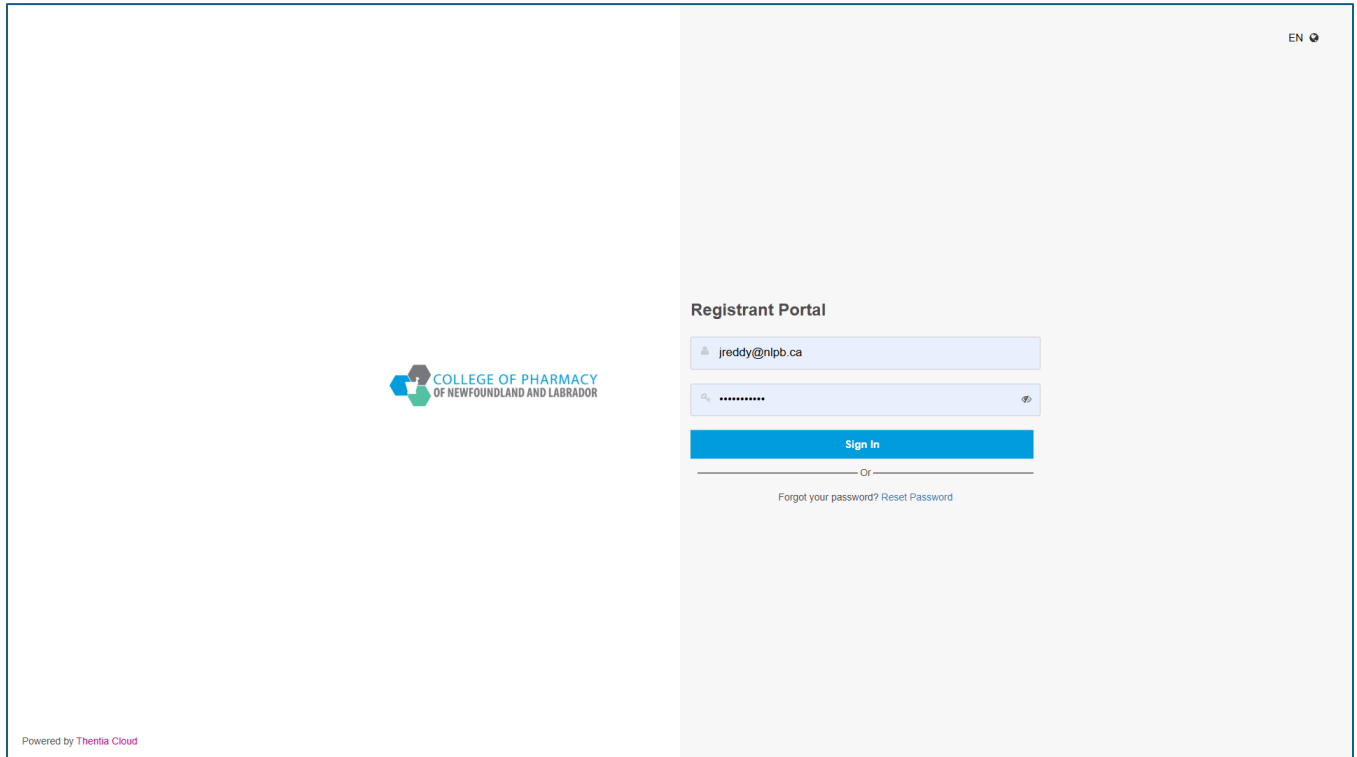




REGISTRANT PORTAL USER GUIDE

Adding Professional Development Activities

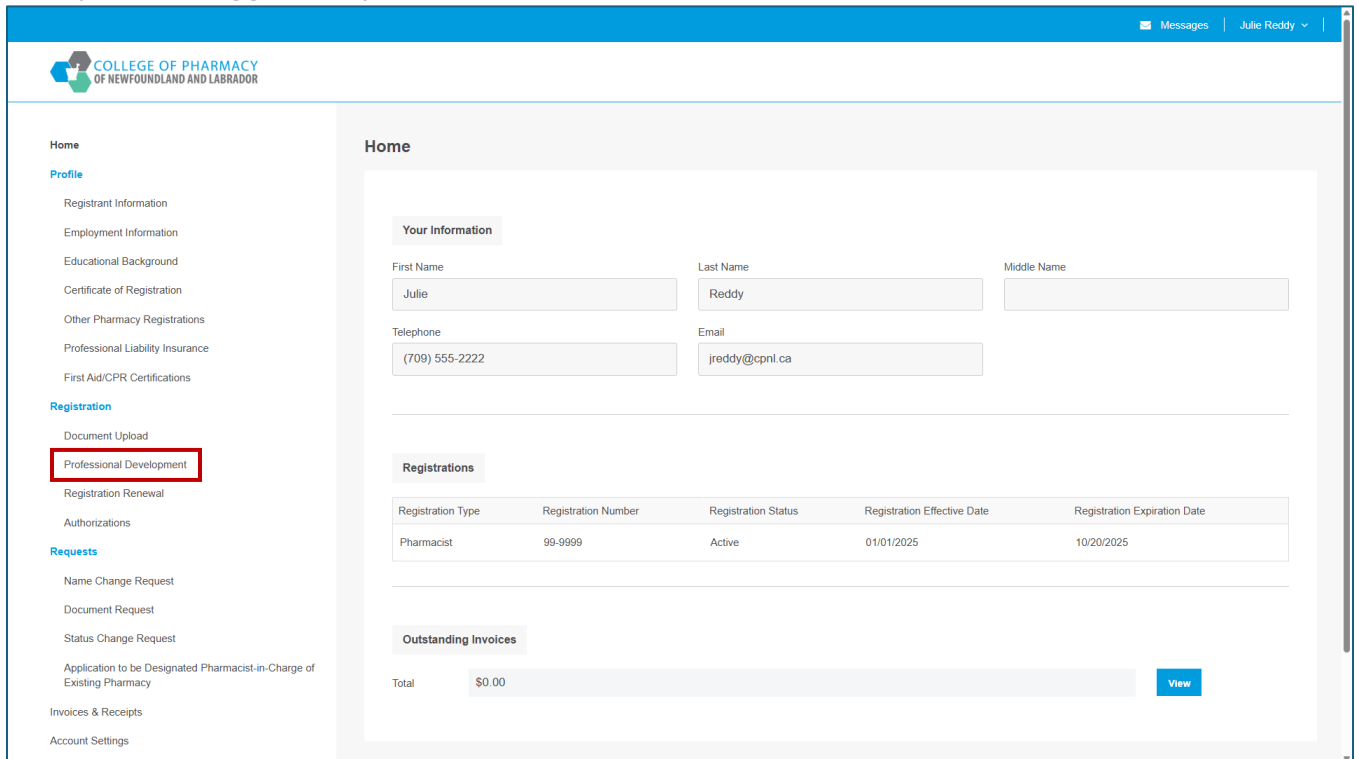
October 23, 2025

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

The screenshot shows the login page for the CPNL Registrant Portal. On the left is the logo for the College of Pharmacy of Newfoundland and Labrador. On the right, under the heading "Registrant Portal", there is a login form with the following fields:

- Email: jreddy@nlpb.ca
- Password: [Redacted]
- Sign In button
- Or separator
- Forgot your password? Reset Password link

At the bottom left, it says "Powered by Thentia Cloud". At the top right, there is a language selector "EN".

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

The screenshot shows the home page of the CPNL Registrant Portal. The top navigation bar includes "Messages" and "Julie Reddy". The left sidebar menu is expanded, and "Professional Development" is highlighted with a red box. The main content area is titled "Home" and contains the following sections:

- Your Information**: Fields for First Name (Julie), Last Name (Reddy), Middle Name, Telephone ((709) 555-2222), and Email (jreddy@cpnl.ca).
- Registrations**: A table with the following data:

Registration Type	Registration Number	Registration Status	Registration Effective Date	Registration Expiration Date
Pharmacist	99-9999	Active	01/01/2025	10/20/2025

- Outstanding Invoices**: A summary showing a total of \$0.00 with a "View" button.

3. Click the *View* button for the PD Period with the PD Period Status *Open*.

The screenshot shows the 'Professional Development' section of the registrant portal. It includes a navigation menu on the left with categories like Profile, Registration, and Requests. The main content area features a link to professional development requirements and a table of PD Periods. The table has columns for PD Period, Registration Type, Registration Status, and PD Period Status. A single row is visible with the following data: PD Period: 11/30/2024 - 11/30/2025, Registration Type: Pharmacist, Registration Status: Active, PD Period Status: Open. A 'Q View' button is located to the right of the 'Open' status and is highlighted with a red rectangular box.

