

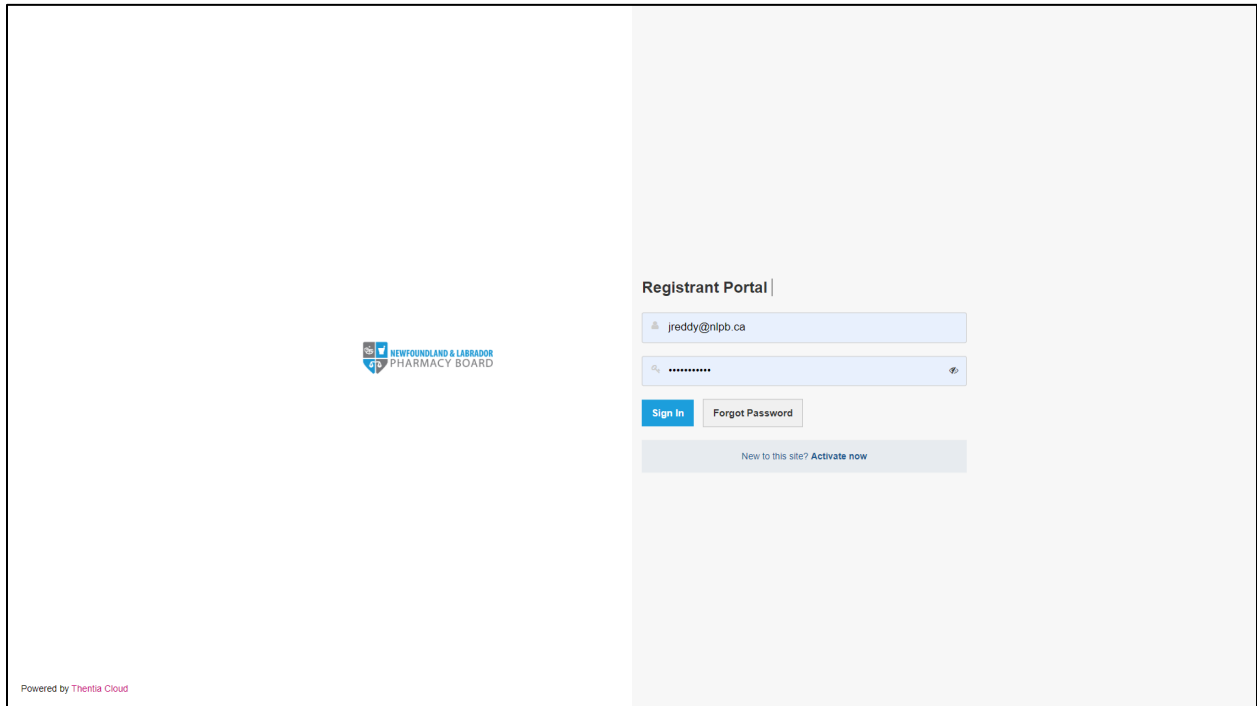
NLPB Registrant Portal

User Guide

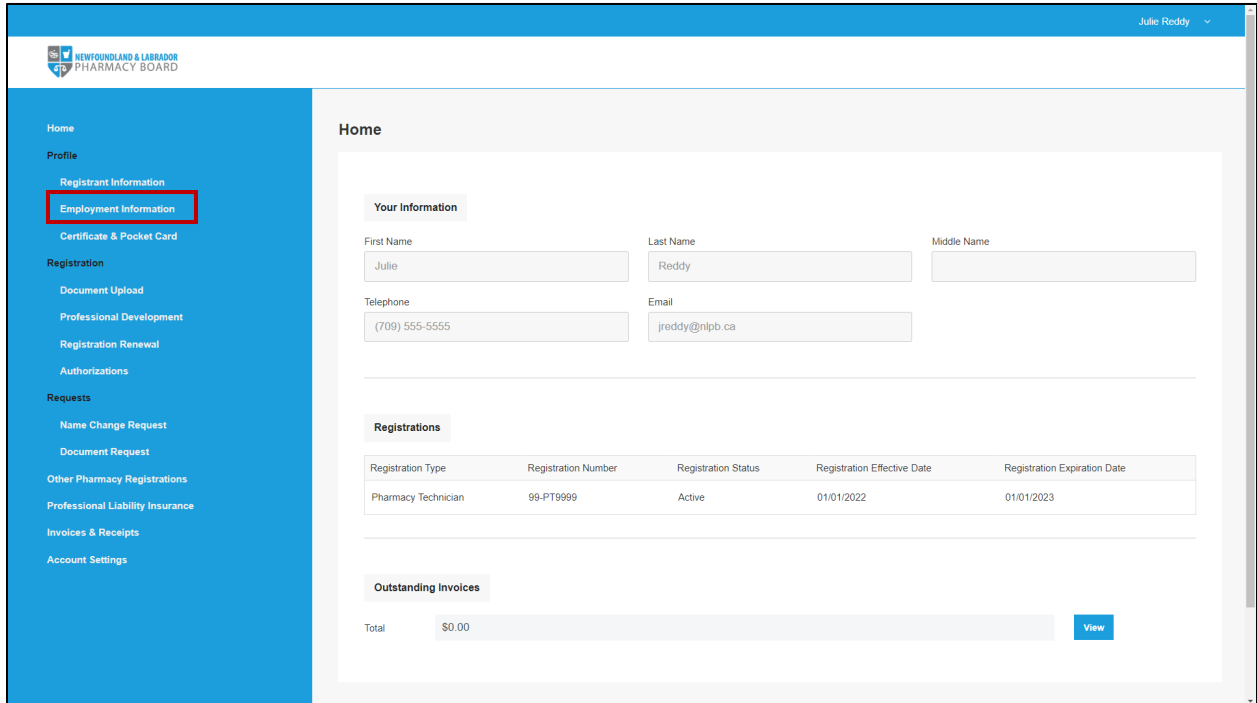
Adding/Updating Employment Information

Updated October 24, 2022

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

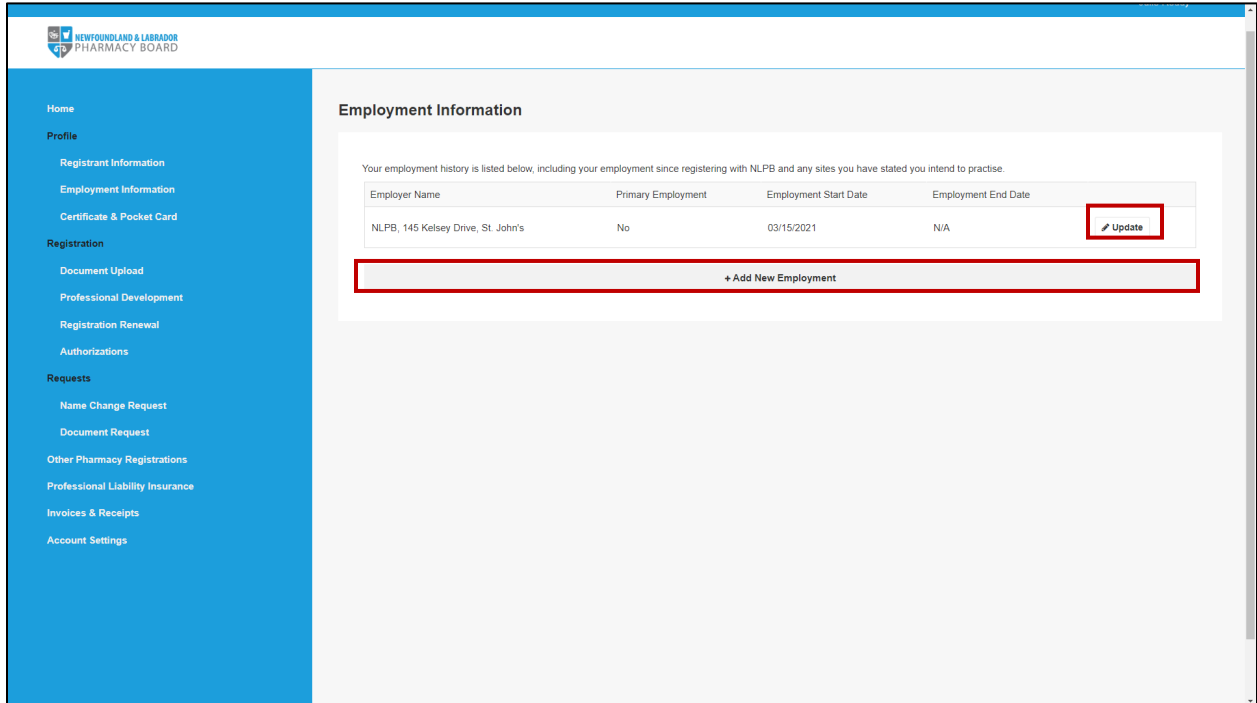


2. Once you have logged into your profile, click on *Employment Information* on the side menu.



3. To edit an employment record, click the *Update* button next to the record. To add a new employment record, click the + Add New Employment link.

Please note: If you no longer work with an employer, ensure you add an Employment End Date to the record.

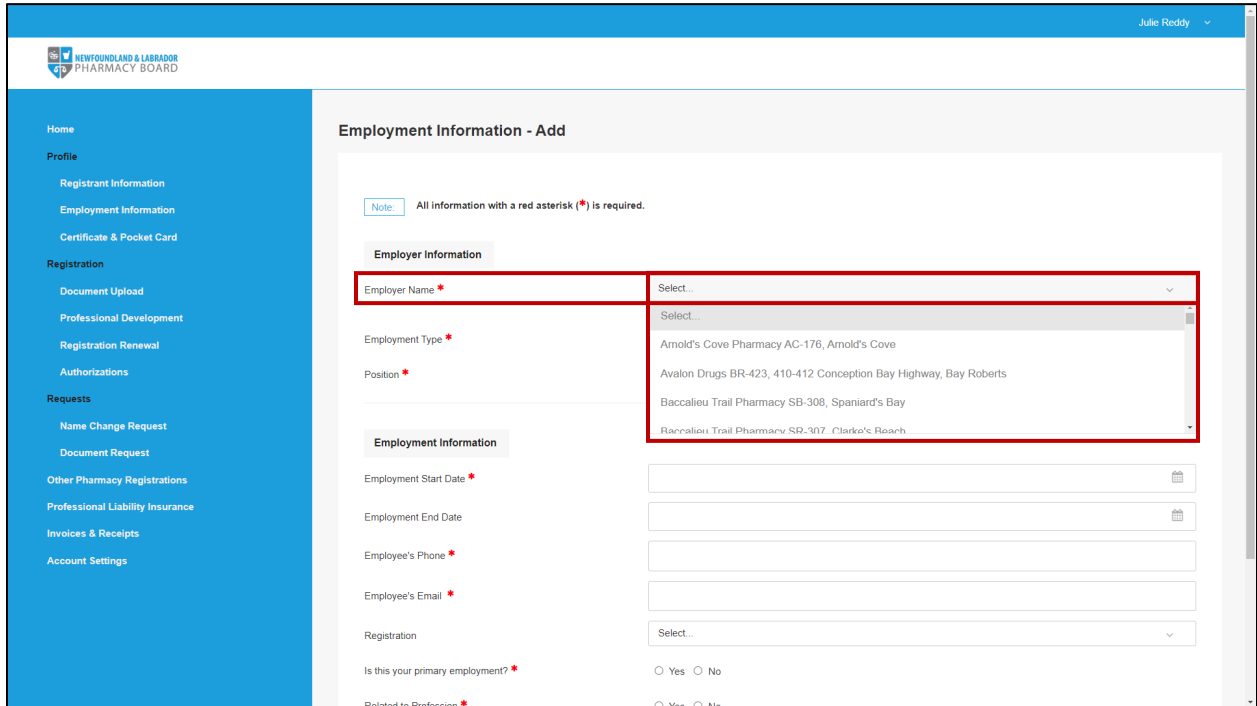


The screenshot displays the 'Employment Information' section of the Newfoundland & Labrador Pharmacy Board website. On the left is a blue sidebar with navigation options: Home, Profile, Registrant Information, Employment Information, Certificate & Pocket Card, Registration, Document Upload, Professional Development, Registration Renewal, Authorizations, Requests, Name Change Request, Document Request, Other Pharmacy Registrations, Professional Liability Insurance, Invoices & Receipts, and Account Settings. The main content area is titled 'Employment Information' and includes the text: 'Your employment history is listed below, including your employment since registering with NLPB and any sites you have stated you intend to practise.' Below this is a table with the following data:

Employer Name	Primary Employment	Employment Start Date	Employment End Date	
NLPB, 145 Kelsey Drive, St. John's	No	03/15/2021	N/A	Update

Below the table is a red-bordered button labeled '+ Add New Employment'.

