COLLEGE OF PHARMACIST OF MANITOBA

200 Taché Avenue, Winnipeg, Manitoba R2H 1A7
Phone #: 204-233-1411 | Fax #: 204-237-3468
E-Mail Address: info@cphm.ca | Website: www.cphm.ca

REGISTRANT PORTAL

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If you have questions or concerns, please contact registration@cphm.ca. CPhM Version 11.23.2023

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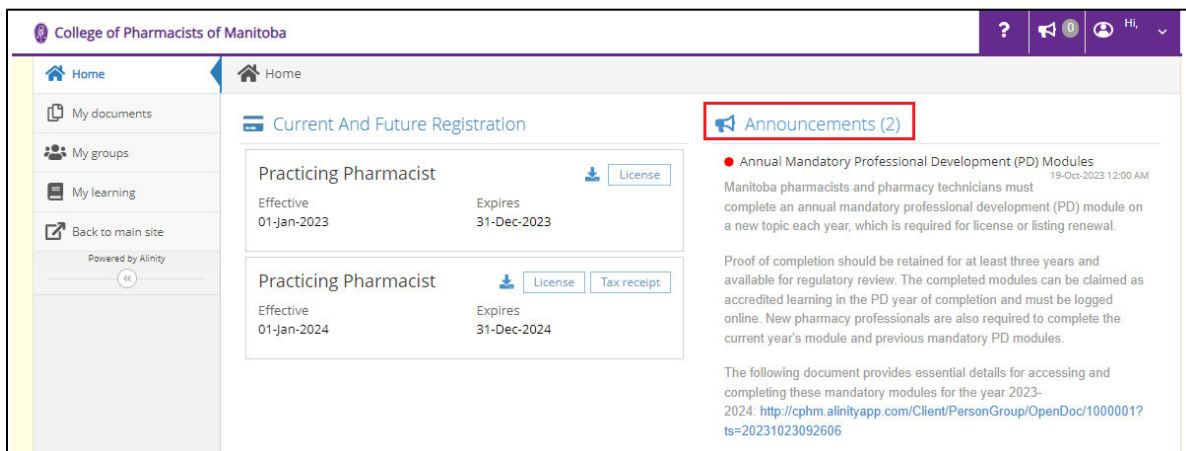
Home Page

Current and Future Registration

➤ Found on the left pane of your home page, next to the menu bars on the far left side
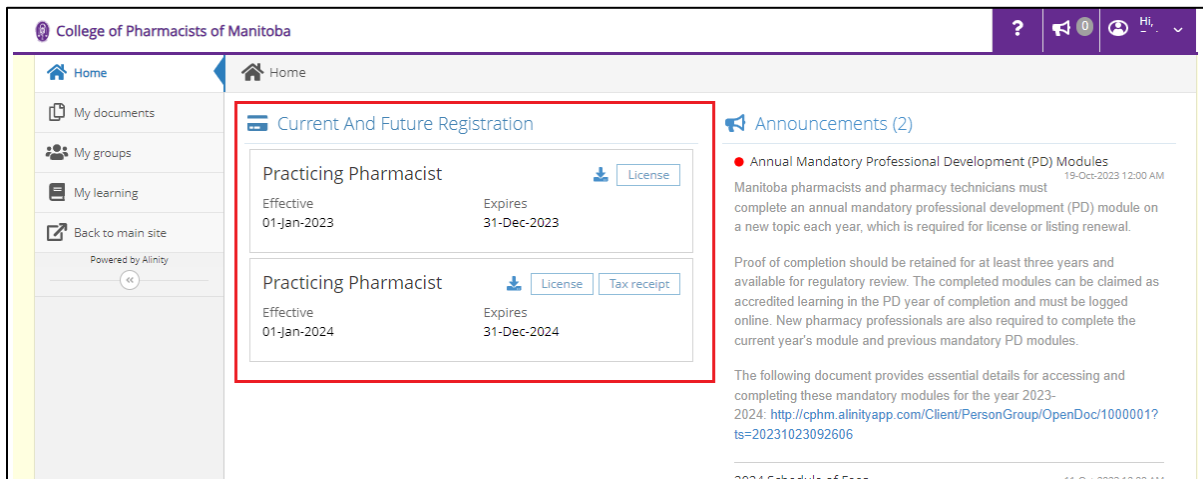
➤ This will show 2 sections in the following order:
  o Current practice year status
  o Next practice year status
➤ Each of the practice year status will display the following:
  o Your license
    ▪ Remember to always display this at the pharmacy you work for.
  o License Receipt
    ▪ It is recommended that you download a copy immediately and store in your personal records.

