



# COLLEGE OF PHARMACIST OF MANITOBA

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## REGISTRANT PORTAL

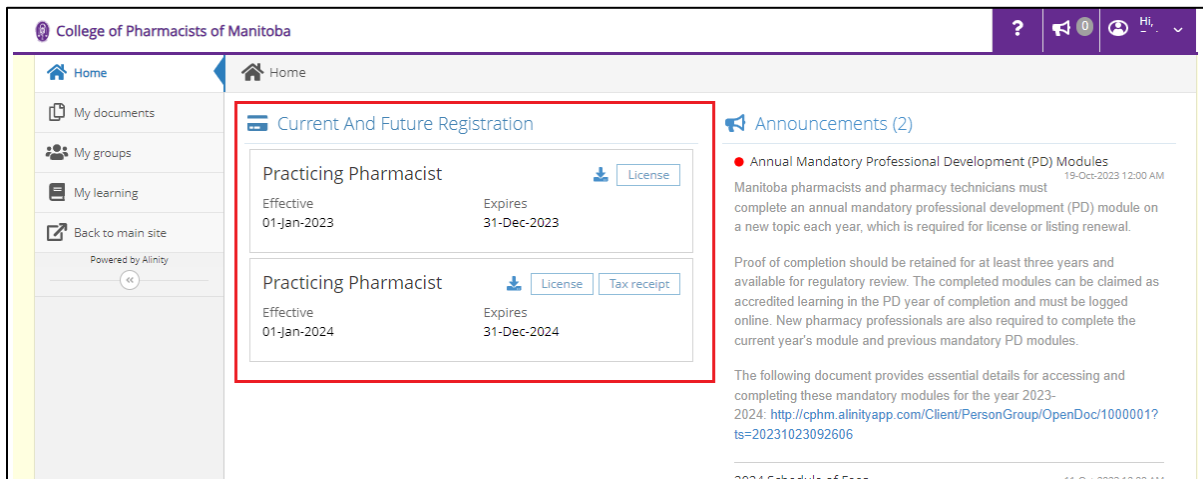
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# Home Page

## Current and Future Registration

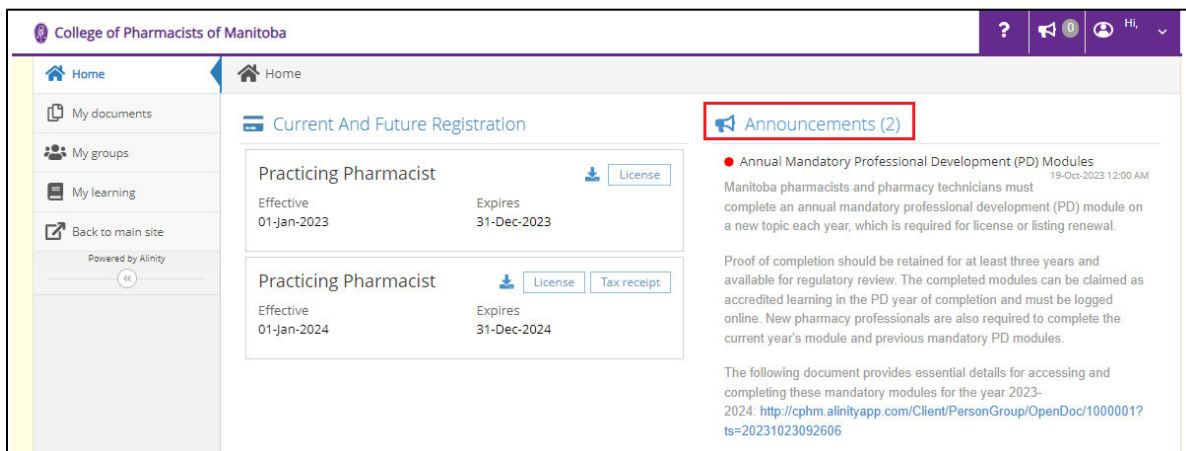
- Found on the left pane of your home page, next to the menu bars on the far left side



- This will show 2 sections in the following order:
  - Current practice year status
  - Next practice year status
- Each of the practice year status will display the following:
  - Your license
    - Remember to always display this at the pharmacy you work for.
  - 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.



