

# College of Pharmacists of British Columbia



## PDAP REINSTATEMENT TUTORIAL

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# Continuing Education (CE) Requirements for Reinstatement

The College's Professional Development and Assessment Program (PDAP) helps to ensure that pharmacy professionals provide safe and effective pharmacy care. As part of your requirements to reinstate as a practicing pharmacist or pharmacy technician in British Columbia, you must successfully complete the quality assurance program called the Professional Development and Assessment Program. All reinstating pharmacists or pharmacy technicians must successfully complete the Continuing Education (CE) requirements of PDAP prior to reinstatement as a practicing pharmacist or pharmacy technician.

To fulfill the CE requirements for reinstatement, pharmacists or pharmacy technicians must:

- successfully complete at least 15 hours of learning documented on a minimum of 6 Learning Records per year or partial year of absence (up to 45 hours of learning documented on 18 Learning Records); a minimum of 1/3 (up to 15 hours) must be accredited learning, and
- complete all learning activities in the year immediately prior to application for Full Pharmacist or Pharmacy Technician Registration

Reinstating applicants are to use the PDAP Portal to complete and submit their CE requirements.

For the PDAP Portal, follow the steps below:

1. Go to [www.bcpharmacists.org](http://www.bcpharmacists.org)
2. Select **"eServices"** and follow the login prompts
3. Select the **"PDAP"** tab and then select the **"PDAP Portal"**
4. Click on **"Complete Learning Records"** and select **"Add New Learning Record"**

# Learning Record Form

## Reinstatement Learning Record

[Print](#)

### PLAN

1. What is your learning goal(s)? **(Required)**

2. Identify your primary motivation in choosing this learning goal(s). **(Required)**

Select One ▼

### ACT

Activity #1: [Delete](#)

3. What were your learning activities? **(Required)**

Type of Learning Activity: Legend ▼

Select One

Course Title:

Provider:

CEUs:

Activity Details: **(Required)**

Date Completed:

Accredited Hours:  Non-Accredited Hours:

Documentation: **(Required for accredited learning)**

Retain all original supporting documentation for at least 2 years from your registration renewal deadline.

[Upload Documentation](#)

[Add New Activity](#)

### REFLECT

4. What did I learn in relation to my goal(s) and/or how will/have I used this learning? **(Required)**

5. What future learning goal did this activity trigger for you? **(optional)**

6. My personal notes on this activity. **(optional)**

7. Would you be willing to have your Learning Record used as an example?

Yes  No

[Back](#) [Save Changes](#)

# Plan

## Learning Goals

**Reinstatement Learning Record**

Print

**PLAN**

1. What is your learning goal(s)? **(Required)**

2. Identify your primary motivation in choosing this learning goal(s). **(Required)**

Select One

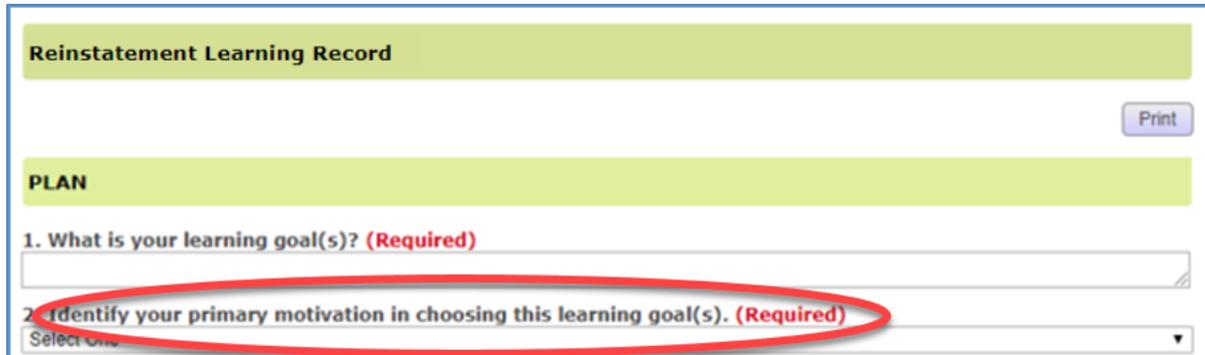
- Specify what you want to achieve (your goal).

