



# College of Pharmacists of Manitoba

200 Tache Avenue, Winnipeg, Manitoba R2H 1A7

Phone (204) 233-1411 | Fax: (204) 237-3468

E-mail: [registration@cphm.ca](mailto:registration@cphm.ca) | Website: [www.cphm.ca](http://www.cphm.ca)

## 2025 PHARMACY LICENCE RENEWAL

### Important Reminders

- ✓ **You must complete the pharmacy's renewal on or before November 15, 2024.**
- ✓ All pharmacy renewals will be subject to CPhM review and approval. Pharmacy managers will be notified once the renewal has been reviewed and approved. You may then log back in to your portal and settle the fee(s).
  - We highly recommend paying your renewal fee(s) online.
  - Payments by cheque must be postmarked and must be dated no later than the deadline date.
- ✓ Depending on your submission, your renewal form may require CPhM administrative review. If additional information or further action is required, you will receive an email notification including the renewal form returned to you with feedback.

### **UPDATE:**

- ✓ **Payments for registration, listing, licence, and renewal fees are due upon receipt of invoice and are not refundable.**
- ✓ **Renewal fees are due November 15 and effective January 1 to December 31 of the upcoming Practice Year.**
- ✓ **Registrants who stop practicing for a period of time during a practice year are not entitled to any reduction in their annual fees.**

If you have any questions or concerns or have encountered technical issues, please contact [registration@cphm.ca](mailto:registration@cphm.ca) as soon as possible. When reporting technical issues, please include screenshot(s) of the error message(s).

### Manager's Registrant Portal

## [Click this link to access the Registrant Portal](#)

- ✓ Please use the "**Forgot your password**" link instead of asking CPhM for a reset password link.
- ✓ If you do not remember what email address you used, or if you wish to change the email address on file, please contact [registration@cphm.ca](mailto:registration@cphm.ca). Please remember that if you use your work email address, your corporate domain may block the messages from CPhM. Kindly ensure you add the **@cphm.ca** domain in your safe sender list.
- ✓ Please be advised that the pharmacy profile is now incorporated inside the manager's registrant profile. There will not be a separate login for pharmacies like in the former system.



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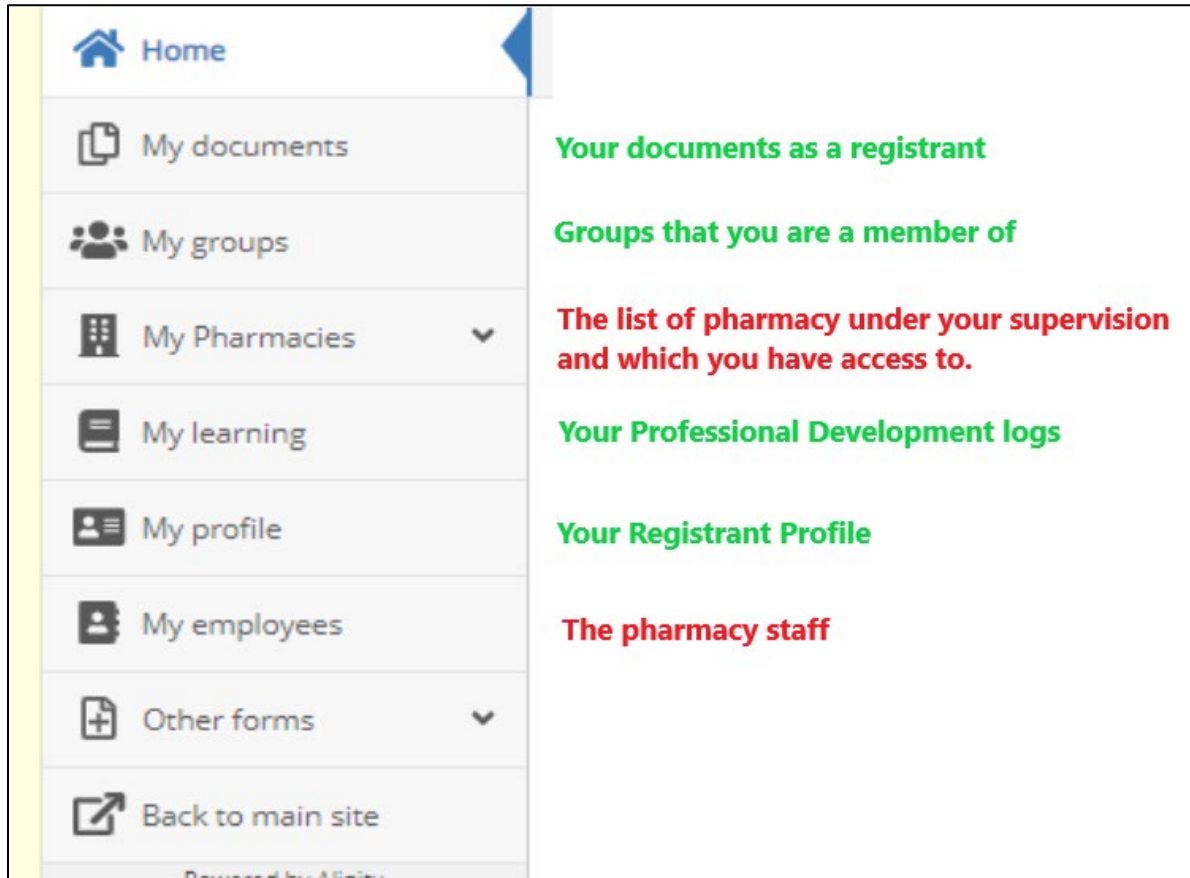
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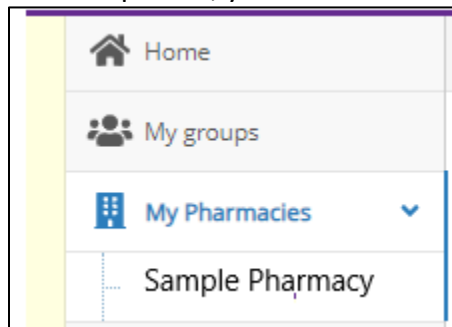
## Pharmacy Profile

