Policy changes may occur from time to time. We will post any changes on our website. You are responsible for making sure you have the current version. Check the CSMLS website for updates.

www.csmls.org
The Canadian Society for Medical Laboratory Science (CSMLS) is the national certifying body for medical laboratory technologists and medical laboratory assistants, and the national professional society for Canada’s medical laboratory professionals. As such, to maintain fairness to all our members we do not allow visitors at the CSMLS nor do we accept documents at our door.
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GENERAL INFORMATION

The Canadian Society for Medical Laboratory Science (CSMLS) is the national certifying body for medical laboratory technologists and medical laboratory assistants, and the national professional society for Canada's medical laboratory professionals. The society began in 1937 as the Canadian Society of Laboratory Technologists and now has over 14,000 members in Canada and in countries around the world.

CSMLS remains committed to continuing to build a clearly focused and proactive advocacy strategy. Medical laboratory professionals deserve a voice that recognizes our profession’s strong contribution to the core of Canadian health care. Our advocacy efforts are focused on two main audiences, the government and the general public.

Canadian medical laboratory technologists must be certified with the CSMLS throughout Canada, with the exception of Quebec. CSMLS certification is part of the entry-to-practice requirements for medical laboratory technologists who want to work in Canadian medical laboratories.

CSMLS MEMBERSHIP:

A CSMLS membership will provide you with many benefits that you can start taking advantage of right away, including reduced prior learning assessment application fees.

CSMLS membership also:
- Saves you money by offering lower registration fees for LABCON, CSMLS’s annual national conference and access to various membership discount programs (visit our website for a list of current Affinity Partners).
- Keeps you connected to the profession with bi-weekly eNEWS, the quarterly Canadian Journal of Medical Laboratory Science (CJMLS) and the new online discussion forum, Communities.
- Is with you every step of your career, providing access to job postings and our new online Career Centre in addition to discounts on professional development and continuing education.

At CSMLS we believe that the medical laboratory profession deserves a voice that recognizes your valuable contribution to Canadian health care. Your membership with CSMLS will help make this voice stronger and demonstrate your commitment to your chosen profession.

If you have any questions about membership, please feel free to contact us by phone (905-528-8642 or 1-800-263-8277) or email (info@csmls.org).

ASSOCIATE NON-CERTIFIED MEMBERSHIP

You can apply for an Associate Non-Certified membership, information about memberships can be found on our website at www.csmls.or under “Join Us”

This type of membership is for someone who is not CSMLS certified, and is not eligible for membership under any other membership category. This is an annual membership that will expire on December 31st of each year. Membership fees are not prorated.
ELIGIBILITY TO WRITE THE CSMLS CERTIFICATION EXAMINATION
To work in Canada as a medical laboratory technologist (MLT) you must pass the CSMLS certification exam.

There are two ways you can become eligible to write the CSMLS certification exam:

Option A: Successfully complete a medical laboratory technology (MLT) education program that has been accredited by the Conjoint Committee for Accreditation of Educational Programs in Medical Laboratory Technology for the Canadian Medical Association (CMA).

Option B: Be declared equivalent through the CSMLS prior learning assessment (PLA) process for Medical Laboratory Technologists (MLTs)

RECIPROCITY
CSMLS does not offer reciprocity with any university or college, or with any other country. Your education and experience in another country do not automatically make you eligible to write the certification exam.

IMMIGRATION
CSMLS does not get involved in immigration issues for PLA candidates. We provide you with two copies of your Technical Report should you need to submit it to immigration authorities or a Provincial Regulatory Body.

PROFESSIONAL STANDARDS COUNCIL (PSC)
The Professional Standards Council (PSC) sets the policy recommendation body for Certification, Prior Learning Assessment (PLA) and Standards of Practice. The PSC is responsible for all matters relating to certification and prior learning assessment standards and policies. It has members representatives from each provincial association and regulatory body and in non-regulated provinces representatives from provincial associations.
NON-DISCRIMINATION
CSMLS does not discriminate for any reason, including age, gender, race, ethnic origin, colour, religion, sexual orientation or marital status.

CSMLS PRIOR LEARNING ASSESSMENT PROCESS:

IS THE PRIOR LEARNING ASSESSMENT PROCESS RIGHT FOR ME? - STEPS TO TAKE:

The first thing that you should do is read this handbook carefully before you apply for a prior learning assessment (PLA).

As an internationally educated medical laboratory technologist (IEMLT), you have the opportunity to establish your eligibility to the CSMLS National Certification Examinations through the prior learning assessment process. Your education and experience in another country do not automatically make you eligible to write the certification exam.

The prior learning assessment (PLA) process evaluates your education and experience and compares it to the national standard.

Competency profiles outline the expectations of an entry-level technologist in Canada. When you apply for a PLA, we review your education and experience to determine if you are equivalent to the Competency Profile. Exam development is based on the Competency Profile and the Examination Blueprint.

CSMLS Medical Laboratory Technology certification is available in the following disciplines:

- **General Medical Laboratory Technologists**: must be competent in five disciplines: clinical chemistry, clinical microbiology, hematology, histotechnology (histopathology), and transfusion science (transfusion medicine, blood banking).
- **Clinical Genetics Technologists**: includes both cytogenetics & molecular genetics
- **Diagnostic Cytology Technologists**: includes both gynaecological & non-gynaecological analysis

SELF-ASSESSMENT
Complete the **Personal Competency Rating Booklet (PCRB)** to decide if a PLA is right for you. This is a valuable self-assessment tool.