PD Period	Registration Type	Registration Status	PD Period Status
11/30/2024 - 11/30/2025	Pharmacist	Active	Open

4. Review your submitted for the PD Period.
 - a. The CE Period table will list the *Minimum CEUs Required*, *Total CEUs Submitted*, and *Total Remaining CEUs Required* for the current period.
 - b. The *CEUs By Category* table will list the *Minimum CEUs Required* and the *Current CEUs* for each Non-Accredited Learning and Accredited Learning.
 - c. The *Learning Activities* table will list each learning activity that has been submitted for the current PD period.

Professional Development Summary

If you have any questions regarding professional development requirements, please email inforx@cpnl.ca

PD Period Status: Open

Registration Type	PD Period	Minimum CEUs Required	Total CEUs Submitted	Total Remaining CEUs Required
Pharmacist	11/30/2024 - 11/30/2025	15	15	0

CEUs By Category

Category	Minimum CEUs Required	Maximum CEUs	Current CEUs
Accredited Learning	5	N/A	5
Non-Accredited Learning	N/A	N/A	10

Learning Activities

PD Category	Activity Provider	Program Accredited By	Date of Completion	Number of CEUs / Hours of Learning	
Accredited Learning	N/A	Canadian Council of Continuing Education (CCCEP)	10/06/2025	5	<input type="button" value="Update"/> <input type="button" value="Delete"/>
Non-Accredited Learning	N/A	Non-accredited	05/05/2025	10	<input type="button" value="Update"/> <input type="button" value="Delete"/>

+ Add New Records

- To edit a learning activity, click the *Update* button next to the appropriate record. To add a new learning activity, click the + *Add New Records* link.

Professional Development Summary

If you have any questions regarding professional development requirements, please email inforx@cpnl.ca

PD Period Status: Open

Registration Type	PD Period	Minimum CEUs Required	Total CEUs Submitted	Total Remaining CEUs Required
Pharmacist	11/30/2024 - 11/30/2025	15	15	0

CEUs By Category

Category	Minimum CEUs Required	Maximum CEUs	Current CEUs
Accredited Learning	5	N/A	5
Non-Accredited Learning	N/A	N/A	10

Learning Activities

PD Category	Activity Provider	Program Accredited By	Date of Completion	Number of CEUs / Hours of Learning	
Accredited Learning	N/A	Canadian Council of Continuing Education (CCCEP)	10/06/2025	5	Update Delete
Non-Accredited Learning	N/A	Non-accredited	05/05/2025	10	Update Delete

[+ Add New Records](#)

- Select Accredited Learning or Non-Accredited Learning from the *PD Category* dropdown box to indicate the type of learning activity you are documenting.

New Learning Record

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

PD Category * Select...

Program Title * Select...

Program Accredited By * Accredited Learning
Non-Accredited Learning

Accreditation #

Date of Completion *

Number of CEUs / Hours of Learning *

In one to two sentences, describe how this learning will benefit your practice? *

Please upload any supporting documentation. *

[< Previous](#) [Save](#)

