

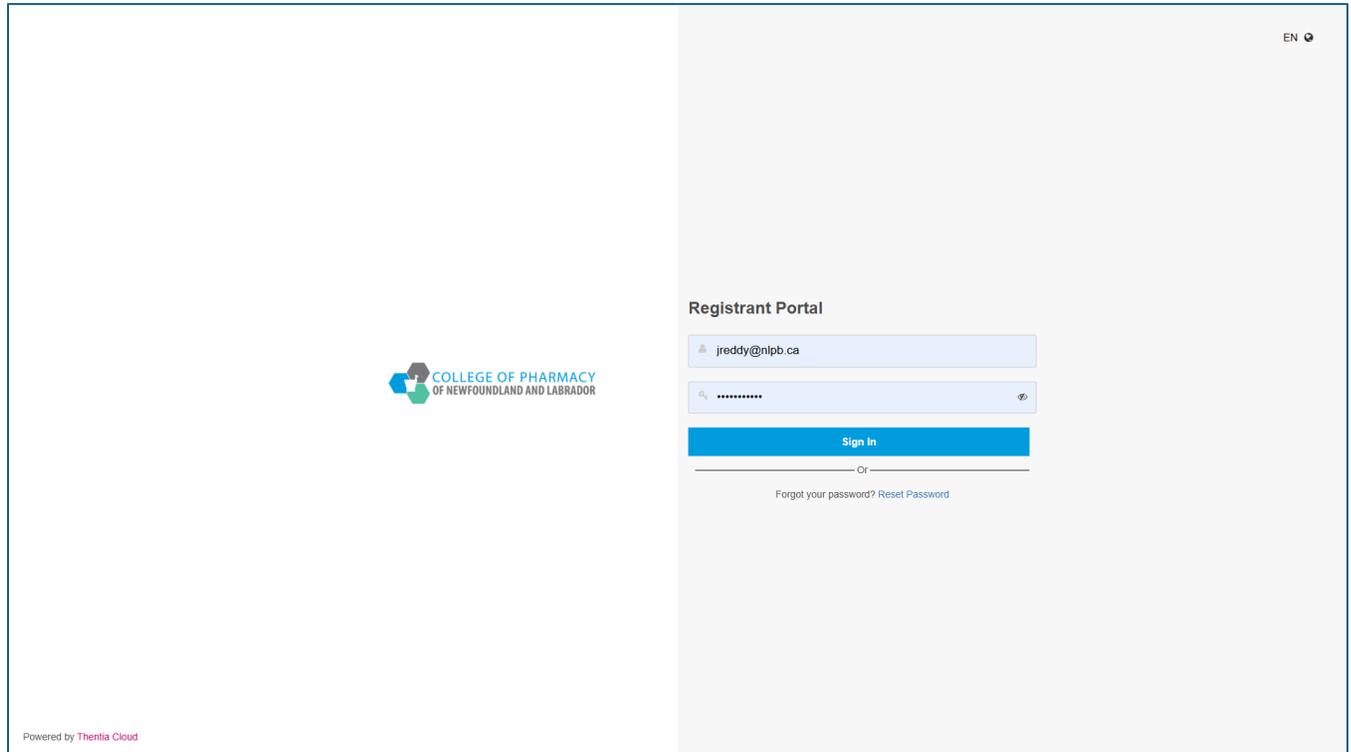


REGISTRANT PORTAL USER GUIDE

Recording Completed Practical Training
for Interns

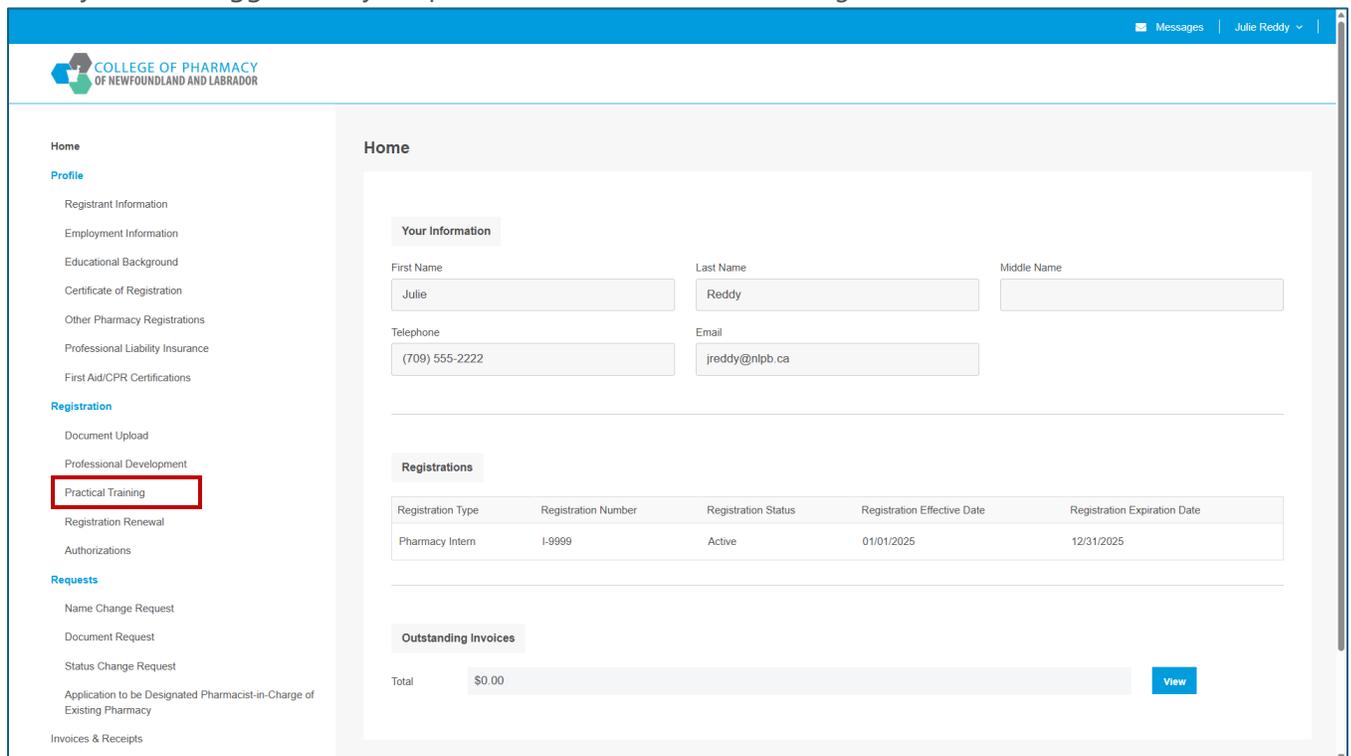
June 20, 2025

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



The screenshot shows the login page for the 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 two input fields: one for the email address "jreddy@nlpb.ca" and one for a password masked with dots. Below these fields is a blue "Sign In" button. Underneath the button, there is a link that says "Forgot your password? Reset Password". In the top right corner, there is a language selector "EN". At the bottom left, it says "Powered by Thentia Cloud".

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



The screenshot shows the home page of the Registrant Portal. At the top right, there are links for "Messages" and the user's name "Julie Reddy". The left sidebar contains a navigation menu with sections: "Home", "Profile", "Registration", "Requests", and "Invoices & Receipts". Under "Profile", "Practical Training" is highlighted with a red box. The main content area is titled "Home" and contains three sections: "Your Information", "Registrations", and "Outstanding Invoices".

Your Information

First Name	Last Name	Middle Name
Julie	Reddy	
Telephone	Email	
(709) 555-2222	jreddy@nlpb.ca	

Registrations

Registration Type	Registration Number	Registration Status	Registration Effective Date	Registration Expiration Date
Pharmacy Intern	I-9999	Active	01/01/2025	12/31/2025

Outstanding Invoices

Total	\$0.00	View
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- Click the View button next to your registration for which you have been approved to complete practical training.

The screenshot shows the 'Practical Training' section of the Registrant Portal. The page header includes the College of Pharmacy of Newfoundland and Labrador logo and the user's name, Julie Reddy. The left sidebar contains navigation links for Home, Profile, Registration, Requests, and Invoices & Receipts. The main content area is titled 'Practical Training' and contains the following text: 'Below are the registration classes for which you are approved to complete practical training.'

Registration Number	Registration Type	Registration Status	Effective Date	Expiration Date	