Here's a look of your registrant portal home page which includes the pharmacy profile:



✓ My Pharmacies

- When you click on the dropdown, you should see the pharmacy you handle





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## ✓ My Employees

- Shows all of your employees which you can authenticate.
- **As of now, you cannot modify your staffing information. Pharmacists and Pharmacy Technicians employed in your pharmacy will only appear if they added it on their employment record.**

Member	License Status	Registration	Effective	Expires	Has conditions
Potter, Harry (12345)	Active	Practicing Pharmacist	2023-01-01	31-Dec-2023	Details >
Granger, Hermione (67890)	Active	Practicing Pharmacist	2023-01-01	31-Dec-2023	Details >
Weasley, Ronald (16273)	Active	Practicing Pharmacist	2023-01-01	31-Dec-2023	Details >



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## Pharmacy Renewal

### Where to find your pharmacy renewal form?

Home

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Announcements (1)

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**Annual Mandatory Professional Development (PD) Modules**

Manitoba pharmacists and pharmacy technicians must complete an annual mandatory professional development (PD) module on a new topic each year, which is required for license or listing renewal.

[Click Here to Access the CPHM Annual Mandatory Modules...](#)

[Read more](#)

14-Feb-2023 12:00 AM

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CURRENT REGISTRATION

**Full Registered Pharmacist** [License](#) [Tax receipt](#)

Effective: 01-Jan-2024      Expires: 31-Dec-2024

Complete My Renewal For 2025

Full Registered Pharmacist [Renew](#)

Inactive/Retired Pharmacist [Renew](#)

NonPracticing Registered Pharmacist [Renew](#)

Voluntary Cancellation [Renew](#)

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My Invoices

Mine  Pharmacy  Include paid

Date	Total	Due	
0 invoice(s)			

Pharmacy License SAMPLE PHARMACY ▾

**Active Pharmacy**  [Permit](#) [Tax receipt](#)

Sample Pharmacy

Effective: 01-Jan-2024      Expires: 31-Dec-2024

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My forms

Letter Of Standing [Request](#)

Pharmacy Renewal SAMPLE PHARMACY ▾

Active Pharmacy (Community) [Renew](#)



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Follow the steps below in order to complete your pharmacy's renewal:

1. Click on the RENEW button as shown below

Pharmacy Renewal | Sample Pharmacy

Active Pharmacy (Community) | Renew

2. You will be directed to the PHARMACY PROFILE UPDATE form

Pharmacy Profile update > Sample Pharmacy (XXXXX)

1 Pharmacy Profile update | 2 2024 - Pharmacy Renewal

**PHARMACY INFORMATION**

*It is the responsibility of Pharmacy Managers to provide up-to-date contact information. Please be aware that your personal information is important to us and is protected securely.*

Pharmacy name	Registration #
Sample Pharmacy	XXXXX
Pharmacy Address	
Apartment / Box No. / Address or Street No.	
123 Test Avenue	
City	Postal/Zip code
Winnipeg, Manitoba, Canada	R3B 3H6
Pharmacy Owner	

## **IMPORTANT:**

All greyed-out areas including information that are static are blocked off for editing. These fields are for pharmacy changes that must be done outside renewal period. Please refer to our [Pharmacy Status and Information Updates](#) page to find information on requirements and process.



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3. All fields with asterisks are required for you to fill out:

**Additional Information**

<p>* Phone # <span style="color: blue;">?</span></p> <input style="width: 90%;" type="text" value="204-943-5431"/>	<p>* Fax # <span style="color: blue;">?</span></p> <input style="width: 90%;" type="text" value="Example: 604-555-5555"/>	<p>* Email</p> <input style="width: 90%;" type="text" value="shoppersdrugmart55205804@mailinator.com"/>
<p>Website</p> <input style="width: 100%; height: 30px;" type="text"/>		

*If the above is blank and you wish to add a website for your pharmacy, please note that this will be subject for review and approval of the College prior to being posted on your pharmacy's public profile.*

**NOTE:** Please read reminders associated with each section or fields.

4. Staffing information is the next section you will see which you need to verify as a Pharmacy Manager. Any pharmacists, pharmacy technicians, students and interns who updates their employment information will automatically reflect on a pharmacy's staffing information.

PHARMACY MANAGERS			
Manager	Registration #	Effective	Expiry
John Smith	10101	Jan 01, 2020	-
PHARMACY STAFF			
Name	Registration #	Register	
Harry Potter	12345	Practicing Pharmacist	
Name	Registration #	Register	
Hermione Granger	67890	Practicing Pharmacist	
Name	Registration #	Register	
Ronald Weasley	16273	Practicing Pharmacist	



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- The Pharmacy Component and Sterile Compounding sections will only display the services that are approved by CPhM. You will be asked if you wanted to renew these services or not:

### PHARMACY COMPONENTS

*You will only be able to renew components and compounding services that have been approved by CPhM. If you wish to add new services, please visit the [Adding Components to Your Pharmacy](#) page.*

Central Fill	* Renew? <input type="radio"/> Yes <input type="radio"/> No
<hr/>	
<h3>Sterile Compounding</h3>	
Non-Hazardous Sterile Compounding	* Renew? <input type="radio"/> Yes <input type="radio"/> No

- When you click on NEXT, you will be directed to the final form:

Pharmacy Profile update      2025 - Pharmacy Renewal

### INSTRUCTIONS

Certificate of Operation #	Pharmacy
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7. The following documents must be uploaded under the SUPPORTING DOCUMENT(S) section of the pharmacy renewal form:
- ✓ **Proof of Ownership for the Pharmacy Licence Holder**
    - Community Pharmacies must provide the Manitoba Companies Office (MCO) File Summary for the Pharmacy Licence Holder. This document must be dated October 1, 2024 or newer.
    - Hospital Pharmacies must provide the List of Board of Directors. This document must be the latest list.
  - ✓ **Pharmacy Compounding Declaration Form**
    - Form is included in the pharmacy renewal notice email.
  - ✓ **Pharmacy Owner Declaration Form**
    - Form is included in the pharmacy renewal notice email.
8. Please note that if you answer “NO” on any declarations, a free form field will open wherein you must provide explanation.