- Select a Pharmacy from the *Employer Name* drop-down field or select 'Other' if your employer is not in the list. *Please note, if you select 'Other', you will be required to add the employer's name and address in the fields provided.*



Julie Reddy

NEWFOUNDLAND & LABRADOR
PHARMACY BOARD

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Employment Information - Add

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

Employer Information

Employer Name *

Employment Type *

Position *

Employment Information

Employment Start Date *

Employment End Date

Employee's Phone *

Employee's Email *

Registration

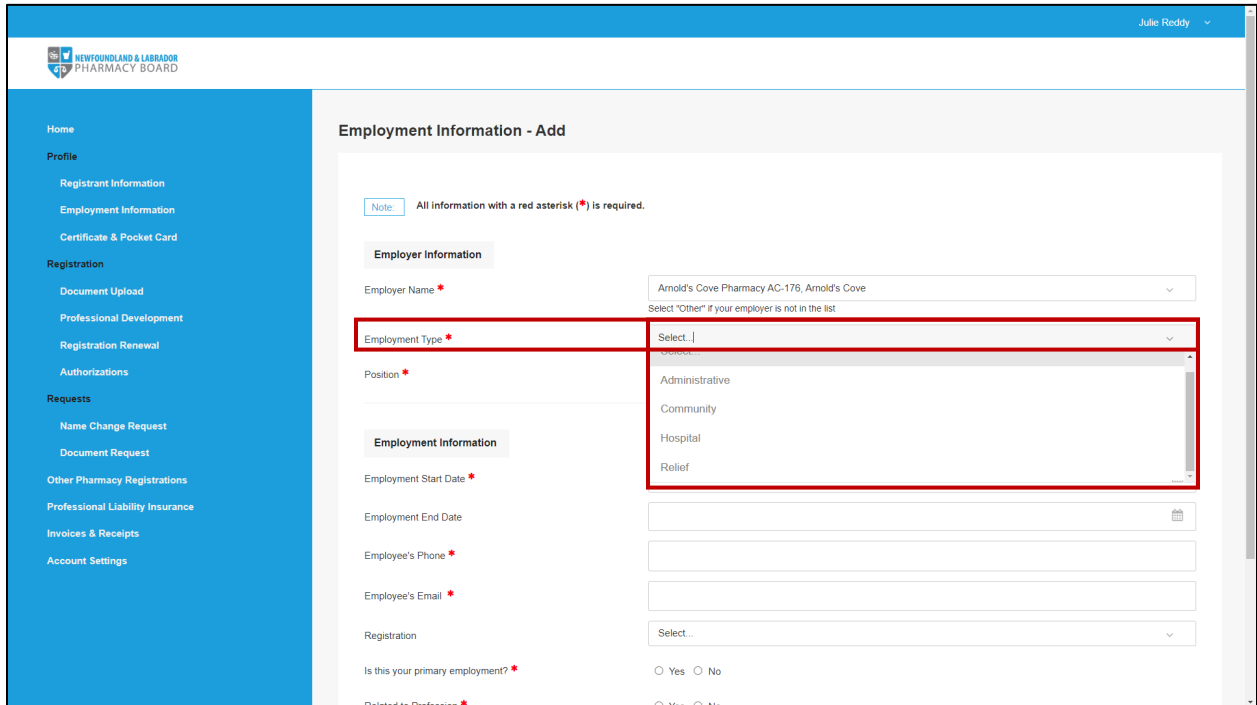
Is this your primary employment? * Yes No

Related to Profession * Yes No

Employer Name * dropdown menu options:

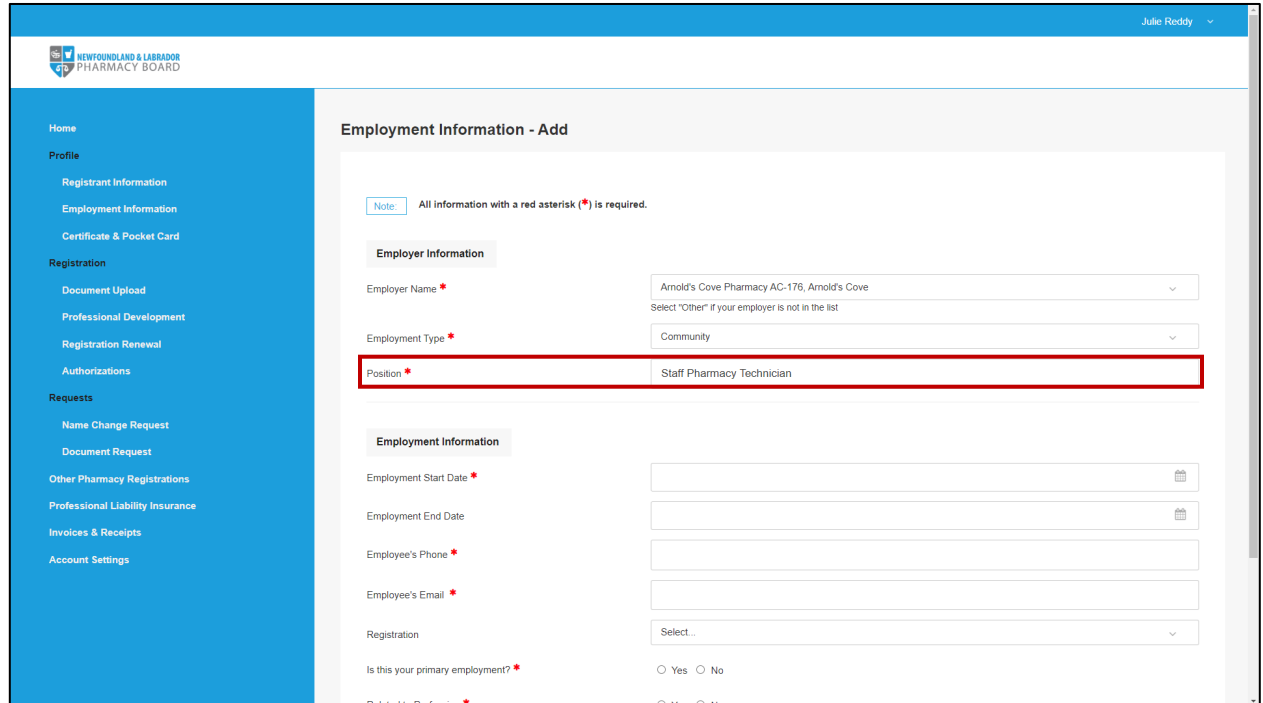
- Select...
- Arnold's Cove Pharmacy AC-176, Arnold's Cove
- Avalon Drugs BR-423, 410-412 Conception Bay Highway, Bay Roberts
- Baccalieu Trail Pharmacy SB-308, Spaniard's Bay
- Baccalieu Trail Pharmacy SB-307, Clarke's Beach

