



COLLEGE OF PHARMACY
OF NEWFOUNDLAND AND LABRADOR

REGISTRANT PORTAL USER GUIDE

Renewing your Student Registration

August 15, 2025

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

EN

Registrant Portal

Sign In

Or

[Forgot your password? Reset Password](#)

Powered by [Thentia Cloud](#)

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

Messages | Julie Reddy

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Your Information

First Name:

Last Name:

Middle Name:

Telephone:

Email:

Registrations

Registration Type	Registration Number	Registration Status	Registration Effective Date	Registration Expiration Date
Pharmacy Intern	I-9999	Active	01/01/2025	12/31/2025
Pharmacy Student	S-9999	Active	09/02/2024	09/26/2025

Outstanding Invoices

Total: [View](#)

3. Click the *Start Renewal* button for your Pharmacy Student or Pharmacy Technician Student registration.

The screenshot shows the Registrant Portal for the College of Pharmacy of Newfoundland and Labrador. The sidebar on the left contains navigation links under categories: Home, Profile, Registration, and Requests. The main content area is titled "Registration Renewal" and includes instructions on how to renew, contact information, and a table of current registration information. A red box highlights the "Start Renewal" button in the table.

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@cpnl.ca.

Your current registration information is listed below:

Registration Type	Registration Number	Status	Expiry Date	
Pharmacy Student	S-9999	Active	09/26/2025	Start Renewal

Review Past Renewal

License Type	License Number	Current Status	Destination Status	Renewal Status	Submitted Date
No past renewal.					

4. Review and update your personal information as needed and click the *Save & Continue* button.

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1 Registrant Information

Step 1 of 7

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

Registrant Information

Last NameReddy

First NameJulie

Middle name

Birthdate12/06/1983

GenderFemale

Language Of Care*English

EthnicityWhite

Indigenous IdentityNot Applicable

Mailing Address

Street Address*1 Test Street

Street Address 2

City/Town*Testville

Province*Newfoundland and Labrador

Postal Code*A1A 1A1

Contact Information

Phone Number*(709) 555-2222

Other Phone Number

Primary E-mail*jreddy@cpnl.ca

Note: The email address entered here is for communication purposes only. The email used for login purposes can be changed under Account Settings.

Current Employment Details

Employment Status*Unemployed

Seeking Employment*Not seeking employment

Save & Continue >

5. Review and update your education information as needed and click the *Save & Continue* button.

The screenshot shows the 'Registration Renewal' page at Step 2 of 7, 'Educational Background'. The left sidebar contains navigation links: Home, Profile (active), Registrant Information, Employment Information, Educational Background, Certificate of Registration, Other Pharmacy Registrations, Professional Liability Insurance, First Aid/CPR Certifications, Registration, Document Upload, Professional Development, Registration Renewal, Authorizations, Requests, Name Change Request, Document Request, Status Change Request, Application to be Designated Pharmacist-in-Charge of Existing Pharmacy, Invoices & Receipts, and Account Settings. The main content area has a header 'Registration Renewal' and a sub-header '2 Educational Background' with a 'Step 2 of 7' indicator. Below this is a text prompt: 'Please provide details of your initial pharmacy degree or pharmacy technician diploma and your highest level of education in pharmacy (if different). If you have not yet graduated, please provide details of the pharmacy or pharmacy technician program in which you are enrolled.' A table follows with columns 'Education Institution', 'Education Level', and 'Program'. The first row contains 'Memorial University of Newfoundland', 'PharmD', and 'Pharmacy', with an 'Update' button. Below the table is a '+ Add New Records' button. At the bottom, there are '< Previous' and 'Save & Continue >' buttons, with the latter highlighted by a red box.

Education Institution	Education Level	Program
Memorial University of Newfoundland	PharmD	Pharmacy

6. To register for the academic year, select *Active* from the *Requested Status* dropdown menu and click the *Save & Continue* button.

The screenshot shows the 'Registration Renewal' page at Step 3 of 7, 'Status Change Request'. The left sidebar is identical to the previous screenshot. The main content area has a header 'Registration Renewal' and a sub-header '3 Status Change Request' with a 'Step 3 of 7' indicator. Below this is a 'Note' box: 'All information with a red asterisk (*) is required.' There are three fields: 'License Type *' with a dropdown menu showing 'Pharmacy Student', 'Application Status *' with a dropdown menu showing 'Active', and 'Requested Status *' with a dropdown menu showing 'Active'. The 'Requested Status' field is highlighted with a red box. At the bottom, there are '< Previous' and 'Save & Continue >' buttons, with the latter highlighted by a red box.

7. Update your professional liability insurance information by clicking the *Edit* button next to your last recorded policy or *Add New* to add a new policy. Click the *Save & Continue* button.