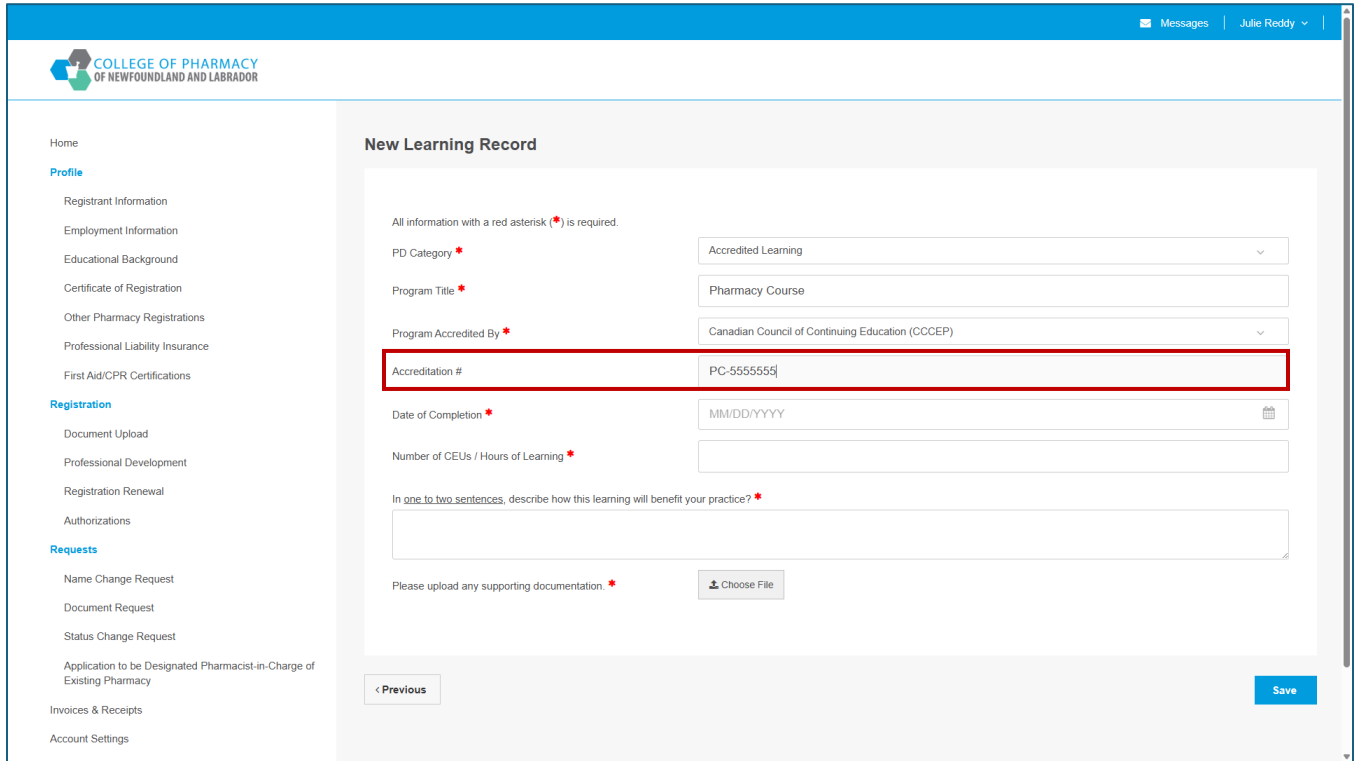
7. Type the name of the learning activity in the *Program Title* field.

The screenshot shows the 'New Learning Record' form in the registrant portal. The form includes a sidebar with navigation options like 'Home', 'Profile', 'Registration', and 'Requests'. The main form area contains several fields: 'PD Category' (set to 'Accredited Learning'), 'Program Title' (highlighted with a red box and containing 'Pharmacy Course'), 'Program Accredited By' (with a search prompt), 'Accreditation #', 'Date of Completion' (with a date picker), and 'Number of CEUs / Hours of Learning'. There is also a text area for describing the learning's benefit and a file upload button. At the bottom, there are 'Previous' and 'Save' buttons.