### Example

**1. What is your learning goal(s)? (Required)**

Update my knowledge on general bio-identical hormone

## Primary Motivation



**Reinstatement Learning Record**

Print

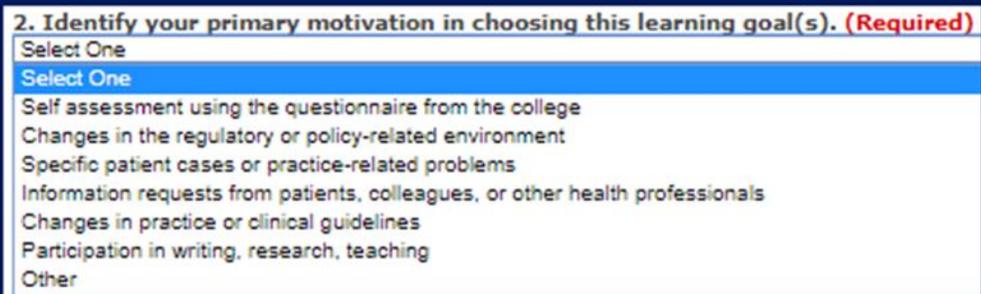
**PLAN**

1. What is your learning goal(s)? **(Required)**

2. Identify your primary motivation in choosing this learning goal(s). **(Required)**

- Click on the drop-down menu.
- Select the main reason that motivated you to identify this learning goal.

### Example



2. Identify your primary motivation in choosing this learning goal(s). **(Required)**

Select One

Select One

- Self assessment using the questionnaire from the college
- Changes in the regulatory or policy-related environment
- Specific patient cases or practice-related problems
- Information requests from patients, colleagues, or other health professionals
- Changes in practice or clinical guidelines
- Participation in writing, research, teaching
- Other

# Act

## Type of Learning Activity

- Click on the drop-down menu to select the appropriate type of learning activity. If you select **“Other”**, provide a description in the **“Activity Details”** section below.

**Example**

Type of Learning Activity:  
Select One  
Select One  
Live program  
Self-study program  
Reading materials  
Workplace learning  
Other

## Course Title, Provider and CEUs

**ACT**

Activity #1: Delete

3. What were your learning activities? **(Required)**

Type of Learning Activity: Legend  
Select One

Course Title:

Provider:

CEUs:

Activity Details: **(Required)**

Date Completed:

Accredited Hours:  Non-Accredited Hours:

Documentation: **(Required for accredited learning)**  
Retain all original supporting documentation for at least 2 years from your registration renewal deadline.

- Record the course title, provider, and the number of eligible CEUs, if applicable.

## Activity Details

**ACT**

Activity #1: Delete 

**3. What were your learning activities? (Required)**

Type of Learning Activity: Legend  
Select One ▼

Course Title:

Provider:

CEUs:

**Activity Details: (Required)**

Date Completed:

Accredited Hours:  Non-Accredited Hours:

**Documentation: (Required for accredited learning)**  
Retain all original supporting documentation for at least 2 years from your registration renewal deadline.

- Record specific details including name of program, name of colleague or expert, internet sites used, type of rounds, etc. for all types of learning activities.

## Learning Activity Date

**ACT**

Activity #1: Delete

3. What were your learning activities? **(Required)**

Type of Learning Activity: Legend

Course Title:

Provider:

CEUs:

