PEICNM

PRINCE EDWARD ISLAND COLLEGE OF NURSING AND MIDWIFERY

User Guide:

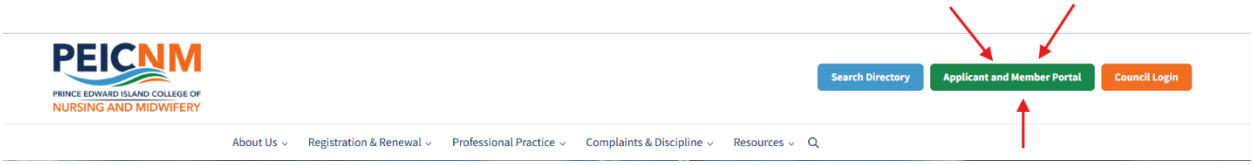
Renewal for RNs, NPs, RPNs

September 2026

1. Before you start renewal with PEICNM, you should register for your professional liability protection (PLP) through the Canadian Nurses Protective Society (CNPS). Please log in to your MyCNPS account (https://my.cnps.ca/) to do so.

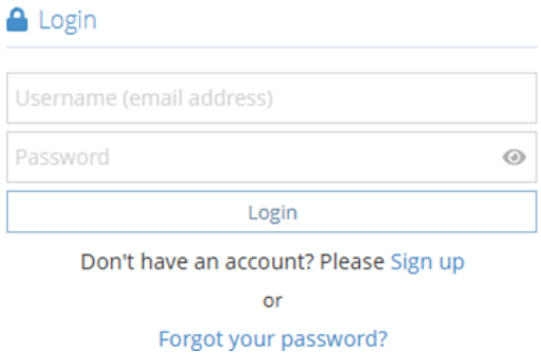
   For registrants on PAD: This is a new step for this year. Traditionally, PEICNM collected your CNPS fee, along with your registration renewal fee, and transferred the funds to CNPS on your behalf. This year, CNPS fees are not included in your PAD deductions. You will need to register for CNPS PLP and other Core Services directly with CNPS on the MyCNPS portal. Please visit https://my.cnps.ca/ to create an account and register for your professional liability protection.

2. Go to www.peicnm.ca and click on "Member and Applicant Login", which is found along the top of the webpage (as shown by the red arrows in the picture below).

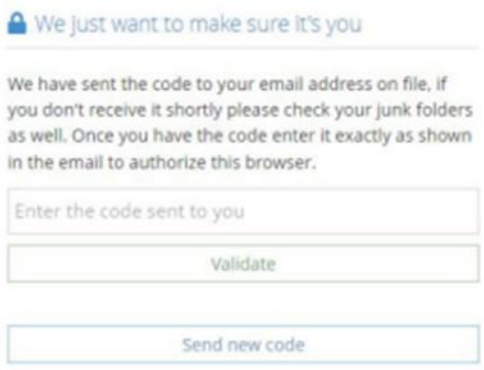


3. Then click on the button for your appropriate designation, as shown in the picture below.

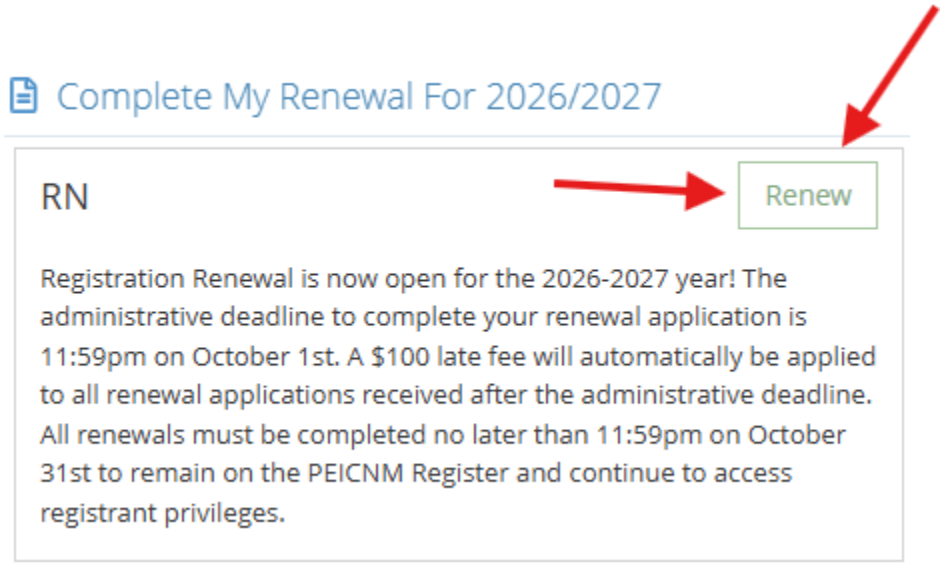
4. You will be brought to the login screen. Your username is the email address you have provided to PEICNM. If you don't remember your password, click on "forgot your password". You will be sent an email that will allow you to create a new password.



