



COLLEGE OF PHARMACY
OF NEWFOUNDLAND AND LABRADOR

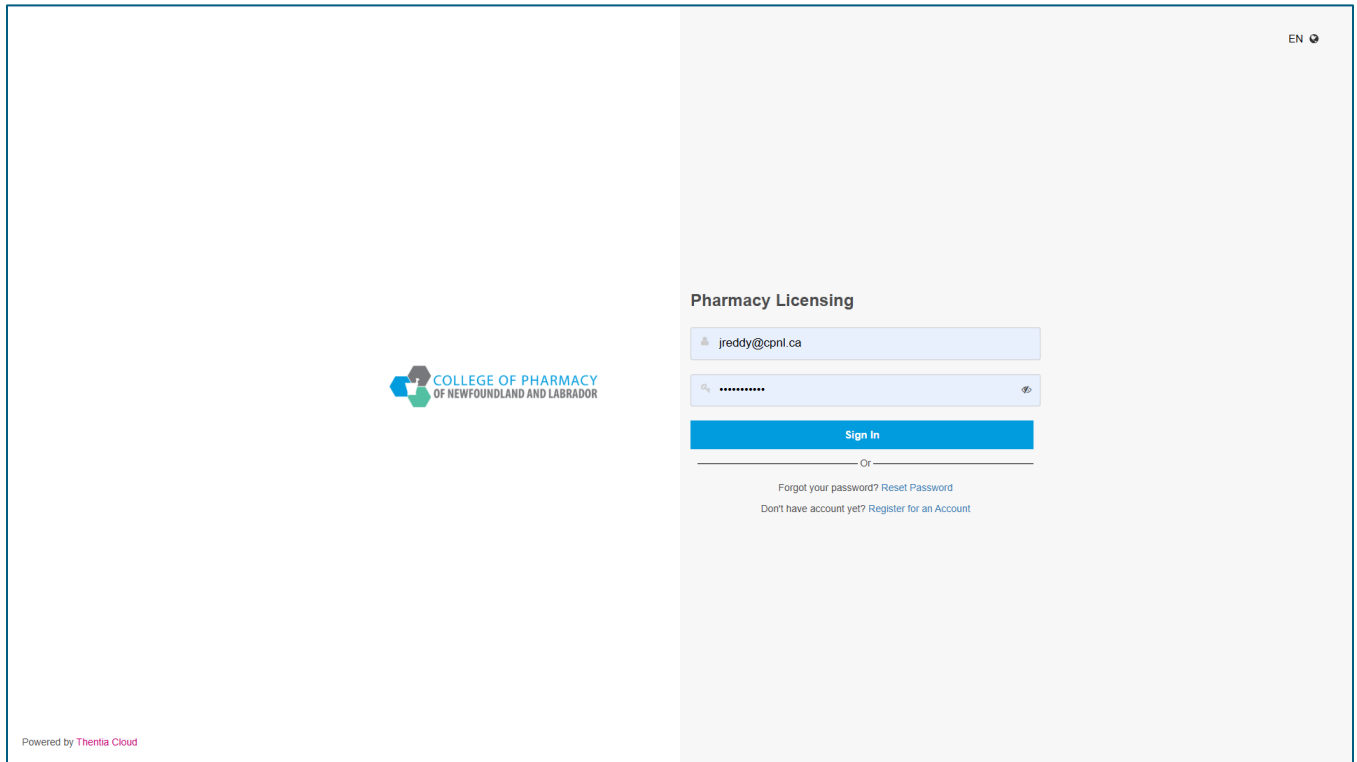
PHARMACY PORTAL USER GUIDE

Renewing your Pharmacy Licence

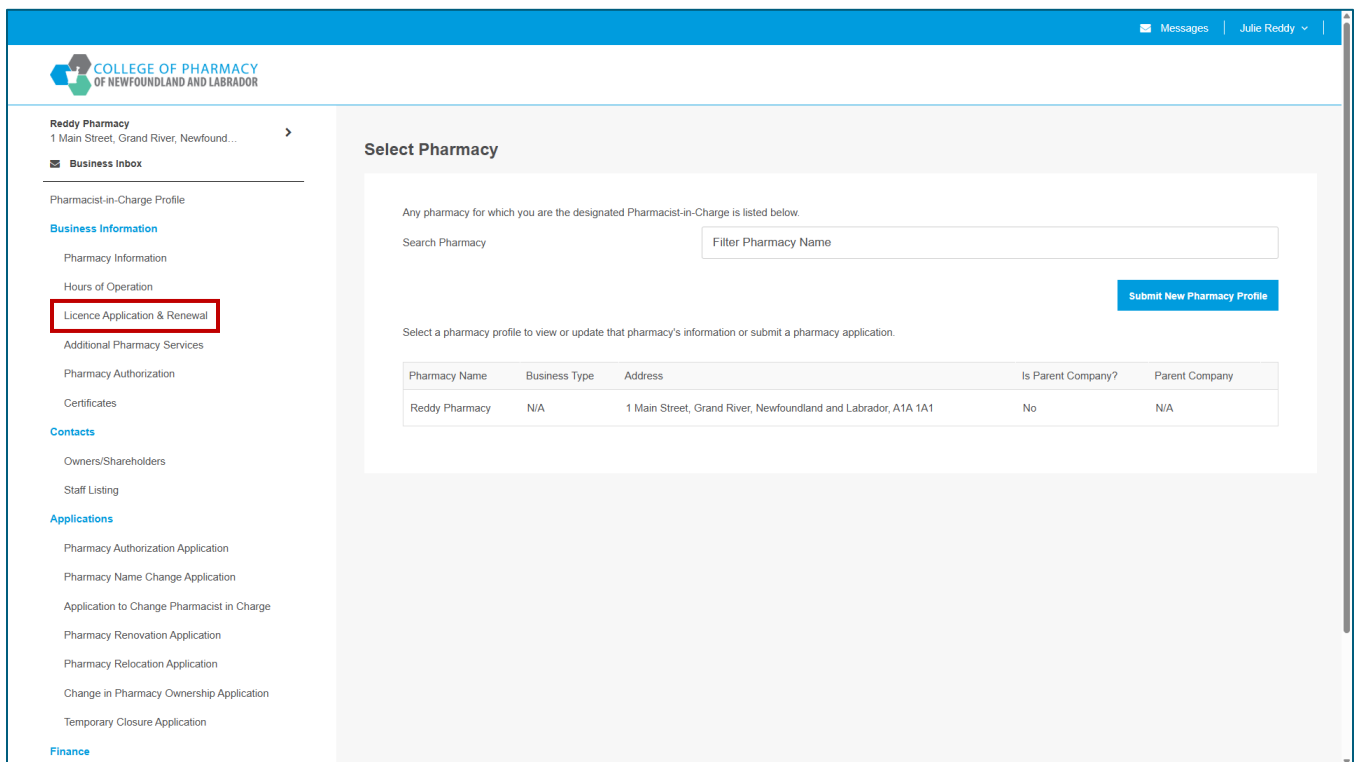
October 21, 2025

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

Note: Only the current Pharmacist-in-Charge (PIC) has access to the pharmacy profile through the Pharmacy Portal. Login credentials are the same as those of the current PIC's Registrant Portal login credentials.



2. Once you have logged into your pharmacy profile, click on *Licence Application & Renewal* on the side menu.



Pharmacy Name	Business Type	Address	Is Parent Company?	Parent Company
Reddy Pharmacy	N/A	1 Main Street, Grand River, Newfoundland and Labrador, A1A 1A1	No	N/A

3. Click the *Start Renewal* button for the appropriate pharmacy licence.

The screenshot displays the Pharmacy Portal interface for the College of Pharmacy of Newfoundland and Labrador. The left sidebar contains navigation links for Reddy Pharmacy, Business Information, Contacts, Applications, and Finance. The main content area is titled 'Licences' and features a section for 'Approved Licences'. A table lists the pharmacy's details, including the 'Start Renewal' button, which is highlighted with a red box. Below this, the 'Pharmacy Applications' section provides instructions and a table for tracking applications, with an 'Apply for Licence' button.