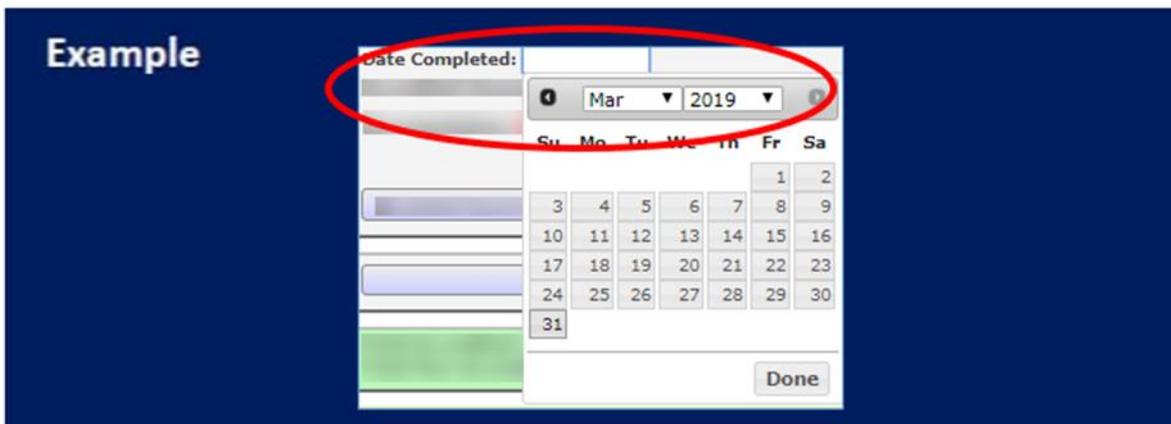
Activity Details: **(Required)**

**Date Completed:**  (circled in red)

Accredited Hours:  Non-Accredited Hours:

Documentation: **(Required for accredited learning)**  
 Retain all original supporting documentation for at least 2 years from your registration renewal deadline.

- Record date(s) of your learning activity. Learning activities must occur within the most recent 12 months prior to application for Full Registration to be considered current.
- Click on **“Date Completed”** field. A pop-up calendar will appear.
- Select the date you completed your learning and then click **“Done”**.



## Learning Activity Hours

### Accredited Learning

Accredited learning activities have been reviewed using stringent criteria to ensure they are of high quality, unbiased, and clearly identify learning objectives for participants. Accredited programs indicate the number of accredited hours assigned, and identify the accrediting body (such as CCCEP, UBC CPPD, ACPE, MAINPRO, etc.). Supporting documentation that states the reinstating applicant's name, the accrediting body, the number of accredited hours assigned, the date of completion, date accreditation is valid until, etc. is received upon successful completion.

*Note: Continuing Education Units (CEUs) are assigned by the accrediting body to a specific learning activity. The "conversion" of CEUs into accredited hours varies between different accrediting bodies. You should confirm with the course provider the number of hours the completed activity is accredited for.*

### Non-Accredited Learning

Non-accredited hours are accumulated through informal learning. If you are doing self-study or on the job training, this will be classified as non-accredited hours.

Accredited Hours:  Non-Accredited Hours:

- For accredited learning, document the hours the activity is accredited for under the **"Accredited Hours"** field. Any additional time spent beyond what the activity is accredited for, can be recorded as **"Non-Accredited Hours"** field using increments of 0.25 hours.
- For non-accredited learning, you can document the actual time spent on the learning activity using increments of 0.25 hours.