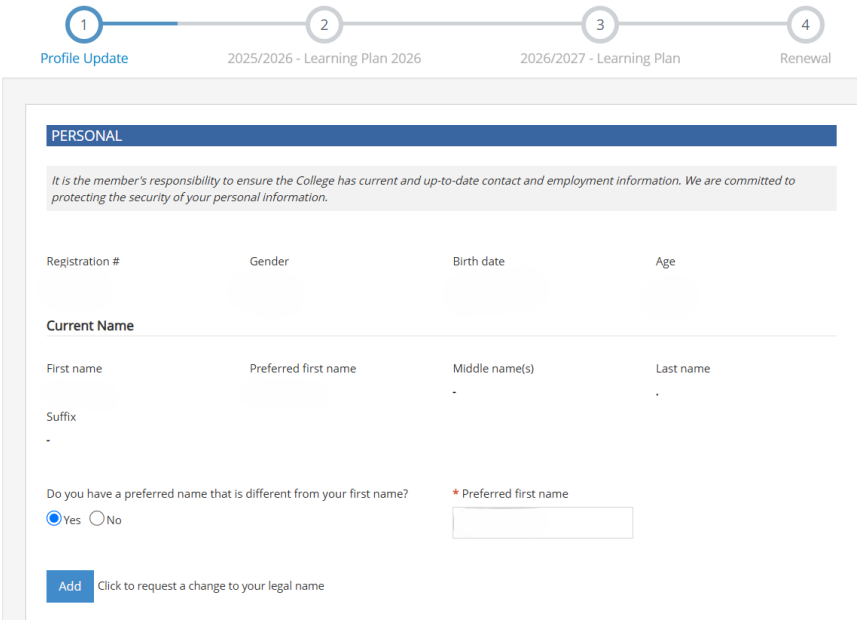
5. Alinity uses two-factor authorization. This security feature verifies your identity when you log into Alinity using a new browser or device. You will be emailed a code. Copy and paste the code into the field box on the screen and click on "validate". You will then have access to your PEICNM profile.