College of Pharmacy of Newfoundland and Labrador

Reddy Pharmacy
1 Main Street, Grand River, Newfound...

Business Information

- Pharmacist-in-Charge Profile
- Business Information
 - Pharmacy Information
 - Hours of Operation
- Licence Application & Renewal
 - Additional Pharmacy Services
 - Pharmacy Authorization
 - Certificates
- Contacts
 - Owners/Shareholders
 - Staff Listing
- Applications
 - Pharmacy Authorization Application
 - Pharmacy Name Change Application
 - Application to Change Pharmacist in Charge
 - Pharmacy Renovation Application
 - Pharmacy Relocation Application
 - Change in Pharmacy Ownership Application
 - Temporary Closure Application
- Finance

Licences

Approved Licences

In time of renewal, please click the start renewal button to begin.
Licence information for any pharmacy for which you are designated as the pharmacist in charge is listed below.

Pharmacy Name	Licence Number	Licence Class	Licence Status	Licence End Date	Renewal Status	
Reddy Pharmacy 1 Main Street, Grand River, Newfoundland and Labrador	CX-999	Community Pharmacy	Active	10/20/2025	Not Started	Start Renewal

Pharmacy Applications

Thank you for your interest in opening a new pharmacy in Newfoundland and Labrador. Please follow the step-by-step instructions to complete your application. You will be able to save your progress and return to it later.
For assistance, please contact us at licensing@cpnl.ca.

Application Number	Pharmacy Application Type	Pharmacy Licence Type	Application Status	Submitted Date	Decision Date
No applications have been started. Click Apply for Licence to add application.					

[Apply for Licence](#)

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

**College of Pharmacy**
OF NEWFOUNDLAND AND LABRADOR

Reddy Pharmacy
1 Main Street, Grand River, Newfound...

Business Inbox

Pharmacist-in-Charge Profile

Business Information

Pharmacy Information

Hours of Operation

Licence Application & Renewal

Additional Pharmacy Services

Pharmacy Authorization

Certificates

Contacts

Owners/Shareholders

Staff Listing

Applications

Pharmacy Authorization Application

Pharmacy Name Change Application

Application to Change Pharmacist in Charge

Pharmacy Renovation Application

Pharmacy Relocation Application

Change in Pharmacy Ownership Application

Temporary Closure Application

Finance

Invoices & Receipts

Documents

Supporting Documents

Access

Account Settings

Licence Renewal

1 Pharmacy Information

Step 1 of 9

Pharmacy Operating Name

Reddy Pharmacy

Incorporated Business Name

Reddy Pharmacy Inc.

Opening/Anticipated Opening Date

09/30/2024

Is this a telepharmacy or satellite pharmacy?

☐ Yes ☒ No

Pharmacy Email

info@reddypharmacy.ca

Pharmacy Phone

(709) 555-2222

Pharmacy Fax

Pharmacy Website

Pharmacy Address

Street Address

1 Main Street

Street Address 2

City

Grand River

Country

Canada

Province

Newfoundland and Labrador

Postal Code

A1A 1A1

Mailing Address

Same As Pharmacy Address?

☒ Yes ☐ No

< Previous

Save & Continue >

5. Review and update your pharmacist-in-charge profile as needed and click the *Save & Continue* button.

**Reddy Pharmacy**
1 Main Street, Grand River, Newfound...

Business Inbox

Pharmacist-in-Charge Profile

Business Information

Pharmacy Information

Hours of Operation

Licence Application & Renewal

Additional Pharmacy Services

Pharmacy Authorization

Certificates

Contacts

Owners/Shareholders

Staff Listing

Applications

Pharmacy Authorization Application

Pharmacy Name Change Application

Application to Change Pharmacist in Charge

Pharmacy Renovation Application

Pharmacy Relocation Application

Change in Pharmacy Ownership Application

Temporary Closure Application

Finance

Invoices & Receipts

Documents

Supporting Documents

Access

Account Settings

Licence Renewal

2 Registrant Information

Step 2 of 9

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

Pharmacist-in-Charge Profile

Last Name

Reddy

First Name

Julie

Middle name

Registration Number

9999

Mailing Address

Street Address *

1 Test Street

Street Address 2

City/Town *

Testville

Country *

Canada

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.