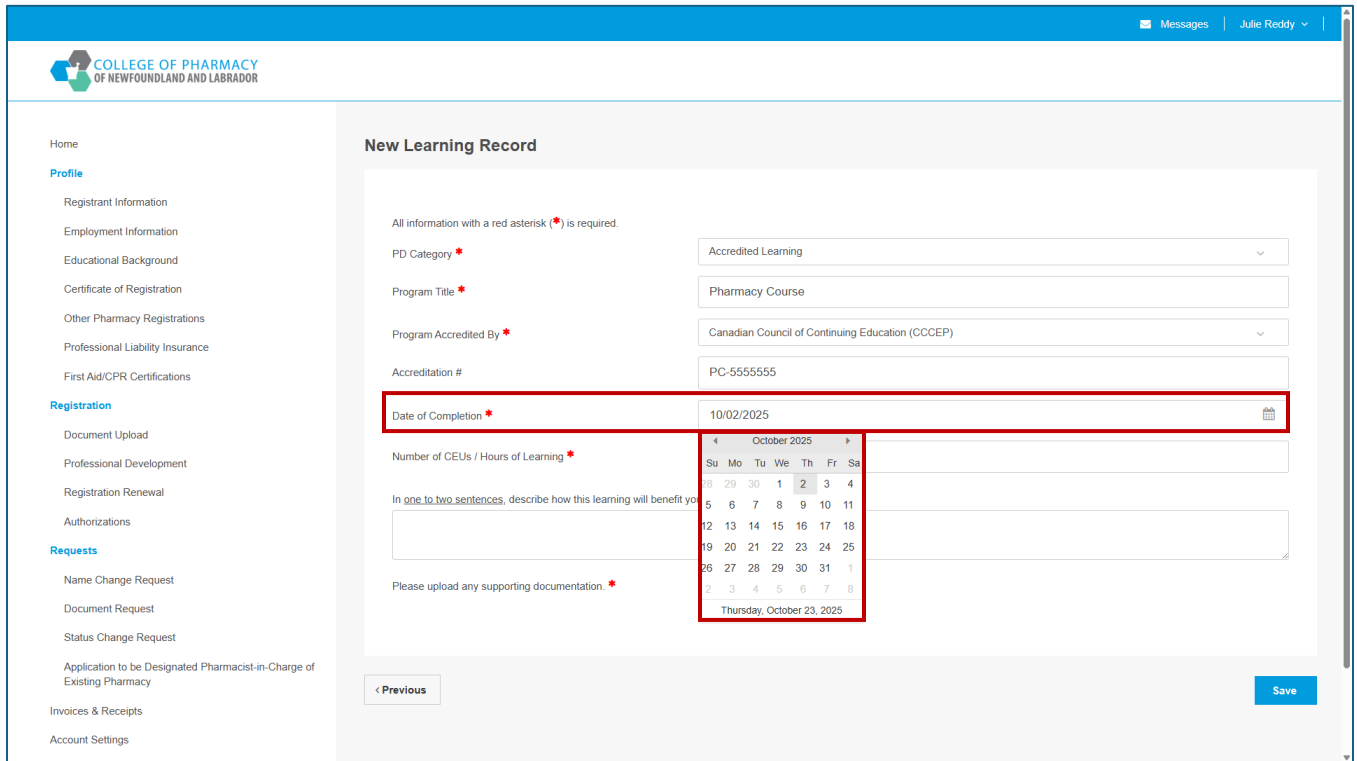
8. Start typing the accreditation body into the *Program Accredited By* search field to select. For non-accredited learning activities, select *Non-accredited*.

This screenshot shows the same 'New Learning Record' form, but with the 'Program Accredited By' dropdown menu open. The dropdown list is highlighted with a red box and contains the following options: 'Accreditation Council of Pharmacy (ACPE)', 'Canadian Council of Continuing Education (CCCEP)', 'College of Family Physicians of Canada (Mainpro+)', 'Non-accredited', and 'Other'. The 'Program Title' field remains highlighted with a red box and contains 'Pharmacy Course'. The rest of the form and sidebar are identical to the previous screenshot.

9. Type the accreditation number in the *Accreditation #* field, where applicable. Leave the field blank if the learning activity is non-accredited.



10. Click the calendar icon in the *Date of Completion* field and select the date that the learning activity was completed.



