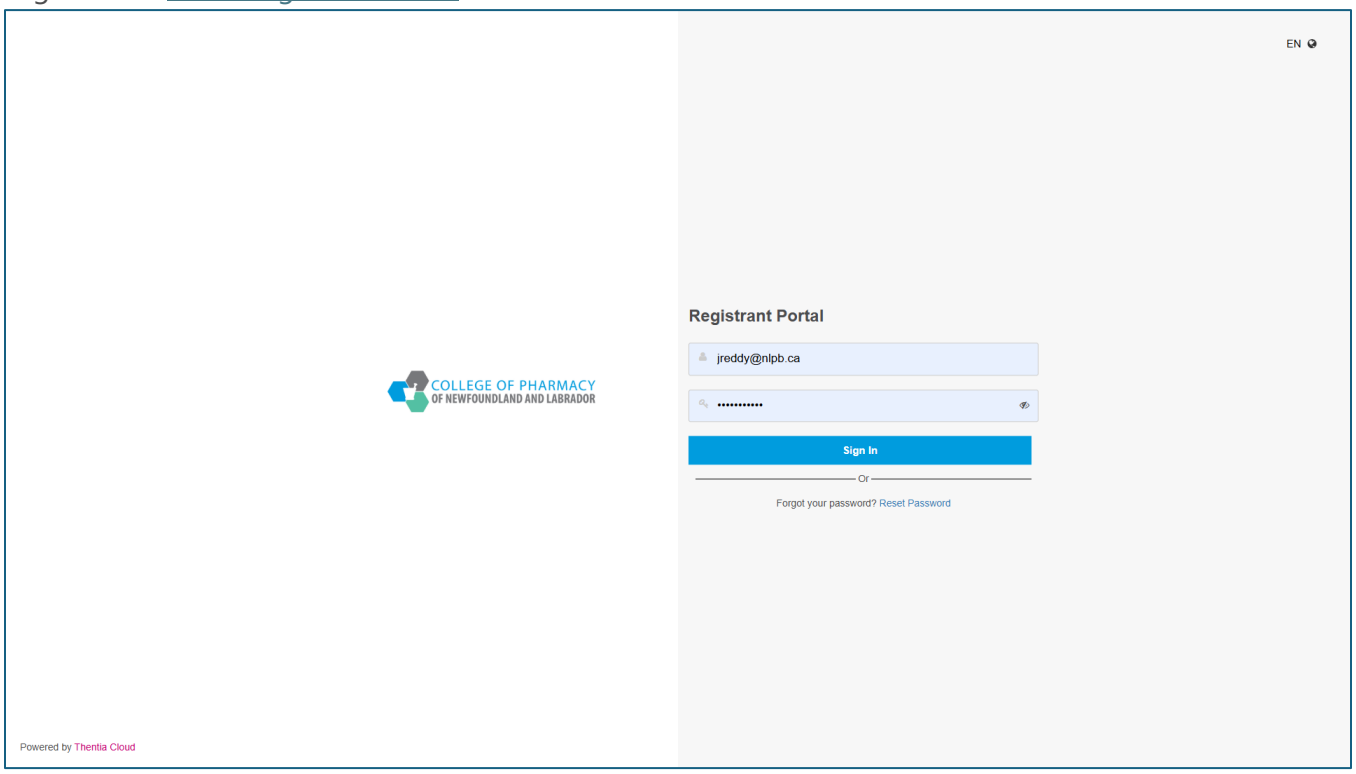
COLLEGE OF PHARMACY
OF NEWFOUNDLAND AND LABRADOR

