



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 | Website: www.cphm.ca

2025 PHARMACY TECHNICIAN RENEWAL GUIDE

Table of Contents

Important Reminders	2
Registrant Portal Access	2
Classes of Registration	3
Renewal Form	4
Part 1: Profile Update	4
Part 2: Learning Plan	6
Part 3: Renewal Disclosures And Declarations	9
Part 4: Payment	10
Returned Renewals with Feedback	13
Unpaid Renewal Fee	14
Successfully Completed Renewals	15



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 | Website: www.cphm.ca

Important Reminders

- ✓ **You must complete your renewal on or before November 15, 2024.**
- ✓ We highly recommend paying your renewal fee(s) online. Payments by cheque must be postmarked no later than November 15th and must be dated November 15th or earlier. No post-dated cheques beyond November 15th.
- ✓ Depending on your submission, your renewal form may require CPhM administrative review. If additional information or further action is required, the renewal form will be returned to you with feedback and you will receive an email notification.

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 as soon as possible. When reporting technical issues, please include screenshot(s) of the error message(s).

Registrant Portal Access

[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. 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.



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 | Website: www.cphm.ca

Classes of Registration

Please refer to the description to see what options are available for you to renew:

Practicing Pharmacy Technician

A pharmacy professional who has successfully met the requirements as stated in [Section 60 of The Pharmaceutical Regulations](#), to be registered and listed as a Pharmacy Technician with the College of Pharmacists of Manitoba (CPhM).

If you are going on maternity leave at any time in the upcoming Practice Year, you should renew your listing as usual. You must remain listed during a leave of absence from a permanent position of employment until you return to work at the position being held for you.

Voluntary Cancellation

A pharmacy professional who chooses to voluntarily cancel their registration and listing to practise in Manitoba. Your listing would expire December 31st, and you would no longer be eligible to practise in Manitoba in the next Practice Year.

This option is useful to those who have left Manitoba to practice in another jurisdiction in Canada.

Someone who voluntarily cancels their listing in Manitoba, and continues to hold full registration and licence to practise in another Canadian jurisdiction, is eligible to apply to reinstate their listing in Manitoba, in the future.



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 | Website: www.cphm.ca

Renewal Form

Part 1: Profile Update

This section allows you to review and make modifications to the basic information such as your name, address, contact information, etc. You may refer to the [Registrant Portal Guide](#) for assistance on each section of your profile.

Changes to name will require administrative review and approval. You must also upload any of the following documents to support your change request:

- ✓ Name Change Certificate
- ✓ Marriage Certificate
- ✓ Divorce Certificate

The College of Pharmacists of Manitoba (CPhM) is required to collect and report data to the Canadian Institute for Health Information (CIHI). This organization provides comparable and actionable data and information that is used to accelerate improvements in health care, health system performance and population health across Canada.

CPhM is introducing new fields for data collection and analysis. There are fields that yield straightforward answers. For Employment Position, please refer to the table below:

YOUR ROLE	PLEASE SELECT
Director of Pharmacy	Director/Assistant Director
Pharmacy Manager and/or Owner	Owner/Operator
Regular Staff Pharmacist	Direct Care Provider
Relief Pharmacist	Relief Pharmacists
Pharmacy Technician	Other



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 | Website: www.cphm.ca

COMMON ERROR(S):

- ✓ If the organization you work for is not on the list, you can tick on NOT LISTED button. New fields will open up prompting you to enter the information about that organization.

Add Click here to add additional employer(s)

Employer

Organization

 Not listed

* Position	Contact phone	Start date	End date
-	Example: 403-555-5555	yyyy-mm-dd	yyyy-mm-dd
Practice Scope	* Employment Status	* Employment status preference ?	
-	-	-	
* Employment category	* Employment funding source ?	* Virtual care delivery ?	* Methods of care ?
-	-	-	-

Unlisted Employer Information

* Organization name	* Street address
<input type="text"/>	<input type="text"/>
Organization phone #	* City, province and country
Example: 999-999-9999	<input type="text"/>
Website	* Postal code
Example: www.example.com	Ex: T5X 5X5



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 | Website: www.cphm.ca

- ✓ Practice Hours field is annual based, so if you work 40 hours per week, multiply 40 X 52 weeks, and enter 2080 hours in total.

Winnipeg Regional Health Authority

Position title	Contact phone	Status
Other	-	Full time

Practice Scope
Association/Government/Para-Governmental

Changes

* Position	Contact phone	End date
Other	Example: 403-555-5555	yyyy-mm-dd
* Status	* Preferred Status ?	* Practice Scope
Full time	By choice	Association/Government/Para-Gover

Please enter the total practice hours for the employer for the current registration year.
The number of hours can be 0 but cannot exceed 4000. Keep in mind that a whole number must be used.

