

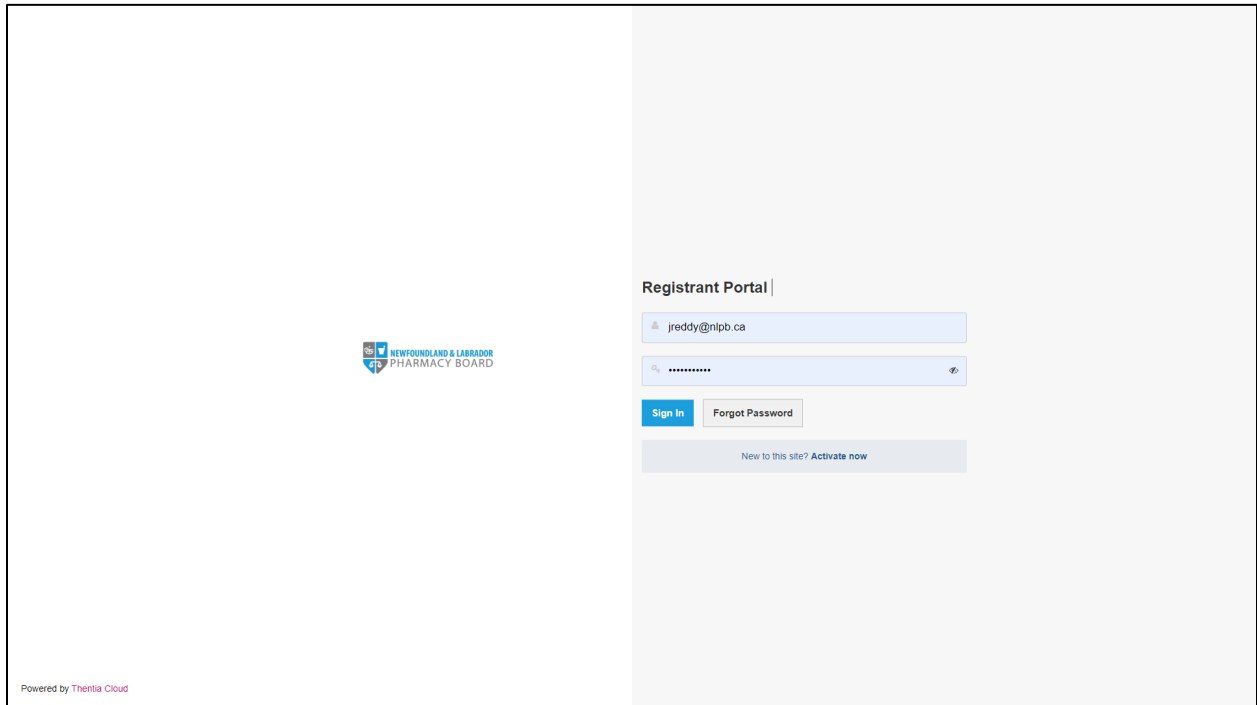
# NLPB Registrant Portal

## User Guide

### Adding Professional Development Activities

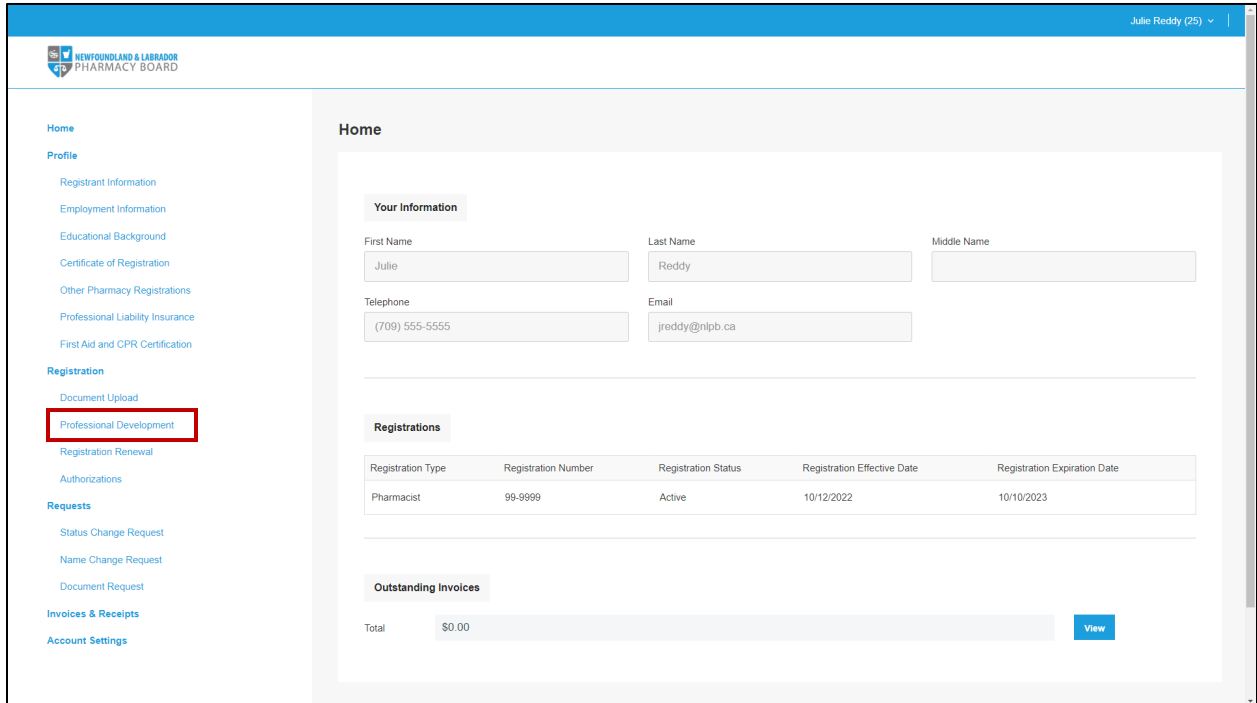
Updated October 13, 2023

1. Log into the [NLPB Registrant Portal](#).



Powered by Thentia Cloud

2. Once you have logged into your profile, click on *Professional Development* on the side menu.



Julie Reddy (25)

**Home**

**Your Information**

First Name: Julie, Last Name: Reddy, Middle Name: , Telephone: (709) 555-5555, Email: jreddy@nlpb.ca

