



PRINCE EDWARD ISLAND  
**COLLEGE OF PHARMACY**

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

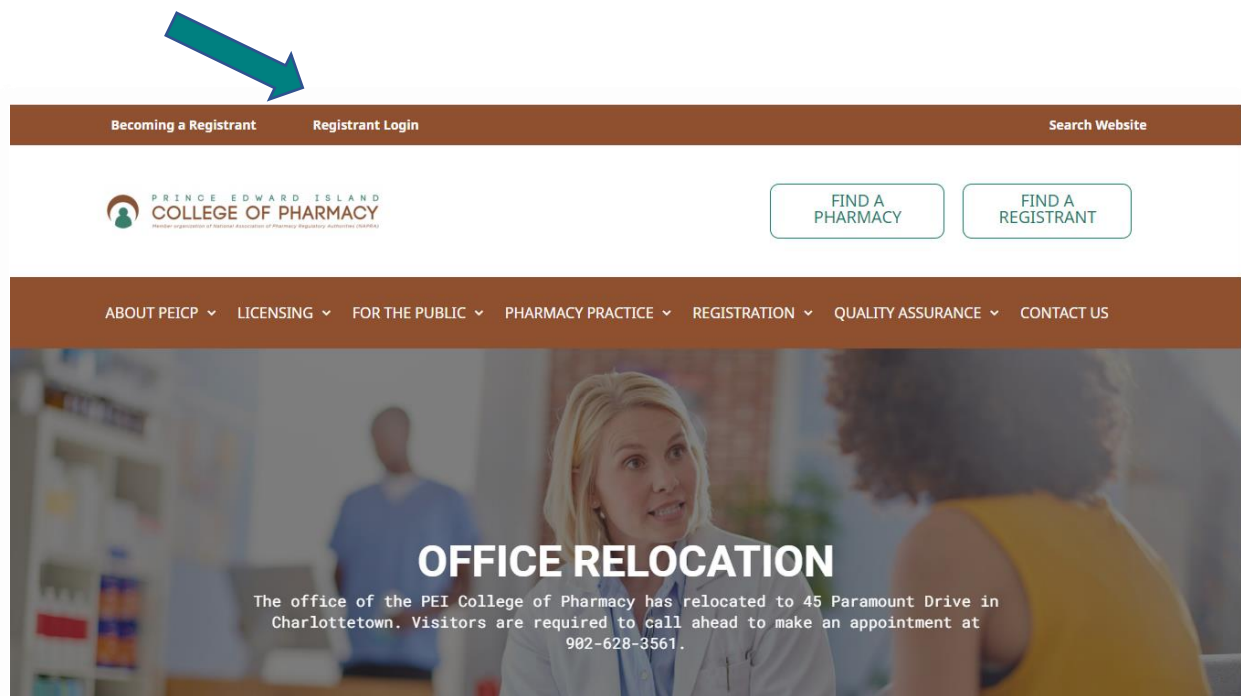
## Registration Renewal Guide 2022

## Introduction

The purpose of this guide is to assist registrants in completing their registration renewal for the 2022/2023 registration year online through the website and registration renewal portal.