## My Invoices

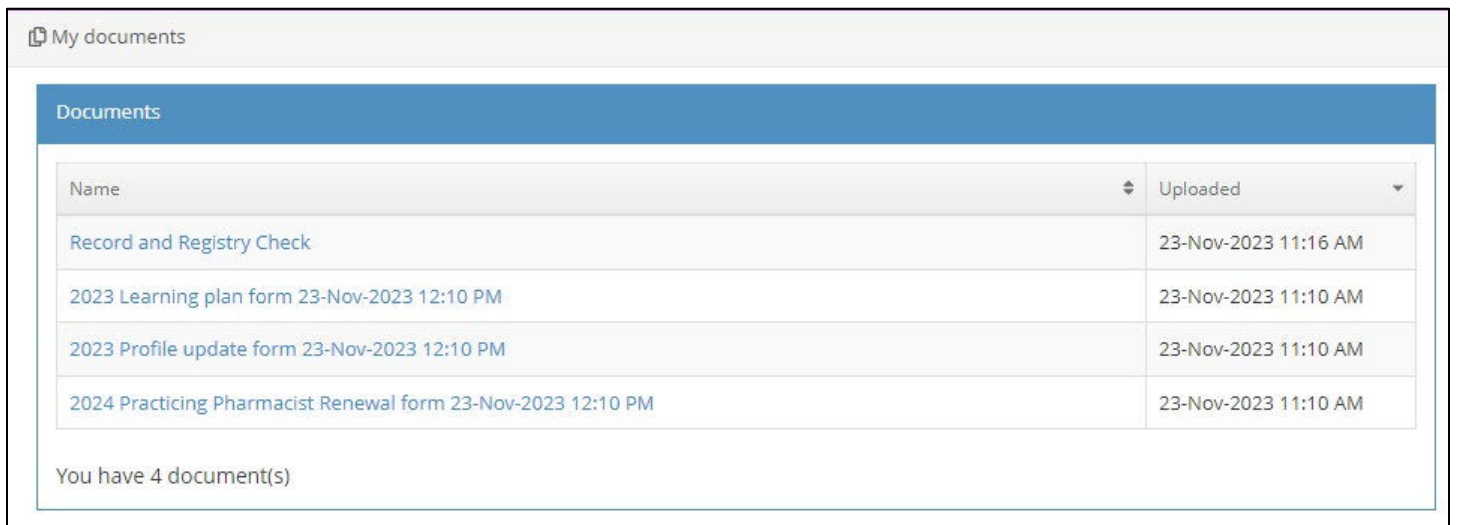
- Found on the lower right side of your home page, “My Invoices” will display:
  - Outstanding invoice(s) issued by CPhM
  - Paid Invoices (when the “Include Paid” box is ticked)

The screenshot shows the user interface of the College of Pharmacists of Manitoba website. The top navigation bar includes the logo, a search icon, a notification bell with '0', and a user profile icon labeled 'Hi'. The main content area is divided into three columns. The left column is a sidebar with navigation options: Home, My documents, My groups, My learning, and Back to main site. The middle column, titled 'Current And Future Registration', displays two 'Practicing Pharmacist' entries. Each entry shows the effective date and expiration date, with a 'License' button. The right column, titled 'Announcements (2)', contains two announcements: 'Annual Mandatory Professional Development (PD) Modules' and '2024 Schedule of Fees'. At the bottom right, the 'My Invoices' section is highlighted with a red box. It features a header with a 'My Invoices' title and an 'Include paid' checkbox. Below this is a table with columns for 'Date', 'Total', and 'Due'. The table currently shows '0 Invoice(s)'. The 'Include paid' checkbox is currently unchecked.

## 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.



The screenshot shows a web interface titled "My documents". Below the title is a blue header labeled "Documents". Underneath is a table with two columns: "Name" and "Uploaded". The table contains four rows of document entries. Below the table, it states "You have 4 document(s)".

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.