5. Select the appropriate value from the Employment Type drop-down field.



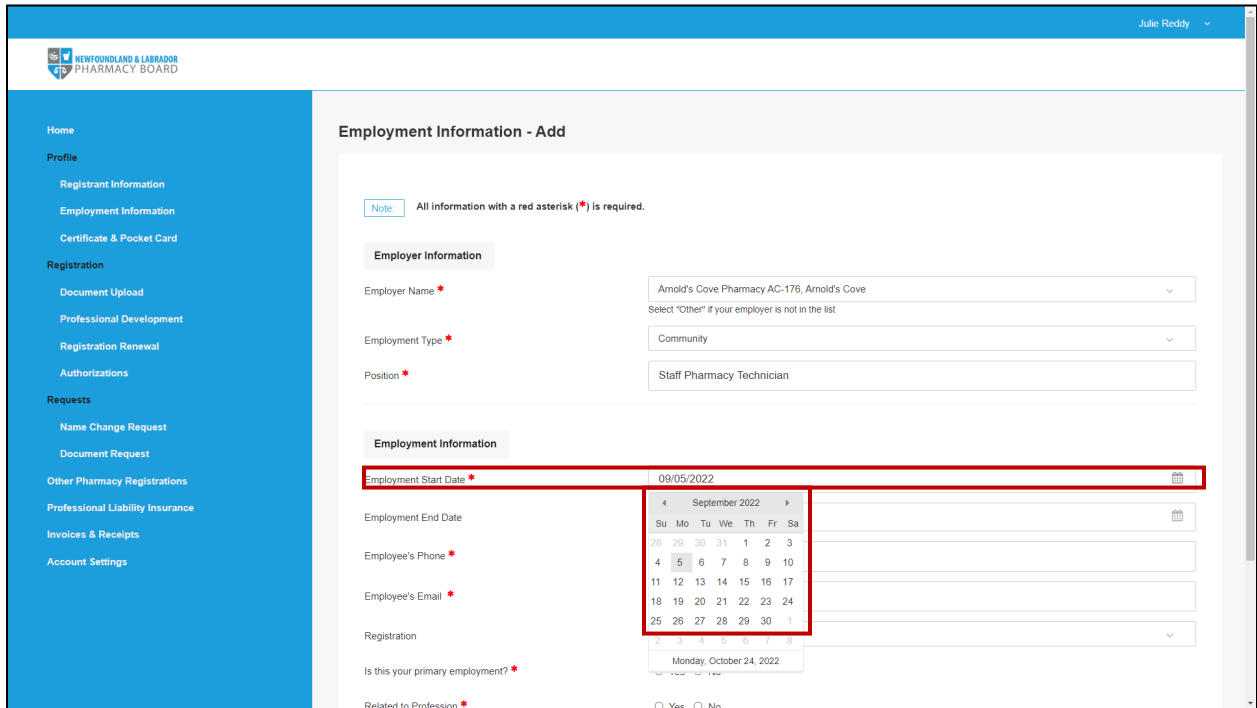
The screenshot shows the 'Employment Information - Add' form. The 'Employment Type' dropdown menu is open, showing options: Administrative, Community, Hospital, and Relief. The 'Employer Name' is set to 'Arnold's Cove Pharmacy AC-176, Arnold's Cove'. A note states: 'All information with a red asterisk (*) is required.'

