



PRINCE EDWARD ISLAND  
**COLLEGE OF PHARMACY**

*Member organization of National Association of Pharmacy Regulatory Authorities (NAPRA)*

# Registration Renewal Guide 2021

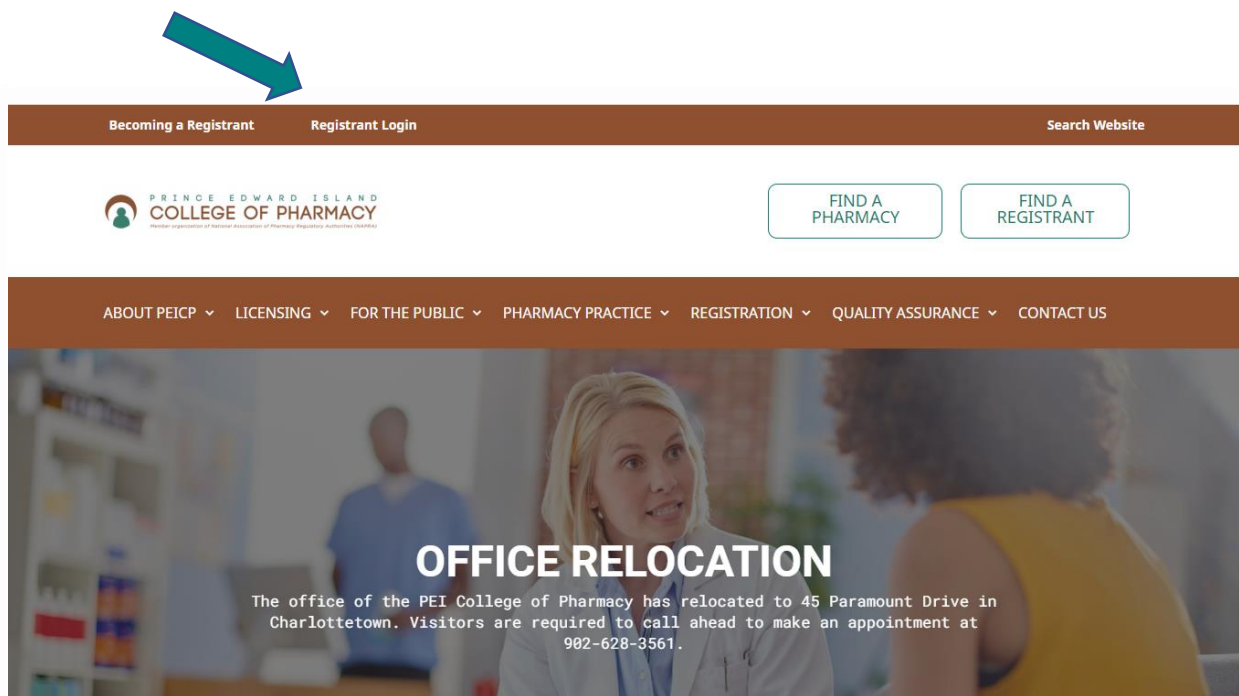
## Introduction

The PEI College of Pharmacy has transitioned to a new database provider in time for the 2021/2022 registration year. The new database was also coupled with a new website that would provide a better delivery of information to both registrants and the public.

The purpose of this guide is to assist registrants in completing their registration renewal for the 2021/2022 registration year online through the new website and registration renewal portal.

## Logging In

Registrants are directed to go to the [PEI College of Pharmacy website](#). At the top left side of the home page of the website, there is a link to the Registrant Portal “Registrant Login”.



If you have not yet activated your account, you must do this step first. Your username and password from the former database are no longer active. You must create a new account.