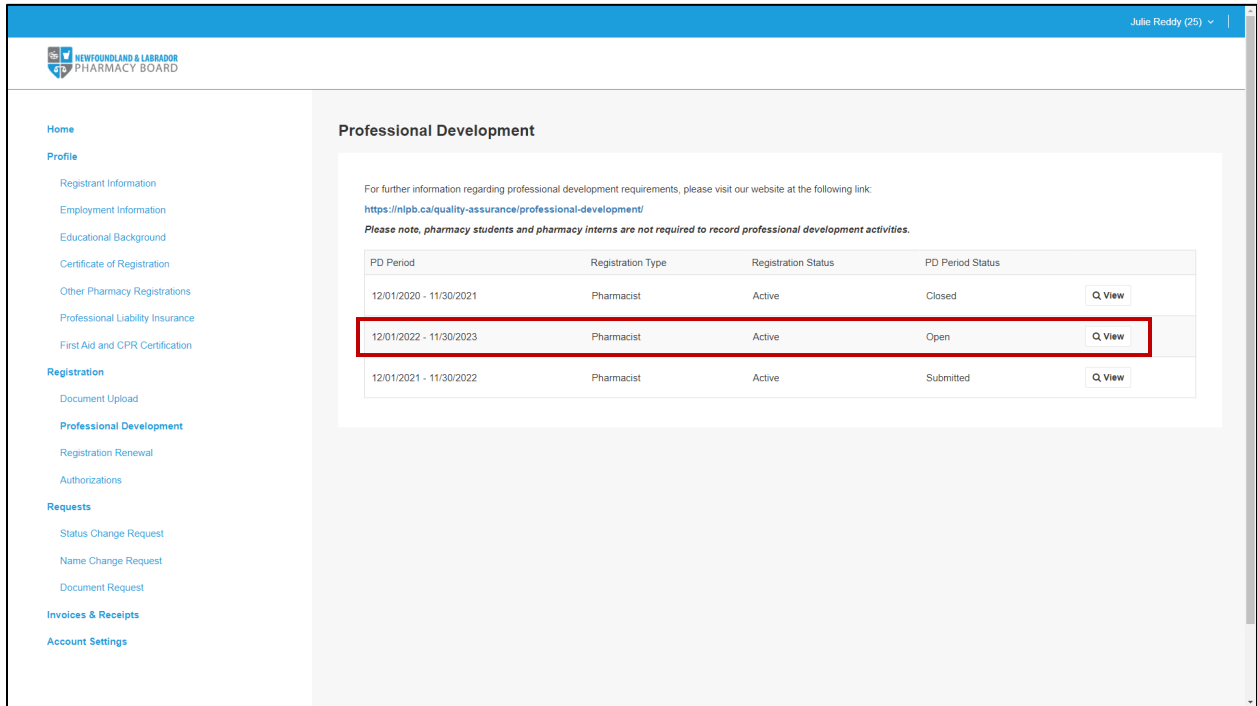
**Registrations**

Registration Type	Registration Number	Registration Status	Registration Effective Date	Registration Expiration Date
Pharmacist	99-9999	Active	10/12/2022	10/10/2023

**Outstanding Invoices**

Total: \$0.00 [View](#)

- Click the *View* button for the PD Period with the PD Period Status *Open*.

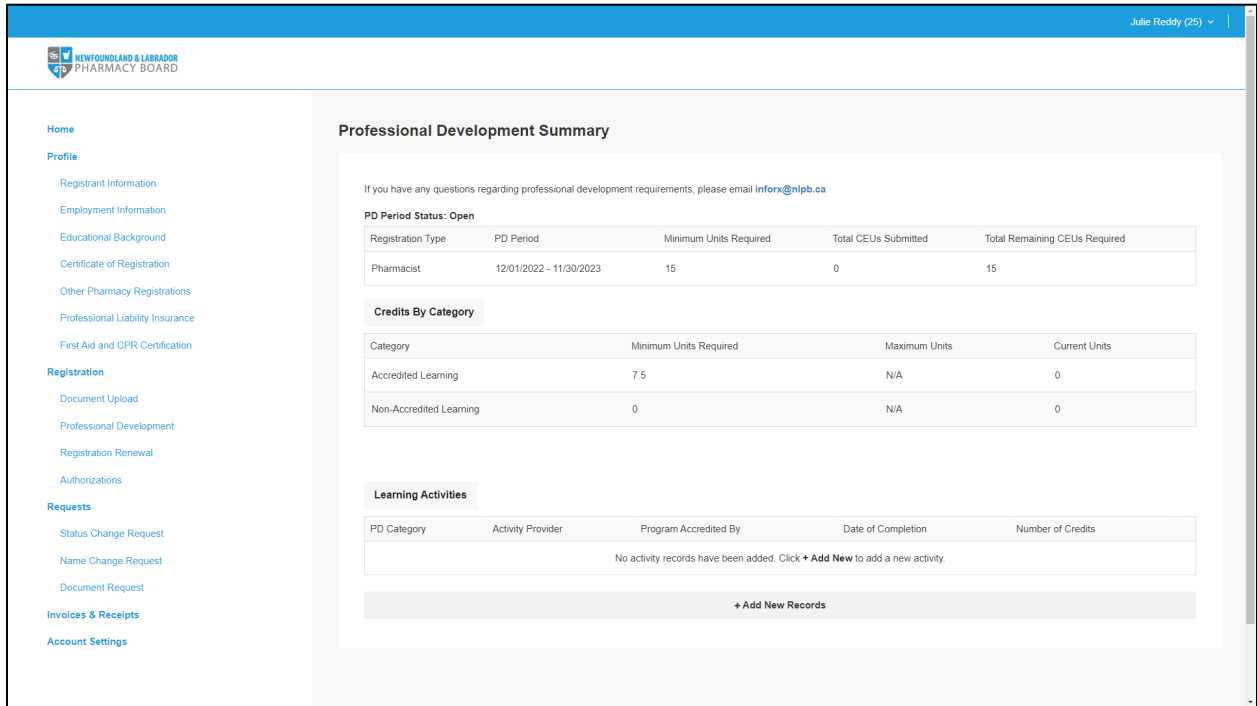


Professional Development

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	<a href="#">Q View</a>
12/01/2022 - 11/30/2023	Pharmacist	Active	Open	<a href="#">Q View</a>
12/01/2021 - 11/30/2022	Pharmacist	Active	Submitted	<a href="#">Q View</a>

4. Review your submitted CEUs for the PD Period.
  - a. The CE Period table will list the *Minimum Units Required*, *Total CEUs Submitted*, and *Total Remaining CEUs Required* for the current period.
  - b. The Credits By Category Table will list the *Minimum Units Required* and the *Current Units* for each the Non-Accredited Learning and the Accredited Learning.
  - c. The Learning Activities table will list each learning activity that has been submitted for the current PD period.



The screenshot shows the 'Professional Development Summary' page for a user named Julie Reddy (25). The page includes a navigation menu on the left and a main content area with three tables.

**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**

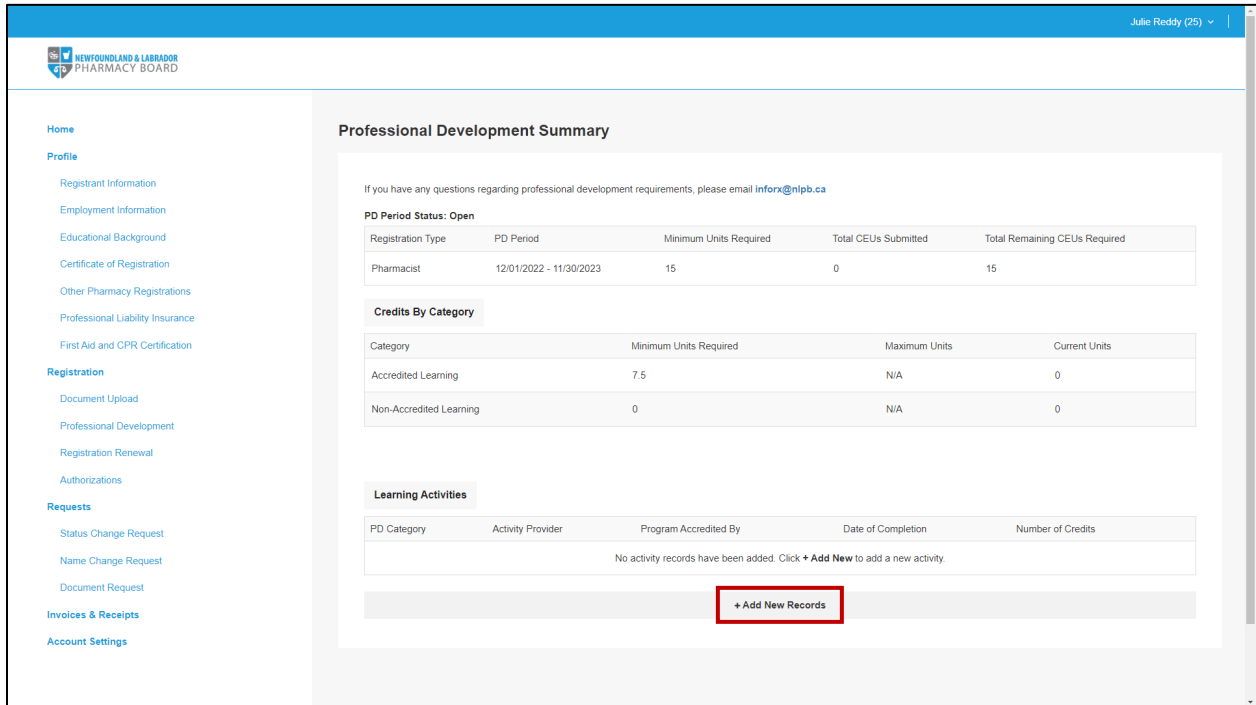
Category	Minimum Units Required	Maximum Units	Current Units
Accredited Learning	7.5	N/A	0
Non-Accredited Learning	0	N/A	0

**Learning Activities**

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

**+ Add New Records**

- Click the +Add New Records button to submit new learning activities for the current PD period.