< Previous

Save & Continue >

6. To renew the pharmacy licence, select *Active* from the *Requested Status* dropdown menu and click the *Save & Continue* button.

College of Pharmacy of Newfoundland and Labrador

Reddy Pharmacy
1 Main Street, Grand River, Newfound...

Business Inbox

Pharmacist-in-Charge Profile

Business Information

- Pharmacy Information
- Hours of Operation
- Licence Application & Renewal**
- Additional Pharmacy Services
- Pharmacy Authorization
- Certificates

Contacts

- Owners/Shareholders
- Staff Listing

Applications

- Pharmacy Authorization Application
- Pharmacy Name Change Application
- Application to Change Pharmacist in Charge
- Pharmacy Renovation Application
- Pharmacy Relocation Application
- Change in Pharmacy Ownership Application
- Temporary Closure Application

Finance

Licence Renewal

3 Status Change Step 3 of 9

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

Licence Class: Community Pharmacy

Current Status *: Active

Requested Status *: Active

< Previous

Save & Continue >

7. Review and update the ownership information as needed. To edit an owner's contact information, click the Edit button for the appropriate contact. Click the *Save & Continue* button.

College of Pharmacy of Newfoundland and Labrador

Reddy Pharmacy
1 Main Street, Grand River, Newfound...

Business Inbox

Pharmacist-in-Charge Profile

Business Information

- Pharmacy Information
- Hours of Operation
- Licence Application & Renewal**
- Additional Pharmacy Services
- Pharmacy Authorization
- Certificates

Contacts

- Owners/Shareholders
- Staff Listing

Applications

- Pharmacy Authorization Application
- Pharmacy Name Change Application
- Application to Change Pharmacist in Charge
- Pharmacy Renovation Application
- Pharmacy Relocation Application
- Change in Pharmacy Ownership Application
- Temporary Closure Application

Finance

Licence Renewal

4 Owners/Shareholders Step 4 of 9

Owners and other shareholders of the pharmacy.

Contact Name	Phone Number	Email	Contact Type	Status
Julie Reddy			Owner	Approved

< Previous

Edit

Save & Continue >

8. Review and update the hours of operation as necessary, ensuring all days of the week and relevant holidays are recorded and click the *Save & Continue* button.

Note: For instructions, please refer to the [CPNL Pharmacy Portal User Guide – Adding/Updating Hours of Operation](#).

Reddy Pharmacy
1 Main Street, Grand River, Newfound
Business Inbox

Pharmacist-in-Charge Profile
Business Information
Pharmacy Information
Hours of Operation
Licence Application & Renewal
Additional Pharmacy Services
Pharmacy Authorization
Certificates
Contacts
Owners/Shareholders
Staff Listing
Applications
Pharmacy Authorization Application
Pharmacy Name Change Application
Application to Change Pharmacist in Charge
Pharmacy Renovation Application
Pharmacy Relocation Application
Change in Pharmacy Ownership Application
Temporary Closure Application
Finance
Invoices & Receipts
Documents
Supporting Documents
Access
Account Settings

Licence Renewal

5 Hours of Operation Step 5 of 9

Business Hours

Day	Closed?	Opens At	Closes At	Edit	Delete
Monday	false	8:00 AM	6:00 PM	Edit	Delete
Tuesday	false	8:00 AM	6:00 PM	Edit	Delete
Wednesday	false	8:00 AM	6:00 PM	Edit	Delete
Thursday	false	8:00 AM	6:00 PM	Edit	Delete
Friday	false	8:00 AM	6:00 PM	Edit	Delete
Saturday	false	9:00 AM	5:00 PM	Edit	Delete
Sunday	false	12:00 PM	5:00 PM	Edit	Delete