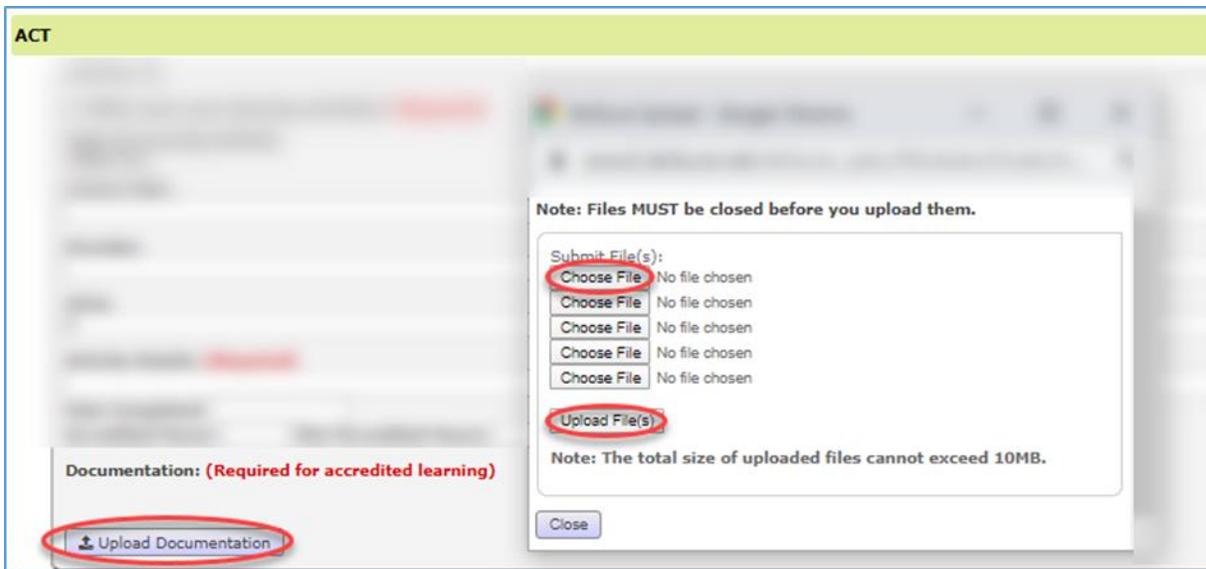
## Supporting Documentation

### Accredited Learning

Uploading supporting documentation including certificates, letters of completion, or school transcripts is required to provide confirmation of successful completion of accredited learning activity.

### Non-Accredited Learning

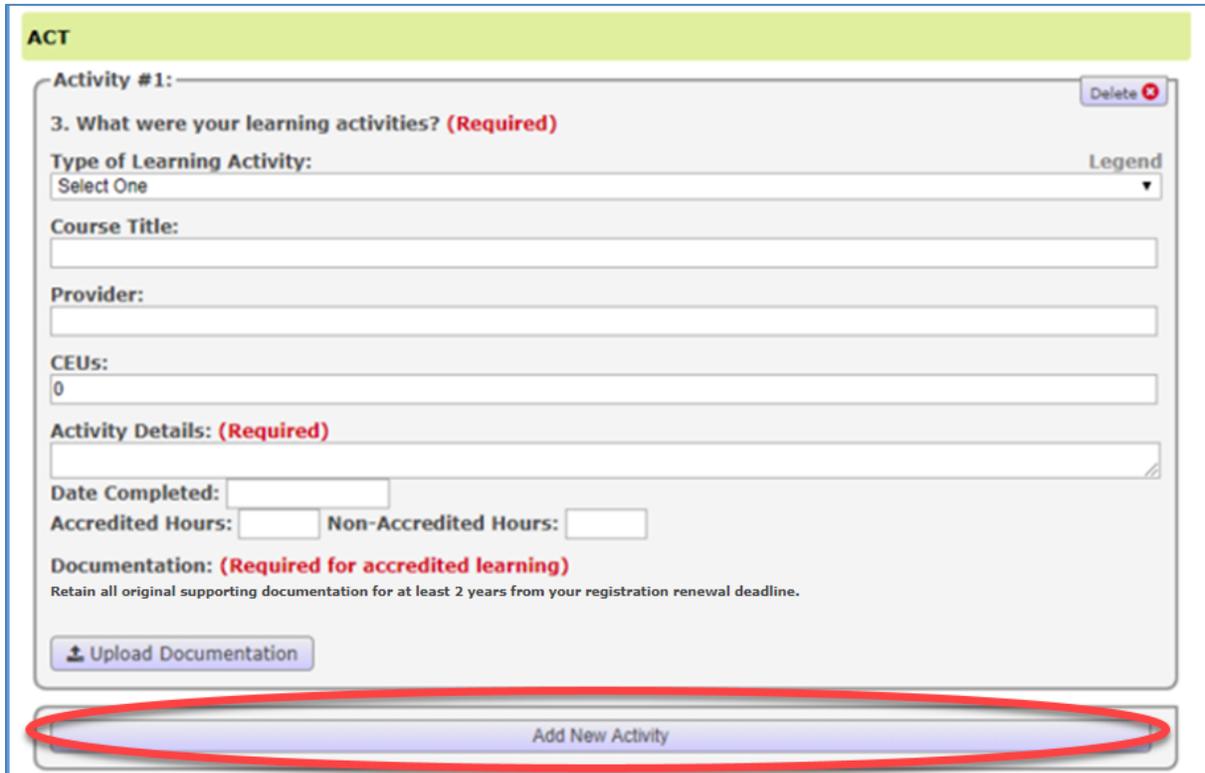
Uploading supporting documentation is not required for non-accredited learning. You may choose to upload a photocopy of the cover of your reading material, flyer advertising an event you attended, an email verifying a meeting or conversation for your own record-keeping purposes.



- Click on **“Upload Documentation”**.
- Click on **“Choose File”** to select your desired file for upload. After your document is selected from your computer, click on **“Upload File(s)”**. The portal accepts common text and image file types such as .pdf, .txt, .doc, .docx, .jpeg, .jpg, .gif, .png.