* Practice hours
2080

* Employment category	* Employment funding source ?	* Virtual care delivery ?	* Methods of care ?
Permanent employee	Private	Never	In person

Part 2: Learning Plan

This section allows you to add your professional development logs. You must enter all professional development items completed for the current CEU reporting year (November 1, 2023 to October 31, 2024).

In the transition year only, pharmacy technicians can enter CEUs completed between June 1, 2023 and October 31, 2024.



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 | Website: www.cphm.ca

REQUIREMENTS		
<i>The totals in this section recalculate as you make changes on the form. Check back here to ensure you have met your requirements.</i>		
Accredited		
Minimum: 5.00	completed: 0	Status: Not met
Non-Accredited		
Maximum: 0.00	completed: 0	Status: Met
Total Required		
Minimum: 15.00	completed: 0	Status: Not met

PD requirements have remained the same as in previous years:

- ✓ a minimum of 5 hours Accredited Learning Activities is required
- ✓ a minimum, combined total of 15 hours of Learning Activities is required
- ✓ there is no minimum or maximum requirement for Non-Accredited hours; you can log as many or as few Non-Accredited hours as you wish, as long as the other requirements are met and you have at least 15 total hours.
- ✓ Please take note that the "**MET**" status on the Non-Accredited **does not mean** that you do not need to enter your Non-Accredited learning activities. The "**MET**" status simply refers to the fact that Non-Accredited CEUs are optional. You may meet the CEU learning activities requirement entirely with Accredited learning activities, and thus may not need to enter any Non-Accredited learning activities.
- ✓ The status under "**TOTAL REQUIRED**" will be the basis to determine if you have or have not met your learning activities requirements. Your renewal form will automatically be sent for admin review if this shows "**NOT MET**".



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 | Website: www.cphm.ca

INCOMPLETE REPORT

Accredited		
Minimum: 5.00	completed: 5	Status: Met
Non-Accredited		
Maximum: 0.00	completed: 0	Status: Met
Total Required		
Minimum: 15.00	completed: 5	Status: Not met

INCOMPLETE REPORT

Accredited		
Minimum: 5.00	completed: 0	Status: Not met
Non-Accredited		
Maximum: 0.00	completed: 10	Status: Met
Total Required		
Minimum: 15.00	completed: 10	Status: Not met



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 | Website: www.cphm.ca

REPORT COMPLETE

Accredited		
Minimum: 5.00	completed: 5	Status: Met
Non-Accredited		
Maximum: 0.00	completed: 10	Status: Met
Total Required		
Minimum: 15.00	completed: 15	Status: Met

Part 3: Renewal Disclosures And Declarations

This section requires you to respond “YES” or “NO” to a series of disclosures and declarations. Please read each line carefully to ensure you understand the statements and respond accurately. Some will require detailed explanation depending on your selection. A drop-down window may appear to allow you to provide additional details. All information collected is secure and confidential.

REGISTRATION HISTORY

Please answer the following questions by indicating YES or NO.
If you answer YES to any of the questions, provide details in the space provided

Have you previously held a licence to practice pharmacy in any jurisdiction other than Manitoba, in Canada and worldwide? * Yes No

* Indicate all jurisdictions, both in Canada and worldwide, that you previously held a licence to practice pharmacy:

This is a sample

Do you currently hold a licence to practice pharmacy in a jurisdiction other than Manitoba, in Canada or worldwide? * Yes No

Do you currently hold a licence to practice in a regulated profession, other than pharmacy, in any jurisdiction, including Manitoba, Canada, or worldwide? * Yes No

Have you ever been registered as a student, intern, academic, temporary, or conditional pharmacist in any jurisdiction, other than Manitoba, both in Canada and worldwide? * Yes No



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 | Website: www.cphm.ca

Part 4: Payment

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 is cleared after hitting the SUBMIT button, you will automatically be prompted to the payment section.

Invoice

24-Sep-2024 #1007552
Reference: -
GST #: 107660664

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

To
Smith, John (12345)
123 Tache Street,
Winnipeg, Manitoba R1A 2B3

Description		Total
Pharmacy Technician Listing Renewal Fee		\$182.00
	Subtotal	\$182.00
	GST	\$9.10
	Total due	\$191.10

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.



