



NEWFOUNDLAND & LABRADOR
PHARMACY BOARD

NLPB Renewals

What you need to know to renew your registration and pharmacy license for 2024

Kelda Newport, Director of Quality & Pharmacy Licensing

Aileen O'Keefe, Registration Administrator

We respectfully acknowledge the land on which we gather as the ancestral homelands of the Beothuk. We also acknowledge the island of Ktaqmkuk (Newfoundland) as the unceded, traditional territory of the Beothuk and the Mi'kmaq. And we acknowledge Labrador as the traditional and ancestral homelands of the Innu of Nitassinin, the Inuit of Nunatsiavut, and the Inuit of NunatuKavut. As we open our hearts and minds to the past, we commit ourselves to working in a spirit of truth and reconciliation to make a better future for all.

Land Acknowledgement



1 Documentation of professional development.

2 Required documentation for registration renewal.

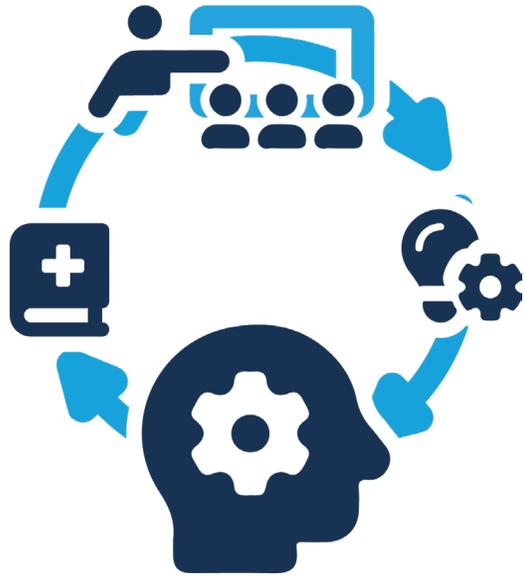
3 Completing your registration renewal.

4 Taking a leave of absence from pharmacy practice.

5 Completing pharmacy licensing renewal for pharmacists in charge.

Outline





Professional Development Requirements

PD PERIOD	December 1 - November 30
Total CEUs	15
Total Accredited	7.5 or more

Accredited vs. Non-accredited learning

Refer to Section 3 of the [Professional Development Requirements for Pharmacists and Pharmacy Technicians Interpretation Guide](#).





PD Documentation

Refer to guidance on NLPB website when recording learning activities.

- Professional Development Requirements for Pharmacists and Pharmacy Technicians Interpretation Guide
- NLPB Registrant Portal How-to Guide: Adding Professional Development Activities
- FAQs about Professional Development

All documentation for each learning activity must be entered prior to renewal. Records are not editable once submitted.



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Professional Development

For further information regarding professional development requirements, please visit our website at the following link:

<https://nlpb.ca/quality-assurance/professional-development/>

Please note, pharmacy students and pharmacy interns are not required to record professional development activities.

PD Period	Registration Type	Registration Status	PD Period Status	
12/01/2020 - 11/30/2021	Pharmacist	Active	Closed	Q View
12/01/2022 - 11/30/2023	Pharmacist	Active	Open	Q View
12/01/2021 - 11/30/2022	Pharmacist	Active	Submitted	Q View



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If you have any questions regarding professional development requirements, please email inforx@nlpb.ca

PD Period Status: Open

Registration Type	PD Period	Minimum Units Required	Total CEUs Submitted	Total Remaining CEUs Required
Pharmacist	12/01/2022 - 11/30/2023	15	0	15

Credits By Category

Category	Minimum Units Required	Maximum Units	Current Units
Accredited Learning	7.5	N/A	0
Non-Accredited Learning	0	N/A	0

Learning Activities

PD Category	Activity Provider	Program Accredited By	Date of Completion	Number of Credits
No activity records have been added. Click + Add New to add a new activity.				