Announcements

➤ Found on the right pane of your home page and will display important communications from CPhM.

If you have questions or concerns, please contact registration@cphm.ca. CPhM Version 11.23.2023
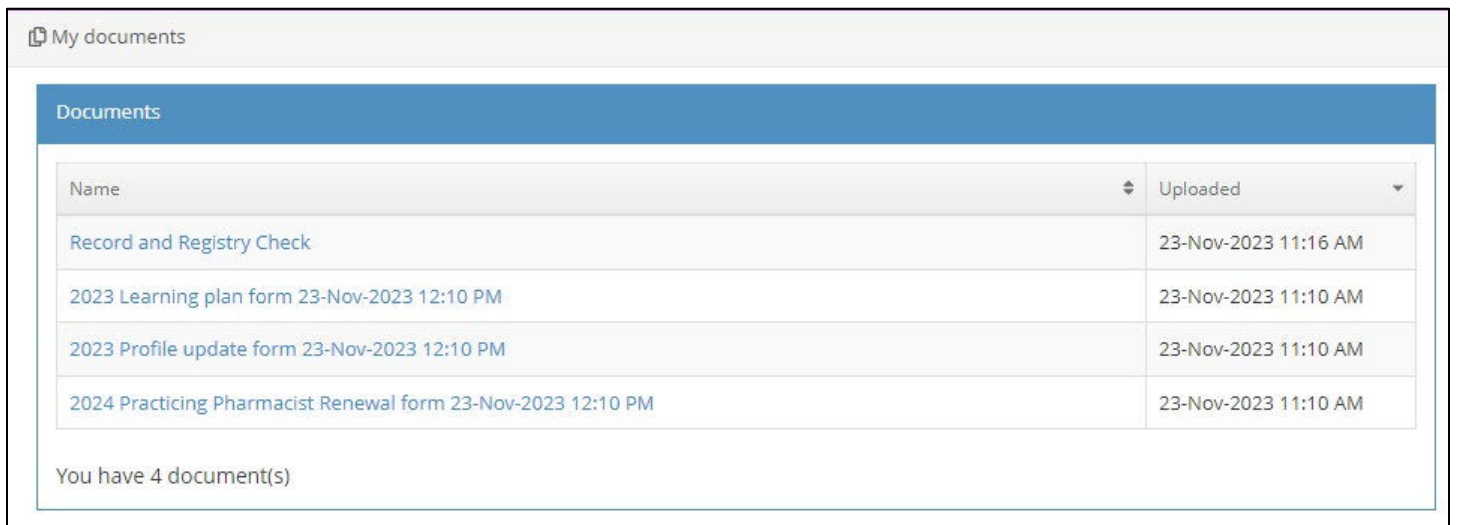
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My Invoices

➢ Found on the lower right side of your home page, "My Invoices" will display:
  ○ Outstanding invoice(s) issued by CPhM
  ○ Paid Invoices (when the "Include Paid" box is ticked)

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My Documents

This section will show the documents shared with you by CPhM. Here are a few sample documents:

1. Your renewal form
    -   This is your personal copy of the entries you made during the renewal period for each section:
        a. Profile update
        b. Learning Plan
        c. Declarations/Disclosures

2. Record and Registry Checks
    -   Currently visible to those who have submitted their documents from August 2023 and onwards.

3. CPR Expiry Document
    -   Only applies for registrants who hold authorization for **Drugs & Vaccines by Injections**.
    -   Currently visible to those who have submitted their documents from August 2023 and onwards.