- Select the appropriate PCRB (General MLT, Clinical Genetics or Diagnostic Cytology)
- Use the PCRB to rate and compare your experience to the appropriate CSMLS Competency Profile.
- Send your completed PCRB with your PLA application.
- Locate the PCRB on our website: [www.csmls.org/pla](http://www.csmls.org/pla)

This self-assessment tool has two purposes:

1. You can compare your education and training to the standard for Canada to help you identify your gaps and decide if PLA is right for you
2. The CSMLS assessment team will use your ratings to help them complete your assessment. However, your ratings must be confirmed by your official supporting document like your education and experience.
**GENERAL MLT APPLICANTS ONLY:**

Complete the **PLA Online Self-Assessment (OSA)**. The OSA is intended to give you insight into medical laboratory practice in Canada and your readiness to the Canadian workforce. There is no minimum passing score – Your OSA score and report are for your information only and CSMLS will not use them to decide your PLA result.

This test will give you valuable information to help you decide whether to pursue Canadian certification. It will provide you with feedback and help you to identify areas in which you may need more education, based on the Competency Profile, which is the national standard in Canada.

If you choose to apply for PLA you are required to complete the OSA.
- **You must** complete the 100 question test **before** you apply for PLA.
- Access the PLA OSA at [http://csmls.protraining.com/index.cfm](http://csmls.protraining.com/index.cfm)

Your OSA score and technical report are for your information only and CSMLS will not use them to decide your PLA result.

If you have little or no experience or education in **more than one** discipline (clinical chemistry, clinical microbiology, hematology, histotechnology or transfusion science), then you will not qualify for the CSMLS exam through PLA.

**IF PLA IS NOT RIGHT FOR YOU:**

After you rate yourself, if you decide that a PLA is **not** right for you, you may want to investigate other professional opportunities:

- Consider CSMLS Certification as a medical laboratory assistant (MLA) ([http://csmls.org/Certification/What-is-Certification.aspx](http://csmls.org/Certification/What-is-Certification.aspx))
- Research opportunities in the Biotechnology field ([www.biotalent.ca](http://www.biotalent.ca))
- Complete a full time, CMA accredited MLT training program ([http://www.csmls.org/About-CSMLS/Becoming-a-Lab-Professional/Training-Programs.aspx](http://www.csmls.org/About-CSMLS/Becoming-a-Lab-Professional/Training-Programs.aspx))
**Cost of PLA**

Carefully complete the PLA Application at the back of this handbook.

- The PLA fee is $1500 for members and $1800 for non-members (non-refundable).
- You can pay the PLA Fee in full at the time of application, or in two parts as follows:

<table>
<thead>
<tr>
<th>PLA Fee Schedule</th>
<th>Member</th>
<th>Non-Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>The <strong>PLA Application Fee</strong> must be paid at the time of application</td>
<td>$800</td>
<td>$950</td>
</tr>
<tr>
<td>The <strong>PLA Technical Report Fee</strong> must be received before we assess your file. We</td>
<td>$700</td>
<td>$850</td>
</tr>
<tr>
<td>will contact you when this payment is due.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Payments must be in Canadian funds.

Acceptable forms of payment are Visa, MasterCard, American Express, Canadian cheque or Canadian money order. Make your cheque or money order payable to the Canadian Society for Medical Laboratory Science, or CSMLS.

If your payment is returned to us for insufficient funds, you will be charged a $25.00 NSF fee.

**CSMLS Prior Learning Assessment**

The CSMLS Prior Learning Assessment (PLA) reviews your education, training and work experience to determine if you are equivalent to the Competency Profile.

There are **two parts or stages** in the PLA process:

- **Pre-assessment**
  Starts when we receive your application and process your **PLA Application Fee** and ends when we have received all of your required documents.

- **Post-assessment**
  Your post-assessment starts when your PLA has been assessed and we send your Technical Report to you.
STAGE I: PRE-ASSESSMENT

Pre-Assessment has three parts:

1. PLA Application and Fee
2. Supporting Documents
3. Assessment

1. PLA APPLICATION AND FEE(S)
Read this handbook carefully before sending your application. Complete the PLA Application at the back of this handbook. Be sure to include your PLA Application fee(s). Once we receive your application, we will open your PLA file and send your CSMLS ID number to you. We will provide you with a list of the documents we have received and a list of documents we still need to receive.

- PLA fees are non-refundable and non-transferable.
- You have 12 months to make sure we receive the required documents.
- You will need to apply again if we have not received all your documents in that time.
- Extensions can be requested if your application has not been expired for more than 12 months

2. SUPPORTING (OFFICIAL) DOCUMENTS
Official documents are sent directly to the CSMLS from issuing institutions and become the property of the CSMLS. We will not send official documents back to you. Fax, email, or personally submitted documents for credential verifications, MLT education, language assessments, and work experience will not be accepted to complete your prior learning assessment.

You must contact your educational institutions and employers to ask that they send the required official documents directly to us. Make sure they include your name and CSMLS ID number when they send documents on your behalf. If documents arrive without your name or CSMLS ID number, they will be discarded. A “Required Documentation Checklist” can be found in this handbook to assist you.