6. You will then be on the home page and can start renewal. Click on “Renew”. It looks like the picture below.

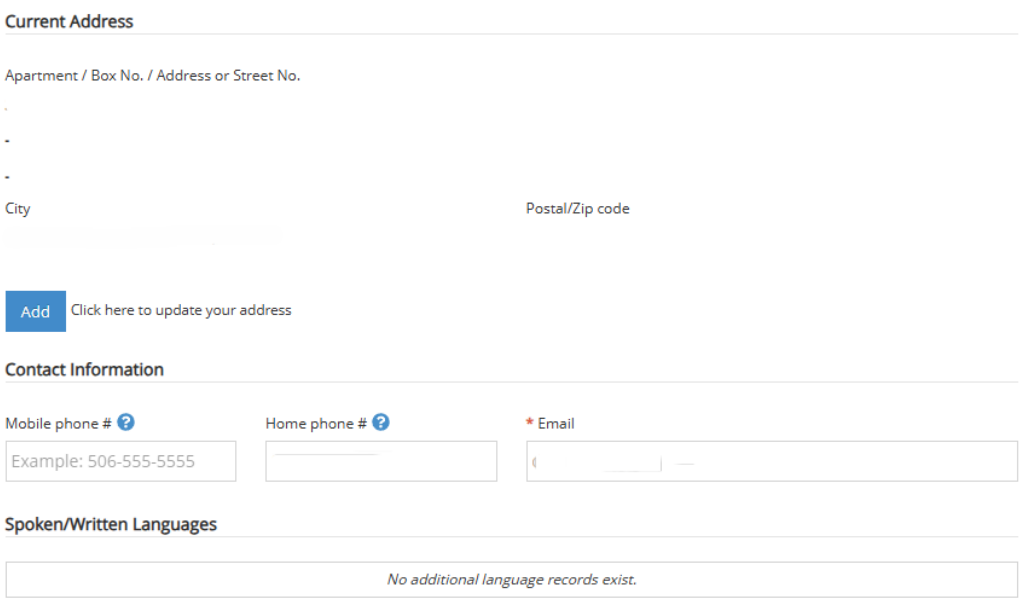


7. You will be brought to the profile update page. This is the first part of the renewal process.

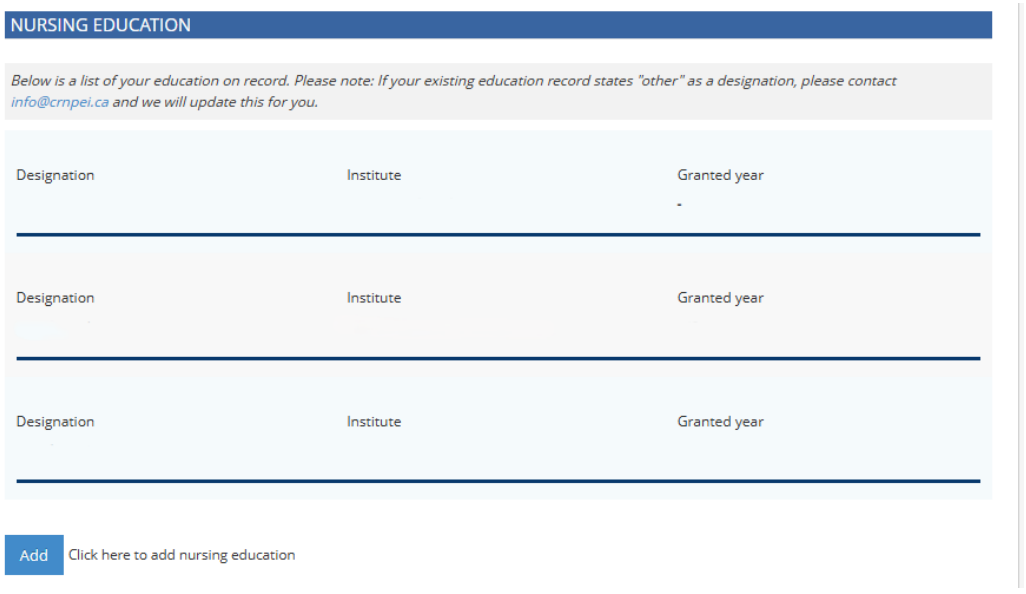


8. You will then verify your address and contact information. If you need to change your address, please click “Add”. You can change your phone number and email address in the text boxes.

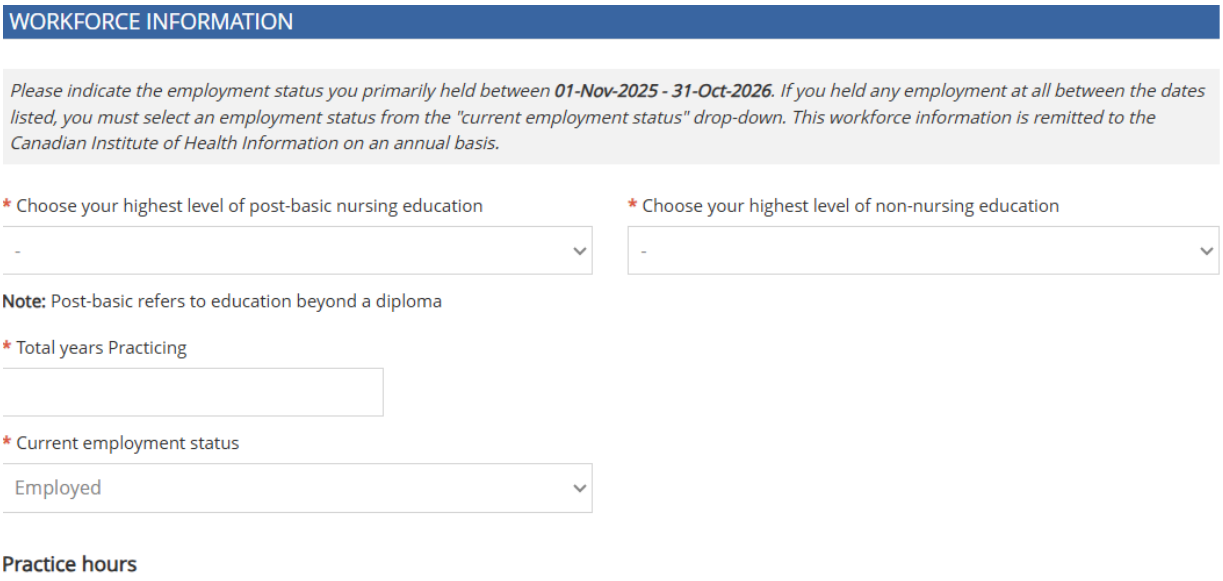
   Please note that if you have made a change to your email address, it will only change the email address that is used for correspondence from the College. To update the email address that you use to login to the Member and Applicant area, please contact PEICNM.