**DECLARATIONS**

We hereby declare that this pharmacy will be conducted in accordance with the provisions of *The Pharmaceutical Act, The Pharmaceutical Regulations*, other legislation and rules related to the practice of pharmacy and the provisions of, and regulations made under the *Food and Drugs Act* and *Controlled Drugs and Substances Act of Canada*. \*  Yes  No

\* Please provide a brief explanation

9. You have 3 buttons to choose from at the end of the renewal form:

Submit

Save for later

Withdraw

- SUBMIT – the form will be returned to CPhM for admin review
- SAVE FOR LATER – if you would like to do the renewal some other time, you can save it for now
- WITHDRAW – if you would like to withdraw your renewal form





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10. If you hit on SUBMIT, you will receive the following message:

**Payment cannot be accepted for your Renewal at this time.**

Thank you for submitting your renewal form.

Your renewal form requires review and approval by the College as the next step. If additional information is required, you will be notified by email. Once approved you will be notified by email to return to this site to make payment. Please be sure to check your Junk/Spam email folder for messages.

Thank you

[Close](#)

11. You will receive an email from CPhM when the form has been returned to you. All you need to do is log in to your registrant profile and you will see different methods to pay:

Home

[Complete My Renewal For 2024](#)

Practicing Pharmacist [Renew](#)

Inactive (Voluntary Cancellation) [Renew](#)

Non-Practicing Pharmacist [Renew](#)

Announcements (0)  
No announcements

[My Invoices](#) |  Mine  Pharmacy  Include paid

Date	Total	Due	
03-Oct-2023 Sample Pharmacy	\$1,977.15	\$1,977.15	\$

1 invoice(s)

Pharmacy Renewal Sample Pharmacy

1

Pharmacy Profile update  
Approved: 03-Oct-2023 10:03 AM

[View](#)

2

2024 - Pharmacy Renewal  
Approved (not paid): 03-Oct-2023 10:05 AM

[View](#) [Pay](#)



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## Acceptable Forms of Payments:

- ✓ Visa / Mastercard / Visa Debit cards can be used through the Registrant Portal.
- ✓ Cheques must be made payable to **College of Pharmacists of Manitoba** dated no later than the [deadline date](#).
- ✓ Cheques must be mailed to **200 Taché Avenue, Winnipeg, Manitoba R2H 1A7**.
- ✓ Post-dated cheques after November 15th will **NOT** be accepted.

If your renewal form has to be reviewed by the College, you will be informed once your renewal is ready for payment. At that time, you may log back in and follow the instructions below to see your outstanding invoice(s):

- a. From the HOME screen of your profile, your outstanding invoice(s) will appear on the upper right-hand corner.
- b. Select the radio button "**PHARMACY**" to access the pharmacy invoice(s).
- c. Click on the "\$" on the far-right end.
- d. The invoice will appear with the description of the fee(s), amount, taxes and your total owing amount.
- e. Click on the "PAY" button to direct you to the payment screen where you can enter your credit card information.
- f. Once completed, you will receive an email confirming the payment you made.

12. You will be directed to the invoice screen:

Invoice > Details > 1000430

Invoice 03-Oct-2023 #1000430  
Reference: -

From: College of Pharmacists Of Manitoba  
200 Tache Avenue  
Winnipeg, MB R2H 1A7

To: Sample Pharmacy (XXXXX)  
123 Test Avenue  
Winnipeg, Manitoba R3B 3H6

Description	Total
Pharmacy Licence Fee (January 1st to December 31st)	\$1,883.00
Subtotal	\$1,883.00
GST	\$94.15
Total due	\$1,977.15

If paying by cheque click "Close" and send payment to the College at the address above. Please include your invoice number on your cheque. Your form will not be processed without payment.

Split Close Download receipt Pay



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13. After clicking on PAY, you will see the payment screen where you can enter your credit card information:

\* First name on card

\* Last name on card

\* Home # and street only (for account, no apt #)

\* Postal/ZIP code

Total charge  
\$38.00

When you click Pay you will be shown a dialog that will let you enter your credit card details through Elavon. Please ensure your name and address you've entered above are the ones used for the credit card you intend to pay with. You will have 15 minutes after clicking Pay to complete your transaction.

VISA DISCOVER

Card Number \*

Card Number is required

Expiration Date(MMY) \*

Expiration Date is required

CVV2 \*

CVV2 is required