# REGISTRANT PORTAL USER GUIDE

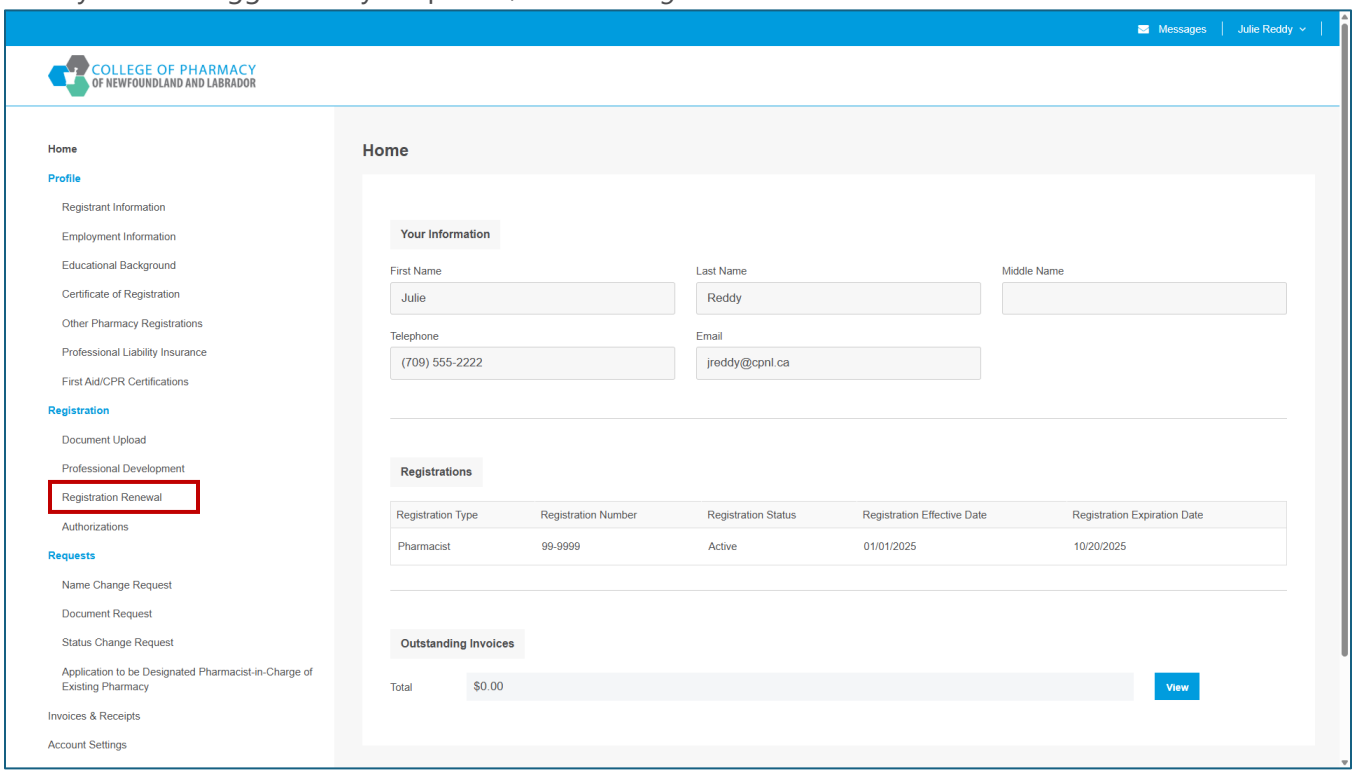
## Renewing your Registration

October 20, 2025

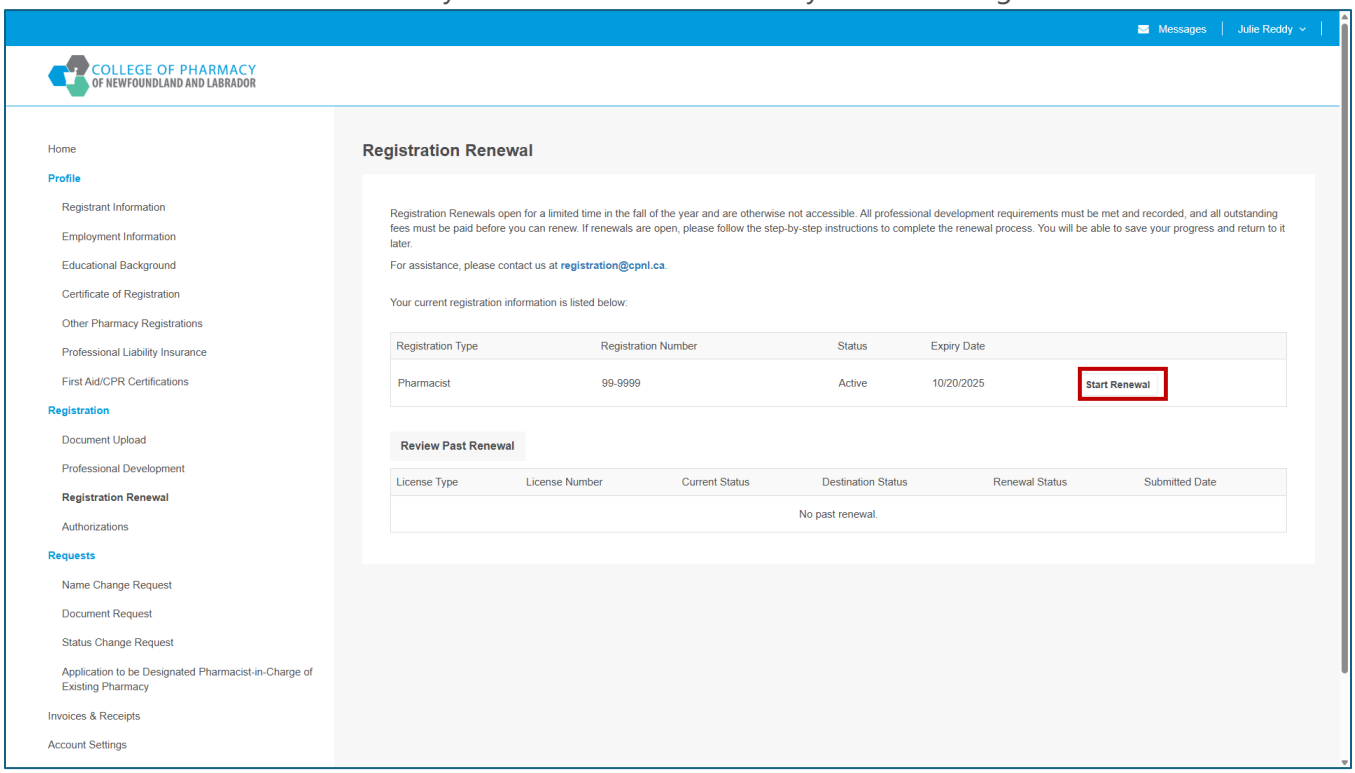
1. Log into the CPNL Registrant Portal.



