

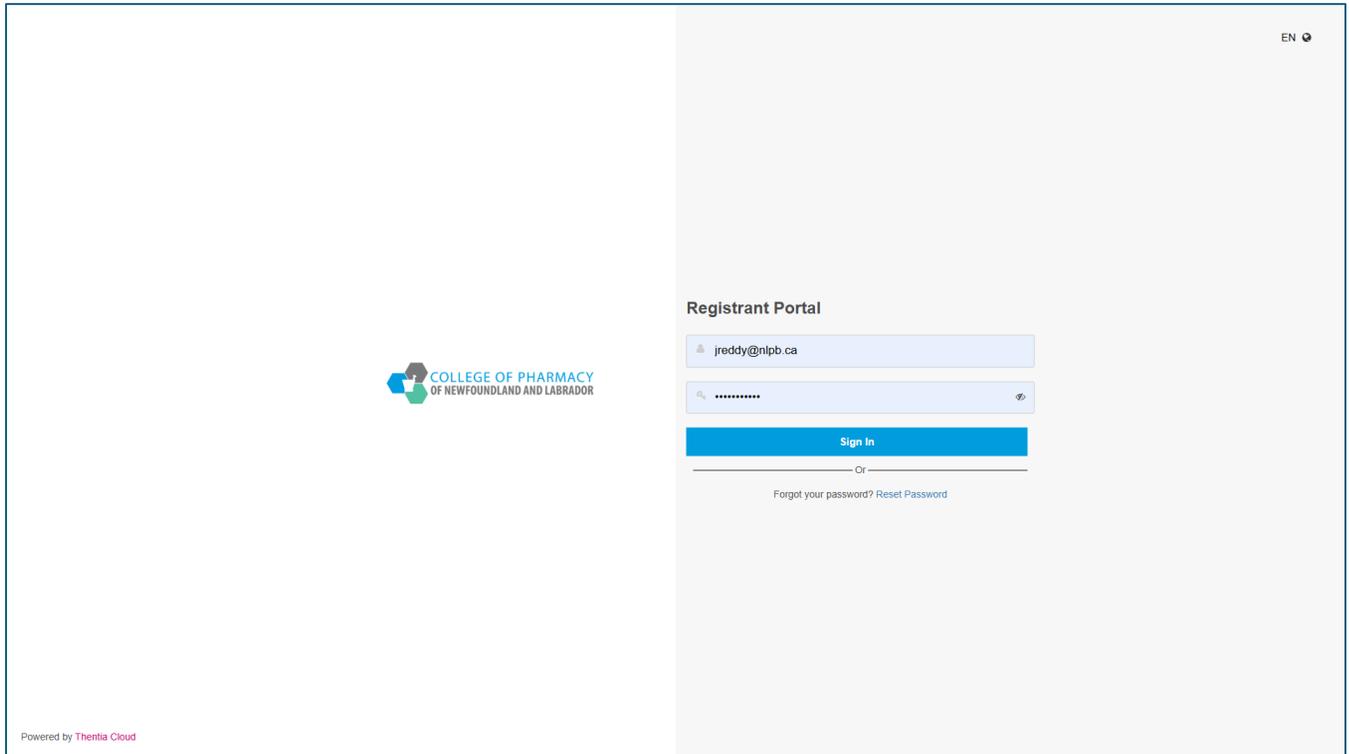


REGISTRANT PORTAL USER GUIDE

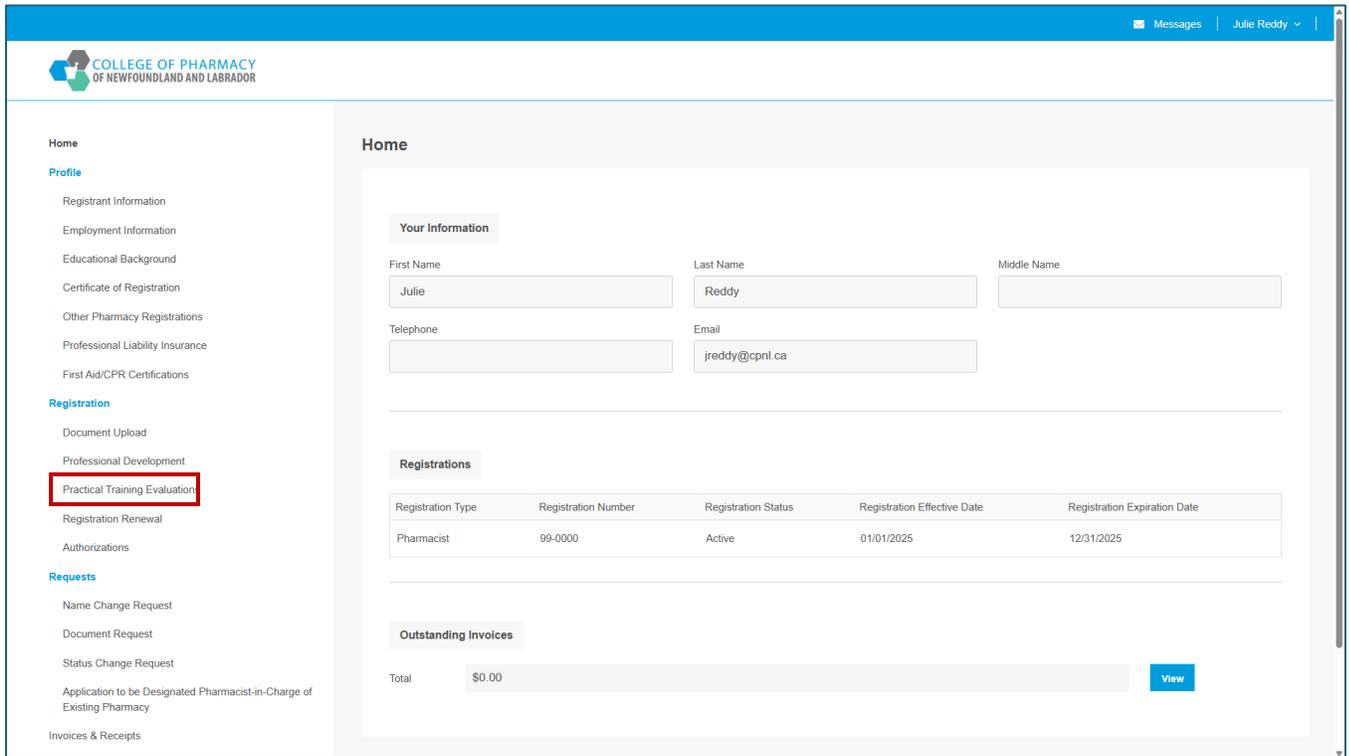
Approving Completed Practical Training for Preceptors

June 20, 2025

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



2. Once you have logged into your profile, click on *Practical Training Evaluations* on the side menu.



3. Click the **View** button next to the intern for whom you are serving as a preceptor. *Please note that the Status will be "Submitted" for any intern who has submitted their completed practical training record for approval.*

COLLEGE OF PHARMACY OF NEWFOUNDLAND AND LABRADOR

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Practical Training Evaluations

The practical training periods for which you are a preceptor are listed below. Click View to approve or reject the candidate's record of completion and upload your evaluation.

Registration Number	Candidate Name	Registration Type	Anticipated Start Date	Practical Training Completion Deadline	Status
I-9999	Julie Reddy	Pharmacy Intern	05/01/2025	11/01/2025	Submitted

[View](#)

4. Scroll to the **Reports** table and click the **View** button to view the intern's submission.

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Account Settings

Candidate Name: Julie Reddy

Candidate Registration Type: Pharmacy Intern

Anticipated Start Date: 05/01/2025

Practical Training Completion Deadline: 11/01/2025

Status: Submitted

Approved Date: N/A

Total Hours: 140

Additional comments & feedback about candidate and/or practical training period.

Document Upload - Candidate: [Choose Files](#)

Preceptor's Evaluation: [Choose Files](#)

Reports

Actual Start Date	Actual End Date	Total Hours
05/01/2025	06/13/2025	140

[View](#)

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- Review the *Record of Completion Report* to confirm the information is correct. Click the Back button to return to the main screen.

COLLEGE OF PHARMACY OF NEWFOUNDLAND AND LABRADOR

Messages | Julie Reddy

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Record of Completion Report

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

Actual Start Date * 05/01/2025

Actual End Date * 06/13/2025

Total Hours * 140

Comments and Feedback * The staff at the pharmacy were very welcoming and my preceptor was very helpful.