**Registrant Portal**

E-mail

Password

[Sign In](#) [Forgot Password](#)

New to this site? [Activate now](#)

Powered by [Thentia Regulate](#)

A temporary password will be emailed to the email address on file with the PEICP. If you do not know what email address you have on file, contact the PEICP office. Using the temporary password and the email on file with the PEICP, sign into the Registrant Portal. You will be prompted to create 3 security questions when you first log into the Registrant Portal and, also provided the opportunity to change your password from the temporary password.

*Please note: Pharmacy Managers no longer have two profiles and two separate login credentials. Permits are now renewed under the pharmacy manager's personal profile.*

You will be directed back to the login page where you will use the new password that you created. You will also be required to answer one of the security questions that you set up when activating our account. After responding to the question, click the Submit button. You are taken to the Dashboard page of your profile.

## Registration Renewal

On the Dashboard, you can see your current registration including the Category, Status, and Expiry Date. To start renewal, click on the Registration Renewal link on the left menu.



Registrant Information		
Legal Last Name	Legal First Name	Legal Middle Name
Telephone	E-mail address	
Previous Legal Last Name	Previous Legal First Name	Previous Legal Middle Name
Registration No.	Registration Type General Pharmacist	Registration Status Active
Member Since	Effective Date	Expiration Date 01-Apr-2021

Registrants will need to ensure that they have all required documentation on file with the PEICP to proceed through each step of the renewal process. The steps include:

1. Verification of your personal information
2. Verification of your employment
3. Verification of CPR/First Aid (pharmacists only)
4. Verification of your Personal Professional Liability insurance (PLI)
5. Renewal of your Extended Practice Certifications (Pharmacists only)
6. Verification of your Criminal Record Check (CRC)
7. Confirmation of PEICP committee participation
8. Declarations
9. Submitting your renewal

If your profile does not contain a valid (not expired) field in CPR/First Aid, PLI, or CRC, the renewal will not proceed to the next step. You will be prompted to update necessary documentation before proceeding. Registrants may, at any time, save their progress and exit out of the registration renewal process. When you log back into the portal, you may begin where you left off in the process.

Pharmacists:

- a) CPR and First certification in compliance with Policy RP.11 CPR/First Aid Requirements.
- b) Criminal Record Check completed within the previous 5 years
- c) Personal Professional Liability Insurance in compliance with Policy RP.02 Personal Professional Liability Insurance

Pharmacy Technicians:

- a) Criminal Record Check completed within the previous 5 years
- d) Personal Professional Liability Insurance in compliance with Policy RP.02 Personal Professional Liability Insurance

## Updating the Profile

### CPR/First Aid

By selecting the CPR & First Aid link from the left menu, registrants can update/add new CPR and first aid certifications.



**Dashboard**

- Registrant Information
- Personal information
- Employment Information
- Certificates
- Continuing Education
- Registration Renewal & Requests
- Status Change Request
- Extended Practice Certificate
- Registration Renewal
- CPR & First Aid**
- Professional Liability Insurance
- Document Request
- Name Change Request
- Invoices & Receipts
- Account Settings

### CPR & First Aid

**Important:** Currency of CPR certification is mandatory for Pharmacists in the General, Special and Provisional classes and pharmacy students. Please ensure your submitted record represents current CPR certification.

Provider	Issue Date	Expiry Date	
N/A	N/A	2023-Jan-02	<a href="#">Edit</a>

[+ Add new](#)

Dashboard

Registrant Information

- Personal information
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Registration Renewal & Requests

- Status Change Request
- Extended Practice Certificate
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- CPR & First Aid**
- Professional Liability Insurance

Document Request

Name Change Request

Invoices & Receipts

Account Settings

### CPR & First Aid - Add New

**Note:** All information with a red asterisk (\*) is required.

Provider Name \*

Issue Date \*

Expiration Date \*

CPR & First Aid Certificate \*

I understand the requirement to have and maintain CPR & First aid certification throughout my registration and to ensure that the PEICP records are updated to reflect the currency of my CPR & First Aid certificate. \*

Complete the required information and upload the new certificate using the CHOOSE FILE button and then save.