## 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 31<sup>st</sup> 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

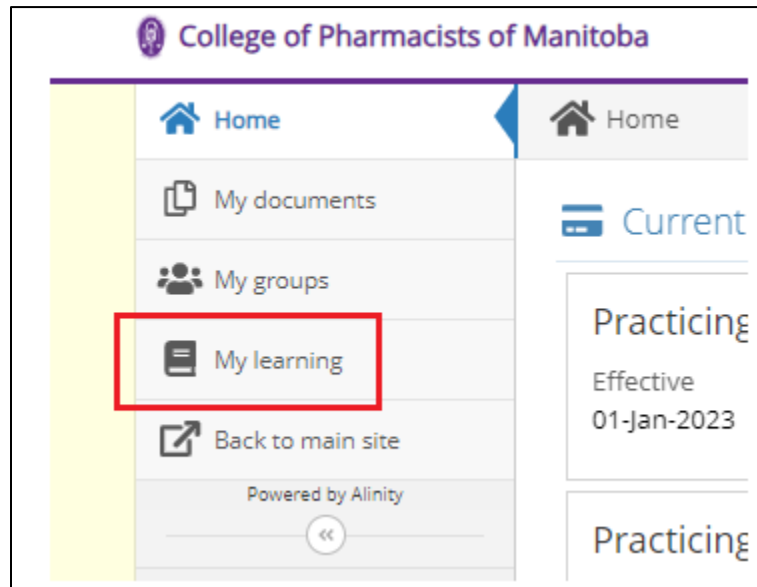
### **REMINDER:**

***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.***

## How to enter your PD Logs:

Follow the instructions below to enter PD logs in My Learning tab:

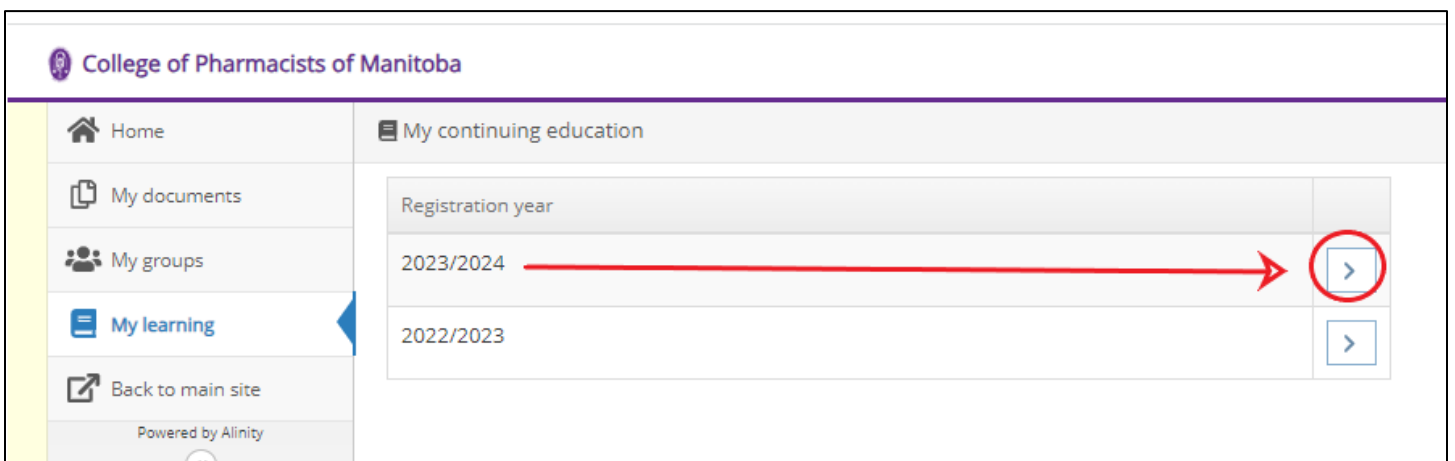
1. Click on My Learning tab



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.

3. A new page will open which has 2 sections:

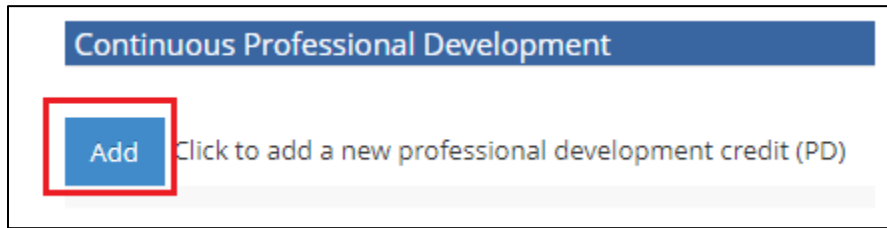
**a. REQUIREMENTS**

- 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		
<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>		
<b>Accredited</b>		
Minimum: 15.00	completed: 0	Status: <b>Not met</b>
<b>Non-Accredited</b>		
Maximum: 0.00	completed: 0	Status: <b>Met</b>
<b>Total Required</b>		
Minimum: 25.00	completed: 0	Status: <b>Not met</b>