+ Add Business Hours

Business Holiday Hours

Date	Closed?	Opens At	Closes At	Edit	Delete
04/18/2025	true			Edit	Delete
12/25/2025	true			Edit	Delete
12/26/2025	true			Edit	Delete

+ Add Business Holiday Dates

Dispensary Hours

Day	Closed?	Opens At	Closes At	Edit	Delete
Monday	false	9:00 AM	5:00 PM	Edit	Delete
Tuesday	false	9:00 AM	5:00 PM	Edit	Delete
Wednesday	false	9:00 AM	5:00 PM	Edit	Delete
Thursday	false	9:00 AM	5:00 PM	Edit	Delete
Friday	false	9:00 AM	5:00 PM	Edit	Delete
Saturday	false	9:00 AM	5:00 PM	Edit	Delete
Sunday	false	12:00 PM	5:00 PM	Edit	Delete

+ Add Dispensary Hours

Dispensary Holiday Hours

Date	Closed?	Opens At	Closes At	Edit	Delete
04/18/2025	true			Edit	Delete
12/26/2025	true			Edit	Delete
12/25/2025	true			Edit	Delete

+ Add Dispensary Holiday Dates

Previous Save & Continue

9. Review and update the additional pharmacy services provided by the pharmacy as necessary and click the *Save & Continue* button.

The screenshot displays the 'College of Pharmacy of Newfoundland and Labrador' portal. The user is logged in as 'Julie Reddy'. The main navigation menu on the left includes sections for 'Business Information', 'Licence Application & Renewal', 'Contacts', 'Applications', and 'Finance'. The 'Licence Application & Renewal' section is expanded, showing 'Additional Pharmacy Services' as the current step. The main content area is titled 'Licence Renewal' and 'Step 6 of 9'. It contains a list of pharmacy services with checkboxes. The 'Save & Continue' button is highlighted with a red box.

College of Pharmacy of Newfoundland and Labrador

Reddy Pharmacy
1 Main Street, Grand River, Newfound...

Business Information

Pharmacist-in-Charge Profile

Business Information

Pharmacy Information

Hours of Operation

Licence Application & Renewal

Additional Pharmacy Services

Pharmacy Authorization

Certificates

Contacts

Owners/Shareholders

Staff Listing

Applications

Pharmacy Authorization Application

Pharmacy Name Change Application

Application to Change Pharmacist in Charge

Pharmacy Renovation Application

Pharmacy Relocation Application

Change in Pharmacy Ownership Application

Temporary Closure Application

Finance

Licence Renewal

6 Additional Pharmacy Services Step 6 of 9

Please select the pharmacy services that apply to your pharmacy.
Please note that pharmacies must apply for authorization to provide central fill services and opioid agonist maintenance treatment, as well as to operate a lock and leave.

- ☒ Administration of Drug Therapy by Inhalation or Injection
- ☒ Level A Non-Sterile Compounding
- ☐ Level B Non-Sterile Compounding
- ☐ Level C Non-Sterile Compounding
- ☐ Prescribing Services
- ☐ Prescription Delivery
- ☒ Provision of Compliance Packages
- ☐ Service to Long-Term Care Facilities
- ☐ Service to Personal Care Homes or Community Care Homes
- ☐ Sterile Compounding

< Previous

Save & Continue >

10. Review and update the staff listing as necessary, ensuring all dispensary staff, including registered, non-registered, full-time, and part-time employees are recorded and click the *Save & Continue* button.

Note: For instructions, please refer to the [CPNL Pharmacy Portal User Guide – Adding/Updating Staff Listing](#).

