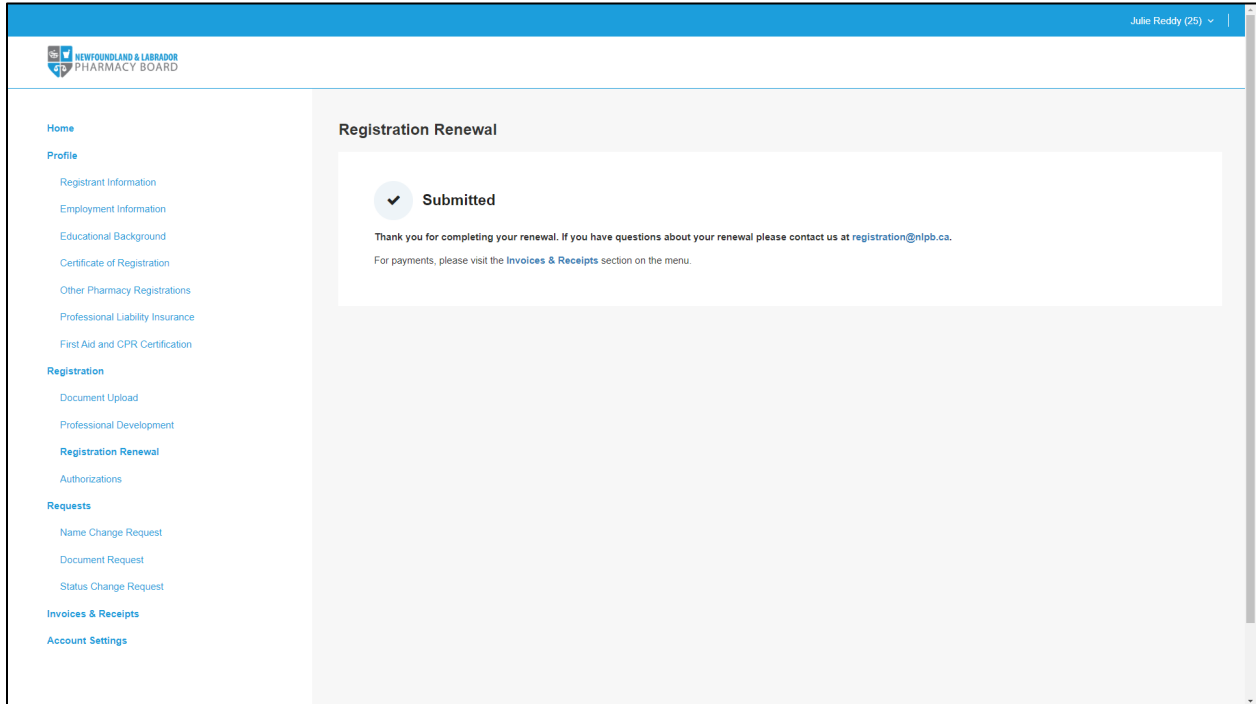
Cheque/money order Payment

If paying by cheque, make payment payable to:

Newfoundland and Labrador Pharmacy Board
Suite 201
145 Kelsey Drive
St. John's, NL A1B 0L2
Canada

[< Previous](#) **Pay By Cheque/Money Order**

15. You will receive an email to confirm that your renewal has been submitted. Please note, renewals are not approved until full payment of fees have been received.



The screenshot shows the user interface of the Newfoundland & Labrador Pharmacy Board website. The user is logged in as Julie Reddy (25). The main content area is titled 'Registration Renewal' and displays a 'Submitted' status with a checkmark icon. Below this, a message reads: 'Thank you for completing your renewal. If you have questions about your renewal please contact us at registration@nlpb.ca. For payments, please visit the [Invoices & Receipts](#) section on the menu.'

NEWFOUNDLAND & LABRADOR
PHARMACY BOARD

Julie Reddy (25)

Home

Profile

- Registrant Information
- Employment Information
- Educational Background
- Certificate of Registration
- Other Pharmacy Registrations
- Professional Liability Insurance
- First Aid and CPR Certification

Registration

- Document Upload
- Professional Development
- Registration Renewal**
- Authorizations

Requests

- Name Change Request
- Document Request
- Status Change Request

Invoices & Receipts

Account Settings

Registration Renewal

Submitted

Thank you for completing your renewal. If you have questions about your renewal please contact us at registration@nlpb.ca.
For payments, please visit the [Invoices & Receipts](#) section on the menu.