6. Type in the title of your position with the employer in the *Position* field.



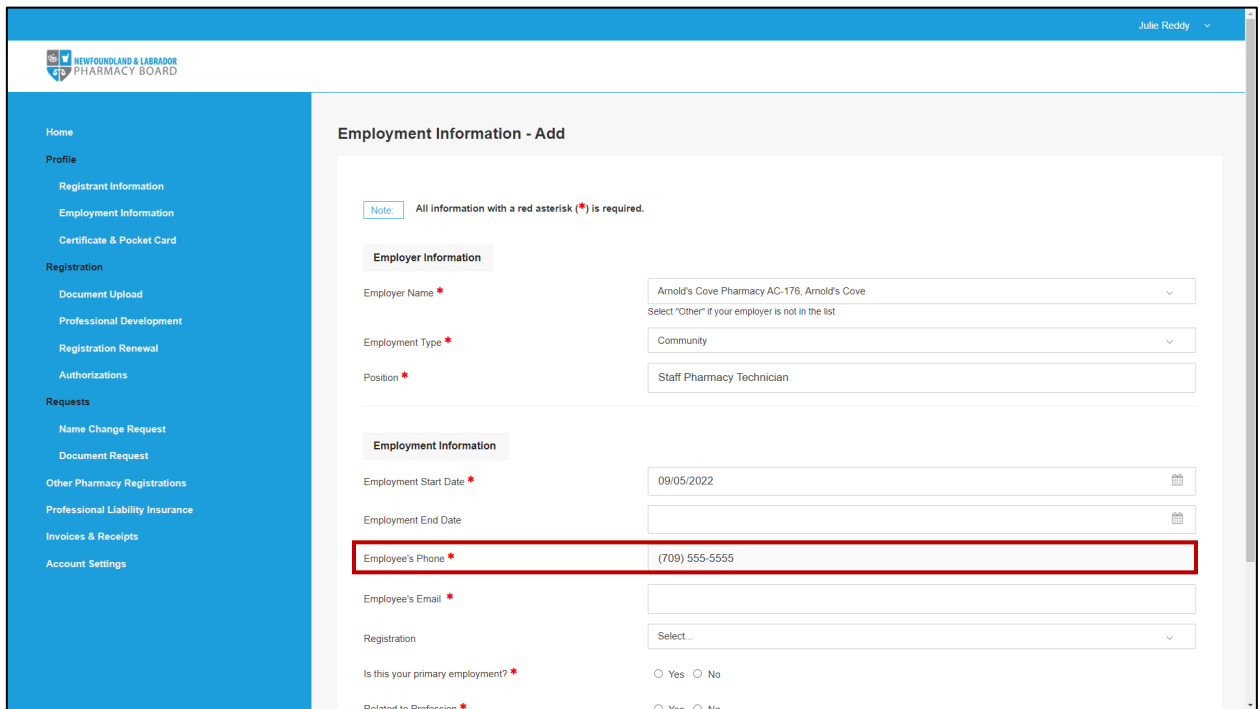
The screenshot shows the 'Employment Information - Add' form. The 'Position' field is highlighted with a red box and contains the text 'Staff Pharmacy Technician'. The 'Employment Type' is set to 'Community'. The 'Employer Name' is 'Arnold's Cove Pharmacy AC-176, Arnold's Cove'. A note states: 'All information with a red asterisk (*) is required.'

- Click the calendar icon in the *Employment Start Date* field and select the date you began working with the employer.



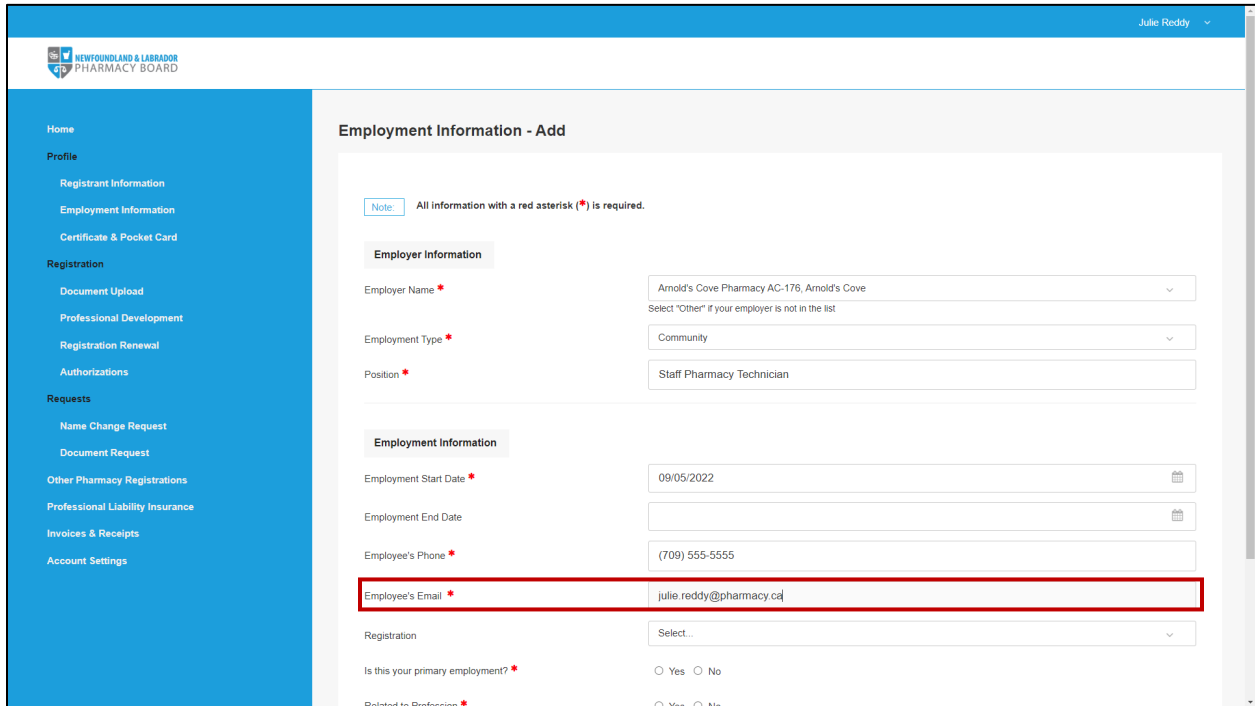
The screenshot shows the 'Employment Information - Add' form. The 'Employer Information' section is filled with: Employer Name: Arnold's Cove Pharmacy AC-176, Arnold's Cove; Employment Type: Community; Position: Staff Pharmacy Technician. The 'Employment Information' section has: Employment Start Date: 09/05/2022 (highlighted with a red box and a calendar icon); Employment End Date: (empty, with a calendar icon); Employee's Phone: (empty); Employee's Email: (empty); Registration: (empty); Is this your primary employment?: (radio buttons for Yes/No); Related to Profession: (radio buttons for Yes/No). A calendar popup is open for September 2022, with the 5th (Monday) selected. A red box highlights the calendar area.

- Type in your work phone number in the *Employee's Phone* field.



The screenshot shows the 'Employment Information - Add' form. The 'Employer Information' section is filled with: Employer Name: Arnold's Cove Pharmacy AC-176, Arnold's Cove; Employment Type: Community; Position: Staff Pharmacy Technician. The 'Employment Information' section has: Employment Start Date: 09/05/2022; Employment End Date: (empty); Employee's Phone: (709) 555-5555 (highlighted with a red box); Employee's Email: (empty); Registration: (empty); Is this your primary employment?: (radio buttons for Yes/No); Related to Profession: (radio buttons for Yes/No).