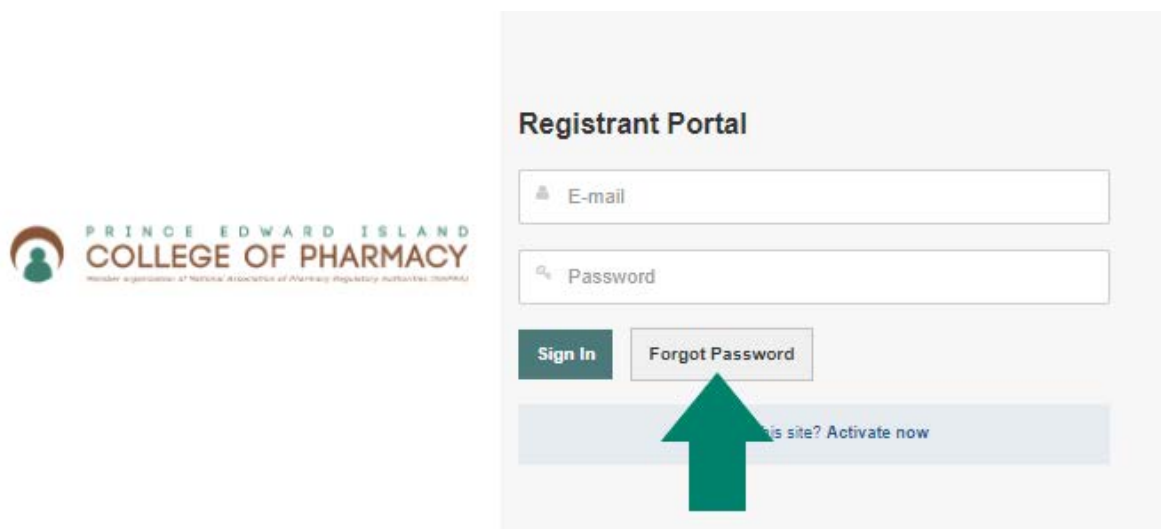
## Logging In

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”.




## Password Reset

If you forget your password, or receive an error message when you attempt to login, please click on "forgot password" to receive a temporary password. The system will lock your account after three failed login attempts. It is suggested to use "forgot password" after two unsuccessful attempts to avoid having to contact PEICP office for an account reset.



**Registrant Portal**

 **PRINCE EDWARD ISLAND COLLEGE OF PHARMACY**  
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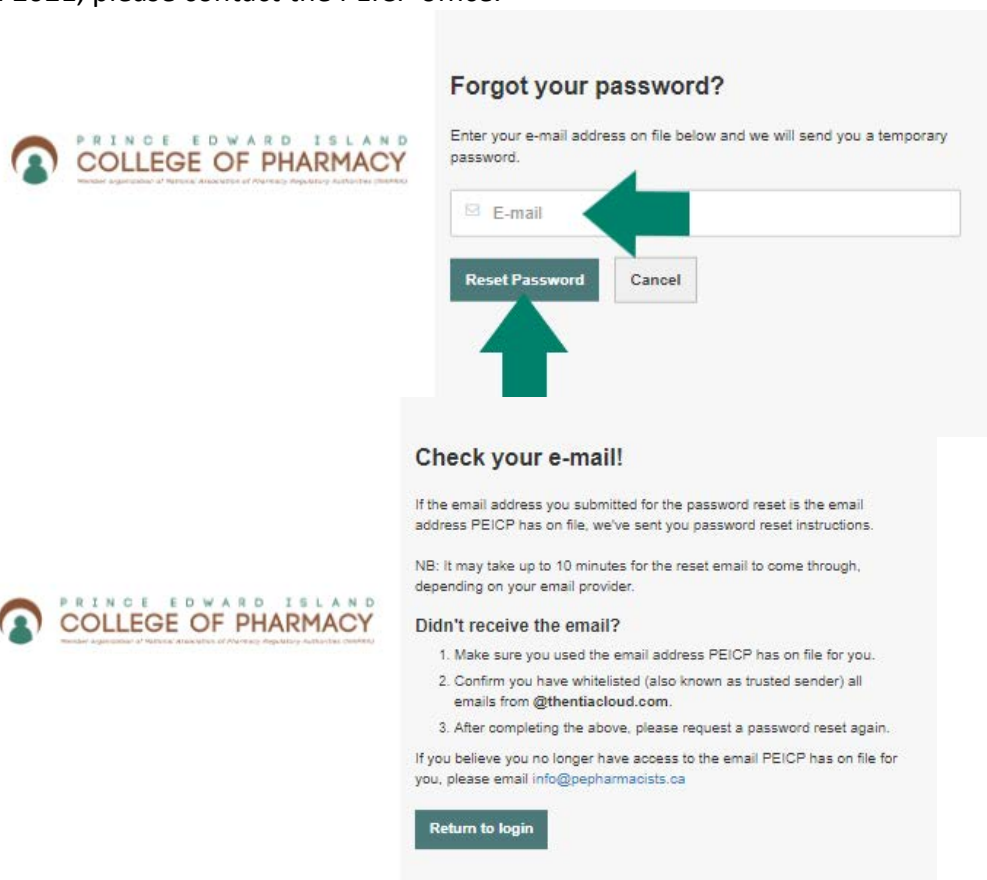
E-mail