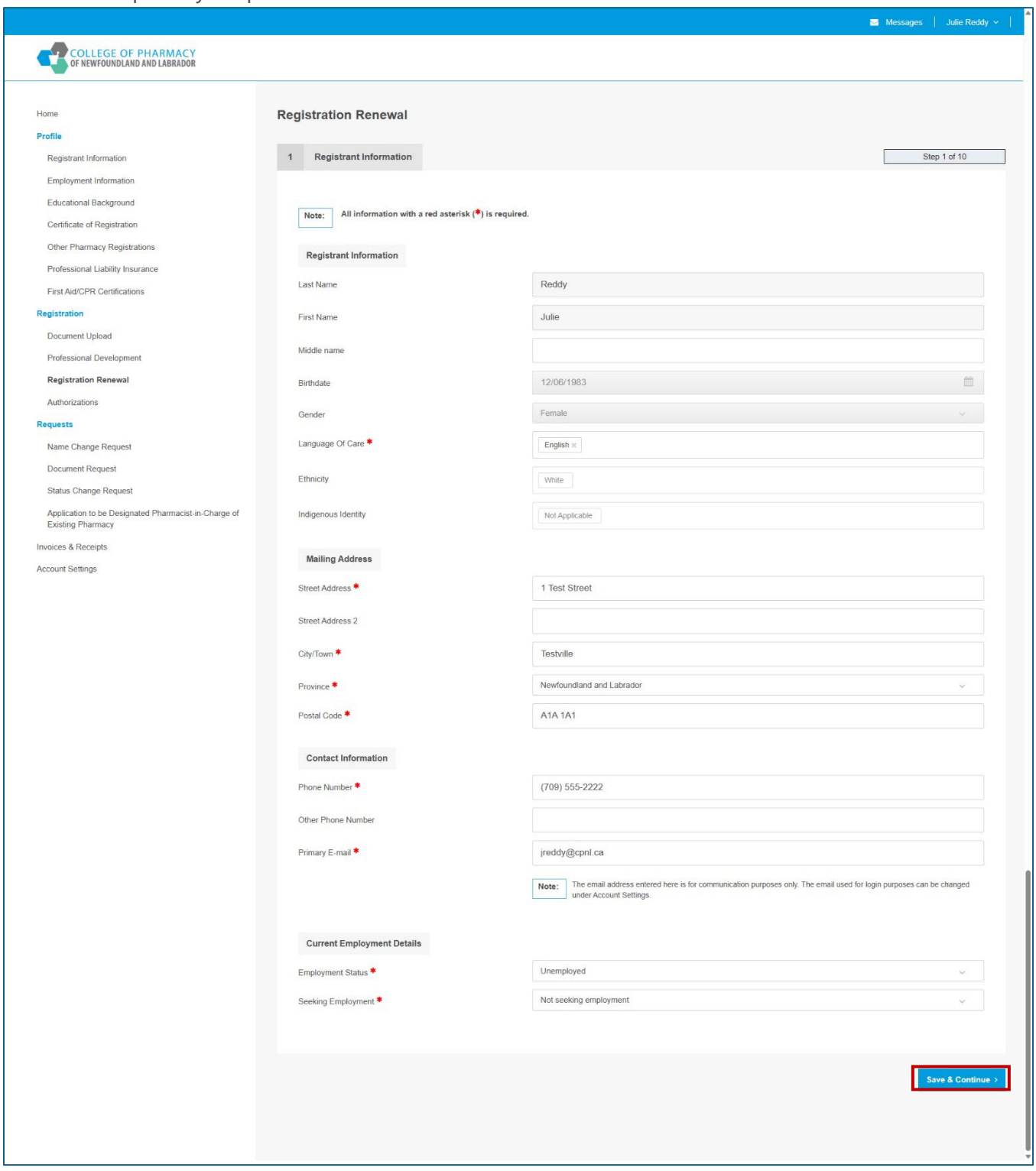

2. Once you have logged into your profile, click on *Registration Renewal* on the side menu.



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

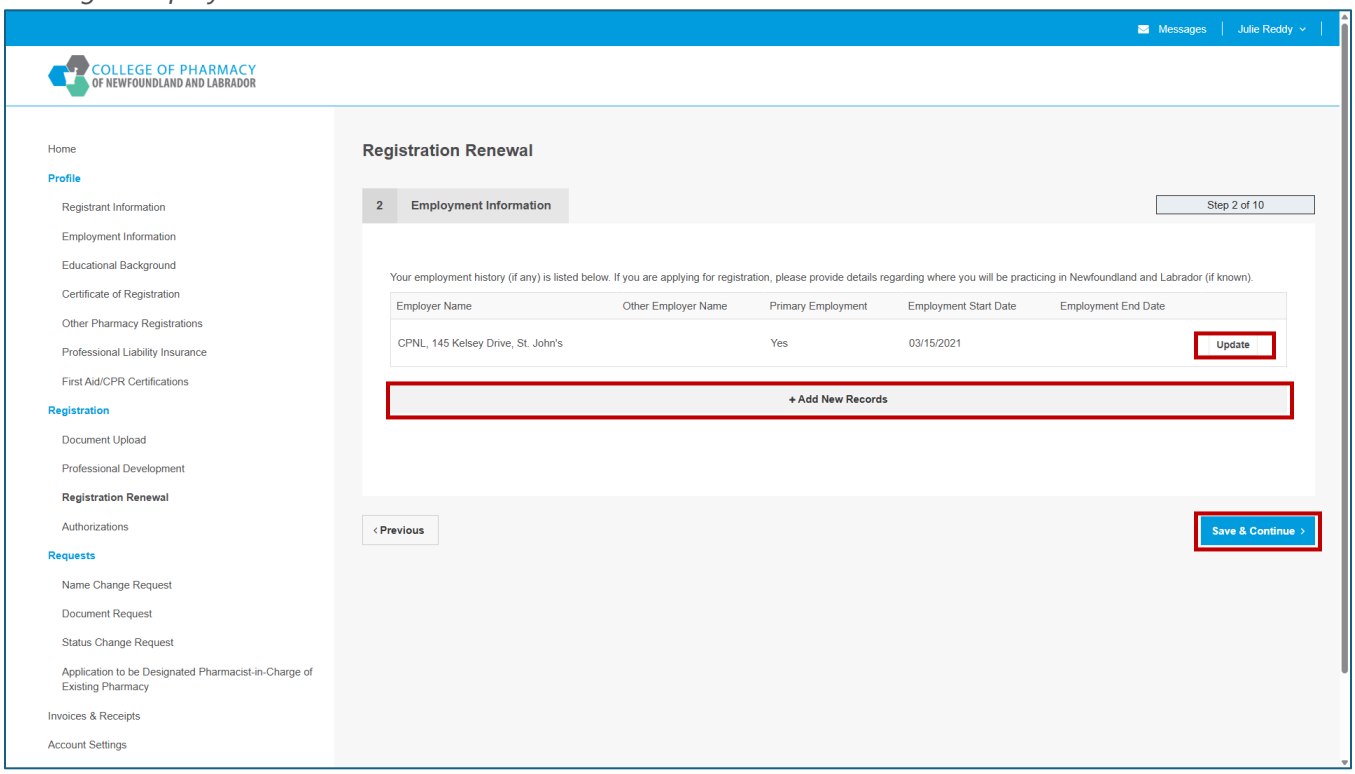


4. Review and update your personal information as needed and click the *Save & Continue* button.

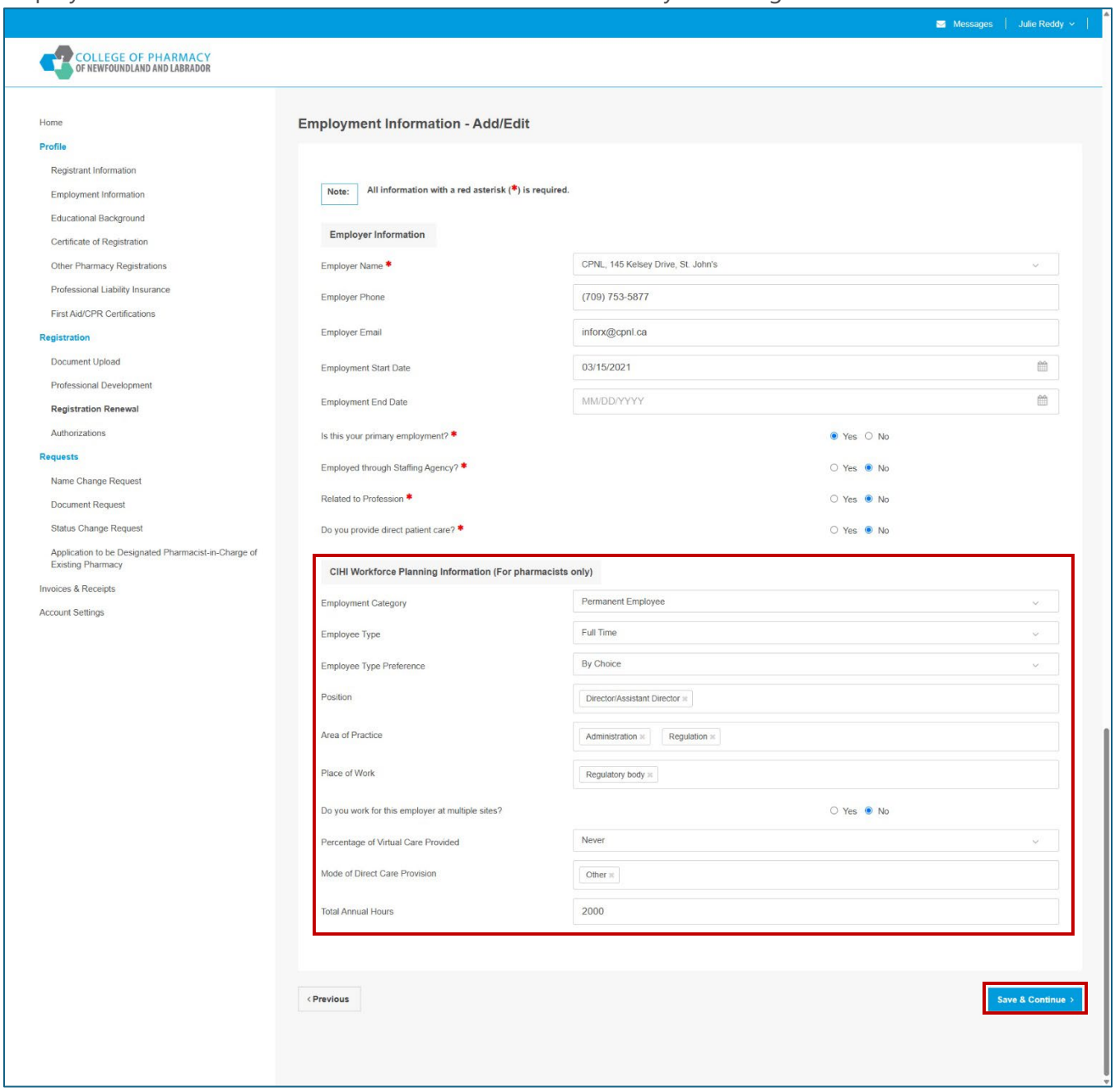


5. Review and update your employment information as needed and click the *Save & Continue* button.

   **Note:** *Please ensure the Employment End Date field is completed for any employers for which you are no longer employed.*