**Professional Development Summary**

If you have any questions regarding professional development requirements, please email [inforx@nlpb.ca](mailto: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**

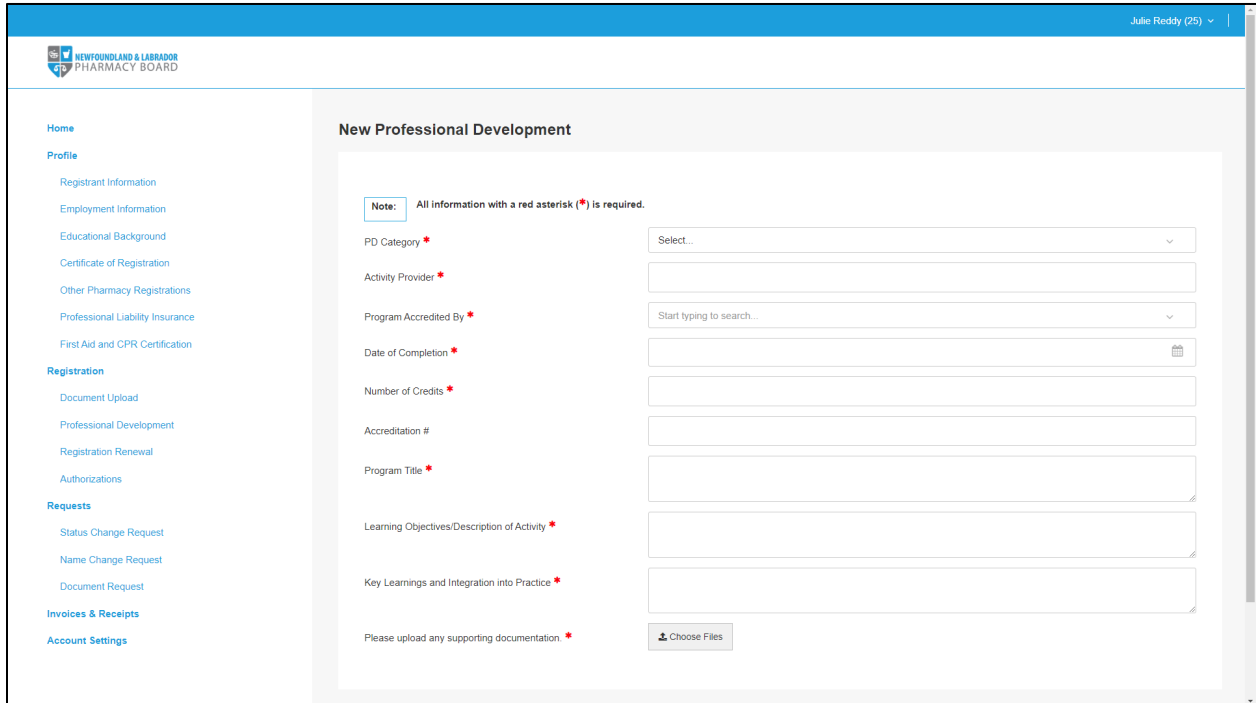
Category	Minimum Units Required	Maximum Units	Current Units
Accredited Learning	7.5	N/A	0
Non-Accredited Learning	0	N/A	0

**Learning Activities**

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

**+ Add New Records**

- The New Professional Development form will open.