Password

**Sign In** **Forgot Password**

[Don't have an account? Activate now](#)

Enter the email address you have registered on file with PEICP. If you are unsure which email address you used to register, or if you no longer have access to the email address you used to register in 2021, please contact the PEICP office.



**Forgot your password?**

Enter your e-mail address on file below and we will send you a temporary password.

E-mail

**Reset Password** **Cancel**

**Check your e-mail!**

If the email address you submitted for the password reset is the email address PEICP has on file, we've sent you password reset instructions.

NB: It may take up to 10 minutes for the reset email to come through, depending on your email provider.

**Didn't receive the email?**

1. Make sure you used the email address PEICP has on file for you.
2. Confirm you have whitelisted (also known as trusted sender) all emails from [@thentiacloud.com](mailto:@thentiacloud.com).
3. After completing the above, please request a password reset again.

If you believe you no longer have access to the email PEICP has on file for you, please email [info@pepharmacists.ca](mailto:info@pepharmacists.ca)

**Return to login**

## 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.

The screenshot shows the user dashboard for the Prince Edward Island College of Pharmacy. On the left is a green sidebar menu with various options. A blue arrow points to the 'Registration Renewal' option. The main content area is titled 'Dashboard' and contains a 'Registrant Information' section with several input fields for personal and professional details.

Registrant Information		
Legal Last Name	Legal First Name	Legal Middle Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Telephone	E-mail address	
<input type="text"/>	<input type="text"/>	
Previous Legal Last Name	Previous Legal First Name	Previous Legal Middle Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Registration No.	Registration Type	Registration Status
<input type="text"/>	General Pharmacist	Active
Member Since	Effective Date	Expiration Date
<input type="text"/>		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