My documents	

Documents	
Name ⬍	Uploaded ▾
Record and Registry Check	23-Nov-2023 11:16 AM
2023 Learning plan form 23-Nov-2023 12:10 PM	23-Nov-2023 11:10 AM
2023 Profile update form 23-Nov-2023 12:10 PM	23-Nov-2023 11:10 AM
2024 Practicing Pharmacist Renewal form 23-Nov-2023 12:10 PM	23-Nov-2023 11:10 AM

You have 4 document(s)

NOTE:

✓ Future enhancements are being developed to allow users to upload documents themselves and to display other documents shared with you by CPhM.
✓ Registrants with record and registry checks expiring in 2024 will receive a reminder starting in January 2024.
✓ In the interim, if you would like to know when will your document(s) expire (i.e., Criminal Record Check, Abuse Registry Checks, CPR Certification, etc.), please follow instructions under **IMPORTANT REMINDERS**.

My Groups

This section will display any groups you are assigned to by CPhM, for internal office purposes.
You may disregard this section.

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My Learning

This section will allow you to enter your Professional Development activities. It is divided into the **CEU Registration Year** as stated in _Section 17 of The Pharmaceutical Regulations_.

CEU Reporting Period

2022/2023:

- Learning activities taken between November 1, 2022 to October 31, 2023.
- Once you have successfully completed your renewal for the 2024 practice year, you cannot enter additional learning activities you accomplished prior to October 31st 2023.
- Please ensure you maintain records of your learning activities completed in the 2022 – 2023 cycle. It is every registrant's responsibility to ensure that you have documentation in the event that you are selected for the PD Review.

2023/2024:

- Learning activities completed between November 1, 2023 to October 31, 2024.
- Follow the instructions below to add the next CEU registration year
  1. Click on My Learning tab
  2. Click the plus sign (+) found right across the header "Registration Year"
 3. Select "2024" on the dropdown menu and click on SAVE

REMINDER:

**Please be reminded that you must maintain copies of all verification documents for three (3) years, in the event that you are selected for Annual PD Review.**

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How to enter your PD Logs:

Follow the instructions below to enter PD logs in My Learning tab:
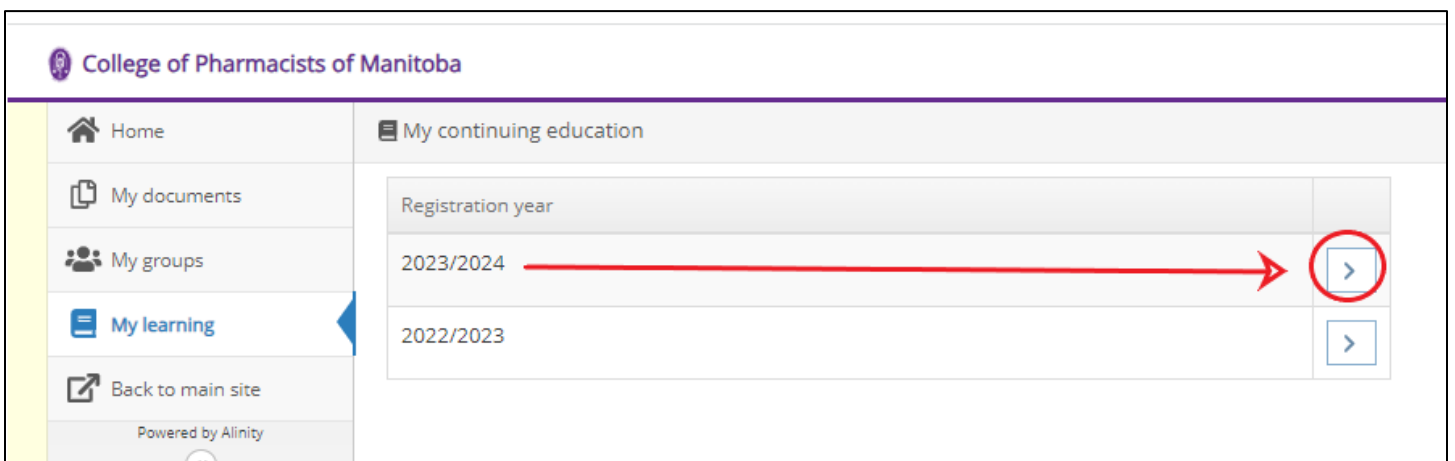
1. Click on My Learning tab
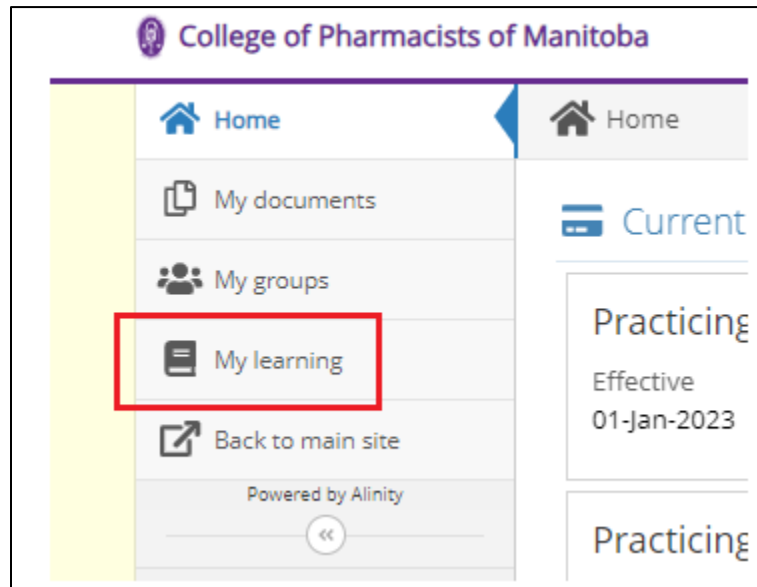
2. Select the Registration Year where the learning activity applies
   Sample:
   CPhM Module taken on November 15, 2023 should be added to your 2023/2024 Registration Year