The screenshot shows the 'Registration Renewal' page for the College of Pharmacy of Newfoundland and Labrador. The left sidebar contains navigation links: Home, Profile (Registrant Information, Employment Information, Educational Background, Certificate of Registration, Other Pharmacy Registrations, Professional Liability Insurance, First Aid/CPR Certifications), Registration (Document Upload, Professional Development), Registration Renewal (Authorizations), and Requests (Name Change Request, Document Request, Status Change Request, Application to be Designated Pharmacist-in-Charge of Existing Pharmacy, Invoices & Receipts, Account Settings). The main content area is titled 'Registration Renewal' and shows 'Step 4 of 7' for 'Professional Liability Insurance'. It includes instructions on providing proof of insurance and a table of existing policies. The table has columns for Provider Name, Policy Number, Occurrence Amount, Aggregate Amount, and Expiration Date. A table with one row is shown: ABC Insurance, ABC23875, 2000000, 4000000, 06/30/2026. An 'Edit' button is next to the row. Below the table is a button to '+ Add New Records'. At the bottom are '< Previous' and 'Save & Continue >' buttons.

Provider Name	Policy Number	Occurrence Amount	Aggregate Amount	Expiration Date	
ABC Insurance	ABC23875	2000000	4000000	06/30/2026	Edit

+ Add New Records

< Previous Save & Continue >

8. If updating or adding a policy, fill out or review and update the fields as necessary and click the *Choose File* button to upload a current copy of your professional liability insurance certificate (please note that the file must be the policy certificate and not a receipt). Click the *Save & Continue* button to save your changes.

The screenshot shows the 'Professional Liability Insurance' form. It includes a note: 'All information with a red asterisk (*) is required.' and instructions: 'Aggregate and Occurrence fields accept numerical characters only.' The form fields are: Provider Name (ABC Insurance), Policy Number (ABC23875), Occurrence Amount (2000000), Aggregate Amount (4000000), Expiration Date (06/30/2026), and Certificate of PLI (Choose File). The file name 'certificate_policy.jpg' is shown below the file selection button. At the bottom are '< Previous' and 'Save & Continue >' buttons.

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

Aggregate and Occurrence fields accept numerical characters only.

Provider Name * ABC Insurance

Policy Number * ABC23875

Occurrence Amount (numbers only, do not input symbols such as "\$" or ",") * 2000000

Aggregate Amount (numbers only, do not input symbols such as "\$" or ",") * 4000000

Expiration Date * 06/30/2026

Certificate of PLI * Choose File

certificate_policy.jpg

< Previous Save & Continue >

9. Read and select *Yes* or *No* in answer to the declarations and click the *Save & Continue* button. Please note, an answer of *Yes* may require additional information and document uploads.

The screenshot shows the 'Registration Renewal' section, specifically the 'Declarations' step (Step 5 of 7). The left sidebar contains navigation links: Home, Profile (Registrant Information, Employment Information, Educational Background, Certificate of Registration, Other Pharmacy Registrations, Professional Liability Insurance, First Aid/CPR Certifications), Registration (Document Upload, Professional Development), Registration Renewal (Authorizations), Requests (Name Change Request, Document Request, Status Change Request, Application to be Designated Pharmacist-in-Charge of Existing Pharmacy), Invoices & Receipts, and Account Settings. The main content area has a 'Note' stating: 'All information with a red asterisk (*) is required.' Below this are 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'. At the bottom, there are '< Previous' and 'Save & Continue >' buttons. The 'Save & Continue >' button is highlighted with a red box.

10. Read and indicate whether you agree to the attestations by checking the appropriate checkboxes and click the *Save & Continue* button. Please note, you must agree to all attestations to continue with the renewal process.

The screenshot shows the 'Registration Renewal' section, specifically the 'Attestations' step (Step 6 of 7). The left sidebar is identical to the previous screenshot. The main content area has a 'Note' stating: 'All information with a red asterisk (*) is required.' Below this are five checkboxes for attestation:

- ☐ The information contained in this application is complete and correct and I recognize that providing false or incomplete information on this application may 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.
- ☐ I will abide by the requirements of the Pharmacy Act, its Regulations, Bylaws and Standards of Practice established by the College of Pharmacy of Newfoundland and Labrador (CPNL).*
- ☐ I have read the CPNL [Policy on Collection, Use and Disclosure of Registrants' Information](#) and confirm that I consent to the release of personal information in accordance with this policy.*
- ☐ I understand and agree that the post-secondary institution in which I am enrolled as a pharmacy student may release information to CPNL about any change in my enrollment status.

At the bottom, there are '< Previous' and 'Save & Continue >' buttons. The 'Save & Continue >' button is highlighted with a red box.

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

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7 Payment Step 7 of 7

Fee Breakdown

Invoice Item	Amount
Pharmacy Student Registration Fee	\$65.82
HST	\$9.87
Total	\$75.69

Method of Payment

Please select the method of payment.
The College of Pharmacy of Newfoundland and Labrador does not provide refunds on fees.

Method of Payment

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

< Previous

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

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Fee Breakdown

Invoice Item	Amount
Pharmacy Student Registration Fee	\$65.82
HST	\$9.87
Total	\$75.69

Method of Payment

Please select the method of payment.
The College of Pharmacy of Newfoundland and Labrador does not provide refunds on fees.

Method of Payment

Cheque

Amount Due

\$75.69

Cheque/money order Payment

If paying by cheque, make payment payable to:

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

< Previous

Pay By Cheque/Money Order

13. 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.