The screenshot shows the 'Licence Renewal' section of the CPNL Pharmacy Portal. The left sidebar contains navigation links for 'Reddy Pharmacy', 'Business Information', 'Licence Application & Renewal', 'Contacts', 'Applications', and 'Finance'. The main content area is titled 'Licence Renewal' and includes a 'Step 7 of 9' indicator. Below this, there is a 'Staff Listing' section with a table of staff members. The table has columns for 'Registration', 'First Name', 'Last Name', 'Position', 'Start Date', and 'End Date'. Two staff members are listed: 'Julie Reddy - Pharmacy Student' and 'Julie Reddy - Pharmacist'. Each row has 'Edit' and 'Delete' buttons. Below the table is a '+ Add New Records' button. At the bottom of the page, there are '< Previous' and 'Save & Continue >' buttons. The 'Save & Continue >' button is highlighted with a red box.

College of Pharmacy of Newfoundland and Labrador

Reddy Pharmacy
1 Main Street, Grand River, Newfound...

Business Inbox

Pharmacist-in-Charge Profile

Business Information

Pharmacy Information

Hours of Operation

Licence Application & Renewal

Additional Pharmacy Services

Pharmacy Authorization

Certificates

Contacts

Owners/Shareholders

Staff Listing

Applications

Pharmacy Authorization Application

Pharmacy Name Change Application

Application to Change Pharmacist in Charge

Pharmacy Renovation Application

Pharmacy Relocation Application

Change in Pharmacy Ownership Application

Temporary Closure Application

Finance

Licence Renewal

7 Staff Listing

Step 7 of 9

Please ensure all dispensary staff are listed, including registered, non-registered, full-time, and part-time employees.

Registration	First Name	Last Name	Position	Start Date	End Date	
Julie Reddy - Pharmacy Student			Student Pharmacist	10/01/2024		Edit Delete
Julie Reddy - Pharmacist			Staff Pharmacist	10/01/2024	10/01/2025	Edit Delete

+ Add New Records

< Previous

Save & Continue >

11. Review and indicate your agreement to the attestations by checking the appropriate checkboxes and click the *Save & Continue* button.

Note: *The pharmacist-in-charge must agree to all attestations to continue with the renewal process.*

College of Pharmacy of Newfoundland and Labrador

Reddy Pharmacy
1 Main Street, Grand River, Newfound...

Business Inbox

Pharmacist-in-Charge Profile

Business Information

- Pharmacy Information
- Hours of Operation

Licence Application & Renewal

- Additional Pharmacy Services
- Pharmacy Authorization
- Certificates

Contacts

- Owners/Shareholders
- Staff Listing

Applications

- Pharmacy Authorization Application
- Pharmacy Name Change Application
- Application to Change Pharmacist in Charge
- Pharmacy Renovation Application
- Pharmacy Relocation Application
- Change in Pharmacy Ownership Application
- Temporary Closure Application

Finance

- Invoices & Receipts

Documents

- Supporting Documents

Access

- Account Settings

Licence Renewal

8 Attestations Step 8 of 9

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

☒ I certify that the information contained in this application is complete and correct and I recognize that providing false or incomplete information on the application may be cause for revocation of the pharmacy licence or an allegation of conduct deserving of sanction. I understand that should any of this information change prior to approval, I must complete and submit an updated copy of this form. *