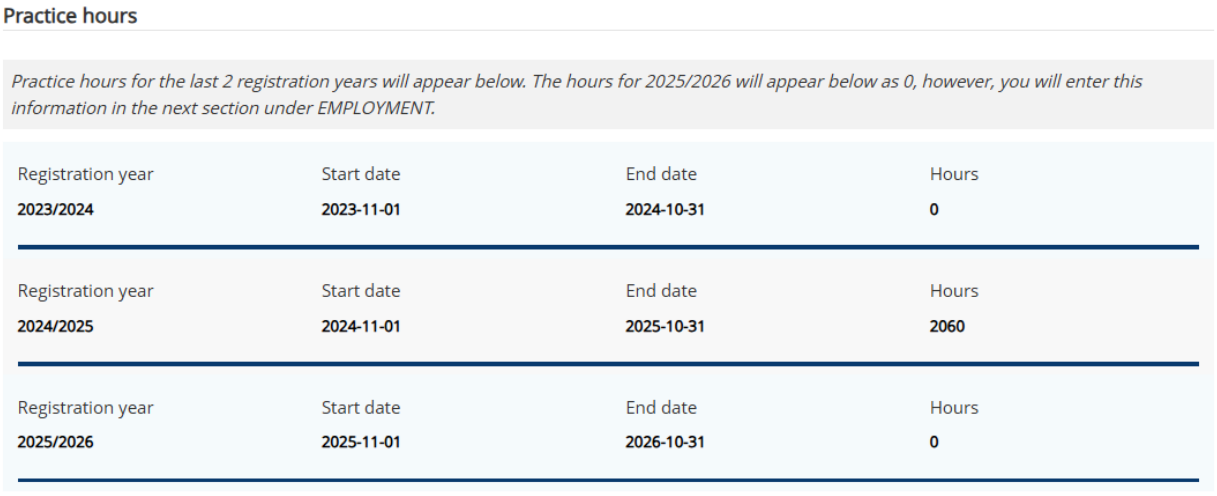
9. You will then see a list of your education. If you need to add additional education, you can do so by clicking “Add”.



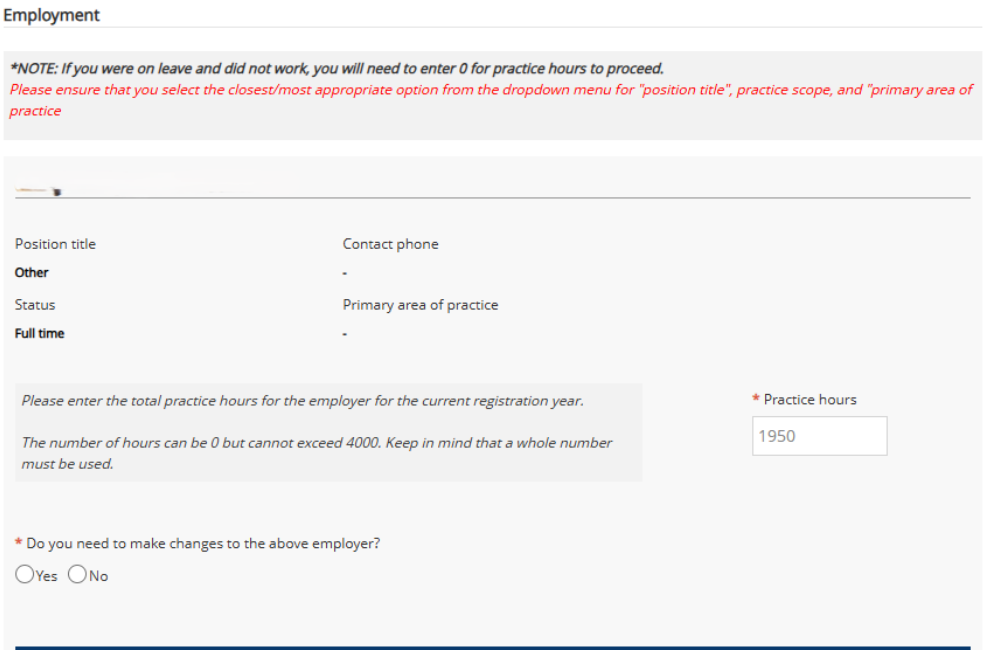
10. You will then be asked questions regarding Workforce Information. Post-basic nursing education means education in nursing beyond a diploma.



11. You will then see your practice hours for the last two registration years. The hours for 2025/2026 will appear as 0. This is expected as you will enter this information in the next section under Employment.



12. You will now list your employment and practice hours for the 2025/2026 registration year (November 1, 2025-October 31, 2026). It will include your employer that was listed from last year. If you need to make changes to the included employer(s), please click “yes”.