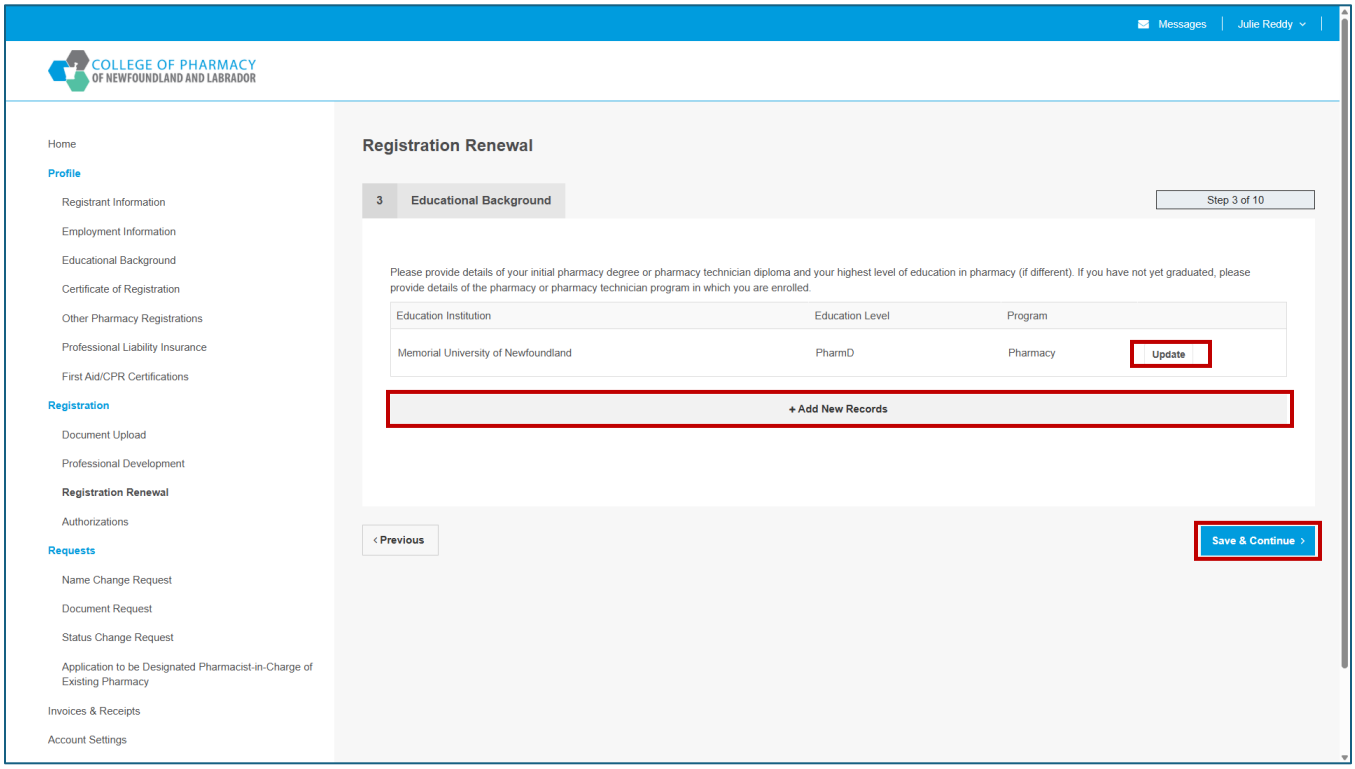


6. Pharmacists are reminded to update the *CIHI Workforce Planning Information* section for each current employment record. Click the *Save & Continue* button to save your changes.

