PRINCE EDWARD ISLAND
COLLEGE OF PHARMACY
Member organization of National Association of Pharmacy Regulatory Authorities (NAPRA)

Registration Renewal Guide 2023
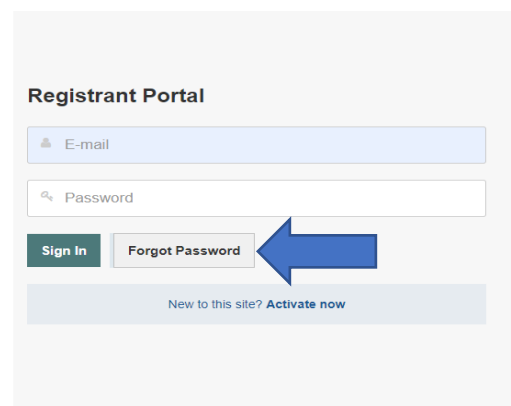
Introduction

The purpose of this guide is to assist registrants in completing their registration renewal for the 2023/2024 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".
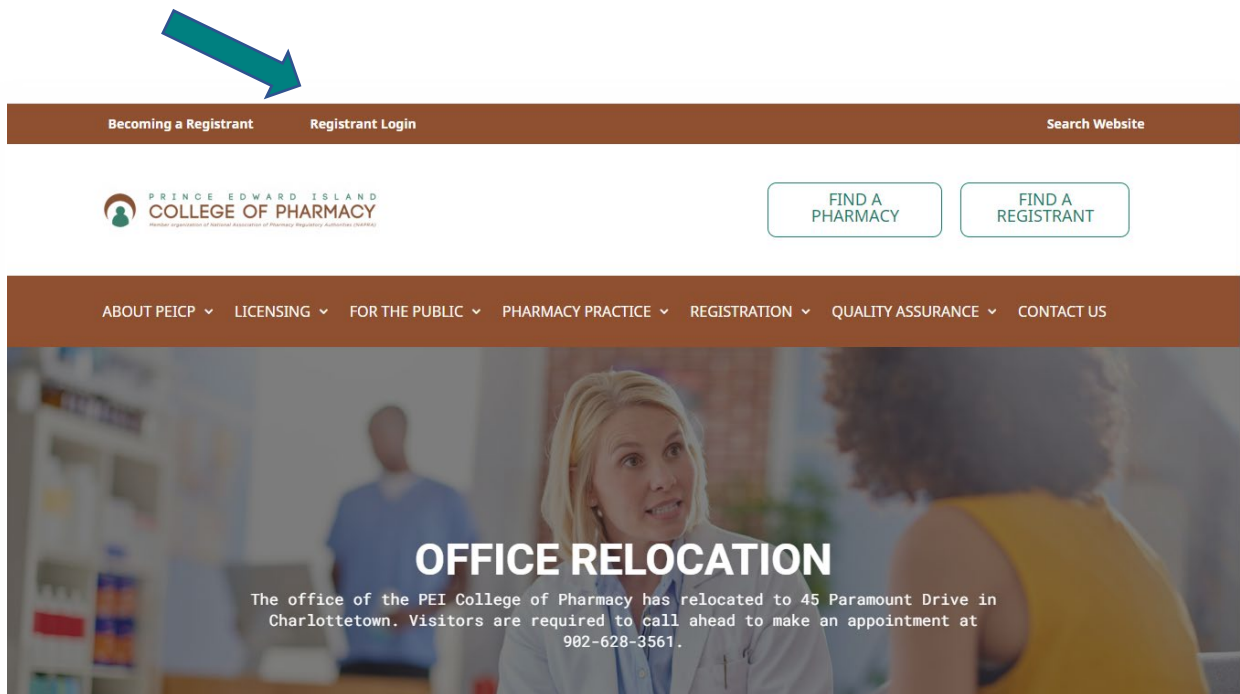
If you have not reset your password since the November database update, you must do this step first.

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.

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.

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 (applies to all pharmacists, and applies to pharmacy technicians who have EPC in drug administration)
4. Verification of your Personal Professional Liability insurance (PLI)
5. Renewal of your Extended Practice Certifications, if applicable
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) CPR and First certification in compliance with Policy RP.11 CPR/First Aid Requirements, if holding an EPC in drug administration.
b) 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.

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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

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.

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

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.

PLEASE NOTE: While you can now view your Criminal Record Check expiry date, Criminal Record Checks are updated by the PEICP staff once an original copy is received in office. You are not able to upload a new Criminal Record Check through your registrant portal.

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.

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.

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.