+ Add New Records



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New Professional Development

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

PD Category *	Accredited Learning
Activity Provider *	Pharmacy Continuing Education Provider
Program Accredited By *	The Canadian Council of Continuing Education (CCCEP)
Date of Completion *	09/09/2023
Number of Credits *	1
Accreditation #	32-54677-41
Program Title *	Pharmacy Topic
Learning Objectives/Description of Activity *	Objectives and Description
Key Learnings and Integration into Practice *	This is what I learned and this is how I will integrate it into my practice.
Please upload any supporting documentation. *	<input type="button" value="Choose Files"/>

file_991234.pdf





Tips for Submitting PD Documentation

- ✓ Save supporting documentation before recording activity online.
- ✓ Keep your notes on hand when recording activity online.
- ✓ Make notes on your computer before recording activity online so you can copy and paste into the form.
- ✓ Save learning activity online with placeholder text and go back and edit later, before you submit your renewal.
- ✓ Be concise.
- ✓ Complete NLPB Learning Activity Notes form and upload with other supporting documentation. Reference as “See Attached” in Learning Objectives/Description of Activity and Key Learnings and Integration into Practice fields.





PD Audit

Pharmacists and Pharmacy Technicians are randomly selected for the PD audit and will be notified by the end of January of the following year.

What is evaluated during the audit:

- ✓ Completeness and quality (i.e. appropriateness, depth, thoroughness) of the learning objectives.
- ✓ Key learnings and relevance to practice.
- ✓ Assignment of CEU value.
- ✓ Acceptability of supporting documentation.



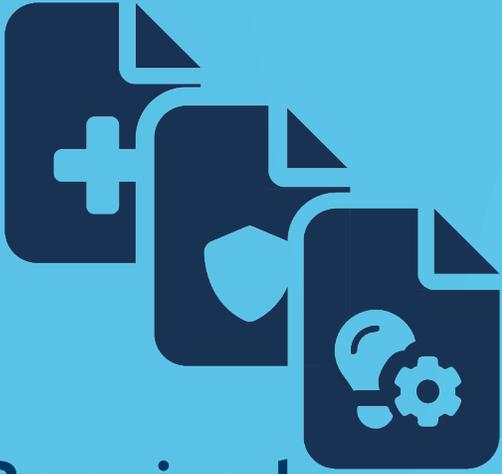


PD Audit

Common issues identified upon audit:

-  Incomplete or unclear documentation of key learnings and integration into practice.
-  No documentation of key learnings and integration into practice from First Aid/CPR courses.
-  No documentation of key learnings and integration into practice for service as a preceptor.
-  Documentation for the preparation and delivery of presentations references what was presented rather than what was learned by the presenter.
-  No supporting documentation.





Required Documentation for Registration Renewal



Before you renew your registration:

Ensure you have documented your required 15 CEUs.

Confirm you have the minimum required practice hours.

Save an electronic copy of your current professional liability insurance certificate to prepare for upload.

- DO NOT upload an expired certificate.
- DO NOT upload your insurance purchase receipt.

If you are authorized to administer drug therapy by inhalation or injection, save an electronic copy of your current First Aid/CPR certificate to prepare for upload.



New Data Collection



NLPB has a long-standing data-sharing agreement with the Canadian Institute for Health Information (CIHI) to support health care improvements and workforce planning within the health care system.

New information collected on behalf of CIHI includes:

Demographic:

Language - Ability to Provide Service

Sex at Birth

Indigenous Identity

Ethnicity

Employment:

Seeking Employment

Employed through Staffing Agency?

Employment Type (Full Time/Part Time/ Casual)

Employment Type Preference

Area of Practice

Do you work for this employer at multiple sites?

Percentage of Virtual Care Provided

Mode of Direct Care Provision

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Registration Renewal

Registration Renewals open for a limited time in the fall of the year and are otherwise not accessible. All professional development requirements must be met and recorded, and all outstanding fees must be paid before you can renew. If renewals are open, please follow the step-by-step instructions to complete the renewal process. You will be able to save your progress and return to it later.

For assistance, please contact us at registration@nlpb.ca.

Your current registration information is listed below:

Registration Type	Registration Number	Status	Expiry Date	
Pharmacist	99-9999	Active	11/30/2023	Start Renewal





Registration Renewal Process



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4 Status Change Request

Step 4 of 10

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

Registration Type *	Julie Reddy - Pharmacist ▾
Current Status *	Active
Requested Status *	Active ▾

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Below is your Professional Development Summary for the most recent PD period.
To add or change a professional development activity, please visit the [Professional Development](#) page.