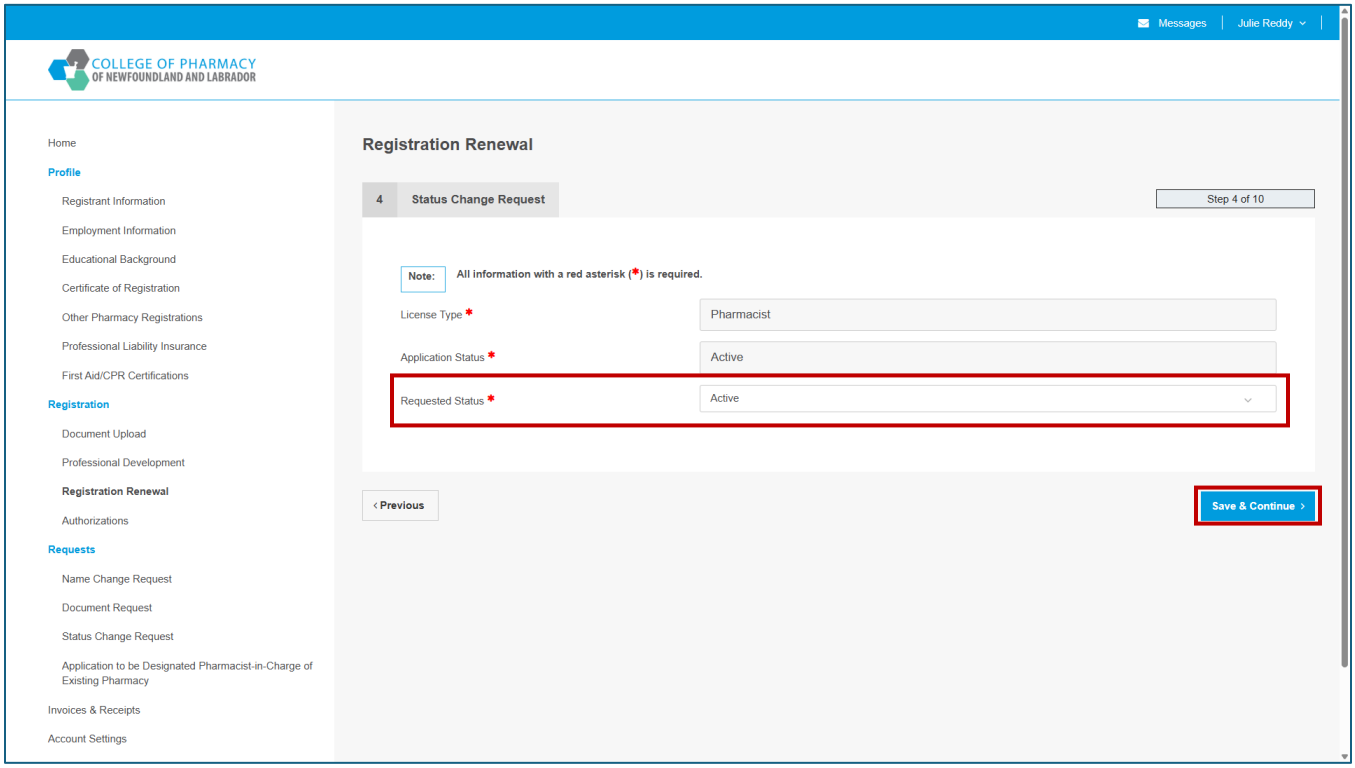


7. Review and update your education information as needed and click the *Save & Continue* button.

   **Note:** *If you have recently graduated, please ensure the "I have not yet graduated" checkbox is unchecked.*

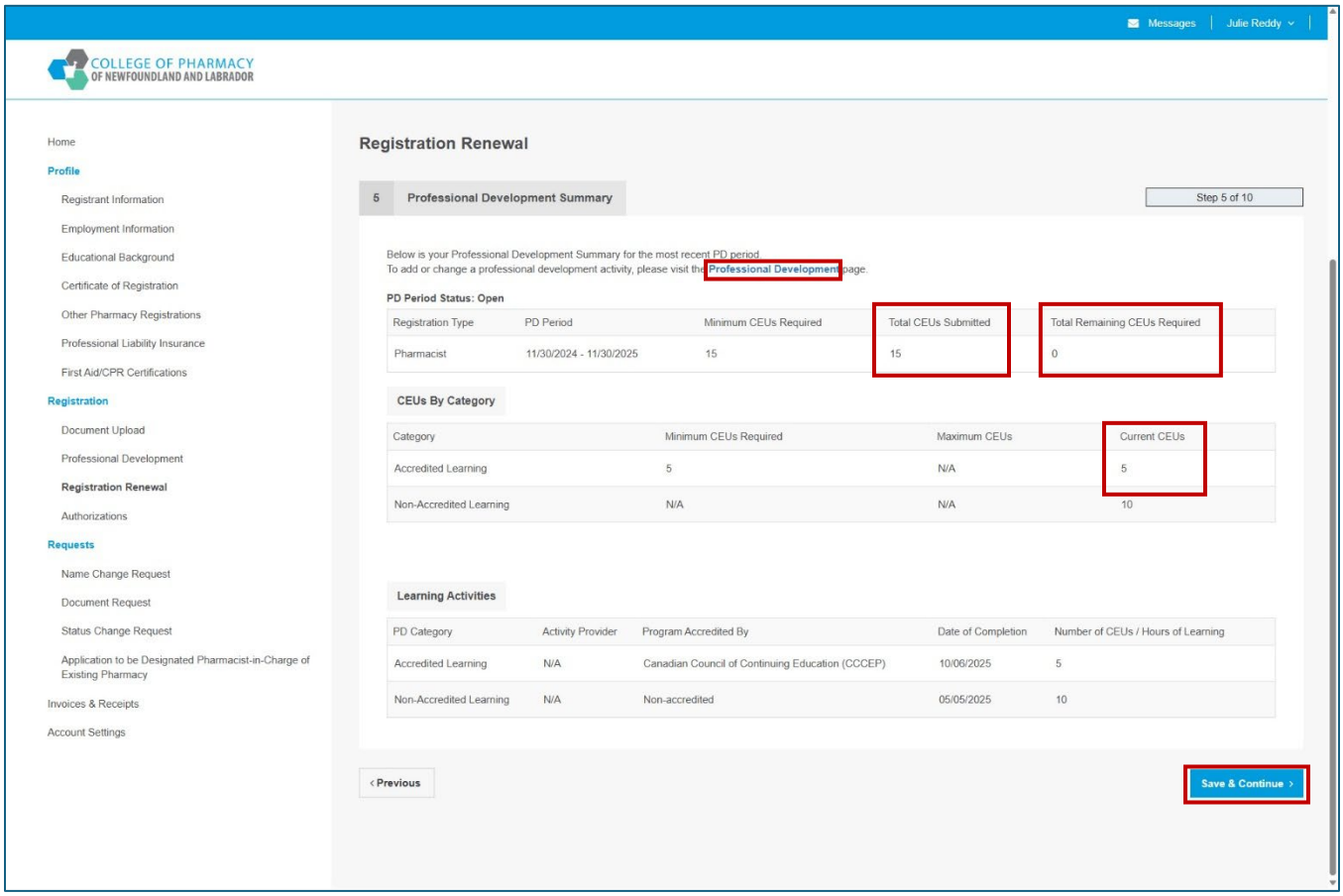



8. Select *Active* from the *Requested Status* dropdown menu and click the *Save & Continue* button.



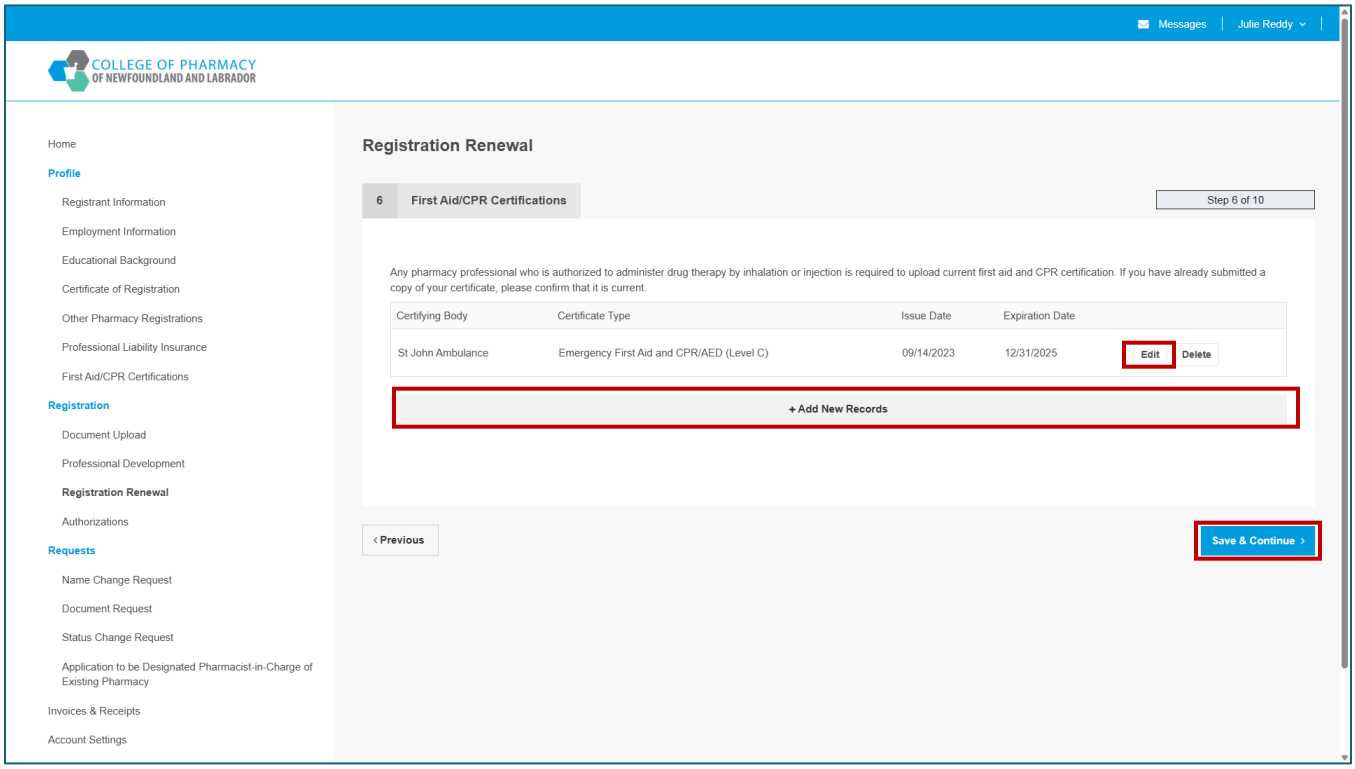
9. Review the Professional Development Summary, ensuring you have 15 *Total CEUs Submitted* and 0 *Total Remaining CEUs Required* as well as at least 5 *Current CEUs* in the *Accredited Learning* Category, and click the *Save & Continue* button.