9. Type in your work email address in the *Employee's Email* field.



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Employment Information - Add

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

Employer Information

Employer Name * Arnold's Cove Pharmacy AC-176, Arnold's Cove
Select "Other" if your employer is not in the list

Employment Type * Community

Position * Staff Pharmacy Technician

Employment Information

Employment Start Date * 09/05/2022

Employment End Date

Employee's Phone * (709) 555-5555

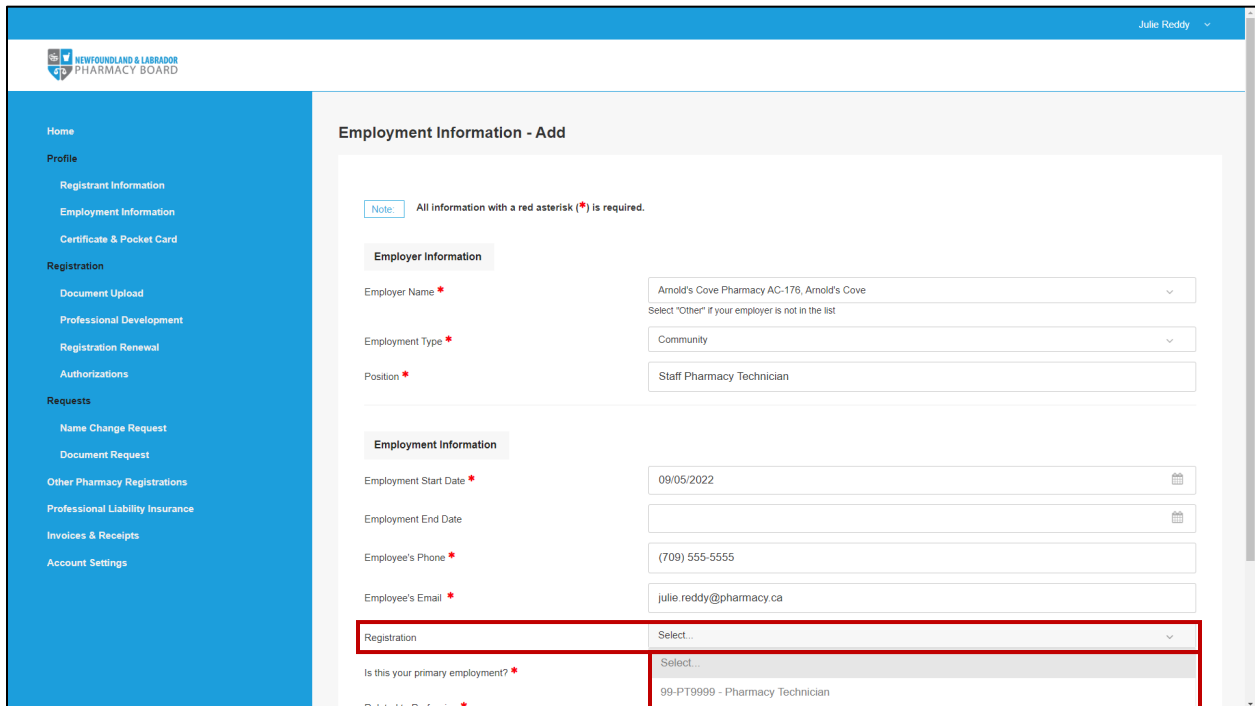
Employee's Email * julie.reddy@pharmacy.ca

Registration Select...

Is this your primary employment? * Yes No

Related to Profession * Yes No

10. Select your registration associated with the position from the Registration field.



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Employment Information - Add

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

Employer Information

Employer Name * Arnold's Cove Pharmacy AC-176, Arnold's Cove
Select "Other" if your employer is not in the list

Employment Type * Community

Position * Staff Pharmacy Technician

Employment Information

Employment Start Date * 09/05/2022

Employment End Date

Employee's Phone * (709) 555-5555

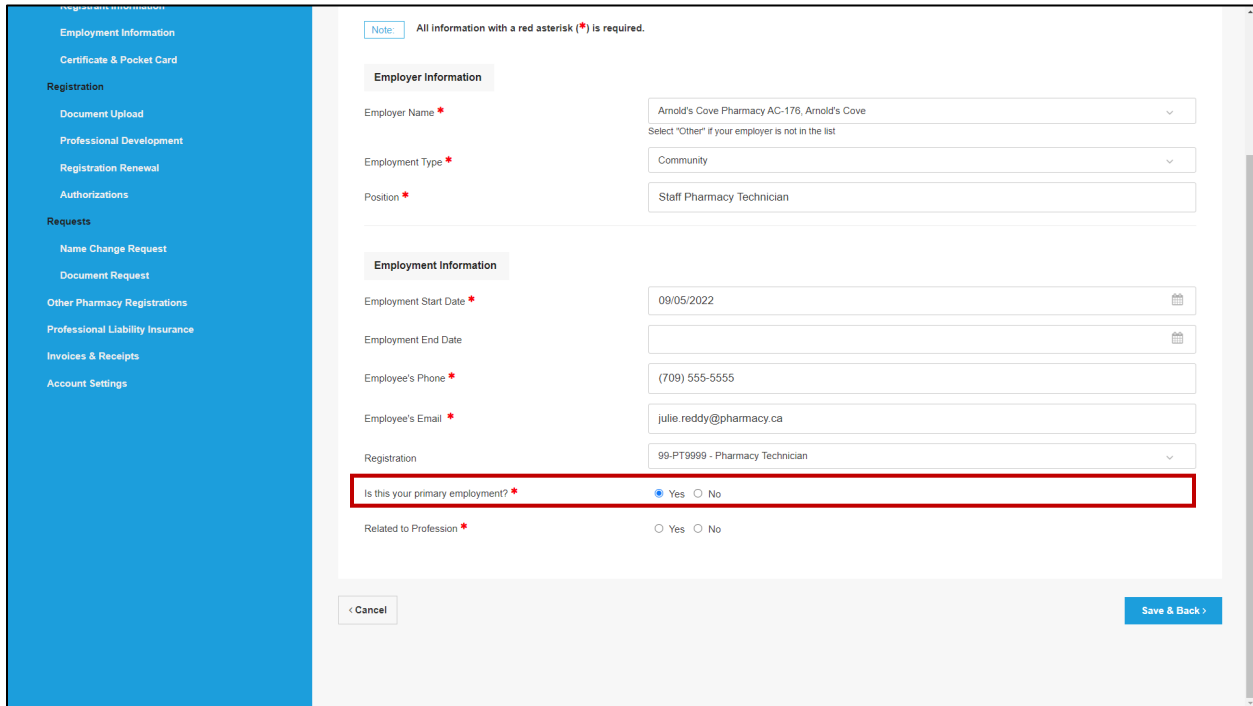
Employee's Email * julie.reddy@pharmacy.ca