**New Professional Development**

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

PD Category \*

Activity Provider \*

Program Accredited By \*

Date of Completion \*

Number of Credits \*

Accreditation #

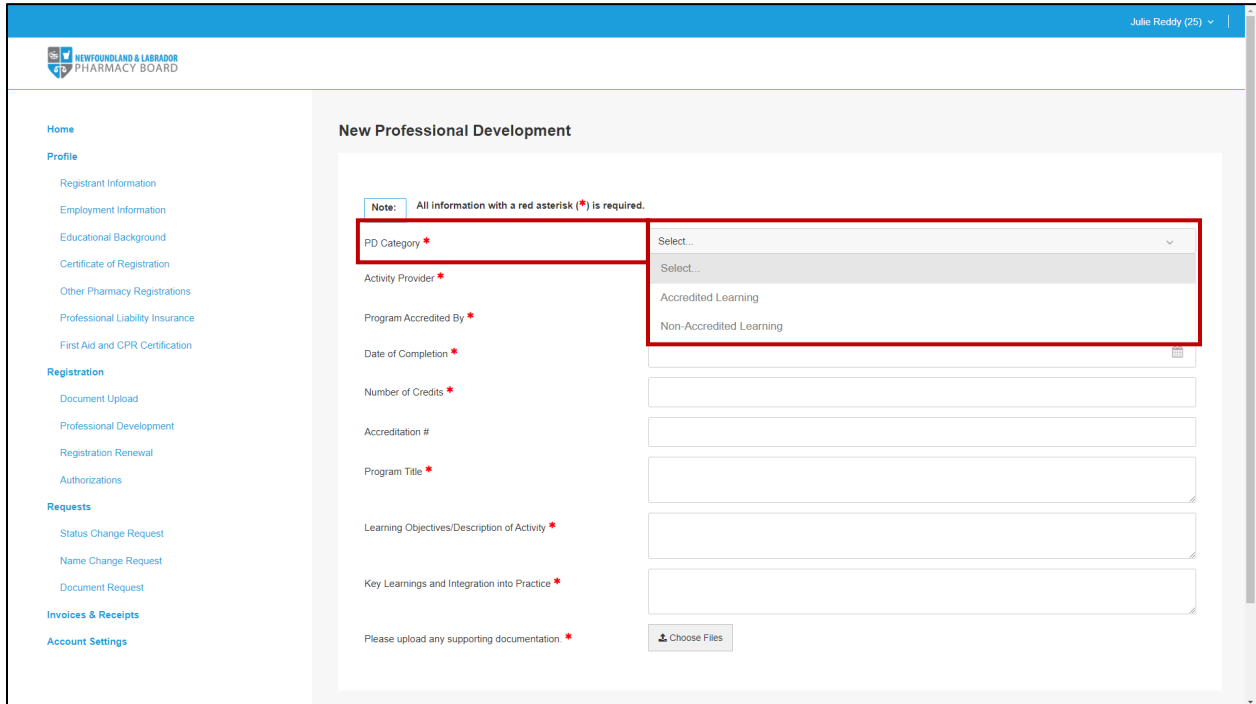
Program Title \*

Learning Objectives/Description of Activity \*

Key Learnings and Integration into Practice \*

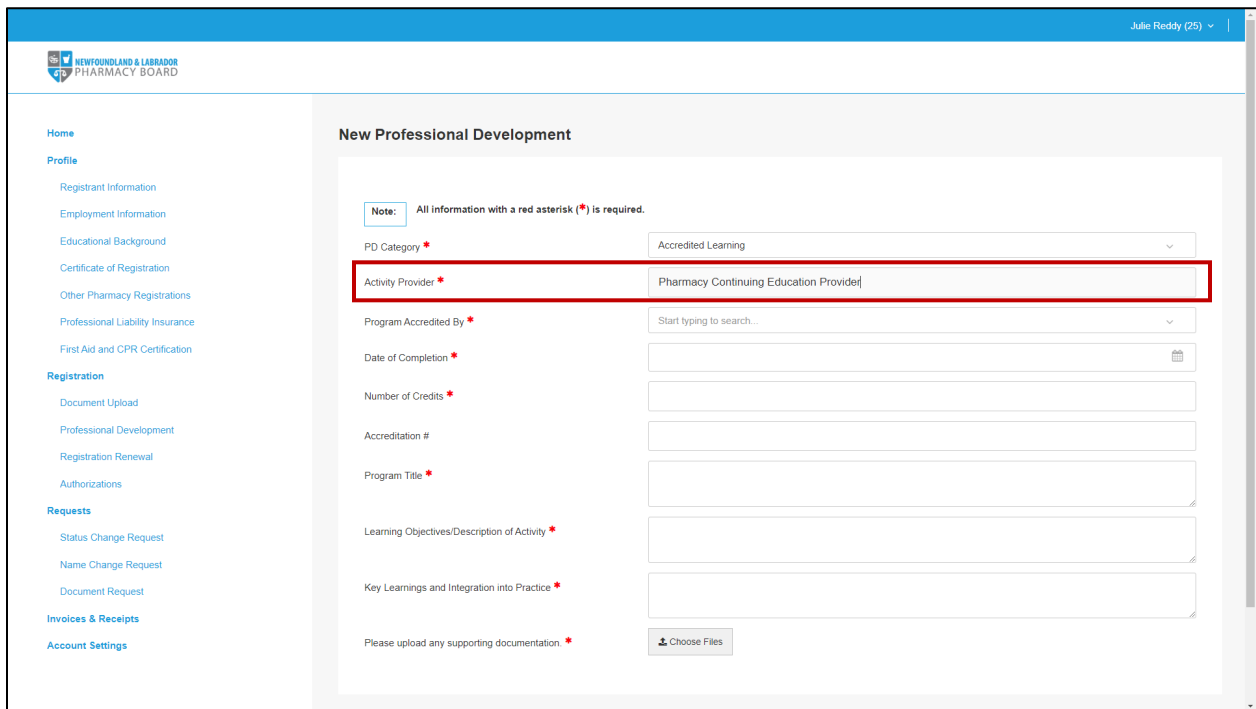
Please upload any supporting documentation. \*

7. Please note: Accredited and Non-Accredited activities will now be submitted using the same online form. Select either Accredited Learning or Non-Accredited Learning in the PD Category dropdown box.



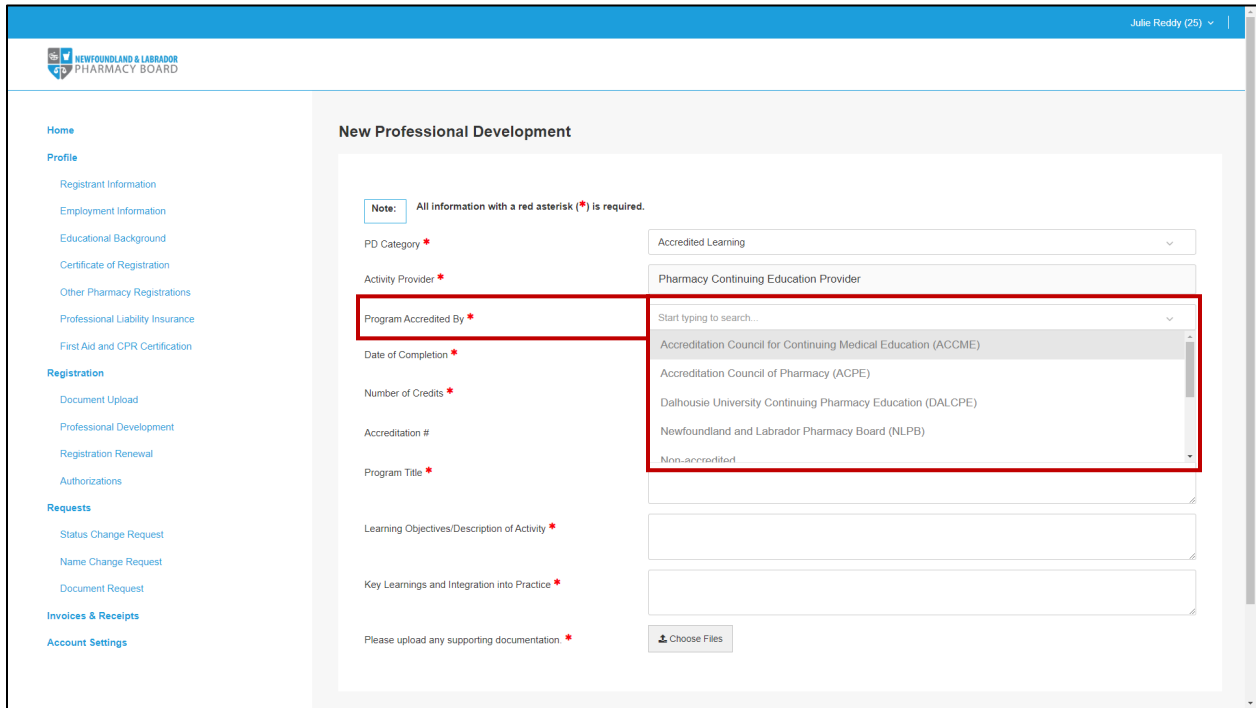
The screenshot shows the 'New Professional Development' form in a web browser. The user is logged in as 'Julie Reddy (25)'. The form includes a sidebar with navigation options like Home, Profile, Registration, Requests, and Account Settings. The main form area has a 'Note' stating 'All information with a red asterisk (\*) is required.' The 'PD Category' dropdown menu is open, showing two options: 'Accredited Learning' and 'Non-Accredited Learning'. Other fields include 'Activity Provider', 'Program Accredited By', 'Date of Completion', 'Number of Credits', 'Accreditation #', 'Program Title', 'Learning Objectives/Description of Activity', and 'Key Learnings and Integration into Practice'. A 'Choose Files' button is located at the bottom right of the form.

8. Type in the name of the provider in the Activity Provider field.



The screenshot shows the 'New Professional Development' form with the 'PD Category' dropdown set to 'Accredited Learning'. The 'Activity Provider' text input field is highlighted with a red box and contains the text 'Pharmacy Continuing Education Provider'. The rest of the form fields and layout are identical to the previous screenshot.

- Select the name of the accrediting body for the learning activity in the *Program Accredited By* dropdown box. For non-accredited activities, choose *Non-accredited*.



**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 \* Start typing to search...  
 Accreditation Council for Continuing Medical Education (ACCMME)  
 Accreditation Council of Pharmacy (ACPE)  
 Dalhousie University Continuing Pharmacy Education (DALCPE)  
 Newfoundland and Labrador Pharmacy Board (NLPB)  
 Non-accredited

Date of Completion \* [Calendar Icon]

Number of Credits \* [Input Field]

Accreditation # [Input Field]