   **Note:** *To add or change professional development activities, click the Professional Development link to pause the renewal process and navigate to the Professional Development section of the portal. For instructions, please refer to the CPNL Pharmacy Portal User Guide – Adding/Updating Professional Development Activities. To resume the renewal process, click the Continue button next to the appropriate registration on the Registration Renewal page.*

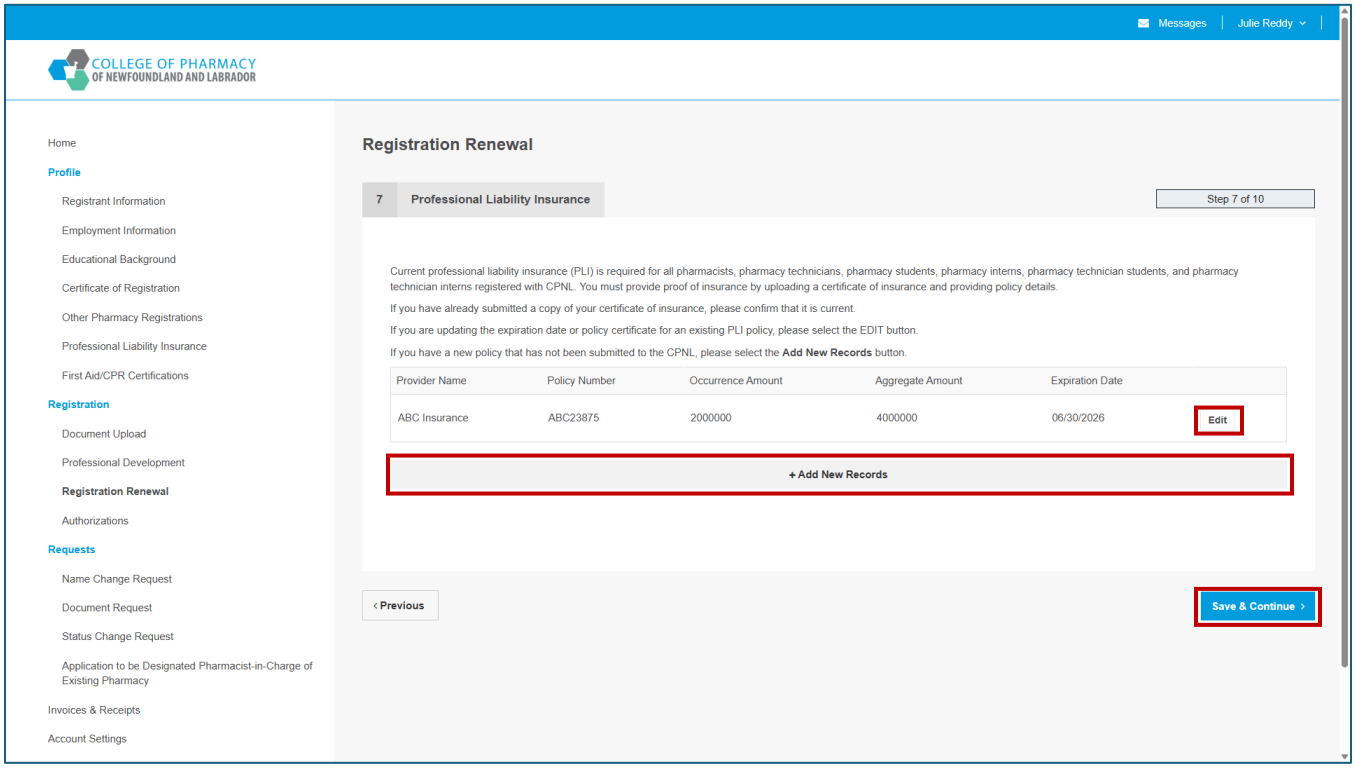


10. Review and update your first aid and CPR certification as necessary and click the Save & Continue button.

    **Note:** *Proof of current first aid and CPR certification is only required for registered pharmacy professionals who are authorized to administer drug therapy by inhalation or injection.*

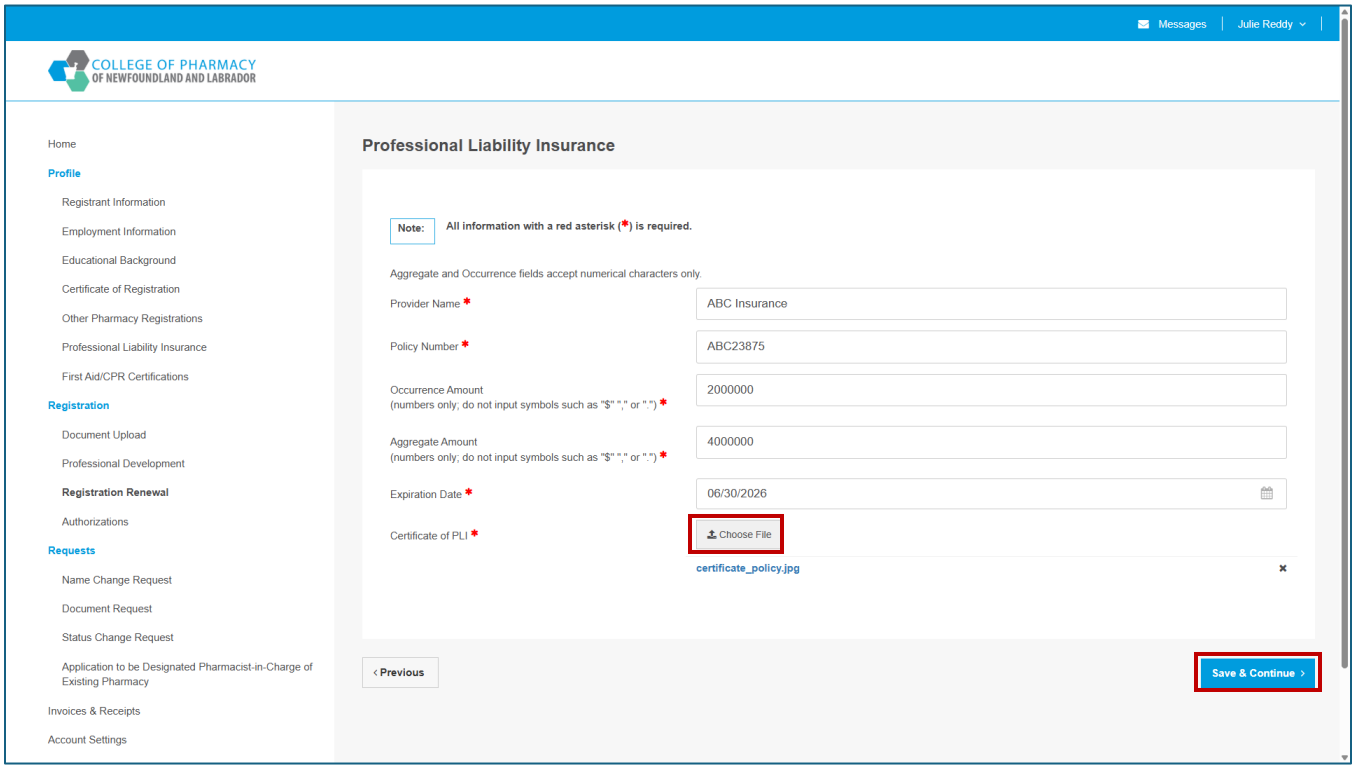



11. Update your professional liability insurance information by clicking the *Edit* button next to your last recorded policy or *Add New* to add a new policy. Click the *Save & Continue* button.