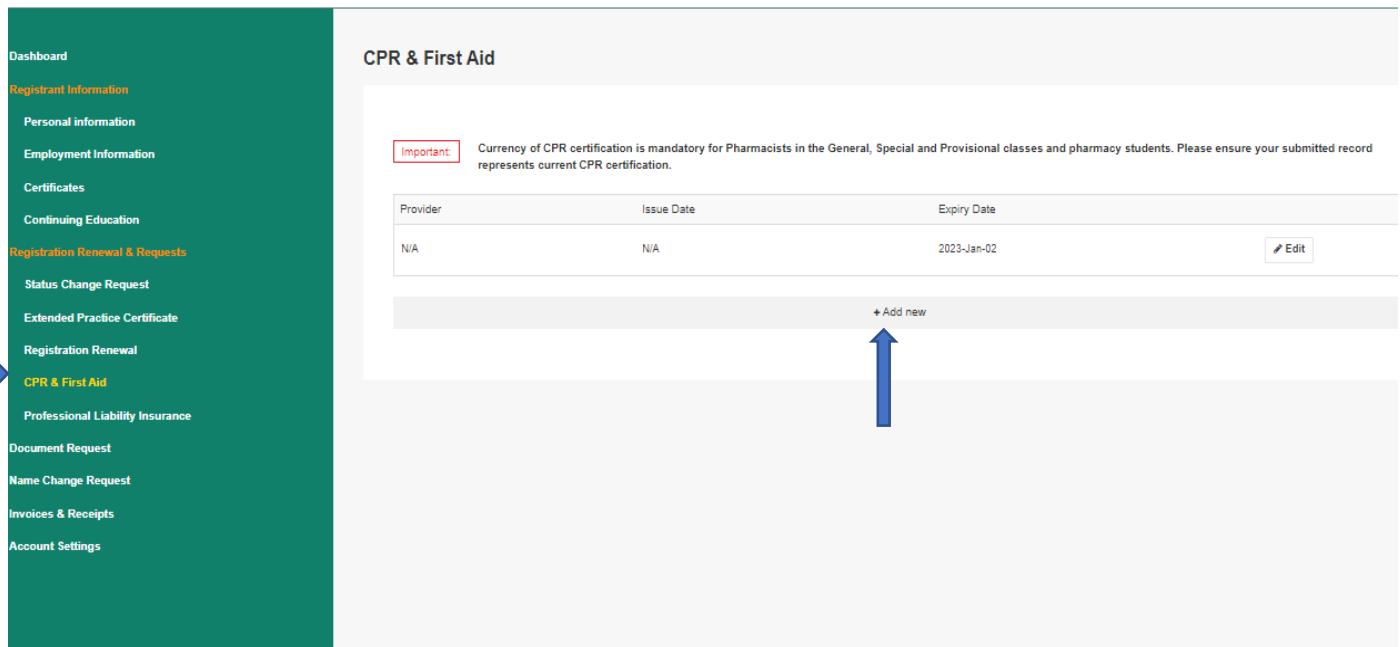
## Pharmacy Technicians:

- 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.



The screenshot shows a web application interface for managing CPR and First Aid certifications. On the left is a dark green sidebar menu with various options. A blue arrow points to the "CPR & First Aid" option. The main content area is titled "CPR & First Aid" and contains an "Important" notice, a table with one row of data, and a "+ Add new" button. Another blue arrow points to this button.

**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

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 - Add New

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

Provider Name \*

Issue Date \*

Expiration Date \*

CPR & First Aid Certificate \*

Choose File

☐ 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. \*

< Cancel

Save >

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

## Personal Professional Liability Insurance



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

### 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.



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

### 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 \*

[Choose File](#)

< Cancel

Save >

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.



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

### Employment Information

Please enter in your employment history below.