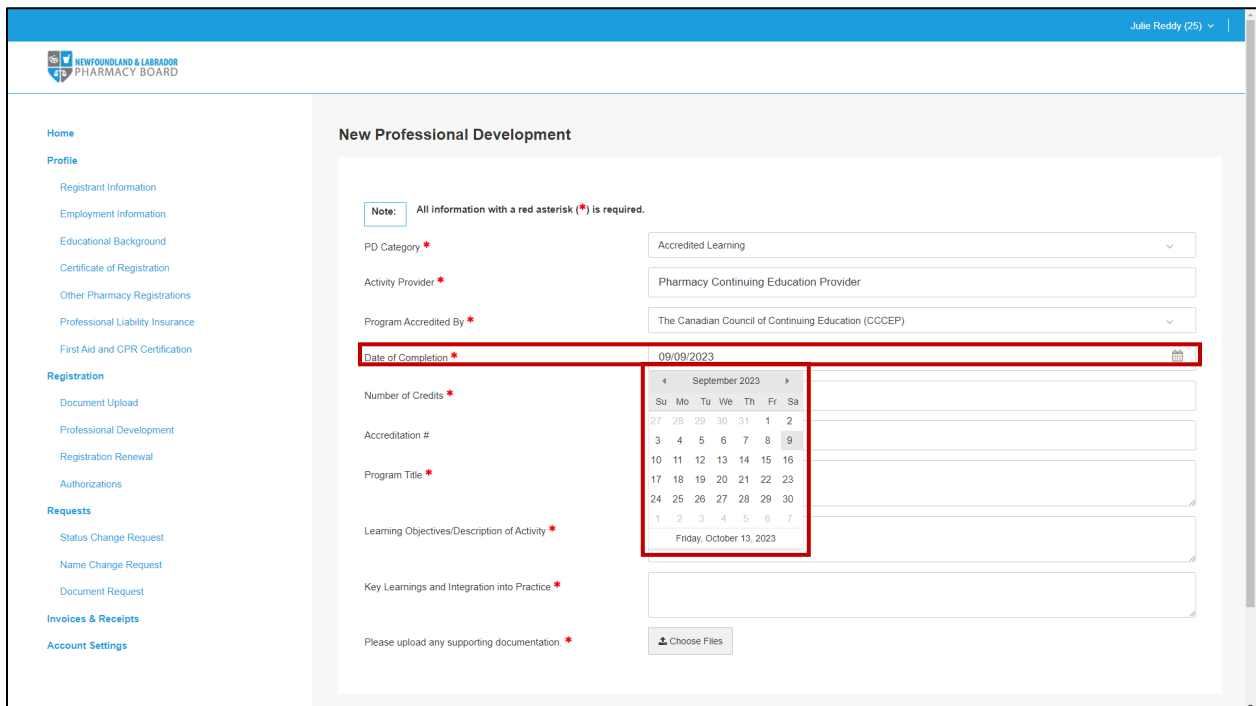
Program Title \* [Input Field]

Learning Objectives/Description of Activity \* [Input Field]

Key Learnings and Integration into Practice \* [Input Field]

Please upload any supporting documentation. \* [Choose Files]

- Click the calendar icon in the *Date of Completion* field and select the date that the learning activity was completed.



**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 [Calendar Icon]

Number of Credits \* [Input Field]

Accreditation # [Input Field]

Program Title \* [Input Field]

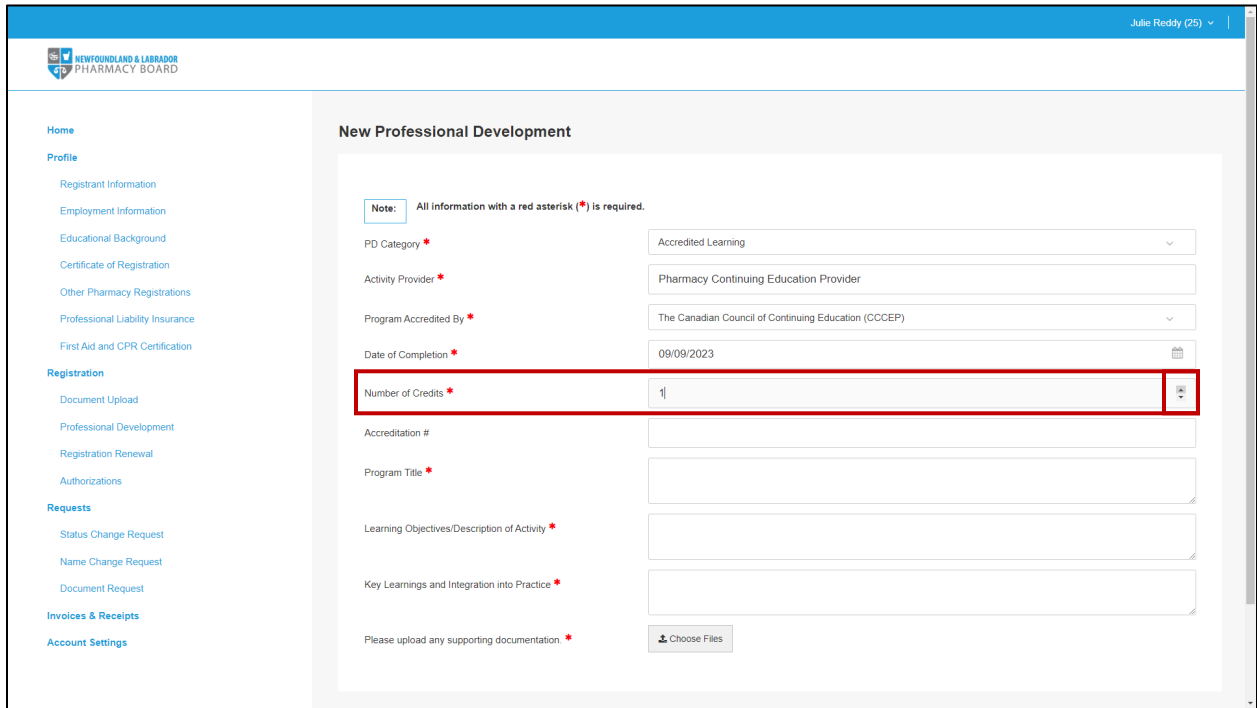
Learning Objectives/Description of Activity \* [Input Field]

Key Learnings and Integration into Practice \* [Input Field]

Please upload any supporting documentation. \* [Choose Files]

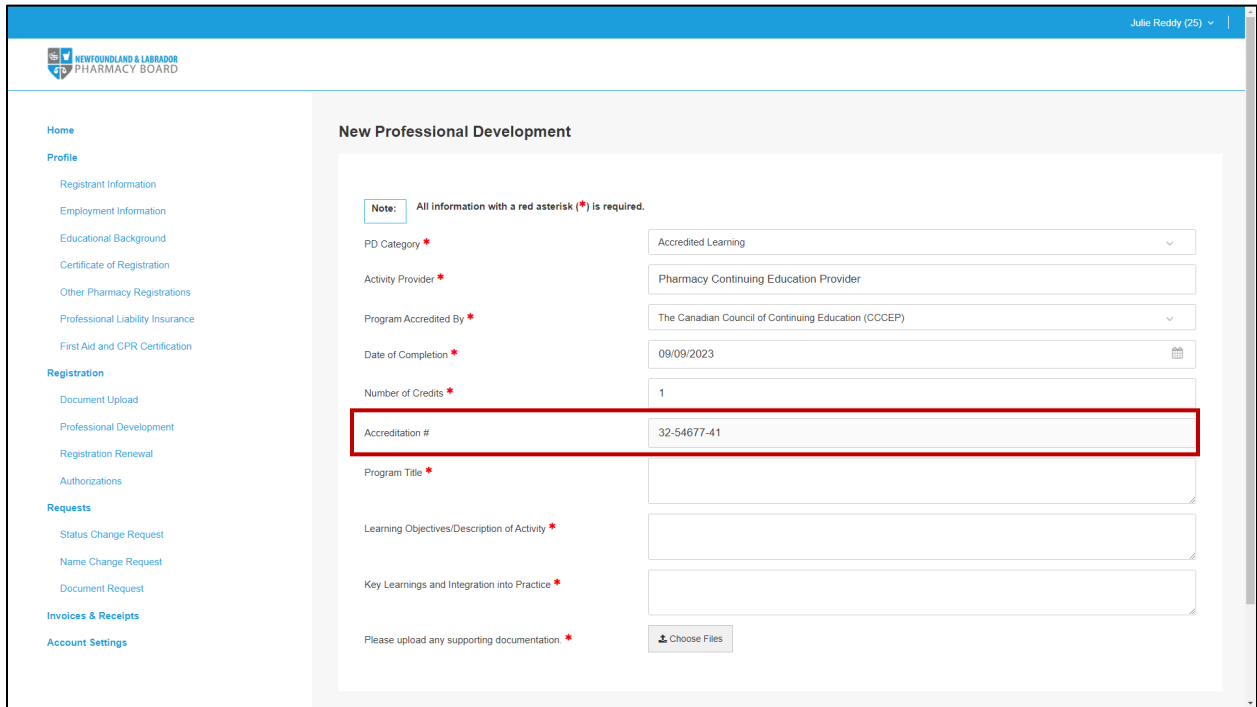
Calendar Popup: September 2023  
 Su Mo Tu We Th Fr Sa  
 27 28 29 30 31 1 2  
 3 4 5 6 7 8 9  
 10 11 12 13 14 15 16  
 17 18 19 20 21 22 23  
 24 25 26 27 28 29 30  
 1 2 3 4 5 6 7  
 Friday, October 13, 2023

11. Type in the number or use the up and down arrows in the *Number of Credits* field to indicate the number of credits assigned to the activity.