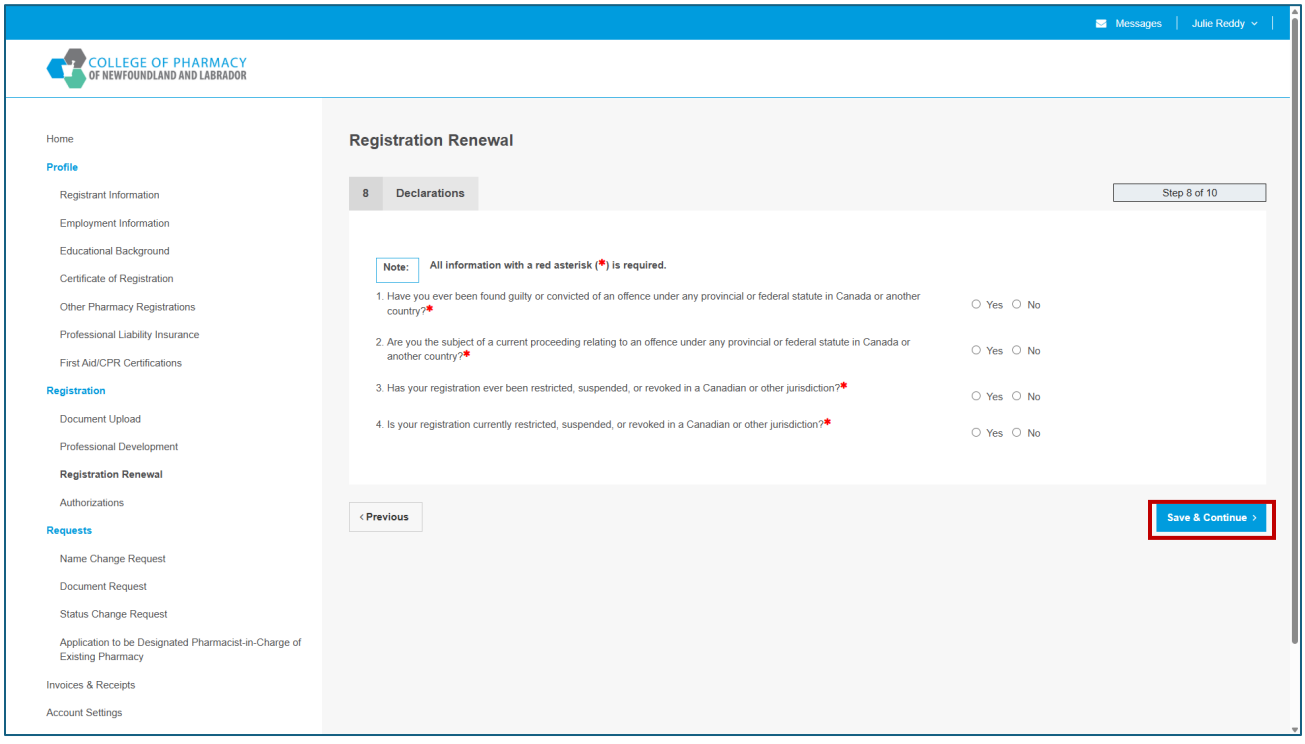


12. If updating or adding a policy, fill out or review and update the fields as necessary and click the *Choose File* button to upload a current copy of your professional liability insurance certificate (must be the policy certificate, not a receipt). Click the *Save & Continue* button to save your changes.

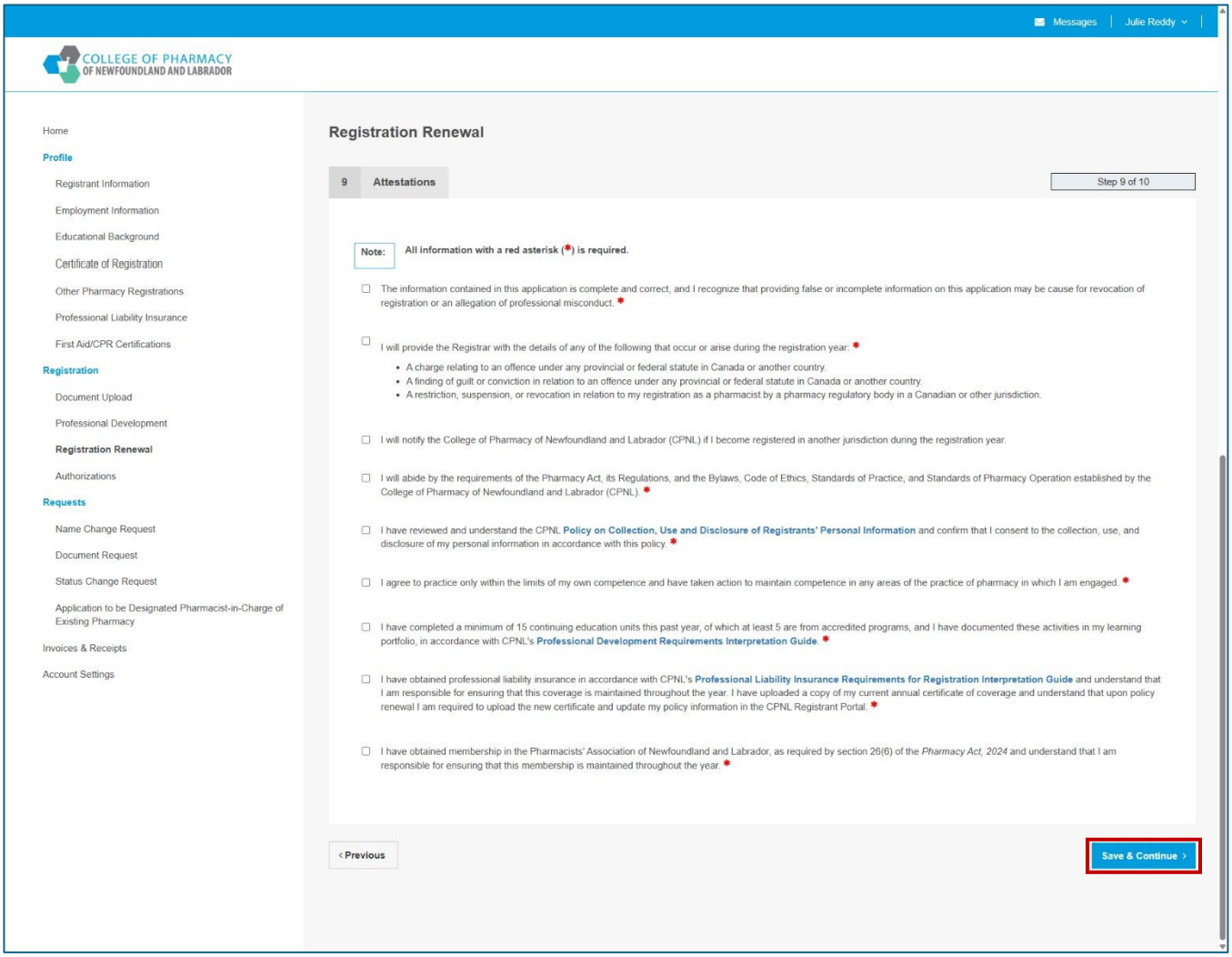
    **Note:** *For instructions, please refer to the CPNL Pharmacy Portal User Guide – Adding/Updating Professional Liability Insurance.*