**Note:** Supporting documentation must be uploaded for all accredited learning activities. You may upload more than one file per learning activity. **Retain all original supporting documentation for at least 2 years from your first registration renewal deadline.**

## Add New Activity



**ACT**

Activity #1: Delete

3. What were your learning activities? **(Required)**

Type of Learning Activity:  Legend

Course Title:

Provider:

CEUs:

Activity Details: **(Required)**

Date Completed:

Accredited Hours:  Non-Accredited Hours:

Documentation: **(Required for accredited learning)**  
Retain all original supporting documentation for at least 2 years from your registration renewal deadline.

- Click on the **“Add New Activity”** button to enter more learning activities.

**Note:** A Learning Record can have one or more activities. The **“Total Accredited Hours”** and **“Total Non-Accredited Hours”** are calculated automatically after you **“Submit”** your Learning Record(s).

# Reflect

## What Did You Learn/Application of Your Learning

**REFLECT**

4. What did I learn in relation to my goal(s) and/or how will/have I used this learning? **(Required)**

5. What future learning goal did this activity trigger for you? **(optional)**

6. My personal notes on this activity. **(optional)**

7. Would you be willing to have your Learning Record used as an example?  
 Yes  No

- Record the specific learning or development that occurred as a result of your learning activity; including details on how you have implemented/may implement what you learned into your practice. How has the learning activity been useful?

### Example

4. What did I learn in relation to my goal(s) and/or how will/have I used this learning? **(Required)**  
I learned a lot about bio-identical hormones and how they are similar to the hormones produced by the human body.

## Future Learning (Optional)

**REFLECT**

4. What did I learn in relation to my goal(s) and/or how will/have I used this learning? **(Required)**

5. What future learning goal did this activity trigger for you? **(optional)**

6. My personal notes on this activity. **(optional)**

7. Would you be willing to have your Learning Record used as an example?  
 Yes  No

- **Optional:** Document any other professional development you have planned in this area.

**Example**

5. What future learning goal did this activity trigger for you? **(optional)**  
Just about anything but a lot more neuropathic pain gels and BHRT dosing, oral as well as transdermal.

## Personal Notes (Optional)

**REFLECT**

4. What did I learn in relation to my goal(s) and/or how will/have I used this learning? **(Required)**

5. What future learning goal did this activity trigger for you? **(optional)**

**6. My personal notes on this activity. (optional)**

7. Would you be willing to have your Learning Record used as an example?  
 Yes  No

Back Save Changes

- **Optional:** Use this area to record personal notes that relate to this Learning Record (i.e. future reading, name of presenter, colleague, etc.).

**Example**

**6. My personal notes on this activity. (optional)**  
 \*\* Check new NAPRA Guideline to be released in 2021\*\*

- Select **“Save Changes”** at the bottom of the Learning Record Form:

**REFLECT**

4. What did I learn in relation to my goal(s) and/or how will/have I used this learning? **(Required)**

5. What future learning goal did this activity trigger for you? **(optional)**

6. My personal notes on this activity. **(optional)**

7. Would you be willing to have your Learning Record used as an example?  
 Yes  No

Back **Save Changes**

- The Learning Record is now added onto the PDAP Portal; title and status is displayed.

# Submitting a Learning Record

To **“Submit”** a Learning Record:

- Click on the box on the left-hand side and press **“Submit”**.



The screenshot displays a web interface for managing learning records. At the top, there are three buttons: 'Add New Record', 'Delete Record(s)', and 'Submit'. Below these is a search bar and a 'Show 25 entries' dropdown. The main area contains a table with the following data:

	Goal / Development Opportunity	Hrs.	Status
<input type="checkbox"/>	#1:to learn about head lice in children	1.00	COMPLETE

Below the table, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' navigation options. At the bottom, there are three buttons: 'Add New Record', 'Delete Record(s)', and 'Submit', with the 'Submit' button circled in red.

- Continue entering and **“Submitting”** your Learning Records until the minimum requirements for reinstatement have been satisfied.

# Making Changes to a Learning Record

Learning Records ***“In progress”*** or ***“Complete”*** can be edited and/or deleted.

## Edit a Learning Record

- Click on the title to open the Learning Record and edit information as needed. Remember to ***“Save Changes”***.