The screenshot shows the 'New Professional Development' form in the Newfoundland & Labrador Pharmacy Board system. The form includes a navigation sidebar on the left with sections for Home, Profile, Registration, Requests, and Invoices & Receipts. The main form area contains a note: 'All information with a red asterisk (\*) is required.' Below the note are several fields: 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 #, Program Title, Learning Objectives/Description of Activity, Key Learnings and Integration into Practice, and a 'Choose Files' button. The 'Number of Credits' field is highlighted with a red box.

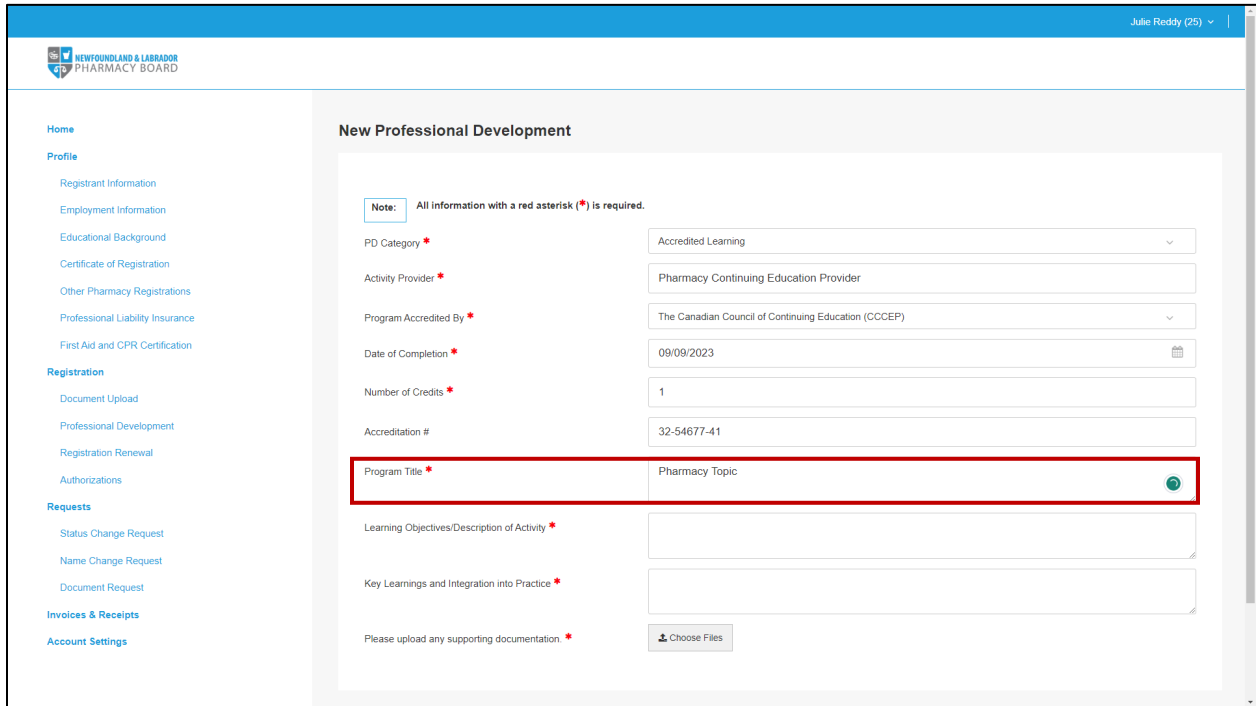
12. Type in the accreditation number, if any, for the activity in the *Accreditation #* field.



The screenshot shows the 'New Professional Development' form in the Newfoundland & Labrador Pharmacy Board system. The form includes a navigation sidebar on the left with sections for Home, Profile, Registration, Requests, and Invoices & Receipts. The main form area contains a note: 'All information with a red asterisk (\*) is required.' Below the note are several fields: 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, Learning Objectives/Description of Activity, Key Learnings and Integration into Practice, and a 'Choose Files' button. The 'Accreditation #' field is highlighted with a red box.



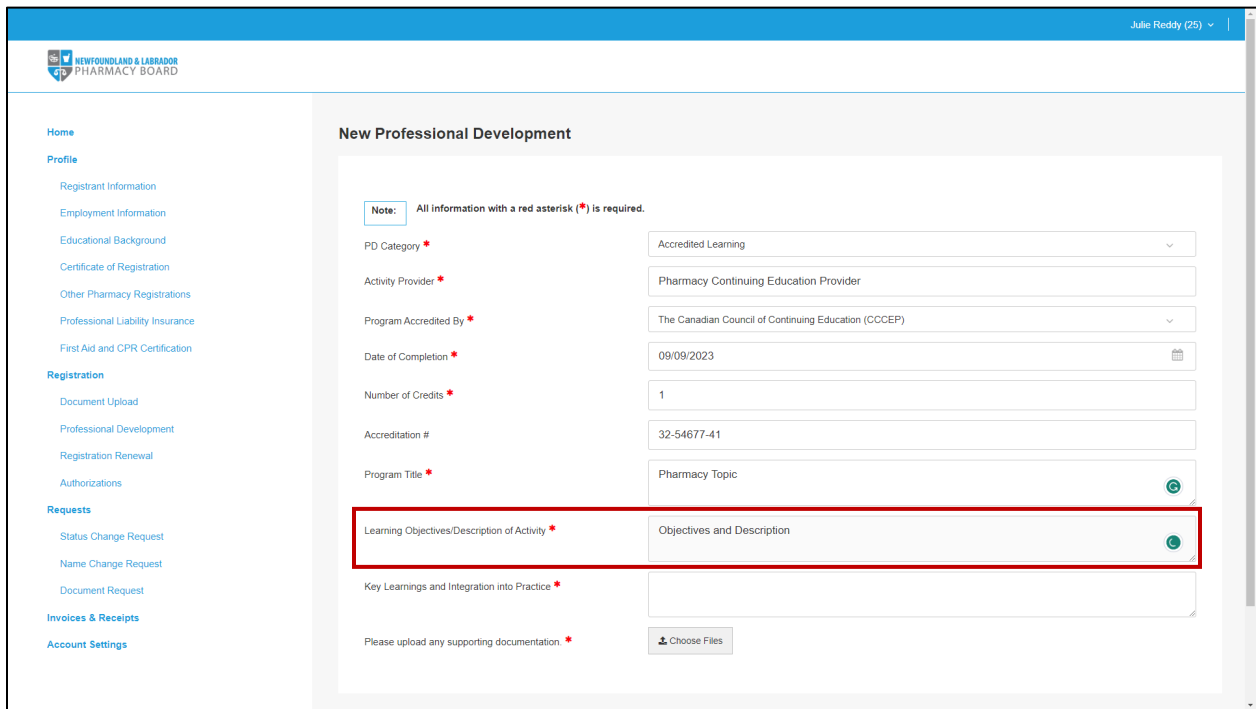
13. Type the name of the learning activity in the *Program Title* field.