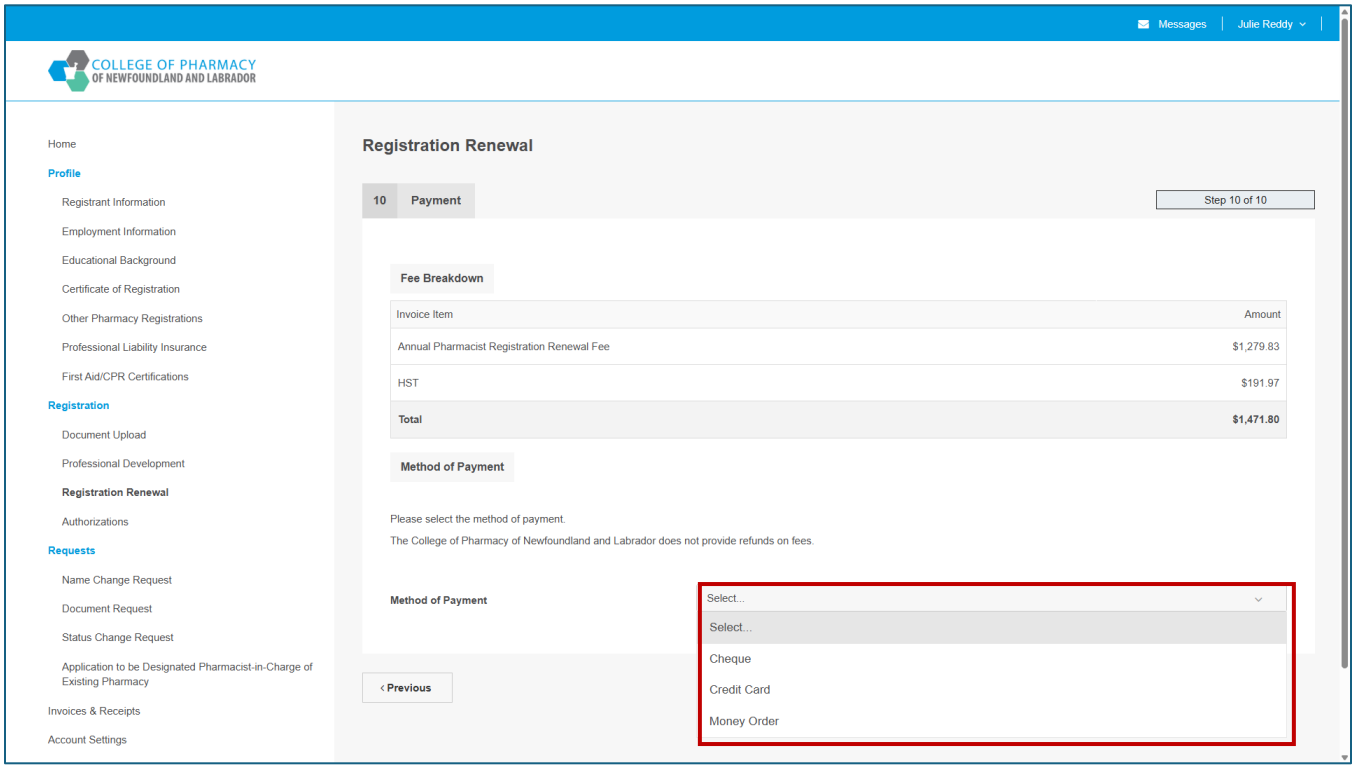

13. Read and select *Yes* or *No* in answer to the declarations and click the *Save & Continue* button. Please note, an answer of Yes may require additional information and document uploads.



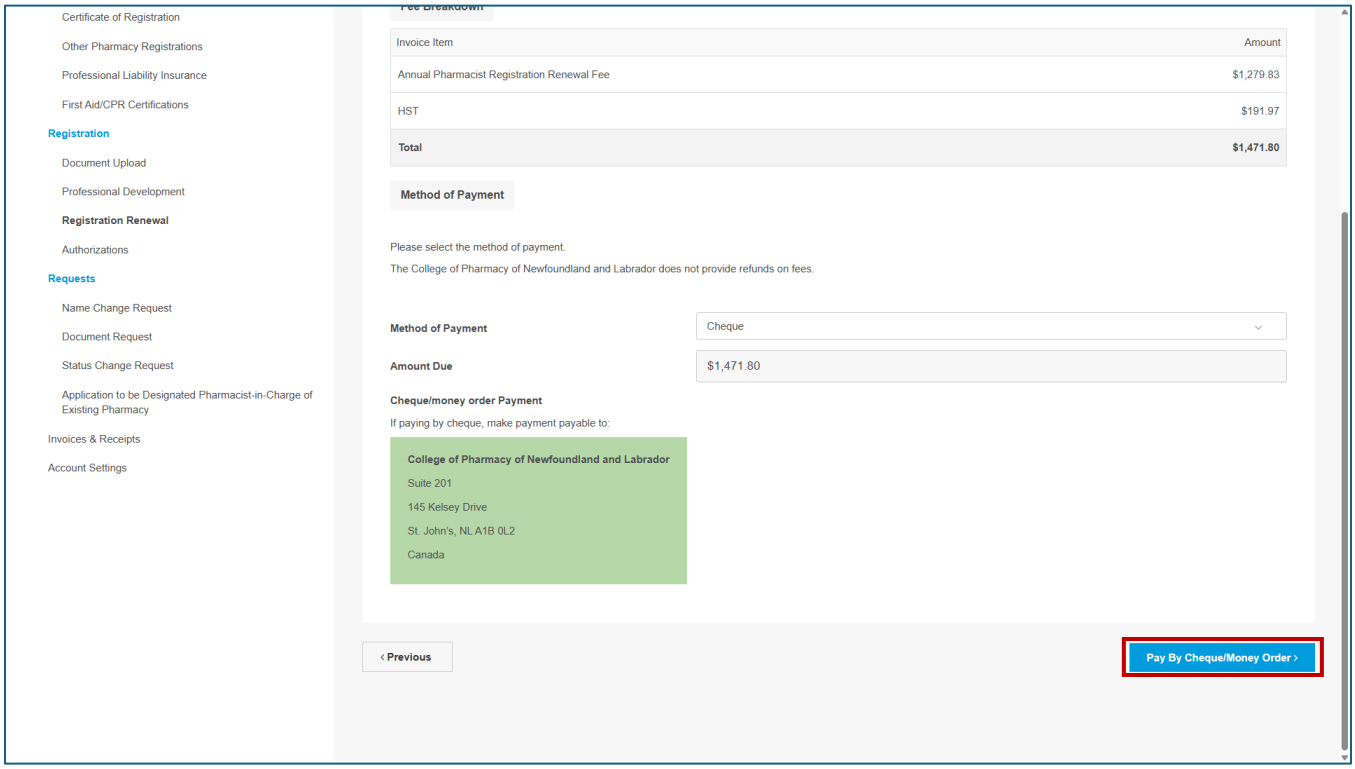
14. Read and indicate whether you agree to the attestations by checking the appropriate checkboxes and click the *Save & Continue* button. Please note, you must agree to all attestations to continue with the renewal process.



15. 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.




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



17. 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.