PD Period Status: Open

Registration Type	PD Period	Minimum Units Required	Total CEUs Submitted	Total Remaining CEUs Required
Pharmacist	11/30/2022 - 11/30/2023	15	15	0

Credits By Category

Category	Minimum Units Required	Maximum Units	Current Units
Accredited Learning	7.5	N/A	10
Non-Accredited Learning	0	N/A	5

Learning Activities

PD Category	Activity Provider	Program Accredited By	Date of Completion	Number of Credits
Non-Accredited Learning	Pharmacy Continuing Education Provider	Non-accredited	08/09/2023	5
Accredited Learning	Pharmacy Continuing Education Provider	The Canadian Council of Continuing Education (CCCEP)	04/04/2023	10

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6 First Aid and CPR Certification

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

First Aid and CPR Certification

Provider Name *	<input type="text" value="St John Ambulance"/>
Issue Date *	<input type="text" value="10/01/2023"/> 
Expiration date *	<input type="text" value="10/01/2025"/> 
Upload First Aid and CPR Certification *	<input type="button" value="Choose Files"/>

Certification_20231017_Registration Certificate.JPG 

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7 Professional Liability Insurance

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Current professional liability insurance (PLI) is required for all professionals, pharmacy students, and pharmacy interns registered with NLPB. You must provide proof of insurance by uploading a certificate of insurance and providing policy details.

If you have already submitted a copy of your certificate of insurance, please confirm that it 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 NLPB, please select the ADD NEW button.

Provider Name	Policy Number	Occurrence Amount	Aggregate Amount	Expiration Date	
ABC Insurance	ABC23875	2000000	4000000	07/01/2024	Edit

[+ Add New Records](#)

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10 Payment

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Fee Breakdown

Invoice Item	Amount
Annual Pharmacist Registration Renewal Fee	\$1,094.26
HST	\$164.14
Total	\$1,258.40

Method of Payment

Please select method of payment

By submitting this payment, I agree, that if my application is approved, I am responsible for paying any applicable annual registration or licensing fees as per the current Schedule of Fees. The Newfoundland and Labrador Pharmacy Board does not provide refunds on fees.

Method of Payment

Cheque

Select...

Cheque

Credit Card

Money Order

Amount Due

Cheque/money order Payment

If paying by cheque, make payment payable to:

Newfoundland and Labrador Pharmacy Board
Suite 201
145 Kelsey Drive
St. John's, NL A1B 0L2
Canada



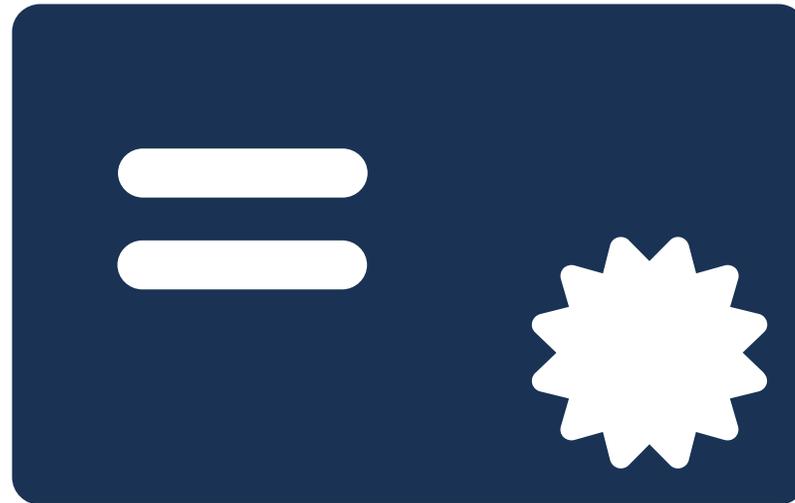


Registration Renewal Process



Pharmacy professionals who have successfully renewed will be able to print their new certificate of registration in January.

The new certificate will be in effect from January 1, 2024-December 31, 2024



Reasons to request to become Inactive:

Leave (maternity, parental, medical, etc.)

Retirement.

Relocation out of province.



Taking a Leave of Absence

Once your registration is inactive

Not permitted to:

Practice pharmacy in NL

Use the protected title of “pharmacist” or “pharmacy technician”

Not required to:

Maintain PLI

Maintain membership with PANL



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

Please request **'Inactive'** status if:

- you will be on leave for a portion or all of the remaining registration year, or
- you are ceasing practice in the province before the end of the current registration year.