Registration Select...
99-PT9999 - Pharmacy Technician

Is this your primary employment? * Yes No

Related to Profession * Yes No

11. Indicate whether this employment is your primary employment by selecting 'Yes' or 'No' from the *Is this your primary employment?* field.



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

Employer Information

Employer Name * Arnold's Cove Pharmacy AC-176, Arnold's Cove
Select "Other" if your employer is not in the list

Employment Type * Community

Position * Staff Pharmacy Technician

Employment Information

Employment Start Date * 09/05/2022

Employment End Date

Employee's Phone * (709) 555-5555

Employee's Email * julie.reddy@pharmacy.ca

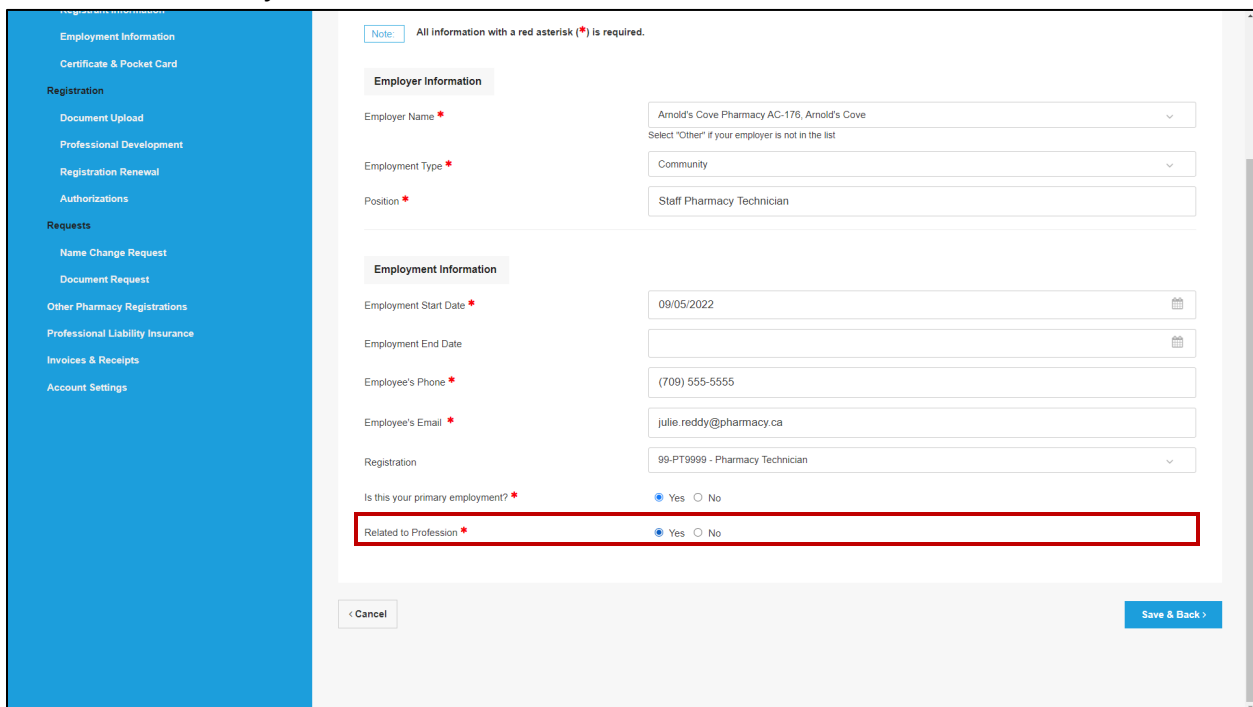
Registration 99-PT9999 - Pharmacy Technician

Is this your primary employment? * Yes No

Related to Profession * Yes No

< Cancel Save & Back >

12. Indicate whether this employment is related to your NLPB registration by selecting 'Yes' or 'No' from the *Related to Profession* field.



Registration Information

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

Employer Information

Employer Name * Arnold's Cove Pharmacy AC-176, Arnold's Cove
Select "Other" if your employer is not in the list