You are responsible for all costs associated with supporting documentation.

We will send you an email when we receive your documents. If you would like us to update you on the status of your file, send a request by email to pla@csmls.org. It is helpful to include “Status Update Request” and your CSMLS ID number and full name in the subject line of your email.
The following documents may be required for your prior learning assessment process:

<table>
<thead>
<tr>
<th>DOCUMENT</th>
<th>REQUIREMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Competency Rating Booklet (PCRB)</td>
<td>Document Required</td>
</tr>
<tr>
<td>Online Self-Assessment</td>
<td>Document Required for General MLT Applicants Only</td>
</tr>
<tr>
<td>Credential Evaluation</td>
<td>Document Required</td>
</tr>
<tr>
<td>Language Proficiency</td>
<td>Not Required if MLT Education is in English or French</td>
</tr>
<tr>
<td>MLT Education</td>
<td>Document(s) Required</td>
</tr>
<tr>
<td>Work Experience</td>
<td>Document Required</td>
</tr>
<tr>
<td></td>
<td>• Not needed if new graduate that has not yet worked in the MLT field</td>
</tr>
<tr>
<td>Professional Certification</td>
<td>Not Required</td>
</tr>
<tr>
<td></td>
<td>• Sending in these documents may provide a better outcome in your PLA assessment</td>
</tr>
<tr>
<td>Continuing Education</td>
<td>Not Required</td>
</tr>
<tr>
<td></td>
<td>• Sending in these documents may provide a better outcome in your PLA assessment</td>
</tr>
</tbody>
</table>

See Supporting Document Details for more detailed information about document types and their requirements.

3. **Assessment**

When the CSMLS has received all of your required documentation, your PLA file will be forwarded to the assessment team for review. The assessment team will review your documentation to compare your experience and education with the competency profile. The PLA Technical Report Fee must be paid **before** we send your file for assessment. We will contact you when this payment is due if you have not already paid.

It may take the assessment team up to 4 to 6 weeks to complete your assessment.

**Translation Policy**

Documents received in a language other than French or English will have to be translated. When we receive documents that are not in French or English, we will send you a copy to get translated.

- Documents must be translated by a Canadian-certified translator.
- The copy of your documents that we send to you for translation must be returned together with the official translation.
- Personally submitted translated documents will not be accepted.
- Documents not translated by a Canadian-certified translator will not be accepted.
**SUPPORTING (OFFICIAL) DOCUMENT DETAILS**

**PERSONAL COMPETENCY RATING BOOKLET (PCRB)**
Use PCRB to rate and compare your experience to the CSMLS Competency Profile. Locate the PCRB on our website.  [www.csmls.org/pla](http://www.csmls.org/pla)

The PCRB will show the assessment team what knowledge and experience you have. The official documents in your PLA file must confirm the ratings you give yourself in this booklet.

Once you complete your Personal Competency Rating booklet, make a copy for your files and send the original to us with your PLA application.

**ONLINE SELF-ASSESSMENT (OSA) – FOR GENERAL MLTs ONLY**
This 100 question test will give you valuable information to help you decide whether to pursue Canadian certification. It will provide you with feedback and help you to identify areas in which you may need more education, based on the Competency Profile, which is the national standard in Canada.

If you choose to apply for PLA as a General MLT then you are required to complete the OSA. You **must** complete the OSA **before** you apply for PLA.

**Read this Section Carefully Before You Purchase the OSA**
- Cost is $59.95 CDN plus applicable taxes (HST/GST)
- Access the PLA OSA at: [http://csmls.protraining.com/index.cfm](http://csmls.protraining.com/index.cfm)
- Visit the OSA website to create a username and password. You cannot log on with your CSMLS ID number

There is **no minimum passing score** – the results are for your information only and CSMLS will not use them in your assessment.

From the OSA main webpage select **“Learn More”** ([http://csmls.protraining.com/faq.cfm](http://csmls.protraining.com/faq.cfm)) to review more information about this assessment.

**How to Submit Proof of OSA Completion to CSMLS**
- Record your OSA username on your PLA application so that CSMLS can confirm that you have completed the assessment
- If you did not include your OSA username on your PLA application, send an email to pla@csmls.org including the following information:
  - “OSA Complete” in the subject line of the email
  - Your full name and CSMLS ID number
  - Your OSA username (this is the account username you set up to access the exam)
CREDENTIAL EVALUATION
We require a credential evaluation for all of your medical laboratory technology education. We will only accept credential evaluations that are sent to the CSMLS directly from World Education Services, Canada (WES) or International Credential Evaluation Service (ICES). Contact information for both services is included below.

The purpose of the credential evaluation is to confirm that your education is authentic and to determine your language of instruction. Credential evaluation services do not review your professional ability or look at professional experience; that is what our PLA program does.

World Education Services, Canada (WES)

• You must ask that the report include the language(s) of instruction.
• We will accept WES Course-by-course (detailed) evaluation or a WES ICAP evaluation
• If we receive verified copies of your transcripts with your WES ICAP report, you do not need to request a second set of transcripts from your education institution.