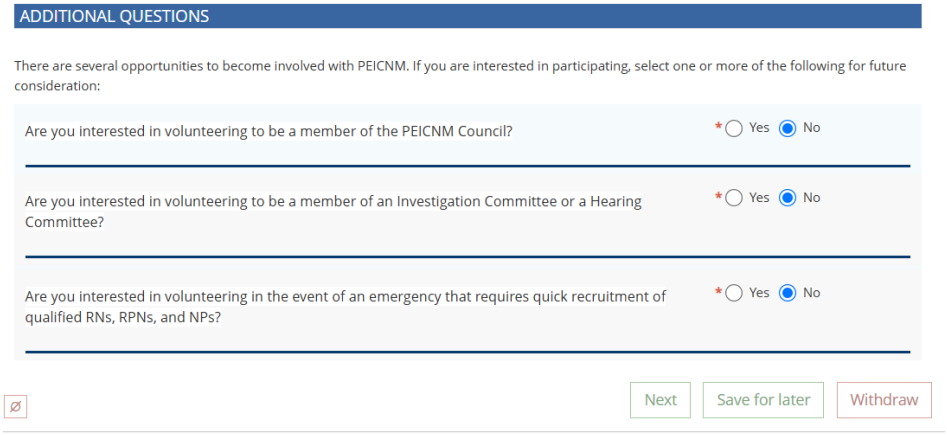


You can also add a new employer by clicking “add” as seen below. When entering information about your employer, please be specific as possible. For example, please say “Prince Edward Home” instead of “Health PEI”. If the employer is not in the list, please enter the name and contact information in the text box.

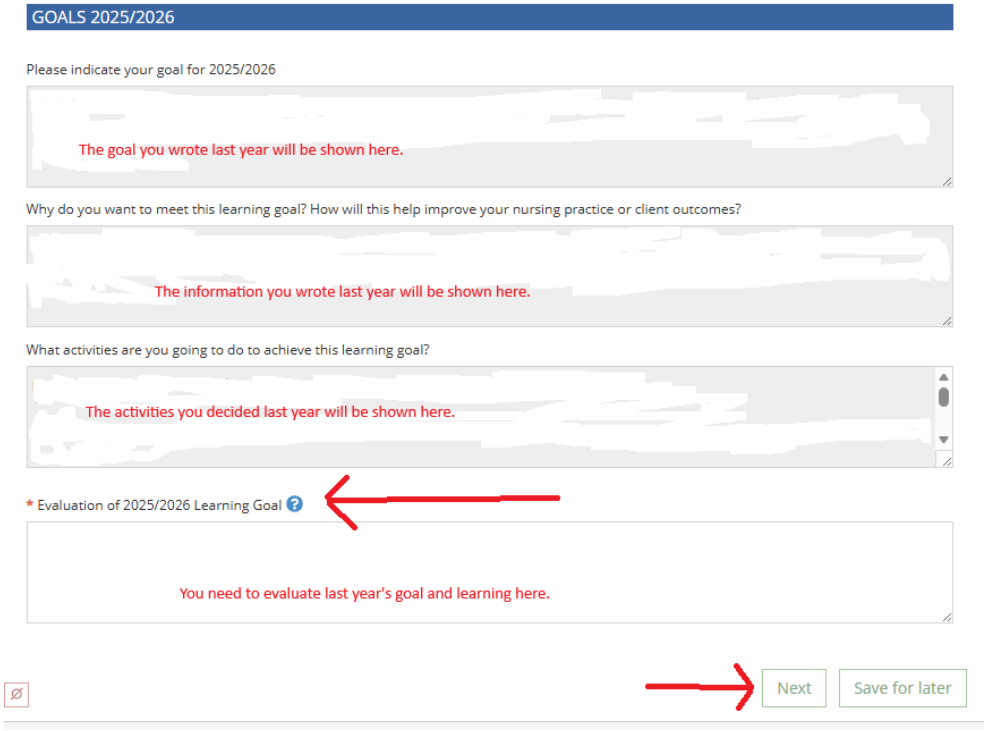
You are required to report all nursing employment to PEICNM as part of the registration renewal process.