**b. CONTINUOUS PROFESSIONAL DEVELOPMENT**

i. Just below this header is the ADD button:

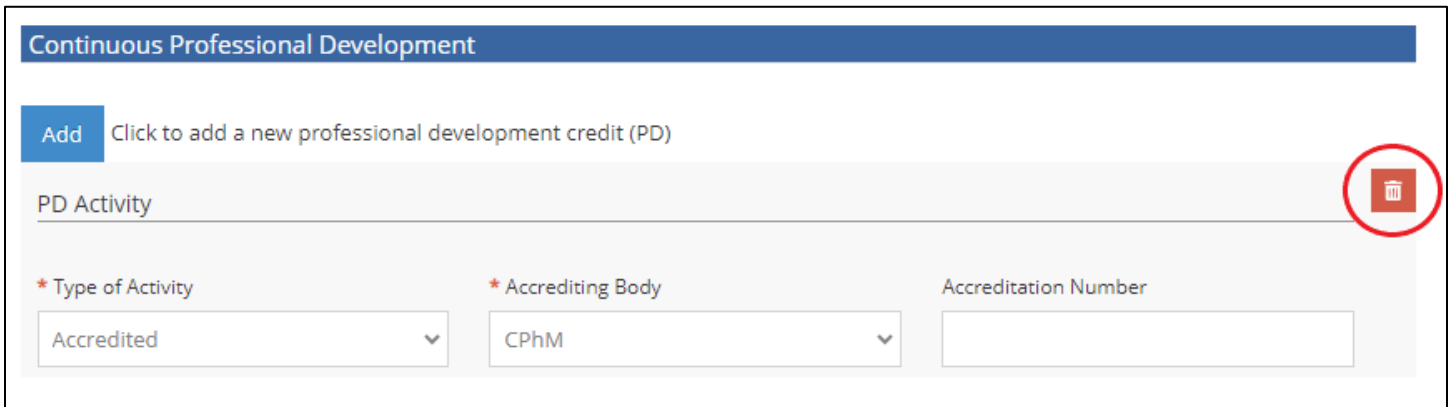


- This will list all the granular entries you made including the document(s) you've uploaded.

A screenshot of a web interface showing a list of "Continuous Professional Development" activities. The interface has a blue header bar with the text "Continuous Professional Development". Below the header, there is a blue button with the text "Add" and a greyed-out text that says "Click to add a new professional development credit (PD)". Below this, there is a section titled "PD Activity" with a red trash icon on the right. The first entry is a form with the following fields: "\* Type of Activity" (dropdown menu with "Accredited" selected), "\* Accrediting Body" (dropdown menu with "ACPE" selected), "Accreditation Number" (text input field), "\* Activity description" (text input field with "Pharmacist Sample PD"), "\* Completion Date" (text input field with "2023-11-03"), and "\* Units" (text input field with "5"). Below these fields are two text areas: "\* What are your key ideas or thoughts as a result of this learning activity?" and "\* What was the outcome of having done this activity (ie. what did you learn; provide an example of how this might be integrated into your practice)?". Below the text areas is a section titled "Supporting Documentation" with a blue button with an upload icon and the text "Click here to upload document". Below this, there is a second "PD Activity" section with a red trash icon on the right. The second entry is a form with the following fields: "\* Type of Activity" (dropdown menu with "Non-Accredited" selected), "\* Activity description" (text input field with "Testing Pharmacy"), "\* Completion Date" (text input field with "2023-11-22"), and "\* Units" (text input field with "2"). Below these fields is a text area: "\* What are your key ideas or thoughts as a result of this learning activity?" with the text "Testing entries".



- 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



Continuous Professional Development

Add Click to add a new professional development credit (PD)

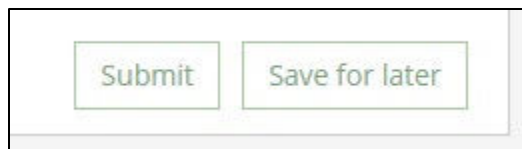
PD Activity

\* Type of Activity Accredited

\* Accrediting Body CPhM

Accreditation Number

- 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.



Submit Save for later

## 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](mailto:registration@cphm.ca). Please include your name and license number for easier identification.