World Education Services, Canada (WES)
2 Carlton Street, Suite 1400
Toronto, ON M5B 1J3

Telephone: (416) 972-0070
Toll Free: (866) 343-0070
Fax: (416) 972-9004

Email: inquiryca@wes.org
Website: www.wes.org/ca

International Credential Evaluation Service (ICES)

• We need the ICES “comprehensive” evaluation, which includes the language(s) of instruction.
• If this report includes transcripts, you do not need to request a second set from your education institution.

International Credential Evaluation Service (ICES)
3700 Willingdon Ave
Burnaby, BC, Canada, V5G 3H2

Telephone: (604) 432-8800
Fax: (604) 431-3382

Email: icesinfo@bcit.ca
Website: www.bcit.ca/ices
**LANGUAGE PROFICIENCY REQUIREMENT**

We use your credential evaluation to determine if you require language proficiency testing. Ask your educational institution to send a separate letter confirming your language of MLT instruction with your official transcripts and course outlines, to your credential evaluation service.

**Was your education in English or French?**

**YES**  If your credential evaluation states your language of instruction was in English or French, you do not need to take a language test.

**NO**  If your language of instruction was **not** in English or French, you must take a language test to meet our language proficiency requirement.

If your program of study was in more than one language, you must verify that your MLT instruction was in English or French.

**The CSMLS has a two-stage language proficiency requirement**

If you need a language proficiency test, the issuing institution or testing facility must send your test results directly to the CSMLS. We do not accept faxed or emailed results.

Language Proficiency Evaluations:
- Will not be accepted if any test section has not been evaluated
- Must meet the minimum requirements in each stage (listening, reading, writing and speaking)
- Will not have any exceptions made if minimum requirements are not met
- Two or more test results cannot be combined to pass the requirements

**APPROVED LANGUAGE PROFICIENCY TESTS**

We only accept the following language proficiency evaluation types:
- Michener English Language Assessment (MELA)
- Test of English as a Foreign Language (TOEFL)
  - TOEFL iBT
- International English Language Testing System (IELTS)
  - IELTS – AC
  - IELTS – GT
- Canadian Test of English for Scholars and Trainees (CanTEST)
LANGUAGE PROFICIENCY TESTING MINIMUM REQUIREMENTS

Stage One: Technical Report
You must meet these **minimum requirements** to have your Technical Report completed by the assessment team.

<table>
<thead>
<tr>
<th>Test Section</th>
<th>TOEFL iBT</th>
<th>IELTS – AC</th>
<th>IELTS – GT</th>
<th>CanTEST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Listening</td>
<td>–</td>
<td>5.5</td>
<td>5.5</td>
<td>3.0</td>
</tr>
<tr>
<td>Reading</td>
<td>–</td>
<td>5.5</td>
<td>5.5</td>
<td>3.0</td>
</tr>
<tr>
<td>Writing</td>
<td>–</td>
<td>5.5</td>
<td>5.5</td>
<td>3.0</td>
</tr>
<tr>
<td>Speaking</td>
<td>–</td>
<td>5.5</td>
<td>5.5</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Overall/Total 61-79

Stage Two: Equivalent and Eligible to Exam
You must meet these **minimum requirements** to be eligible to write the exam.

<table>
<thead>
<tr>
<th>Test Section</th>
<th>TOEFL iBT</th>
<th>IELTS – AC</th>
<th>IELTS – GT</th>
<th>CanTEST</th>
<th>MELA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Listening</td>
<td>20</td>
<td>7.0</td>
<td>7.0</td>
<td>4.0</td>
<td>8</td>
</tr>
<tr>
<td>Reading</td>
<td>22</td>
<td>7.0</td>
<td>7.0</td>
<td>4.0</td>
<td>7</td>
</tr>
<tr>
<td>Writing</td>
<td>22</td>
<td>7.0</td>
<td>7.0</td>
<td>4.0</td>
<td>7</td>
</tr>
<tr>
<td>Speaking</td>
<td>24</td>
<td>7.0</td>
<td>7.0</td>
<td>4.0</td>
<td>8</td>
</tr>
</tbody>
</table>

Example of not meeting requirements:

<table>
<thead>
<tr>
<th>Test Section</th>
<th>CanTEST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Listening</td>
<td>4.5</td>
</tr>
<tr>
<td>Reading</td>
<td>3.8</td>
</tr>
<tr>
<td>Writing</td>
<td>4.0</td>
</tr>
<tr>
<td>Speaking</td>
<td>4.0</td>
</tr>
</tbody>
</table>

Score does not meet minimum requirements.
**MEDICAL LABORATORY TECHNOLOGY EDUCATION**

Contact your educational institutions and ask them to send official transcripts and course outlines directly to us.

i. **Official Educational Transcripts**
   Lists all the courses you took at a college or university, and shows the final grade you received for each course. If we receive verified copies of your transcripts with your WES ICAP report, you do not have to request a second set of transcripts from your educational institution.

ii. **Course Outlines/Syllabus of Studies**
   - To evaluate your education thoroughly, the assessment team needs to see course outlines for the courses listed in your official transcripts
   - Course outlines must include a detailed description of the content of each course relating to medical laboratory technology

**CLINICAL EDUCATION (PRACTICAL INTERNSHIP)**

An official representative from your educational institution or laboratory must send a letter to us describing your structured clinical education.