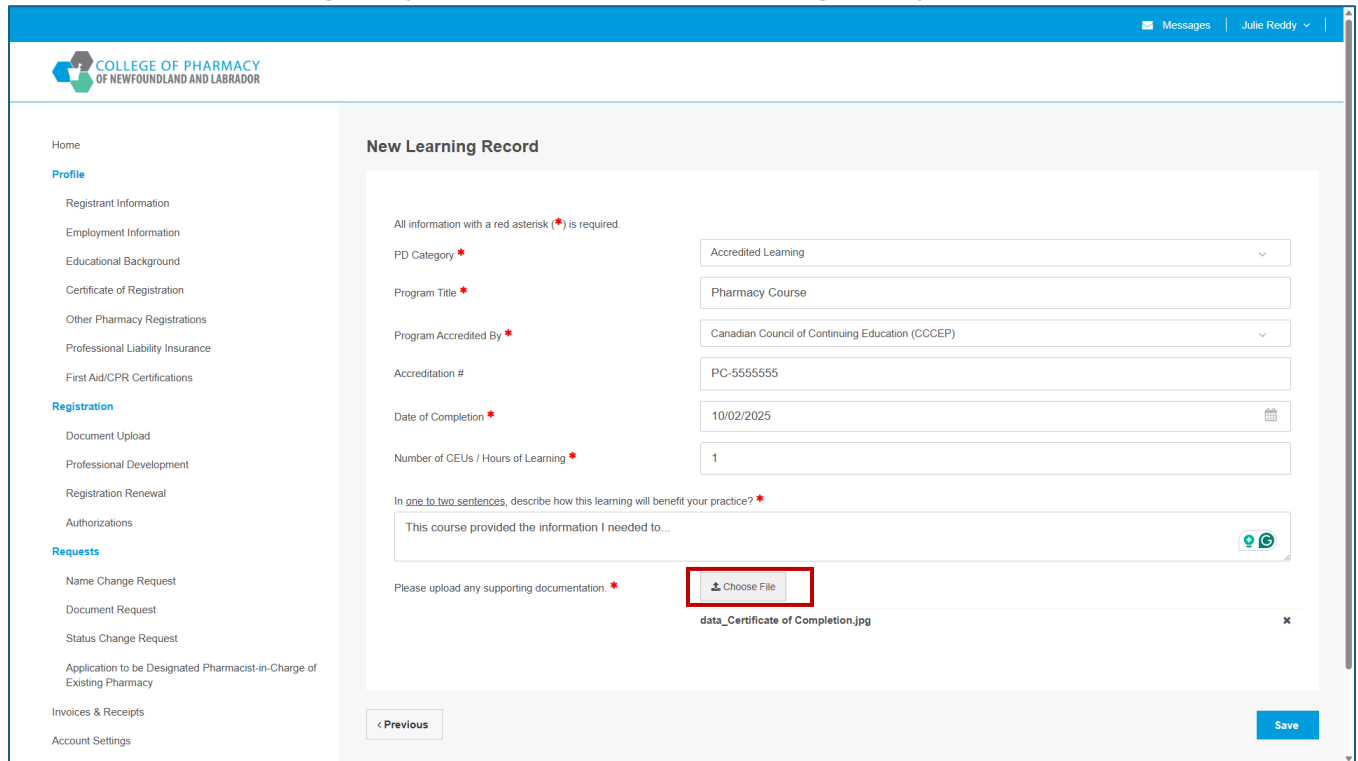
11. Type the number or use the up and down arrows in the *Number of CEUs/Hours of Learning* field.

The screenshot shows the 'New Learning Record' form in the registrant portal. The form includes a sidebar with navigation options like Home, Profile, Registration, and Requests. The main form area contains several input fields: PD Category (Accredited Learning), Program Title (Pharmacy Course), Program Accredited By (Canadian Council of Continuing Education (CCCEP)), Accreditation # (PC-555555), and Date of Completion (10/02/2025). The 'Number of CEUs / Hours of Learning' field is highlighted with a red box and contains the number '1'. Below this field is a text area for a description, a file upload button, and 'Previous' and 'Save' buttons.

12. Type a brief description of how the learning activity will benefit your practice in the *In one to two sentences, describe how this learning will benefit your practice?* field.

