

## CPP INSTRUCTIONS

You must update the Board of Pharmacy when you change the content of your protocol, add/delete a practice site, or add/delete a supervising (primary and back up) physician.

If there are changes to the content of your protocol, please follow these instructions. Please note, there is an online part and a paper part to the update.

- Log in to your profile
- Click on your CPP tile
- Click on the PRACTICES tile
- On this practice update, you will make the changes you need. All your practice sites and all of your physicians need to be listed here. If a site or physician is not listed here, the update will not be processed.
  - Please follow the instructions on the page. All sites/physicians that are being deleted will turn red. Sites that are being added, will turn green. Physicians being added will turn yellow/gold.
- Once you complete your updates, click NEXT and SUBMIT to submit your update.

The second part to the update is the paper protocol and that will need to be uploaded to the practice update. Please ensure that all the physician signatures are at the end of the protocol and that all signatures are dated.

Once the protocol is complete, you'll need to upload it to the online practice update. Here's how:

- Log in to your profile
- Click on your CPP tile
- Under Application History, click on the tile that says UNDER REVIEW
- Click the blue upload button to upload your completed protocol

I will be notified that the form has been uploaded and you should allow 4-6 weeks for the protocol to be reviewed and processed. All protocol changes will be sent to the CPP Advisory Committee for review.

Please keep in the mind that everything on the online update needs to match the paper form. If items are missing/incorrect, the processing time will be extended.