

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

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### **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 15<sup>th</sup> and must be dated November 15<sup>th</sup> or earlier. No post-dated cheques beyond November 15<sup>th</sup>.
- ✓ 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 <a href="mailto:registration@cphm.ca">registration@cphm.ca</a>. 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.



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### **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 <u>Section 60 of The Pharmaceutical Regulations</u>, 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.



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### **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 <u>Registrant Portal Guide</u> 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	

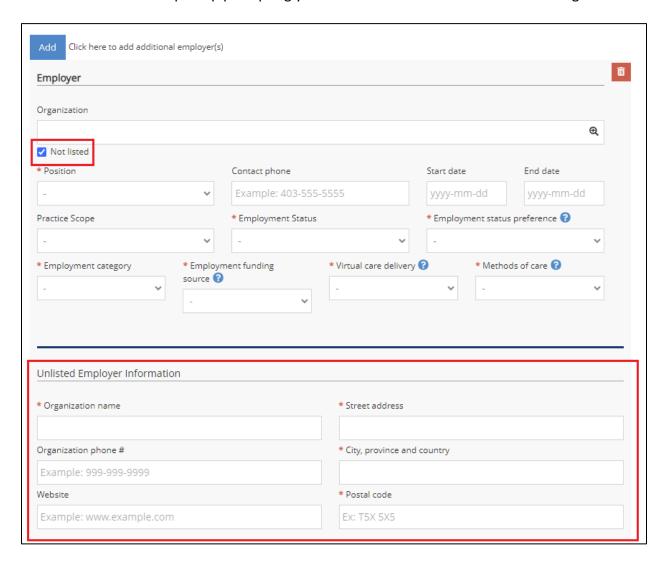


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### **COMMON ERROR(S):**

✓ 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.

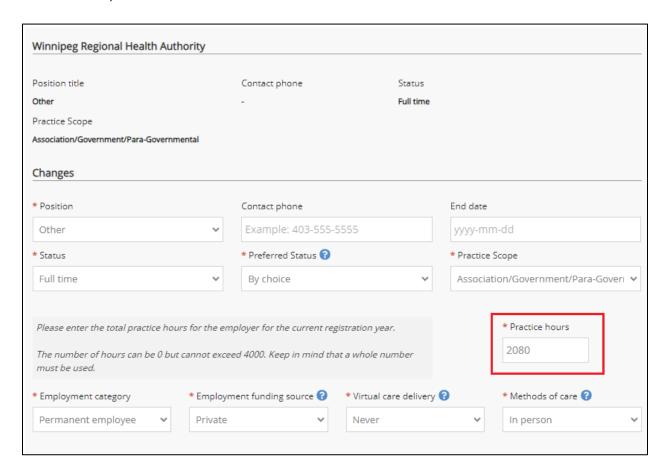




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✓ Practice Hours field is annual based, so if you work 40 hours per week, multiply 40 X 52 weeks, and enter 2080 hours in total.



#### 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 <u>only</u>, pharmacy technicians can enter CEUs completed between June 1, 2023 and October 31, 2024.



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REQUIREMENTS		
The totals in this section recalculate as you make change	es on the form. Check back here to ensure you	have met your requirements.
Accredited		
Minimum:	completed:	Status:
5.00	0	Not met
Non-Accredited		
Maximum:	completed:	Status:
	0	Met
0.00		
Total Required		
iotal required		
Minimum:	completed:	Status:
15.00	0	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 <u>does not mean</u> 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".



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### **INCOMPLETE REPORT**

Accredited		
Minimum: 5.00	completed: 5	Status: Met
Non-Accredited		
Maximum: 0.00	completed:	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:	Status: Not met



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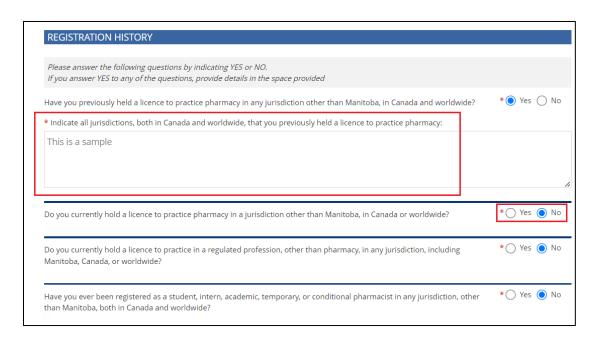
E-mail: registration@cphm.ca | Website: www.cphm.ca

#### REPORT COMPLETE



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.





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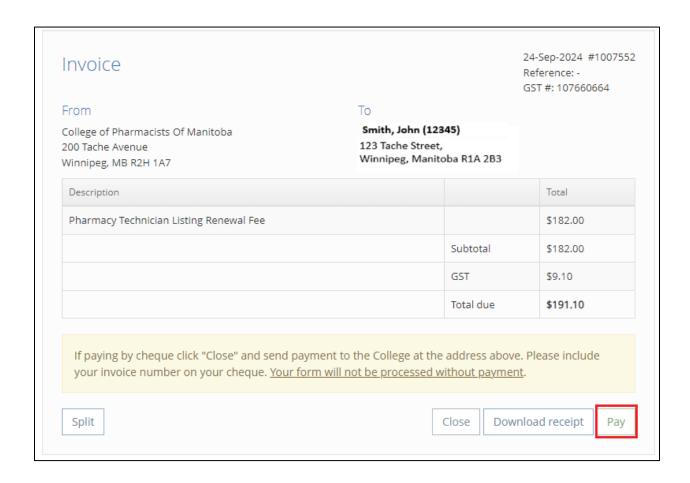
E-mail: registration@cphm.ca | Website: www.cphm.ca

### 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 <u>NOT</u> be accepted.

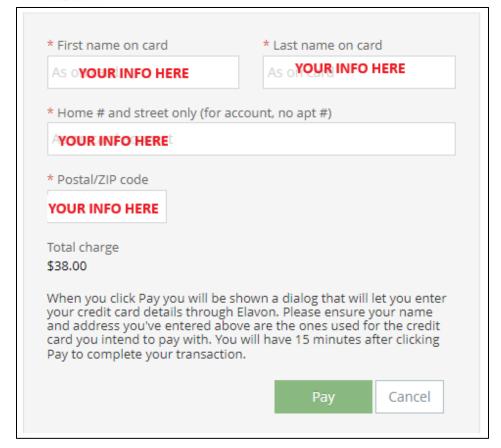
If your renewal form is cleared after hitting the SUBMIT button, you will automatically be prompted to the payment section.

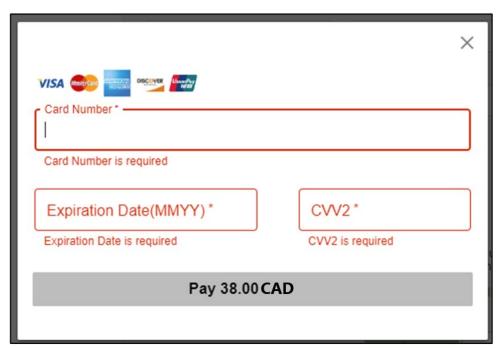




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Please take note that some renewals may be subject to review and you will be notified via the following message:

# 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.



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### **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>

i) 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

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### General comments

You have entered incomplete CEU for your learning activities.

### **REVIEW REASON(S)**

PD not met



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### **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 >

#### 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 <a href="mailto:registration@cphm.ca">registration@cphm.ca</a>. Thank you.

#### **Registration Team**

**College of Pharmacists of Manitoba** 

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### **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>

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

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