The official letter must include:
- a detailed outline of the topics covered and tests completed in training
- the amount of time spent in training
- the methods used to monitor your progress
- an explanation of how you were evaluated (graded)
- a complete list of all tests performed

**WORK EXPERIENCE**

An official representative from the laboratories where you worked must send a letter directly to us describing your work experience as an MLT. The last five years of work experience are the most important to have for your prior learning assessment.

Official letters must:
- be printed on official letterhead
- be signed by the official representative of the laboratory
- include your dates of employment
- include department rotation if you worked in more than one department
- include the list of tests you performed
- include the equipment/methods you used to perform these tests
- include the frequency of testing (for example, daily or weekly)
- include the number of samples you processed on a weekly basis
- mailed directly to the CSMLS
**Professional Certification**
If you have received professional certification/licensure in medical laboratory technology from another country, contact your professional certification association and ask them to send proof of your professional certification, directly to the CSMLS.

**Continuing Education**
Contact your educational institutions and ask them to send official transcripts directly to us for MLT courses taken within the last five years, (e.g.) refresher courses.

If you are taking a course now, send us proof of enrolment and the expected date of completion.

**Professional Development**
You may submit copies of your certificates for MLT seminars and workshops taken within the last five years.

**Alternate Documents Policy**
In the event you are unable to provide official documents as requested in the CSMLS Prior Learning Assessment (PLA) policy, the CSMLS may allow the submission of alternate documents. Your situation will be assessed on a case by case basis.

The following alternate documents may be considered in the eligibility assessment:

- Original documents from your or notarized copies
- Third party verification of university degrees from WES or ICES
- Sworn affidavit in cases where you have no or insufficient documents to proceed with an evaluation
- Valid third party verification of document

The CSMLS must balance the duty to provide a fair and transparent process with its obligation to ensure that the integrity of the examination is protected.

**Document Receipt and Retention Policy**
We do not accept any documents at CSMLS unless you have applied for a Prior Learning Assessment (PLA).

Documents sent to the CSMLS from individuals who have not yet applied for a Prior Learning Assessment will be destroyed after 6 months.

We are not responsible for any costs associated with the receipt or destruction of documents.
Required Documentation Check List

☐ **Personal Competency Rating Booklet**: You must send the original to the CSMLS.

☐ **Online Self-Assessment (General MLT Only)**: You must create an account online and complete the online self-assessment. Once it is complete, you must forward your account username to the CSMLS.

☐ **Credential Evaluation**: The issuing credential evaluation service must send your evaluation directly to the CSMLS (WES or ICES).

☐ **Language Proficiency (if required)**: The issuing institution must send your test results directly to the CSMLS.

☐ **MLT Education**: Your educational institution(s) must send these documents directly to the CSMLS.
  - Official Educational Transcripts
  - Course Outlines/Syllabus of Studies

☐ **Clinical Education (practical internship)**: An official representative from your educational institution or laboratory must send documentation directly to the CSMLS.

☐ **Other Academic Education (if applicable)**: Your educational institutions must send official transcripts and course outlines directly to the CSMLS.

☐ **Continuing Education (if applicable)**: Your educational institutions must send official transcripts and course outlines directly to the CSMLS.

☐ **Professional Development (if applicable)**: For seminars and workshops, you may submit copies of your certificates.

☐ **Professional Certification (if applicable)**: Your professional certification association must send proof of your professional certification and status, directly to the CSMLS.

☐ **Work Experience**: Each of your employing institutions must send a detailed letter describing your work experience directly to the CSMLS.
STAGE II: POST-ASSESSMENT

TECHNICAL REPORT
The PLA Technical Report Fee must be paid before we assess your file. $700 (members) $850 (non-members)

Your technical report will list the experience we found evidence of in your documentation and will include one of three outcomes:

1. You are **equivalent** to the Competency Profile and eligible to write both the MLT and MLA exams.

2. You are **not equivalent** to the MLT Competency Profile and you must complete a **Learning Plan** to be eligible to write the MLT exam. You may be granted eligibility to the MLA exam (for individuals with a learning plan that has Refresher or Subject Specific course requirements only). MLA exam eligibility will not be granted to individuals who require Comprehensive course requirements.

3. You are **not equivalent** and you must complete a full-time, CMA accredited MLT training program to be eligible to write the exam or consider other professional options.
   - Consider CSMLS Certification as a MLA ([http://csmls.org/Certification/What-is-Certification.aspx](http://csmls.org/Certification/What-is-Certification.aspx))
   - Research opportunities in the Biotechnology field ([http://www.biotalent.ca/eportfolio](http://www.biotalent.ca/eportfolio)).
   - Complete a full time, CMA accredited MLT training program ([http://www.csmls.org/About-CSMLS/Becoming-a-Lab-Professional/Training-Programs.aspx](http://www.csmls.org/About-CSMLS/Becoming-a-Lab-Professional/Training-Programs.aspx))

Technical reports are valid for two (2) years.

LEARNING PLANS
You must successfully complete a **learning plan** to fulfill the gaps identified in your technical report before you are deemed eligible to write the MLT exam. A learning plan might consist of any of the following:

**Refresher:** A learning plan with Refresher coursework will be required when you have not practised a discipline (i.e. clinical chemistry, clinical microbiology, hematology, histotechnology or transfusion science) within the last five years. You will need to take a course to bring you up to date with current Canadian practice.