13. If you hold a registration in any other jurisdictions (for example, CNO), please enter that information next.

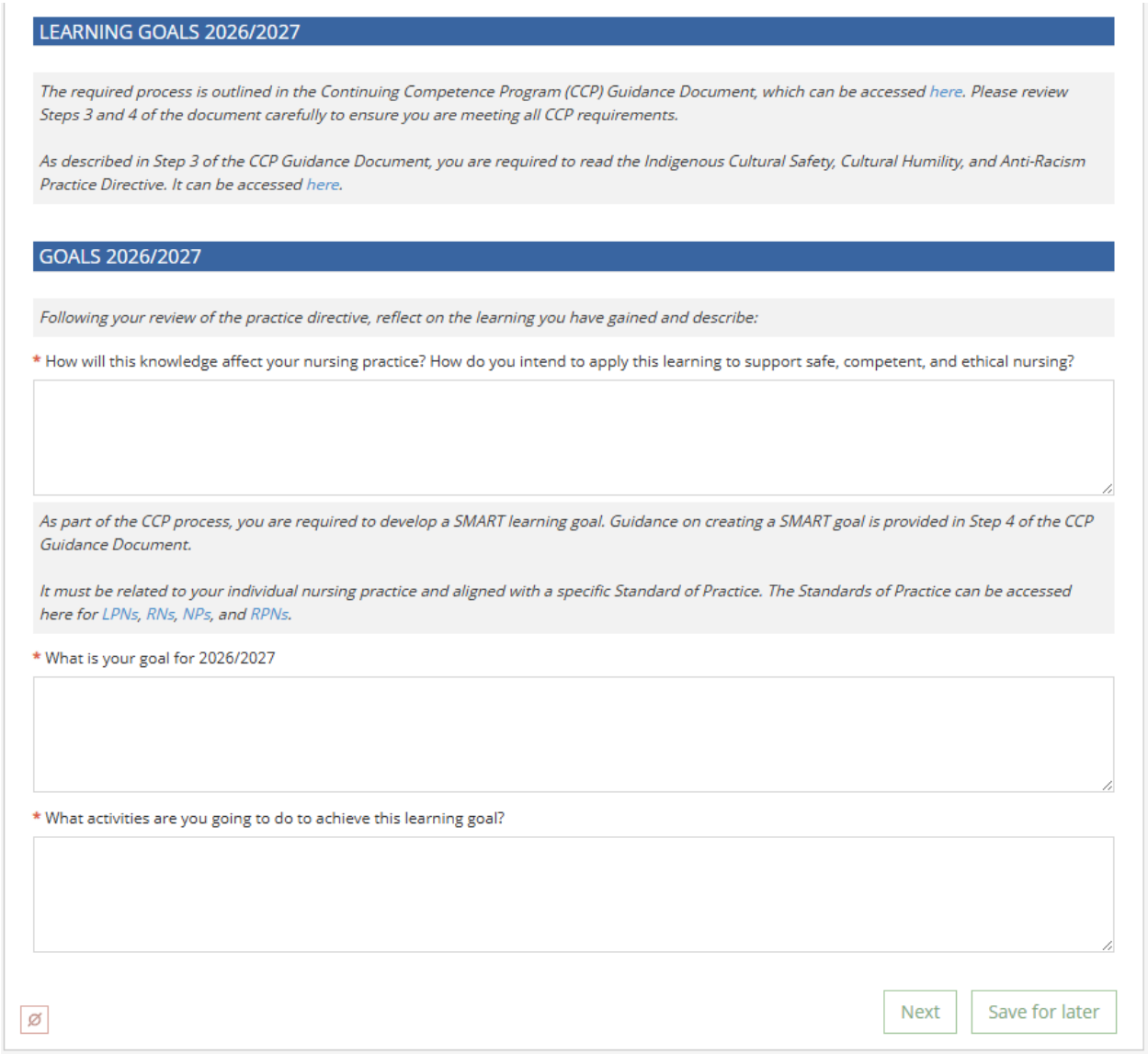
14. Please answer the questions regarding being involved with PEICNM. When answered please click on next.



15. You will then be asked to evaluate the learning goals you identified during the previous registration year. Your previous goal will be displayed, and you will be asked to reflect on your learning and how it has impacted your nursing practice. For guidance on completing this section, please refer to the Continuing Competency Guidance Document (found here). Once you have completed your evaluation, select Next to continue.