# Personal Professional Liability Insurance



**Professional Liability Insurance**

Current liability insurance is required for all PEICP registrants. You must provide a certificate of insurance and policy details.

Please confirm that your submitted professional liability insurance certificate is current.

If you are updating the expiration date or policy certificate for an existing PLI policy, please select the EDIT button.

If you have a new policy that has not been submitted to the PEICP, please select the ADD NEW button.

Provider Name	Policy Number	Occurrence Amount	Aggregate Amount	Expiration Date	
Sheppard	N/A	\$	\$	2021-Jul-01	<a href="#">Edit</a>

+ Add new

To update personal professional liability insurance, registrants may either edit the current policy on file if only the date has changed or add a new policy by selecting +Add New.



**Professional Liability Insurance - Add New**

Note: All information with a red asterisk (\*) is required.

Provider Name \*

Policy Number \*

Occurrence Amount \*

Aggregate Amount \*

Expiration Date \*

Certificate of PLI \*

< Cancel

Complete the required information and select CHOOSE FILE to upload a copy of your updated PLI policy certificate.

*NOTE: Criminal Record Checks are updated by the PEICP staff.*

## Personal Info and Employment Info

Personal info including mailing address, phone number and email address can be updated by selecting personal information on the left menu. It is important to note that changing your email address in the personal information will not change the email address that you use to log in (See Account Settings Below)

Employment information can be updated by selecting Employment information on the left menu. You may edit your current employer by adding an end date or add a new employer by selecting + Add new.



The screenshot shows a web application interface. On the left is a dark green sidebar menu with various options. The main content area is titled "Employment Information" and contains a table of employment history. Two blue arrows point from the "Personal information" and "Employment Information" menu items to their respective sections in the main content area.

**Employment Information**

Please enter in your employment history below.

Employer	Position	Employment Category	Weekly Practice Hours	Employment Start Date	Employment End Date	
PEI College of Pharmacy	Other	Permanent Employee	30?30	2015-Jan-12	N/A	<a href="#">Edit</a>

+ Add new



# Printing Certificates of Registration

Registrants can print their full certificate of registration or a wallet card size directly from the portal. The PEICP will no longer provide printed certificates of registration each year after renewal. If you lose your certificate, you can print a new copy at any time. Registrants who hold Extended Practice Certifications will also be able to print a certificate from the same area.



**Dashboard**

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  - Employment Information
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### Certificates

**Registration Certificate**

You can download your registration certificate & pocket card below.

Download Pocket Card	<a href="#">Download</a>
Download Certificate	<a href="#">Download</a>

# Invoices

Copies of your invoices can be found by selecting Invoice and Receipts from the left menu. By selecting review, you can view and print your invoice.



**Invoices & Receipts**

To review invoices, click Review.

Invoice Number	Issued To	Issued Date	Due Date	Amount Paid	Balance Owning	
<input type="text"/>	<input type="text"/>	2021-Feb-24	N/A	\$0.00	\$1,045.00	<a href="#">Review</a>

# Changing Account Settings

Registrants may change their email and password for their login or change the security questions for the two-stage authentication by selecting Account Settings from the left menu.

**Account Settings**

**Change Email**

New Email \*

Confirm Email \*

- The email address that you enter here will be your new login.
- Important notices and reminders will be sent to the email address throughout the year. Please make sure to check your inbox as well as spam folder on a regular basis. If you find our email in your spam folder, please ensure that you add us to your safe senders list. Only the Board has access to your email address.

[Save](#)

**Password Reset**

To help protect the privacy of your account, please provide a new password and confirm it below. Your new password must be at least 8 characters, contain a minimum of one upper case letter, one number, and one special character. Your new password must not contain your first name, last name, address, city, province, country, postal code, birth date, or commonly used words like "password".

Password strength: Weak

New password \*

Confirm password \*

[Save](#)

**Two-Stage Authentication: Security Questions**