**Subject Specific:** A learning plan with Subject specific coursework will be required when you have not practised part of a discipline within the last five years; for example, you may be asked to complete a subject specific refresher course in Toxicology (part of Clinical Chemistry).

**Comprehensive:** A learning plan with comprehensive coursework will be required when there is an area in which you have little or no education, clinical internship and/or work experience. If you have **more than one** comprehensive gap, you cannot qualify for the CSMLS exam through PLA. We will direct you to complete a full-time training program and suggest other options such as exploring opportunities in Biotechnology (visit [www.biotalent.ca](http://www.biotalent.ca) for more information).
LEARNING PLAN POLICY

If you are required to complete a learning plan to qualify for the CSMLS Certification Exam you must follow the learning plan policy. Your learning plan will address the gaps in your knowledge identified in your PLA Technical Review. You have up to two (2) years to complete your learning plan.

If you are unable to complete your learning plan by your deadline date, you may be required to complete more course work and/or pay additional fees.

You cannot take the same course(s) or program again to re-establish your eligibility to the CSMLS exam.

REFRESHER & COMPREHENSIVE COURSES – GENERAL MLT ONLY

Find the list of approved courses to take to complete your Learning Plan on our website.
www.csmls.org/Certification/Certification-Process/Learning-Plans

You can complete a course option from the approved course list to complete your Learning Plan requirements. For every subject (discipline), you can choose from more than one course option. You only need to choose one course option for each subject. The courses are offered in a variety of formats, with different start and end dates, costs, and methods of evaluation. Most of the courses on the list are home study courses. You must contact the course providers directly for more information; this includes courses from the CSMLS. Course provider contact information can be found on our website under Learning Plans.

REFRESHER

If your PLA Technical Report indicates that you must take refresher course work in microbiology, clinical chemistry, hematology, transfusion science and histotechnology, you can choose your course option(s) from the list of approved refresher courses located on our website.

Example: If you must complete refresher course work in histotechnology:
- Go to the list of approved refresher course list on our website
- Find the listings for histotechnology
- Choose an option to complete

You can as choose to complete one or more supervised clinical placement to cover your refresher course Learning Plan requirements. The Clinical Placement Blueprint is found on our website under Learning Plans. It describes the specific activities you will need to complete under supervision for each of the 5 disciplines.

SUBJECT SPECIFIC

If your PLA Technical Report indicates that you must complete subject specific courses, your options will be included with your PLA Technical Report and can be found on our website.

COMPREHENSIVE

If your PLA Technical Report indicates that you must complete comprehensive coursework, your options will be included with your PLA Technical Report and options for Histotechnology and Transfusion Science can be found on our website. Those having to complete comprehensive course work in Microbiology, Clinical Chemistry or Hematology must contact the CSMLS directly.
**Medical Laboratory Technology (MLT) Bridging Programs - General MLT Only**

Bridging programs allow internationally trained medical laboratory technologists a way to complete discipline specific educational gaps needed to become eligible to challenge the CSMLS national certification examination. When a full program is taken it covers refresher gaps in all five disciplines required for a General MLT.

The Bridging programs provide support and education for internationally trained medical laboratory technologists (IEMLTs) to assist them with integration into the Canadian health care system. These programs are not mandatory for internationally trained medical laboratory technologists to take, but it has been shown that IEMLT’s are more successful with the CSMLS exam if they have completed a full bridging program. Participation in a bridging program may help reduce feelings of isolation and anxiety, and provide participants with an enhanced sense of community while developing increased professional networking opportunities.

**Diagnostic Cytology & Clinical Genetics Learning Plans**

The CSMLS does not maintain a list of acceptable courses or options to complete your learning plan with. You are responsible for finding courses or clinical placements to fill your learning plan requirements. Once you have decided on a learning plan, please submit this plan for review and approval.

**Other Ways to Complete Your Learning Plan**

**Courses Not on the Approved Lists**

If you have located a course that is not on the pre-approved list, you must ask the CSMLS to approve it for you. The course must be at the technologist level. You must provide the following information to the CSMLS:

- Course name, course number and name of school
- Course description or course outline

The assessment team will review the course and decide whether it is approved to fulfill your learning plan requirements.

Courses recently taken off the approved refresher course list cannot be approved to fulfill your learning plan unless they have been recently revised.

**Clinical Practice**

If you have an opportunity to get a clinical rotation, please refer to the Clinical Placement Blueprint located on our website. [http://www.csmls.org/Certification/Certification-Process/Learning-Plans.aspx](http://www.csmls.org/Certification/Certification-Process/Learning-Plans.aspx). Clinical placements can replace refresher course options.
**After You Complete Your Learning Plan**

- Request official transcripts from the college or educational institution where you completed your courses
- The college or educational institution must send your transcripts directly to the CSMLS
- All Learning Plan requirements must be completed before you become eligible to write the CSMLS certification exam.
- After the CSMLS receives proof that you successfully completed your Learning Plan and any other requirements (for example, Stage Two language proficiency) we will send you a statement of eligibility (Eligibility Statement) to the CSMLS Certification Exam
- You cannot apply for a CSMLS Certification Exam until you receive an eligibility statement.

**Eligibility Statement**

We will issue you an Eligibility Statement for the CSMLS Certification exam once you are declared “Equivalent” in your technical report and meet our language requirement.