Completed Prescription Tracking Log (Pharmacy Technician Candidates only) Choose Files

< Back

- Click the *Choose Files* button to upload your completed Final Evaluation of the intern.

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Candidate Name Julie Reddy

Candidate Registration Type Pharmacy Intern

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Practical Training Completion Deadline 11/01/2025

Status Submitted

Approved Date N/A

Total Hours 140

Additional comments & feedback about candidate and/or practical training period.

Document Upload - Candidate Choose Files

Preceptor's Evaluation Choose Files

Reports

Actual Start Date	Actual End Date	Total Hours
05/01/2025	06/13/2025	140

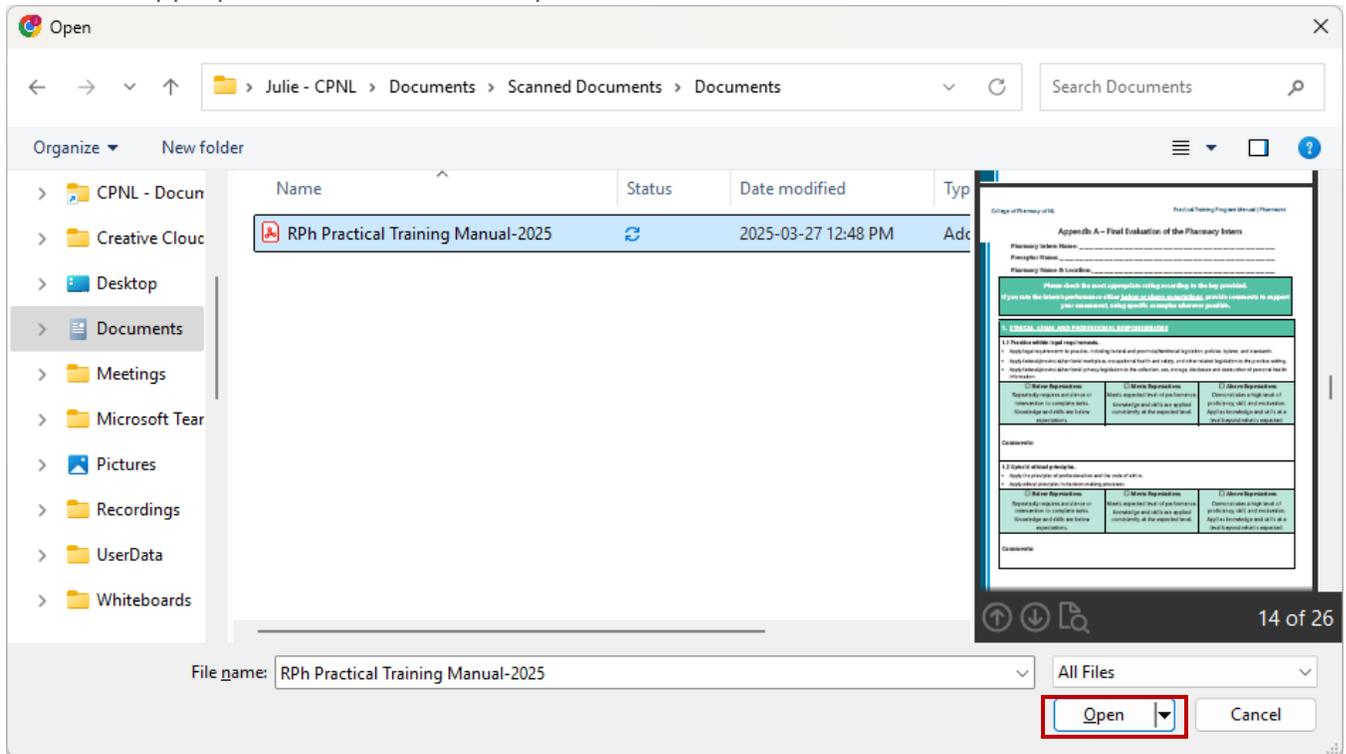
Q View

< Back

Reject

Approve

7. Select the appropriate file and click the *Open* button.



8. If you have confirmed that all information submitted by the intern is correct, click the *Approve* button. *If the information is incorrect, click the *Reject* button and notify the intern that they must resubmit the report with the correct information.*