☒ As Pharmacist-in-Charge I understand that I am responsible for: *

- actively directing, controlling, and managing the pharmacy;
- prohibiting an owner or other person from directing, influencing, controlling, or participating in the management or operation of a pharmacy;
- practicing in the pharmacy for the minimum number of hours set by CPNL;
- where required by CPNL, ensuring that another pharmacist is designated as a pharmacist-in-charge when I am away from the pharmacy;
- developing, maintaining, and enforcing written policies and procedures for pharmacy staff in accordance with applicable legislation, CPNL's Standards of Pharmacy Operation, and Standards of Practice;
- ensuring that persons who are employed by the pharmacy to engage in the practice of pharmacy are registered with CPNL;
- notifying CPNL when a person registered with CPNL begins or ceases employment with the pharmacy, by updating the pharmacy profile in the CPNL Pharmacy Portal;
- notifying CPNL of any changes to the information included on the pharmacy license application, by updating the pharmacy profile in the CPNL Pharmacy Portal or applying for a change, whichever is appropriate;
- notifying CPNL of a contravention of their Standards of Pharmacy Operation or Standards of Practice;
- ensuring that the pharmacy has an adequate staffing complement for the safe practice of pharmacy;
- ensuring that confidentiality is maintained with respect to all pharmacy and patient records in accordance with all applicable legislation and CPNL's Standards of Pharmacy Operation and Standards of Practice;
- ensuring correct usage of the operating name of the pharmacy with regard to prescription labels, contact information, interior and exterior signs, or media advertising;
- ensuring that the pharmacy is appropriately secured against loss, theft, and diversion;
- ensuring that the pharmacy has the facilities, space, equipment, resources, and systems in place to support the safe and effective operation of the pharmacy, in accordance with CPNL's Standards of Pharmacy Operation and Standards of Practice;
- cooperating with any person appointed by CPNL in accordance with the Act or any regulations under the Act; and
- ensuring compliance with all federal and provincial legislation pertaining to the practice of pharmacy and licensing of pharmacies including the Act, all regulations under the Act, the bylaws, and CPNL's Standards of Pharmacy Operation and Standards of Practice;
- if the pharmacy ceases to operate i) ensuring the transfer of prescription records to another pharmacy; ii) posting a public notice to identify the other pharmacy now in possession of the prescription and patient records; and iii) ensuring that all signage utilizing the words "pharmacy", "drugstore", "drugs", "prescriptions" and other words with similar meanings are removed from the premises; and
- confirming that all pharmacy professional employees (including relief staff) have valid professional liability insurance policies and that updated copies of the annual certificate of coverage are kept on file at the pharmacy.

☒ I understand that the license renewal will not be complete until payment has been received by the College of Pharmacy of Newfoundland and Labrador (CPNL). *

☒ I have personally reviewed and confirmed the information contained in this application. *

☒ I will abide by the requirements of, and acknowledge my responsibilities as pharmacist-in-charge under the Pharmacy Act, its Regulations, Bylaws, and Standards of Practice established by the College of Pharmacy of Newfoundland and Labrador (CPNL). *

< Previous Save & Continue >

12. 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.

College of Pharmacy of Newfoundland and Labrador

Reddy Pharmacy
1 Main Street, Grand River, Newfound...

Business Inbox

Pharmacist-in-Charge Profile

Business Information

Pharmacy Information

Hours of Operation

Licence Application & Renewal

Additional Pharmacy Services

Pharmacy Authorization

Certificates

Contacts

Owners/Shareholders

Staff Listing

Applications

Pharmacy Authorization Application

Pharmacy Name Change Application

Application to Change Pharmacist in Charge

Pharmacy Renovation Application

Pharmacy Relocation Application

Change in Pharmacy Ownership Application

Temporary Closure Application

Finance

Licence Renewal

9 Payment Step 9 of 9

Fee Breakdown

Invoice Item	Amount
Annual Community/Satellite Pharmacy Licence Renewal Fee	\$2,450.74
HST	\$367.61
Total	\$2,818.35

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

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

College of Pharmacy of Newfoundland and Labrador

Pharmacy Authorization

Certificates

Contacts

Owners/Shareholders

Staff Listing

Applications

Pharmacy Authorization Application

Pharmacy Name Change Application

Application to Change Pharmacist in Charge

Pharmacy Renovation Application

Pharmacy Relocation Application

Change in Pharmacy Ownership Application

Temporary Closure Application

Finance

Invoices & Receipts

Documents

Supporting Documents

Access

Account Settings

Licence Renewal

9 Payment Step 9 of 9

Fee Breakdown

Invoice Item	Amount
Annual Community/Satellite Pharmacy Licence Renewal Fee	\$2,450.74
HST	\$367.61
Total	\$2,818.35

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

\$2,818.35

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

14. 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.