Eligibility Statements are valid for 12 months after your initial eligible examination date; this date is included on your PLA report. This allows you two (2) consecutive attempts at the CSMLS certification examination within twelve (12) months to pass the exam. Exam sessions are held in February, June and October. The Exam Handbook is located on our website. Please see the handbook for more information.

**Supplemental Documentation and Appeal Policy**

**Supplemental Documentation:**

If you received a “Not Equivalent” prior learning assessment report and think that additional documents from your employer or academic institutions will change your PLA result, you must submit an Application for Supplemental Documentation within 90 days of the date on your PLA report.

Your application for must indicate which documents will be sent to us. There is a non-refundable fee of $150 (for members) and $200 (for non-members). We will only accept documents from employers or institutions that are included on your original PLA application. We will send a revised assessment report within 45 days of receiving all the documents.

**Appeal:**

If you disagree with your PLA result and want your file reviewed again, you must submit an Application for Appeal within 45 days of the date on your PLA report. We will assign additional experts to review your file and will send you an updated report within 45 days.

There is a non-refundable fee of $150 (for members) and $200 (for non-members) for the Appeal Process. You can find the application forms for Supplemental Documentation and Appeal on our website.
# Provincal Regulatory Bodies

<table>
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<tr>
<th>College of Medical Laboratory Technologists of Alberta, (CMLTA)</th>
<th>Saskatchewan Society of Medical Laboratory Technologists, (SSMLT)</th>
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<tbody>
<tr>
<td>301-9426 51 Avenue NW</td>
<td>Mailing Address</td>
</tr>
<tr>
<td>Edmonton, AB T6E 5A6</td>
<td>PO Box 3837</td>
</tr>
<tr>
<td>t. 780 435 5452 ext 225</td>
<td>Regina, SK</td>
</tr>
<tr>
<td>f. 780 437 1442</td>
<td>S4P 1Y5</td>
</tr>
<tr>
<td><a href="http://www.cmlta.org">www.cmlta.org</a></td>
<td>Phone/Fax: (306) 352-6791</td>
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<tr>
<th>College of Medical Laboratory Technologists of Manitoba (CMLTM)</th>
<th>College of Medical Laboratory Technologists of Ontario, (CMLTO)</th>
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<tbody>
<tr>
<td>146 – 2025 Corydon Ave</td>
<td>36 Toronto St, Suite 950</td>
</tr>
<tr>
<td>Winnipeg, MB R3P 0N5</td>
<td>Toronto ON M5C 2C5</td>
</tr>
<tr>
<td>Telephone: (204) 231-0311</td>
<td>Telephone: (416) 861-9605 (800) 323-9672</td>
</tr>
<tr>
<td>Fax: (204) 489-7300</td>
<td>Fax: (416) 861-0934</td>
</tr>
<tr>
<td><a href="http://www.cmltm.ca">www.cmltm.ca</a></td>
<td><a href="http://www.cmlto.com">www.cmlto.com</a></td>
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<tr>
<th>Ordre Professionnel des Technologistes Médicaux du Québec, (OPTMQ)</th>
<th>New Brunswick Society of Medical Laboratory Technologists, (NBSMLT)</th>
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<tbody>
<tr>
<td>281, av. Laurier Est</td>
<td>PO Box 1812</td>
</tr>
<tr>
<td>Montréal, QC H2T 1G2</td>
<td>Moncton, NB E1C 9X6</td>
</tr>
<tr>
<td>Telephone: (514) 527-9811 or (800) 567-7763</td>
<td>Telephone: (506) 758-9956</td>
</tr>
<tr>
<td>Fax (514) 527-7314</td>
<td>Fax: (506) 758-9963</td>
</tr>
<tr>
<td><a href="http://www.optmq.org">www.optmq.org</a></td>
<td><a href="http://www.nbsmlt.nb.ca">www.nbsmlt.nb.ca</a></td>
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<tr>
<th>Nova Scotia College of Medical Laboratory Technologists, (NSCMLT)</th>
<th>Newfoundland and Labrador College of Medical Laboratory Sciences (NLCMLS)</th>
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<tbody>
<tr>
<td>205 - 25 Wentworth St</td>
<td>P.O BOX 39057</td>
</tr>
<tr>
<td>Dartmouth, NS B2Y 2S7</td>
<td>St. John’s, NL, A1E5Y7</td>
</tr>
<tr>
<td>Telephone: (902) 453-9605</td>
<td>Telephone: 709-754-8324</td>
</tr>
<tr>
<td>Fax: (902) 454-3535</td>
<td>Fax: 709-945-5158</td>
</tr>
<tr>
<td><a href="http://www.nscmlt.org">www.nscmlt.org</a></td>
<td><a href="http://www.nlcmls.ca">www.nlcmls.ca</a></td>
</tr>
</tbody>
</table>
PROVINCIAL SOCIETIES

BC Society of Laboratory Science, (BCSLS)

720-999 W Broadway Ave
Vancouver, BC V5Z 1K5
Telephone (604) 714-1760 or (800) 304-0033
Fax: (604) 738-4080

www.bcsls.net

Manitoba Association for Medical Laboratory Science (MAMLS)

858 London St
Winnipeg, MB R2K 2Z6
Telephone: (204) 669-9050
Fax: (204) 667-1747

www.mamls.ca

Ontario Society of Medical Technologists, (OSMT)