By making the request to change my status to 'Inactive', I understand that:

- My name will be removed from the NLPB public register of pharmacy professionals;
- I will no longer be able to carry on the practice of pharmacy or use a protected title in accordance with the *Pharmacy Act, 2012*; and
- Should I wish to reactivate my registration with NLPB in the future, I must do so in accordance with the **NLPB Requirements for Re-registration in Newfoundland and Labrador**, including providing NLPB with a minimum of 10 business days' notice.

Please request **'Active'** status to request re-registration if:

- you had previously requested your status changed to inactive, or
- you chose not to renew your registration.

By making the request to change my status to 'Active', I understand that:

- I am not eligible to practice as a registered pharmacy professional in Newfoundland and Labrador until my request for change in status has been approved;
- I am first required to review and understand the **NLPB Policy on Collection, Use and Disclosure of Registrants' Personal Information** and confirm that I consent to the collection, use, and disclosure of my personal information in accordance with this policy.

Registration Type *	Julie Reddy - Pharmacist
Application Status	Active
Request Status *	Inactive
Reason For Status Change *	Leave (medical, maternity, parental, etc.)
Requested Date of Status Change	11/24/2023

Save



Returning from leave if your registration has been inactive for less than two years.

Submit a Status Change Request

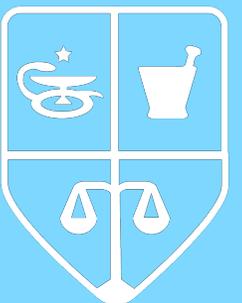
Provide proof of Professional Liability Insurance

Provide proof of completion of a minimum of 15 CEUs

Provide proof of PANL membership (if applicable)



Returning from a Leave of Absence





Requirements for Pharmacy Licensing Renewal



Before you renew the pharmacy licence:

PIC must have their own registration renewed first.

Collect current contact information from owners.

Confirm method of payment with owner.



XYZ Pharmacy

1 Test Street, Testville, Newfou... >

Business Licensing - Select Pharmacy

Pharmacist-in-Charge Profile

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Approved Licences

In time of renewal, please click the start renewal button to begin.

Licence information for any pharmacy for which you are designated as the pharmacist in charge is listed below.

Pharmacy Name	Licence Number	Licence Class	Licence Status	Licence End Date	Renewal Status
XYZ Pharmacy	TV-123	Community Pharmacy	Active	11/30/2023	Not Started Start Renewal

Pharmacy Applications

Thank you for your interest in opening a new pharmacy in Newfoundland and Labrador. Please follow the step-by-step instructions to complete your application. You will be able to save your progress and return to it later.

For assistance, please contact us at licensing@nlpb.ca.

Application Number	Pharmacy Application Type	Pharmacy Licence Type	Application Status	Submitted Date	Decision Date
No applications have been started. Click Apply for Licence to add application.					

[Apply for Licence](#)




Pharmacy Licence Renewal Process





XYZ Pharmacy
1 Test Street, Testville, Newfou... >

Business Licensing - Select Pharmacy

Pharmacist-in-Charge Profile

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3 **Status Change**

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

Licence Class	Community Pharmacy
Current Status *	Active
Requested Status *	Active ▾

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XYZ Pharmacy
1 Test Street, Testville, Newfou... >

Business Licensing - Select Pharmacy

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4 **Owners/Shareholders**

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Owners and other shareholders of the pharmacy.

Contact Name	Phone Number	Email	Contact Type	Status	
Jane Smith			Owner	Approved	Edit

< Previous

Save & Continue >



- XYZ Pharmacy
1 Test Street, Testville, Newfou... >
- Business Licensing - Select Pharmacy
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5 Hours of Operation

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Business Hours

Day	Closed?	Opens At	Closes At
No business hours have been added. Click + Add Business Hours to add hours.			

+ Add Business Hours

Business Holiday Hours

Date	Closed?	Opens At	Closes At
No business holiday dates have been added. Click + Add Business Holiday Dates to add dates.			

+ Add Business Holiday Dates

Dispensary Hours

Day	Closed?	Opens At	Closes At
No dispensary hours have been added. Click + Add Dispensary Hours to add hours.			