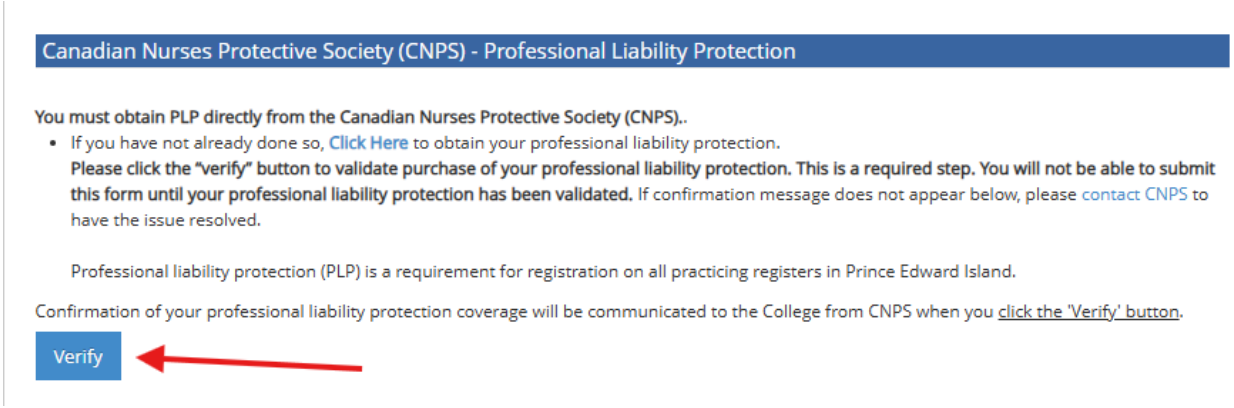


16. You will then be asked to create your learning plan for the upcoming registration year. The requirements for the learning plan are explained in detail in the Continuing Competency Guidance Document (found here). As part of your learning plan, you will first be asked to read the Indigenous Cultural Safety, Cultural Humility, and Anti-Racism Practice Directive. After reflecting on the reading, you will answer the first question. You will then create a learning goal related to your individual nursing practice**.** Your goal must be aligned with the Standards of Practice. Links to the applicable standards are provided within the renewal form. Once you have completed your learning plan, select Next to continue.

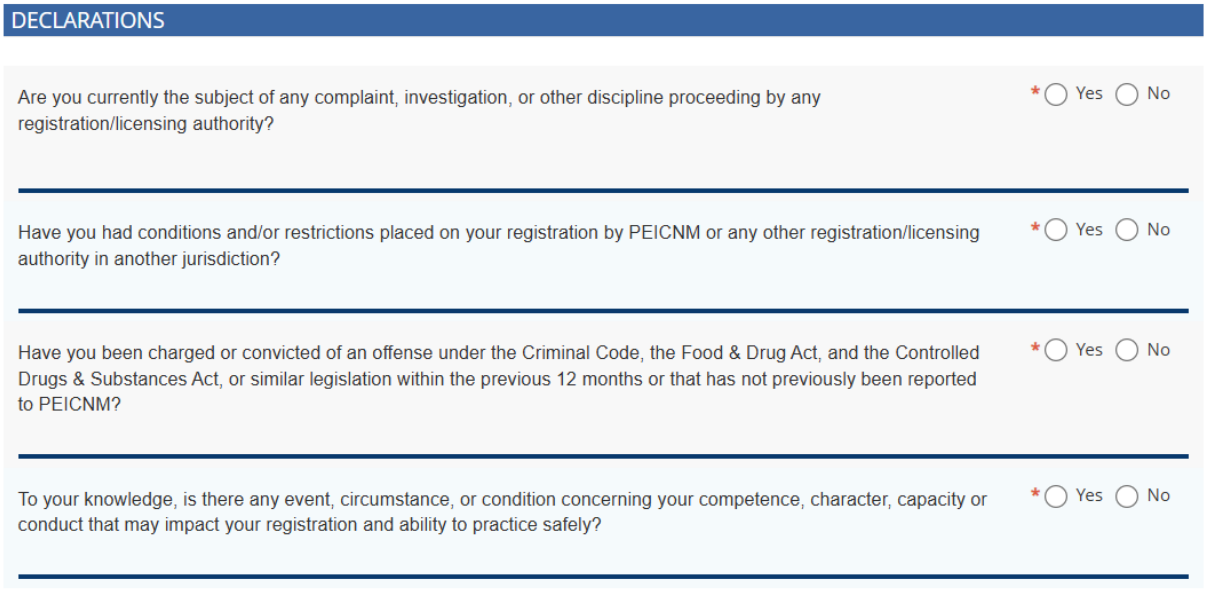


17. You will then be asked about professional liability protection with the CNPS. If you completed this step as instructed in step #1, please click on the “Verify” button. This will link your CNPS with your PEICNM profile.

