

**NLCHP** |

**NEWFOUNDLAND AND LABRADOR  
COUNCIL OF HEALTH PROFESSIONALS**

# **Member Self-Service Guide – Updating PLI**

**January 2020**

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# Accessing the Portal

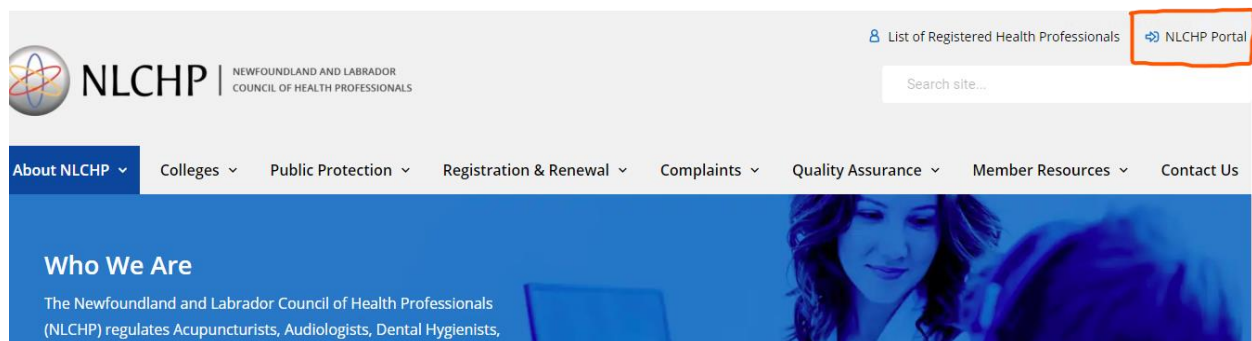
Accessing the portal is easy. **Please use Google Chrome or Firefox to access the portal. Issues have been identified when using Internet Explorer.** From your preferred device go the following URL:

<https://onlineservice.nlchp.ca>

Select the “Member Portal” to access the member-only portal.

OR

Visit [www.nlchp.ca](http://www.nlchp.ca) and select the NLCHP Portal Icon in the top right corner



Select the “NLCHP Portal” to access the member-only portal.

## NLCHP Member Self-Service Guide

### Welcome to the Newfoundland and Labrador Council of Health Professionals (NLCHP)

#### List of Registered Health Professionals

The NLCHP protects the public by ensuring that our registrants are registered and qualified to practice. You can check that a health professional is registered with us on our List of Registered Health Professionals.

[List of Registered Health Professionals](#)

#### File a complaint

If you have a complaint; we want to hear from you. You can use our secure and confidential complaint system to complain about services provided by a member in Newfoundland and Labrador.

[Start your complaint](#)

#### Member Portal

If you are a registered health professional with the NLCHP, you can update your contact information, apply for renewal of your license and other services by using our online self-service system.

[Member Portal](#)

#### Online Application

If you would like to apply to practice in Newfoundland Labrador, you can use our online application system.

[Online Application](#)

# Menu Options

Welcome

Personal Information

Employment

Practice Hours Summary

Professional Liability Insurance

Renewal

Invoices & Receipts

Name Change Request

Request for Letter of Good Standing

Manage My Professions

Security Settings

The menu is located on the left side of the screen. This menu may be updated to include more options as we introduce new features.

*Note: Pages look different on a mobile device. The menu is located in the top right corner under the “burger icon”.*



## Professional Liability Insurance (PLI)

The Health Professions Act requires health professionals registered under the Act to maintain a professional liability insurance policy. Registrants must maintain professional liability for the full registration year. If the policy expires prior to the end of the registration year, the registrant must provide additional documentation 30 days prior to expiration of policy of the new or renewed policy.

Use this page to update your PLI information. You will be required to provide a copy of your PLI policy as proof of insured status. You cannot work without current PLI.

*Note: The NLCHP does not require non-practicing status registrants to carry PLI, however it is recommended that registrants consult with their insurance provider.*

Add New PLI

Complete the required fields and upload proof of insured status.

8

Professional Liability Insurance

Step 8 of 12

Your Insurer \*

CSMLS

Policy number (if applicable):

Date on Which Current Policy Expires: \*

2020-03-31

Medical Laboratory Technologists Minimum

\$2,000,000

Upload a copy of your PLI, as proof of insured status \*

Upload File

Copy\_of\_PLI\_screenshot-1.png

Declaration \*

☒ I hereby certify that my policy meets/exceeds the above stated requisite.

< Cancel

Save >

## Edit / Update PLI

You can provide your updated PLI information to NLCHP if the policy has recently renewed and you wish to provide an updated expiration date.

*Note: You will still be required to upload proof of PLI when modifying this policy.*

8

Professional Liability Insurance

Step 8 of 12

Your Insurer \*

CSMLS

Policy number (if applicable):

Date on Which Current Policy Expires: \*

2020-03-31

Medical Laboratory Technologists Minimum

\$2,000,000

Upload a copy of your PLI, as proof of insured status \*

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Declaration \*

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< Cancel

Save >