+ Add Dispensary Hours

Dispensary Holiday Hours

Date	Closed?	Opens At	Closes At
No dispensary holiday dates have been added. Click + Add Dispensary Holiday Dates to add dates.			

+ Add Dispensary Holiday Dates

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XYZ Pharmacy
1 Test Street, Testville, Newfou... >

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Business Hours - Add

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

Business Days *

I confirm that the business is closed

Opens At *

Closes At *

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XYZ Pharmacy
1 Test Street, Testville, Newfou... >

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Business Holiday Hours - Add

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

Date *

12/25/2023



I confirm that the business is closed

< Previous

Save & Continue >





XYZ Pharmacy

1 Test Street, Testville, Newfou... >

Business Licensing - Select Pharmacy

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Please ensure all dispensary staff are listed, including registered, non-registered, full-time, and part-time employees.

Registration	First Name	Last Name	Position	Start Date	End Date	
	John	Smith	Pharmacy Assistant	10/26/2020		Edit Delete

+ Add New Records

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XYZ Pharmacy >
1 Test Street, Testville, Newfou...

Business Licensing - Select Pharmacy

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Fee Breakdown

Invoice Item	Amount
Annual Community/Satellite Pharmacy Licence Renewal Fee	\$2,095.39
HST	\$314.31
Total	\$2,409.70

Method of Payment

Please select method of payment

By submitting this payment, I agree, that if my application is approved, I am responsible for paying any applicable annual registration or licensing fees as per the current Schedule of Fees. The Newfoundland and Labrador Pharmacy Board does not provide refunds on fees.

Method of Payment

Select...

< Previous



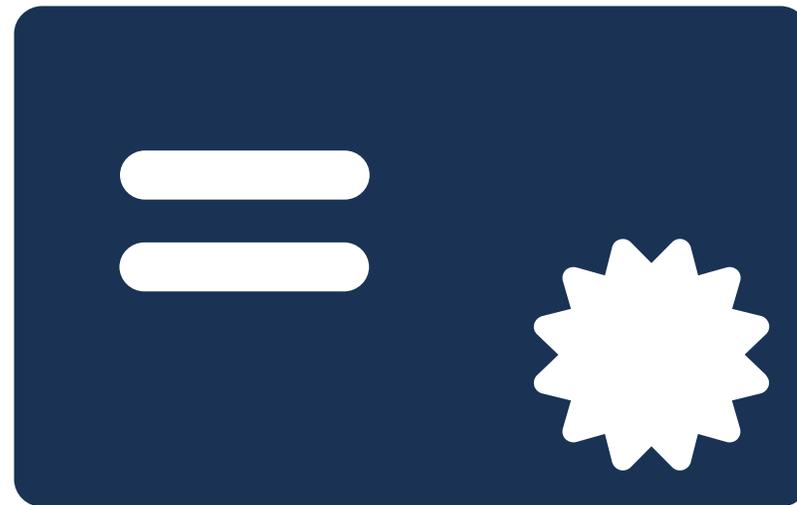


Pharmacy Licensing Renewal Process

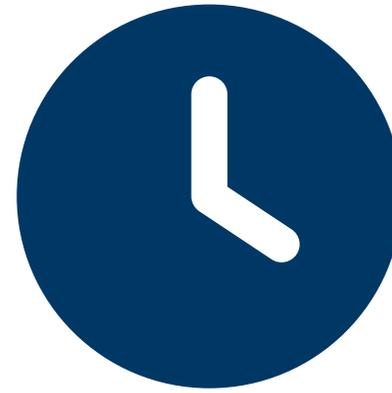


Pharmacy professionals who have successfully renewed will be able to print their new certificate of registration in January.

The new certificate will be in effect from January 1, 2024-December 31, 2024



Don't leave it to
the last minute!



Need Help?

NLPB Staff are available during office hours to help answer your questions and address any issues you encounter.

Hours of Operation:

Monday-Friday, 8:30 a.m. - 4:30 p.m. (NDT/NST)



Assistance is Available

Email your questions

Registration
Renewals:
registration@nlpb.ca

Pharmacy Licensing
Renewals:
licensing@nlpb.ca

Professional
Development
Questions:
QA@nlpb.ca





QUESTIONS