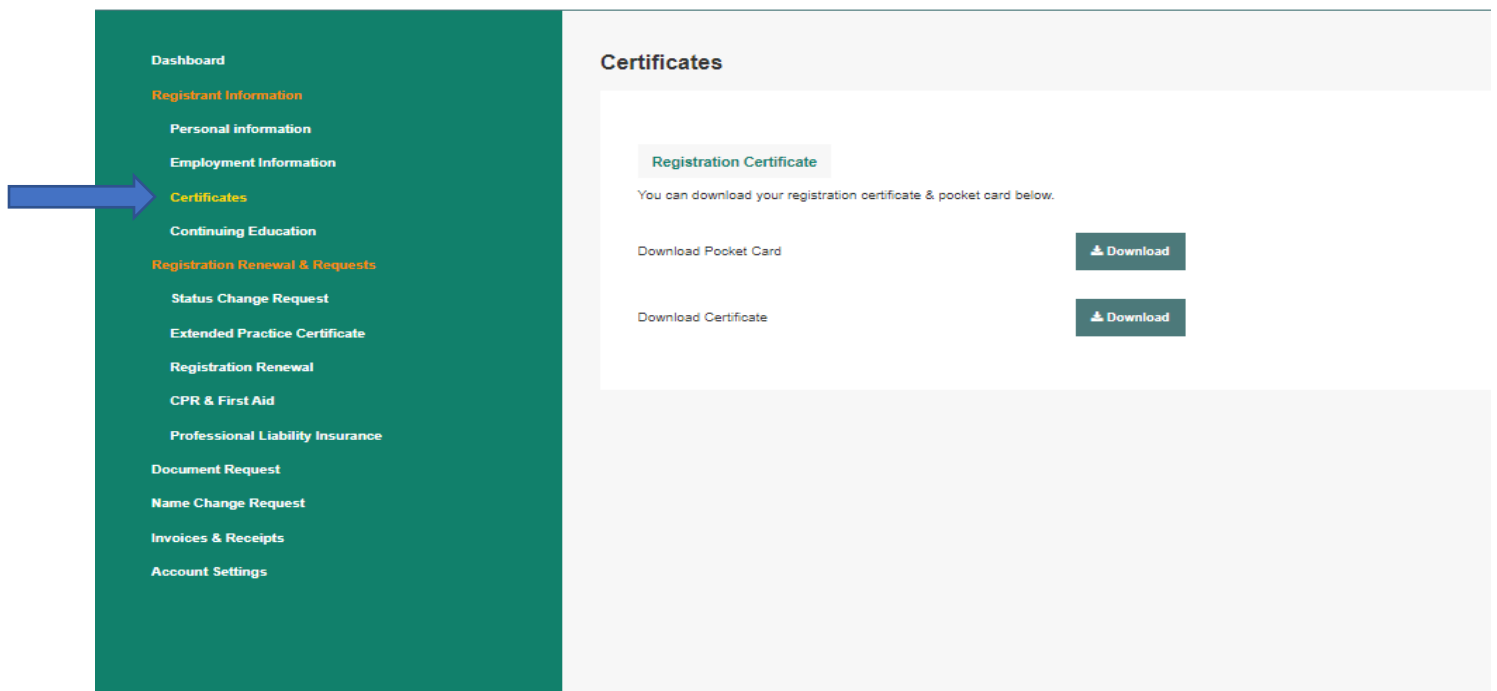
Employer	Position	Employment Category	Weekly Practice Hours	Employment Start Date	Employment End Date	
PEI College of Pharmacy	Other	Permanent Employee	30?30	2015-Jan-12	N/A	<a href="#">Edit</a>

+ 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.

A screenshot of the Prince Edward Island College of Pharmacy (PEICP) portal. On the left is a dark green sidebar menu with various options. A blue arrow points to the "Certificates" option. The main content area is titled "Certificates" and contains a section for "Registration Certificate". Below this, it says "You can download your registration certificate & pocket card below." There are two download buttons: "Download Pocket Card" and "Download Certificate", each with a download icon and the word "Download".

**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

### 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.



A screenshot of the "Invoices &amp; Receipts" page. On the left is a dark green sidebar menu with options: Dashboard, Registrant Information (Personal information, Employment Information, Certificates, Continuing Education), Registration Renewal &amp; Requests (Status Change Request, Extended Practice Certificate, Registration Renewal, CPR &amp; First Aid, Professional Liability Insurance), Document Request, Name Change Request, Invoices &amp; Receipts (highlighted with a blue arrow), and Account Settings. The main content area is titled "Invoices &amp; Receipts" and contains the text "To review invoices, click Review." Below this is a table with columns: Invoice Number, Issued To, Issued Date, Due Date, Amount Paid, and Balance Owed. A single row is visible with values: [empty], [empty], 2021-Feb-24, N/A, \$0.00, and \$1,045.00. A "Review" button with a magnifying glass icon is at the end of the row, with a large blue arrow pointing to it.

## 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.

A screenshot of the "Account Settings" page. The left sidebar menu is the same as in the previous screenshot, but "Account Settings" is highlighted with a blue arrow. The main content area is titled "Account Settings" and contains three sections: "Change Email" with input fields for "New Email" and "Confirm Email", a "Save" button, and explanatory text; "Password Reset" with a warning about password strength, input fields for "New password" and "Confirm password", a "Save" button, and a "Weak" password strength indicator; and "Two-Stage Authentication: Security Questions".