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 | Website: www.cphm.ca

* 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 MasterCard American Express DISCOVER UnionPay

Card Number *

Card Number is required

Expiration Date(MMY) *

Expiration Date is required

CVV2 *

CVV2 is required



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 | Website: www.cphm.ca

Please take note that some renewals may be subject to review and you will be notified via 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

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):

1. From the **HOME** screen of your profile, your outstanding invoice(s) will appear under "**MY INVOICES**".
2. Select the radio button "**MINE**" to access your personal invoice(s).
3. Click on the "**\$**" on the far-right end.
4. The invoice will appear with the description of the fee(s), amount, taxes and your total owing amount.
5. Click on the "**PAY**" button to direct you to the payment screen where you can enter your credit card information.
6. Once completed, you will receive an email confirming the payment you made.



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 | Website: www.cphm.ca

Returned Renewals with Feedback

You will receive an email if your renewal form has been returned back for you to take actions:

CPhM: 2025 Registrant Renewal | Harry Potter's Review Needed



Registration <registration@cphm.ca>
To

If there are problems with how this message is displayed, click here to view it in a web browser.

Hello Harry,

The College of Pharmacists of Manitoba (CPhM) has reviewed your renewal however the form has been returned to you. Please login to your [Registrant Portal](#) and address the concern(s) stated within the renewal form. Once you have addressed all outstanding concern(s), please re-submit the form.

If you have any questions or concerns, please do not hesitate to email registration@cphm.ca. Thank you.

Registration Team

College of Pharmacists of Manitoba

200 Taché Avenue, Winnipeg, MB R2H 1A7

Please consider the environment before printing this email

Confidentiality Notice:

This communication (including all attachments) is confidential and is intended for the use of the named addressee(s) only, and may contain information that is private, confidential, privileged, and exempt from disclosure under law. All rights to privilege are expressly claimed and reserved and are not waived. Any use, dissemination, distribution, copying or disclosure of this message and any attachments, in whole or in part, by anyone other than the intended recipient(s) is strictly prohibited. If you have received this communication in error; please notify the sender immediately, delete this communication from all data storage devices and destroy all hard copies.

General comments

“ You have entered incomplete CEU for your learning activities.

REVIEW REASON(S)

- PD not met



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 | Website: www.cphm.ca

Unpaid Renewal Fee

You will receive an email if your renewal form has been approved however you have not settled the fee(s):

CPhM: 2025 Registrant Renewal Payment Due



Registration <registration@cphm.ca>
To

Hello Harry,

You have an outstanding invoice related to your 2025 Practice Year Renewal. Registrants who fail to comply will be assessed a late fee, equal to 50% of the licence fee, being added. Please login to your [Registrant Portal](#) and follow the instructions below:

1. From the HOME screen of your profile, your outstanding invoices will appear on the upper right-hand corner.
2. Select the radio button "**MINE**" to access your personal invoice(s).
3. Click on the "\$" on the far-right end.
4. The invoice will show up with the description of the fee(s), amount, taxes and your total owing amount.
5. Click on the "**PAY**" button to direct you to the payment screen where you can enter your credit card information.
6. Once completed, CPhM will automatically be notified of the payment you made.

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 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 you have any questions or concerns, please do not hesitate to email registration@cphm.ca. Thank you.

Registration Team

College of Pharmacists of Manitoba

200 Taché Avenue, Winnipeg, MB R2H 1A7

Please consider the environment before printing this email



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 | Website: www.cphm.ca

Successfully Completed Renewals

When you have successfully completed (your renewal has been approved and paid for), you will receive an email like this:

CPhM: 2025 Registration Renewal Completed

 Registration <registration@cphm.ca>
To

Hello Harry,

Congratulations! You have successfully completed the renewal with the College of Pharmacists of Manitoba (CPhM) for the 2025 Practice Year!

REGISTRANT #	PT12345
NAME	Potter, Harry James
REGISTER	Practicing Pharmacy Technician

If you have any questions or concerns, please do not hesitate to email registration@cphm.ca. Thank you.

Registration Team
College of Pharmacists of Manitoba
200 Taché Avenue, Winnipeg, MB R2H 1A7
[Please consider the environment before printing this email](#)

Confidentiality Notice:
This communication (including all attachments) is confidential and is intended for the use of the named addressee(s) only, and may contain information that is private, confidential, privileged, and exempt from disclosure under law. All rights to privilege are expressly claimed and reserved and are not waived. Any use, dissemination, distribution, copying or disclosure of this message and any attachments, in whole or in part, by anyone other than the intended recipient(s) is strictly prohibited. If you have received this communication in error; please notify the sender immediately, delete this communication from all data storage devices and destroy all hard copies.