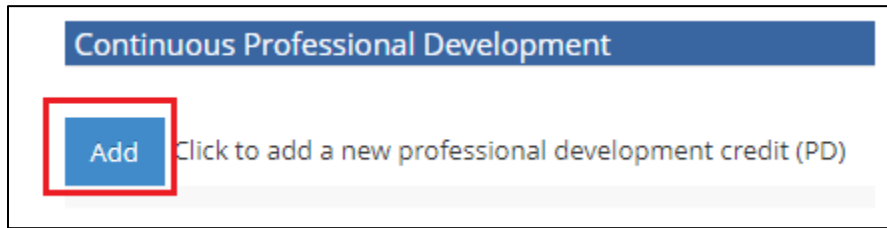**REMEMBER:** The most current CEU period will be shown at the top.

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3. A new page will open which has 2 sections:
    a. **REQUIREMENTS**
        - Top portion of the page shows the total number of Accredited and Non-Accredited learning activities you currently have entered, including the sum total of both.

REQUIREMENTS

The totals in this section recalculate as you make changes on the form. Check back here to ensure you have met your requirements.

Accredited

Minimum:	completed:	Status:
15.00	0	Not met

Non-Accredited

Maximum:	completed:	Status:
0.00	0	Met

Total Required

Minimum:	completed:	Status:
25.00	0	Not met

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b. CONTINUOUS PROFESSIONAL DEVELOPMENT
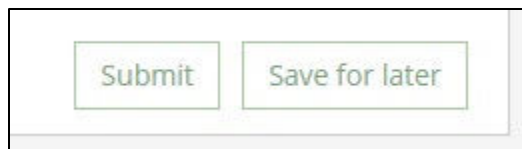
   i. Just below this header is the ADD button:

   ▪ This will list all the granular entries you made including the document(s) you've uploaded.

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- Right next to the PD learning activity you entered is the DELETE button to help you in case you've entered something in error or have a duplicate entry

- It is recommended that you click on **SAVE FOR LATER after each entry**. This way, you do not lose your entries and the system will acknowledge your presence to avoid being timed out.

Back to Main Site

This menu bar, when clicked, will re-direct you the main home page of the CPhM website and will log you out from the portal.

IMPORTANT REMINDER

At this time, if you require other information not currently available on your registrant portal, or if you discover information that requires revision, please email registration@cphm.ca. Please include your name and license number for easier identification.

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