The screenshot shows the 'New Professional Development' form in the Newfoundland & Labrador Pharmacy Board system. The form includes a navigation menu on the left and a main content area. A note at the top states: 'Note: All information with a red asterisk (\*) is required.' The form fields are as follows:

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 *	
Key Learnings and Integration into Practice *	
Please upload any supporting documentation *	Choose Files

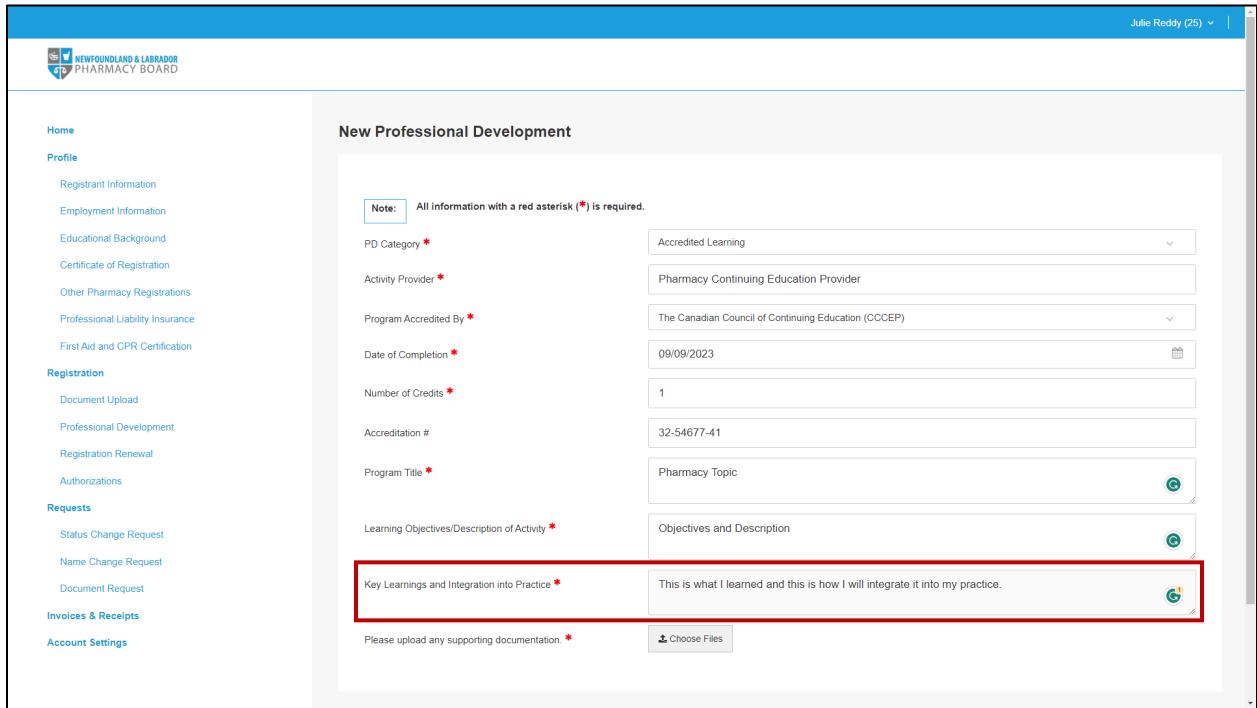
14. Type a brief description of the activity and/or the learning objectives of the activity in the *Learning Objectives/Description of Activity* field.



The screenshot shows the 'New Professional Development' form in the Newfoundland & Labrador Pharmacy Board system. The form includes a navigation menu on the left and a main content area. A note at the top states: 'Note: All information with a red asterisk (\*) is required.' The form fields are as follows:

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 *	
Please upload any supporting documentation *	Choose Files

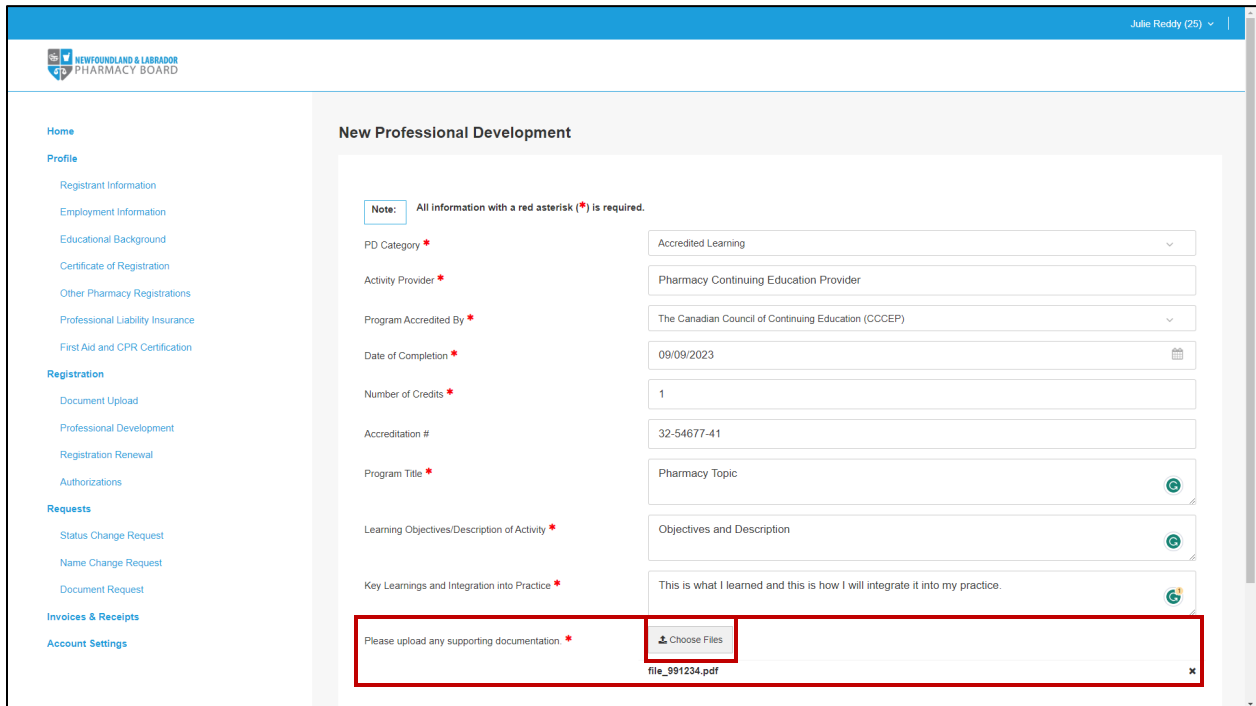
15. Type a description of what you learned from the activity, any take-home messages, and how you will integrate your learnings into your practice in the *Key Learnings and Integration into Practice* field.



The screenshot shows the 'New Professional Development' form. The 'Key Learnings and Integration into Practice' field is highlighted with a red box and contains the text: 'This is what I learned and this is how I will integrate it into my practice.'

Field Name	Value
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. *	Choose Files

- Click the Choose Files button in the *Please upload any supporting documentation* field and double click on the appropriate file to upload a copy of your certificate of completion or other documentation indicating that you have completed the learning activity.