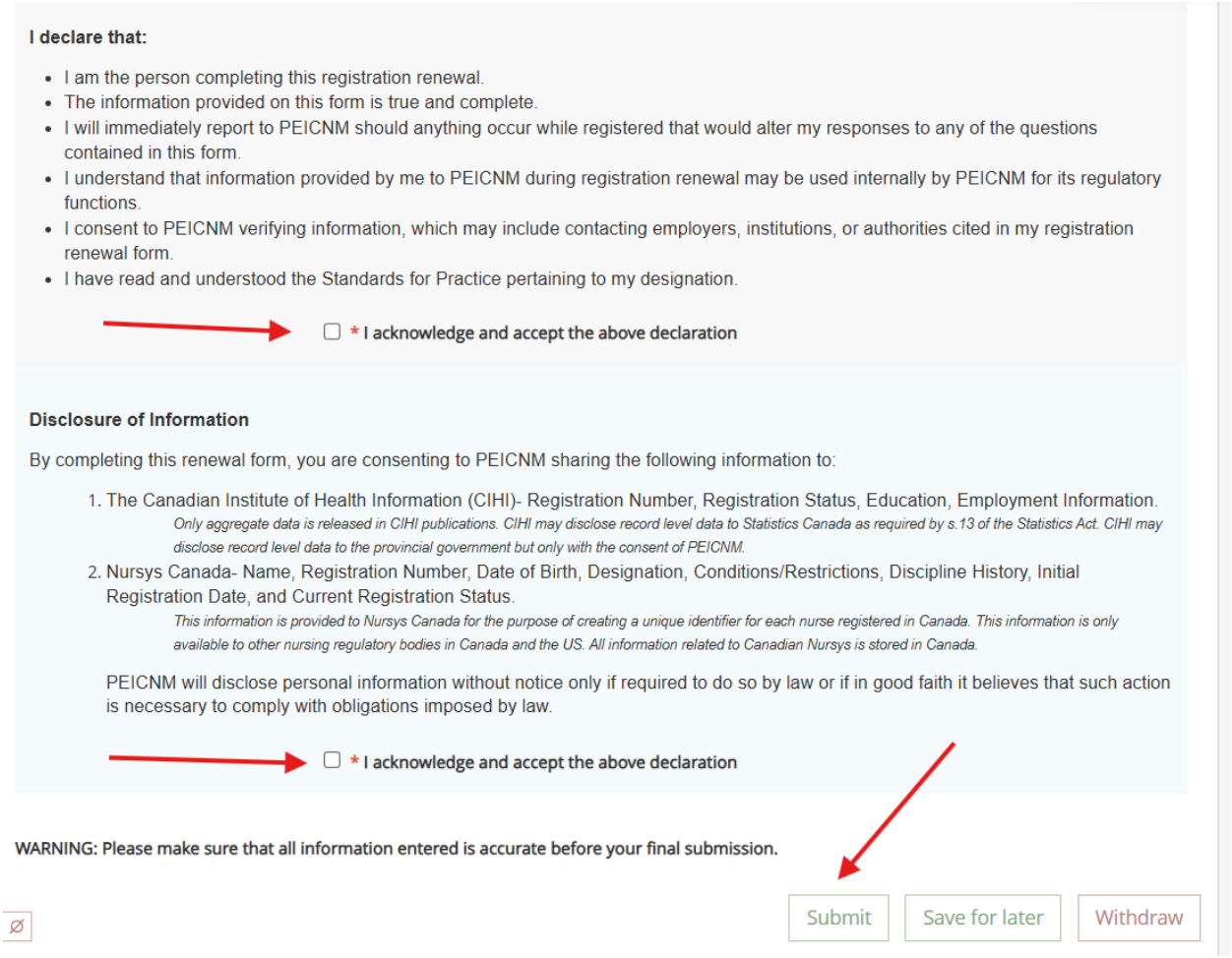
    If you did not register for your professional liability protection yet, please do so now.



18. You will answer the set of declarations next. Please answer yes or no to each question.

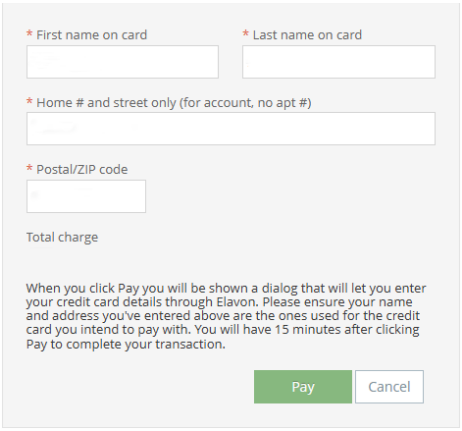


19. You will then be asked to complete two declarations. Please read the information provided and acknowledge each declaration by selecting the corresponding checkbox. Once both declarations have been acknowledged, select Submit at the bottom of the page.



20. The final stage is payment. You will see your invoice. Click “pay”. In certain situations, your registration renewal may not be automatically approved (eg: not enough practice hours, change of email address, employer not listed in the database) so you will not be provided an invoice immediately. PEICNM staff will manually review those renewals and be in touch with you with next steps.

21. You will then be directed to the Elavon to complete your payment. Hit “pay”.



22. Once you have paid, you will be given a registration. You will be able to view your proof of registration and tax receipt on your homepage. **Do not click on “verification of registration”.** This is to send a verification to another jurisdiction. Please click on “permit”. Please ensure that you do have an active registration for the 26/27 registration year. If you do not see this on the homepage, please contact PEICNM.