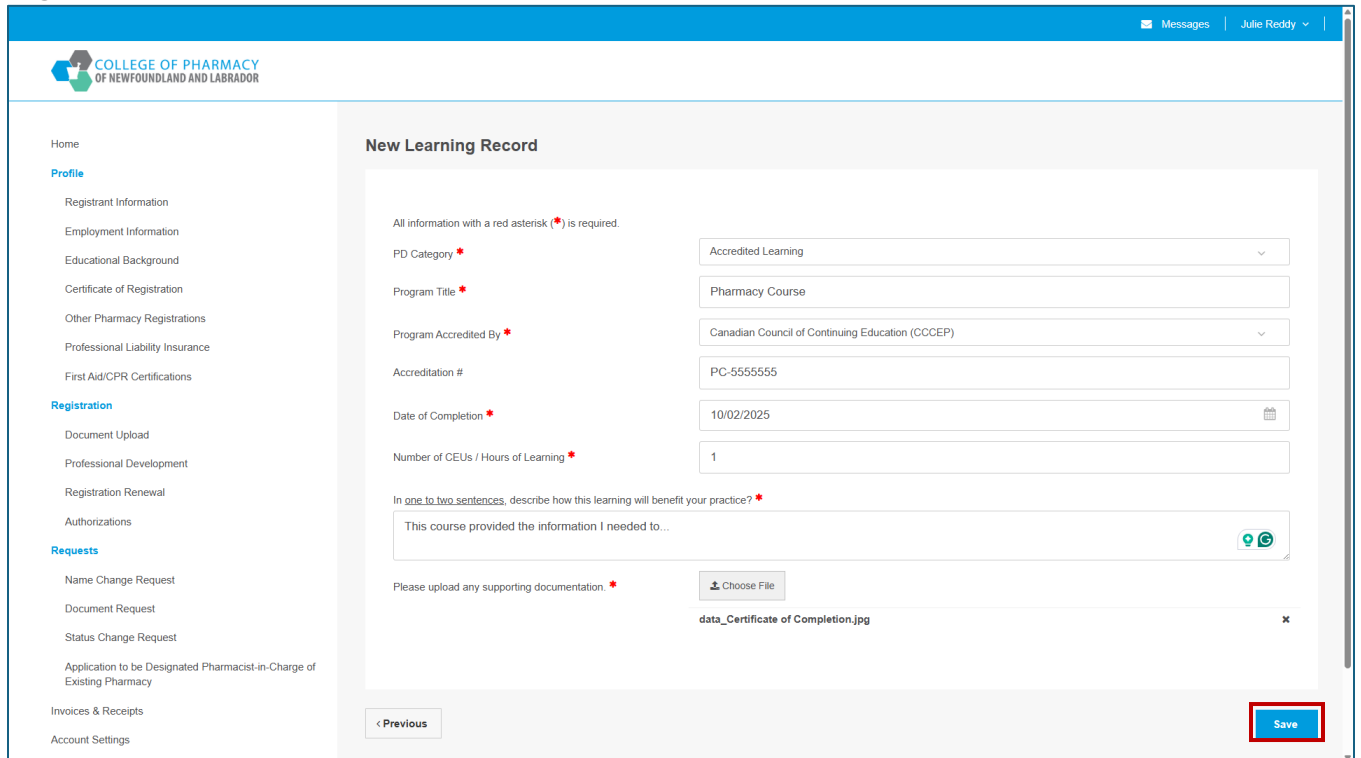
This screenshot shows the same 'New Learning Record' form, but with the 'In one to two sentences, describe how this learning will benefit your practice?' field highlighted with a red box. The text 'This course provided the information I needed to...' is entered into this field. The 'Number of CEUs / Hours of Learning' field now contains '1'. The 'Save' button at the bottom right is also highlighted with a red box.

13. Click the *Choose Files* button to upload a copy of your certificate of completion or other documentation indicating that you have completed the learning activity.



The screenshot shows the 'New Learning Record' form in the registrant portal. The form includes a sidebar with navigation options like Home, Profile, Registration, and Requests. The main form area contains fields for PD Category, Program Title, Program Accredited By, Accreditation #, Date of Completion, and Number of CEUs / Hours of Learning. A text area for describing the learning activity is present, along with a 'Choose File' button highlighted by a red box. Below the button, a file named 'data_Certificate of Completion.jpg' is listed. At the bottom of the form, there are 'Previous' and 'Save' buttons.

14. Click the Save button to save the record and return to the Professional Development Summary page.



This screenshot is identical to the previous one, showing the 'New Learning Record' form. In this view, the 'Save' button at the bottom right of the form is highlighted with a red box, indicating the next step in the process.

15. The learning activity will now appear in the Learning Activities table under the current PD period.

COLLEGE OF PHARMACY OF NEWFOUNDLAND AND LABRADOR

Messages | Julie Reddy

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
- Account Settings

Professional Development Summary

If you have any questions regarding professional development requirements, please email inforx@cpnl.ca

PD Period Status: Open

Registration Type	PD Period	Minimum CEUs Required	Total CEUs Submitted	Total Remaining CEUs Required
Pharmacist	11/30/2024 - 11/30/2025	15	16	0

CEUs By Category

Category	Minimum CEUs Required	Maximum CEUs	Current CEUs
Accredited Learning	5	N/A	6
Non-Accredited Learning	N/A	N/A	10

Learning Activities

PD Category	Activity Provider	Program Accredited By	Date of Completion	Number of CEUs / Hours of Learning	
Accredited Learning	N/A	Canadian Council of Continuing Education (CCCEP)	10/06/2025	5	<input type="button" value="Update"/> <input type="button" value="Delete"/>
Accredited Learning	N/A	Canadian Council of Continuing Education (CCCEP)	10/02/2025	1	<input type="button" value="Update"/> <input type="button" value="Delete"/>
Non-Accredited Learning	N/A	Non-accredited	05/05/2025	10	<input type="button" value="Update"/> <input type="button" value="Delete"/>

[Add New Record](#)