**New Professional Development**

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

PD Category \*

Activity Provider \*

Program Accredited By \*

Date of Completion \*

Number of Credits \*

Accreditation #

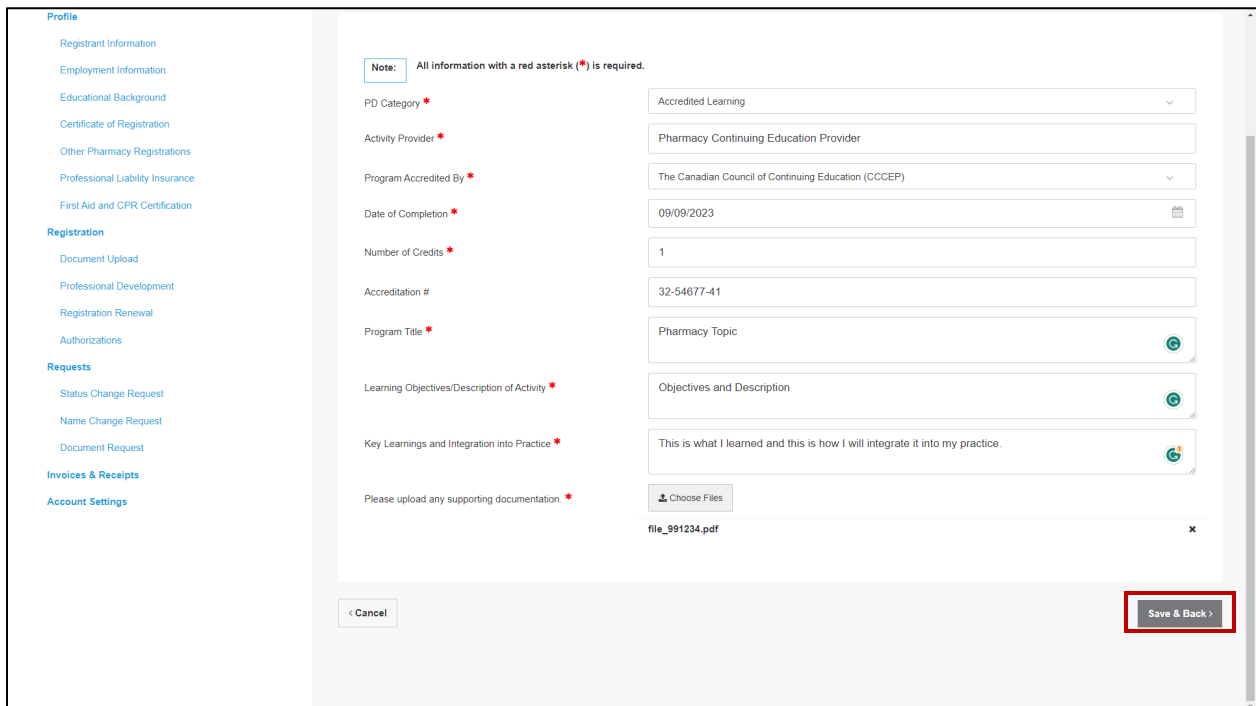
Program Title \*

Learning Objectives/Description of Activity \*

Key Learnings and Integration into Practice \*

Please upload any supporting documentation \*

- Click the *Save & Back* button to save the record of the learning activity.



**New Professional Development**

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

PD Category \*

Activity Provider \*

Program Accredited By \*

Date of Completion \*

Number of Credits \*

Accreditation #

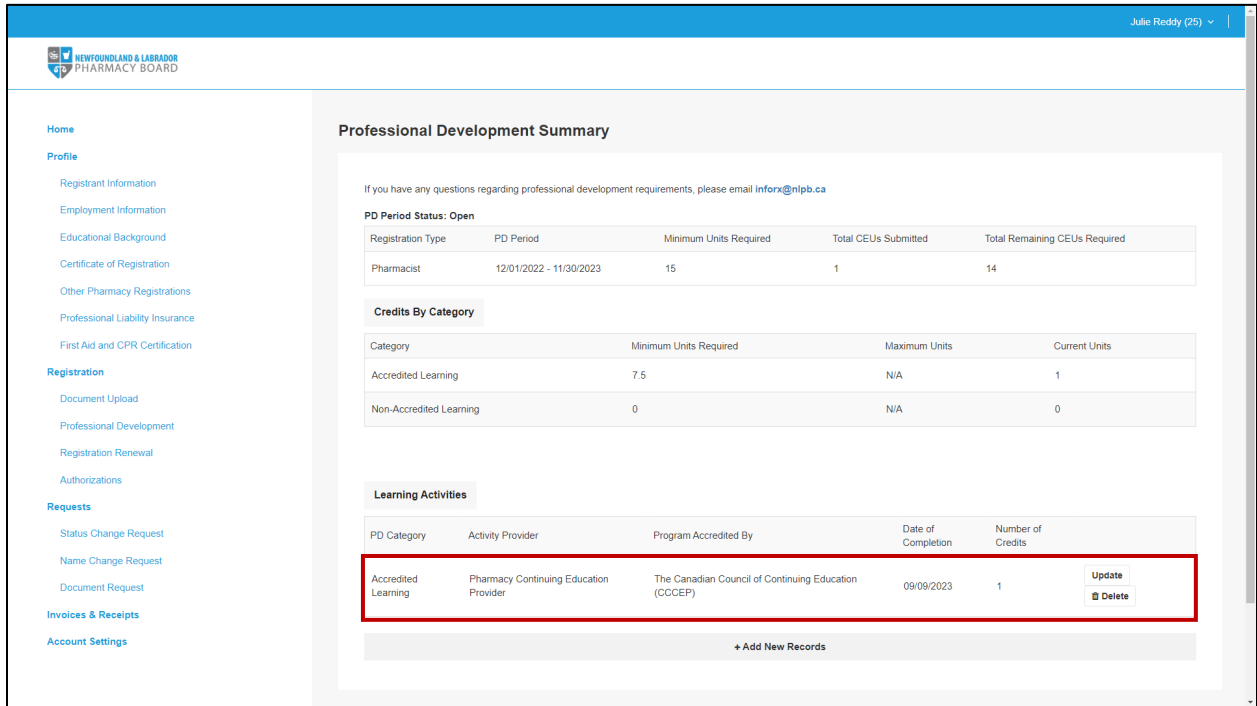
Program Title \*

Learning Objectives/Description of Activity \*

Key Learnings and Integration into Practice \*

Please upload any supporting documentation \*

18. The activity will now appear in the Learning Activities table under the current PD Period.



**Professional Development Summary**

If you have any questions regarding professional development requirements, please email [inforx@nlpb.ca](mailto: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	1	14

**Credits By Category**

Category	Minimum Units Required	Maximum Units	Current Units
Accredited Learning	7.5	N/A	1
Non-Accredited Learning	0	N/A	0

**Learning Activities**

PD Category	Activity Provider	Program Accredited By	Date of Completion	Number of Credits	
Accredited Learning	Pharmacy Continuing Education Provider	The Canadian Council of Continuing Education (CCCEP)	09/09/2023	1	<input type="button" value="Update"/> <input type="button" value="Delete"/>

+ Add New Records

## TIPS FOR SUCCESSFULLY SUBMITTING PROFESSIONAL DEVELOPMENT ACTIVITIES

A 30-minute inactivity log-out feature is one of several security measures enabled in the registrant portal. You will automatically be logged out of your account after 30 minutes of inactivity and the system does not recognize typing as an activity. If you spend more than 30 minutes typing in a single field, your information will not be saved.

To assist you in adjusting to this security feature, below are some tips for recording and successfully submitting learning activities.

1. Save supporting documents in a dedicated location on your device so they are easy to find when you are ready to upload the files.
2. Have your notes on hand when you are recording learning activities in the registrant portal.
3. Make notes in a document on your computer so you can copy and paste the information into the online form in the registrant portal.
4. When creating a new record, first upload the supporting document, enter the Program Title, insert placeholder text (i.e. TBD), and click Save to ensure the new record is successfully created. You can update the record again at any time before submitting your renewal.
5. Make sure the learning objectives/description and key learnings and integration into practice are concise.
6. Registrants can also upload a copy of the completed Learning Activity Notes form (available on our website at <https://nlpb.ca/quality-assurance/professional-development/>) as a supporting document and reference the information by entering "See attached" in the Learning Objectives/Description of Activity and Key Learnings and Integration into Practice fields.