## Delete a Learning Record

- Select the Learning Record to be deleted by clicking on the box on the left-hand side and press ***“Delete Record(s)”***.



	Goal / Development Opportunity	Hrs.	Status
<input type="checkbox"/>	#1:to learn about head lice in children	1.00	COMPLETE

Showing 1 to 1 of 1 entries

Previous 1 Next

**Note:** ***“Submitted”*** Learning Records cannot be edited or deleted.

Please email [prodev@bcpharmacists.org](mailto:prodev@bcpharmacists.org) for editing or deleting ***“Submitted”*** Learning Records.

# Learning Record Status

A Learning Record may be:

## In Progress

Required information is missing from specific fields. Learning Record cannot be **“Submitted”**.

The screenshot shows a table with columns: Goal / Development Opportunity, Hrs., and Status. The first row has the goal "#1:to learn about head lice in children", 1.00 hours, and a status of "IN PROGRESS". The text "#1:to learn about head lice in children" and "IN PROGRESS" are circled in red. The table also includes navigation buttons like "Add New Record", "Delete Record(s)", "Submit", and "Search".

Goal / Development Opportunity	Hrs.	Status
#1:to learn about head lice in children	1.00	IN PROGRESS

## Complete

All required information has been entered. Learning Record can be **“Submitted”**.

The screenshot shows a table with columns: Goal / Development Opportunity, Hrs., and Status. The first row has the goal "#1:to learn about head lice in children", 1.00 hours, and a status of "COMPLETE". The text "#1:to learn about head lice in children" and "COMPLETE" are circled in red. The table also includes navigation buttons like "Add New Record", "Delete Record(s)", "Submit", and "Search".

Goal / Development Opportunity	Hrs.	Status
#1:to learn about head lice in children	1.00	COMPLETE

## Submitted

**“Submitted”** Learning Records cannot be edited. Please email [prodev@bcpharmacists.org](mailto:prodev@bcpharmacists.org) for assistance with **“Submitted”** Learning Records.

The screenshot shows a table with one entry. The goal is "#1.to learn about head lice in children" and the status is "SUBMITTED".

Goal / Development Opportunity	Hrs.	Status
#1.to learn about head lice in children	1.00	SUBMITTED

## Not Current

At least one learning activity in this Learning Record was completed over a year ago. The Learning Record no longer counts toward your CE submissions for reinstatement. Learning Records that are not current can be edited or deleted.

The screenshot shows a table with one entry. The goal is "#1.to learn about head lice in children" and the status is "NOT CURRENT".

Goal / Development Opportunity	Hrs.	Status
#1.to learn about head lice in children	1.00	NOT CURRENT

# PDAP Portal Status

The PDAP Portal landing page will display:

- [your minimum CE requirements for reinstatement](#)
- [whether the minimum CE requirements have been satisfied](#)
- [whether there are any Learning Record\(s\) that are no longer current](#)

## Minimum CE Requirements for Reinstatement

Depending on the number of years you have been out-of-practice, one of the figures (Figures 1 through 3) below will display your CE requirements for reinstatement.



## Minimum CE Requirements for Reinstatement Satisfied

Figure 4 below will be displayed if the minimum CE requirements for reinstatement have been satisfied.



**Figure 4**

**Minimum Requirements For Reinstatement Satisfied As Of Today**

Years-Out-Of-Practice:  
Total Submitted Learning Records: / (12 minimum)  
Total Submitted Accredited Learning Hours: / (10 minimum)  
Total Submitted Learning Hours: / (30 minimum)

**Minimum Requirements For Reinstatement Satisfied As Of Today. ✓**

Your Reinstatement as a Full Pharmacist or Pharmacy Technician is not yet complete. Your CE submissions for Reinstatement have been received and are pending review. You will receive an email regarding their status within 5 business days. Please contact us at [prodev@bcpharmacists.org](mailto:prodev@bcpharmacists.org) if you have any questions.

## Learning Record(s) That Are No Longer Current

Figure 5 below will be displayed if you have any Learning Record(s) that are [no longer current](#).



**Figure 5**

**You Have Learning Record(s) That Are No Longer Current!**

The following Learning Record(s) have activities that were completed over a year ago:

- #1 [redacted] Date Completed [redacted]