Employment Type * Community

Position * Staff Pharmacy Technician

Employment Information

Employment Start Date * 09/05/2022

Employment End Date

Employee's Phone * (709) 555-5555

Employee's Email * julie.reddy@pharmacy.ca

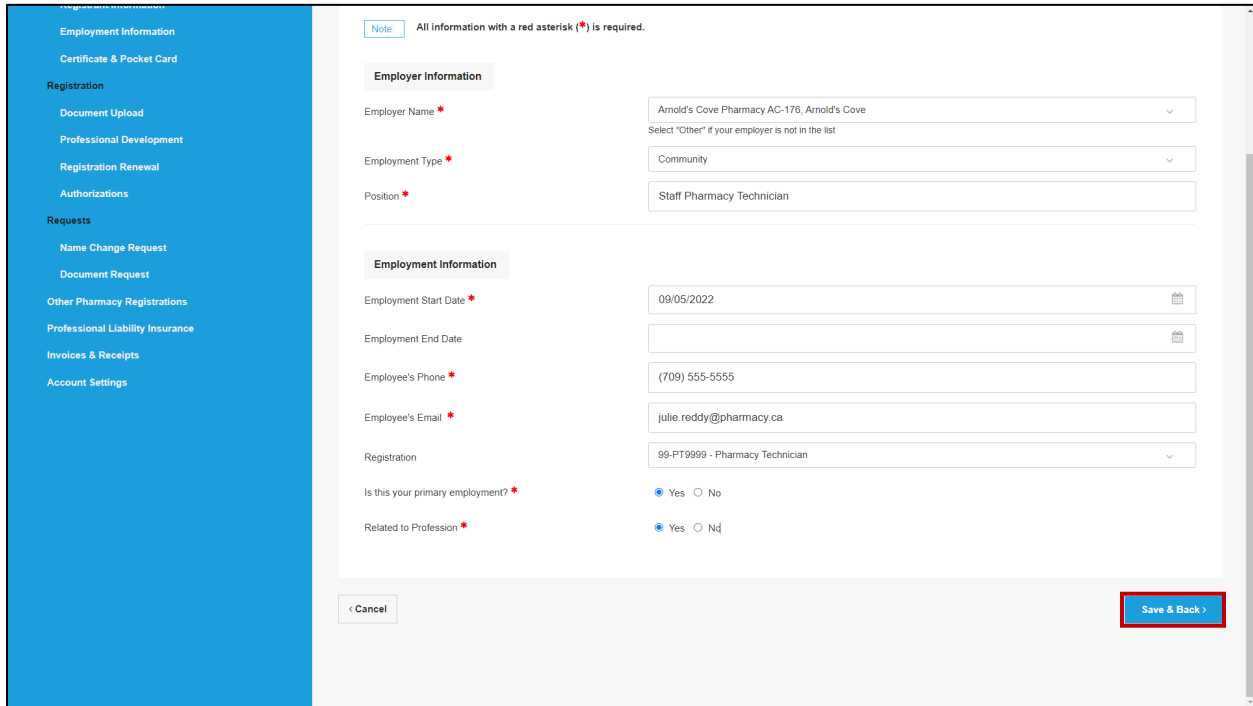
Registration 99-PT9999 - Pharmacy Technician

Is this your primary employment? * Yes No

Related to Profession * Yes No

< Cancel Save & Back >

13. Click **Save & Back** to save the record and return to the Employment Information page.



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

Employer Information

Employer Name * Arnold's Cove Pharmacy AC-176, Arnold's Cove
Select "Other" if your employer is not in the list

Employment Type * Community

Position * Staff Pharmacy Technician

Employment Information

Employment Start Date * 09/05/2022

Employment End Date

Employee's Phone * (709) 555-5555

Employee's Email * julie.reddy@pharmacy.ca

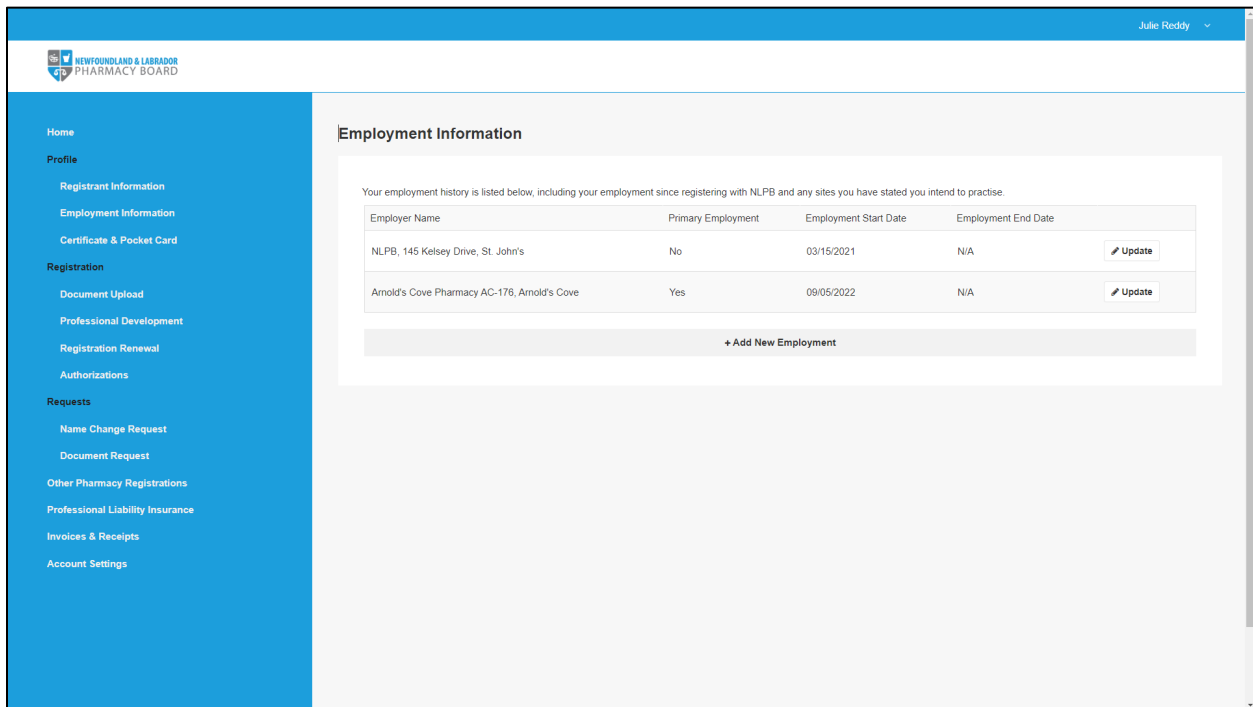
Registration 99-PT9999 - Pharmacy Technician

Is this your primary employment? * Yes No

Related to Profession * Yes No

< Cancel Save & Back >

14. The new employment record will now appear in the Employment Information table.



Employment Information

Your employment history is listed below, including your employment since registering with NLPB and any sites you have stated you intend to practise.

Employer Name	Primary Employment	Employment Start Date	Employment End Date	
NLPB, 145 Kelsey Drive, St. John's	No	03/15/2021	N/A	Update
Arnold's Cove Pharmacy AC-176, Arnold's Cove	Yes	09/05/2022	N/A	Update

+ Add New Employment