I-9999	Pharmacy Intern	Active	01/01/2025	12/31/2025	Q View

- Scroll to the *Practical Training Program Reports* table and click the View button next to your current practical training period.

The screenshot shows the 'Practical Training Program Summary' section of the Registrant Portal. The page header includes the College of Pharmacy of Newfoundland and Labrador logo and the user's name, Julie Reddy. The left sidebar contains navigation links for Home, Profile, Registration, Requests, and Account Settings. The main content area is titled 'Practical Training Program Summary' and contains the following text: 'Upon completion, you are required to document the start date, end date, and total hours of your practical training program with each approved Preceptor. The total practical training program hours, by preceptor, and a list of program reports are displayed below.'

Total Counts

Registration Number	Registration Type	Registration Status	Expiry Date	Total Hours
I-9999	Pharmacy Intern	Active	12/31/2025	N/A

By Preceptors

Preceptor	Practical Training Approved Date	Total Hours
Julie Reddy	06/20/2025	N/A

Practical Training Program Reports

Anticipated Start Date	Practical Training Completion Deadline	Preceptor	Total Hours	Status	
05/01/2025	11/01/2025	Julie Reddy	N/A	Not Submitted	Q View

< Back

5. Scroll to the *Record of Completion Reports* table and click the *+Add New Report*.

6. Fill out all the required fields in the Record of Completion Report and click the *Submit* button. *For Pharmacy Technician Interns only, upload your completed prescription tracking log before submitting the report.*

7. Click the *Submit for Approval* button.

- Registrant Information
- Employment Information
- Educational Background
- Certificate of Registration
- Other Pharmacy Registrations
- Professional Liability Insurance
- First Aid/CPR Certifications
- Registration**
- Document Upload
- Professional Development
- Practical Training
- 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

You can see additional comments & feedback about the practical training period below.

Preceptor Name

Anticipated Start Date

Practical Training Completion Deadline

Status

Approved Date

Total Hours

Evaluation Summary

N/A

Upload Files

Record of Completion Reports

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

[+ Add New Report](#)