234 Eglinton Ave East, Suite 402
Toronto, ON M4P 1K5
Telephone: (416) 485-6768 or (800) 461-6768
Fax: (416) 485 7660

www.osmt.org

Prince Edward Island Society of Medical Technologists (PEISMT)

C/o Queen Elizabeth Hospital
PO Box 6600
Charlottetown, PEI C1A 8T5

www.peismt.org
MICRO LOANS FOR INTERNATIONALLY TRAINED IMMIGRANTS

As an Immigrant to Canada you may be eligible to get a loan to help if you are a newcomer and struggling to pay for the costs of the Canadian accreditation or training you need so you can work in your pre-immigration career. Please feel free to contact one of the programs listed in the attached document for more information and to see if you qualify.

ALBERTA

In Calgary
Cidalia
IAF Program Assistant
Momentum
16, 2936 Radcliffe Drive SE
Calgary, AB T2A 6M8
Phone: (403) 204-2667
Toll Free: 1-855-423-2262
Email: cidaliac@momentum.org

In Edmonton
Edith Ebakole-Ukhun
Administrative Assistant
Office Address
45, 9912 - 106 Street
Edmonton, AB T5K 1C5
Mailing Address
Baker Centre Postal Outlet
PO Box 40039
Edmonton, AB T5J 4M9
Phone: (780) 756-3023 ext. 301
Toll Free: 1-855-423-2262
Fax: (780) 756-3277
Email: edith@iafcanada.org

SASKATCHEWAN

In Saskatoon
Jimena Lerma
Administrative/Loan Program Assistant
#2A - 511 1 St Avenue North
Saskatoon, SK S7K 1X5
Phone: (306) 974-4856 ext. 200
Fax: (306) 974-4932
Email: jimena@iafcanada.org

In Regina
Musenga Simwawa
Loan Facilitator Regina
2080 Rae Street
Regina SK, S4T 2E5
Phone: (306) 545 5010
Email: musenga@iafcanada.org

Greater Montréal, QUEBEC
Association communautaire d’emprunt de Montréal (ACEM)
Indu Krishnamurthy
Program Coordinator
email: info@acemcreditcommunautaire.qc.ca
phone: 514-843-7296
visit: www.acemcreditcommunautaire.qc.ca
S.U.C.C.E.S.S
S.U.C.C.E.S.S. Foreign Credential Recognition Loan Project offers a competitive low-interest rate loan to residents of B.C. who are internationally trained to help them pursue FCR and obtain employment in their field in Canada.
Shalaleh Najafy
Program Manager
email: shalaleh.najafy@success.bc.ca
phone: 604-232-1100 ext. 110
visit: www.success.bc.ca/FCRloan

In Metro Vancouver
MOSAIC
Nora Maldonado
Program Manager
email: nmaldonado@mosaicbc.com
phone: 604-254-9626 ext. 492
visit: www.mosaicbc.com/settlement-services/settling-canada/micro-loans-program

MANITOBA
SEED Winnipeg
Recognition Counts! is a program that provides accessible, low interest loans to assist skilled immigrants to Manitoba with qualification recognition, upgrading and/or training needed for employment in the fields for which they have education and experience obtained outside of Canada.
Sandra Leone
Project Manager
email: sandra@seedwinnipeg.ca
phone: 204-594-0549
visit: seedwinnipeg.ca/programs/detail/recognition-counts

NEW BRUNSWICK
New Brunswick Multicultural Council (NBMC)
Tanya Billings
Project Coordinator
email: tanya.billings@nb-mc.ca
phone: 506-453-1091 ext. 6
visit: www.nb-mc.ca/index.php/en/newcomers/working_in_nb/
SW ONTARIO (excl. GTA)

WIL Employment Connections
The Internationally Trained Worker Loan Program provides ITWs (residing in southwestern Ontario) access to the funds necessary to achieve foreign credential recognition and employment outcomes commensurate with their international education, skills and experience. Loans operate as a flexible line of credit to assist ITWs in covering the direct and indirect costs related to foreign credential recognition.
Sanjiv Inamdar
Employment Counsellor / Loan Advisor, Access Centre for Regulated Employment
email: sanjivi@accesscentre.ca
phone: 519-858-2348
visit: www.wil.ca/immigrants-newcomers/skilled-immigrant-loan-program

PRINCE EDWARD ISLAND

Canada Microcredit Educators Group (CMEG)
Canada Microcredit Educators Group invites inquiries and applications from internationally trained people of all occupations living in Prince Edward Island. CMEG is committed to your prosperity.
Patrick O’Neill
Program Manager
e-mail: patoneill@microloanscanada.ca
phone: 902-388-4499
visit: www.microloanscanada.ca

NOVA SCOTIA

Immigrant Settlement and Immigration Services (ISIS)
Kapila Dimantha
Project Coordinator
e-mail: kdimantha@isisns.ca
phone: 902-406-8686
visit: www.isisns.ca

NEWFOUNDLAND AND LABRADOR

Acquiring eXperience; Integrating Skills (AXIS) Employment Services
AXIS Career Services, the employment division of the Association for New Canadians, has established a targeted Small Loans Program to support and expedite the integration of Internationally Educated Professionals into the Newfoundland and Labrador workforce. To determine if you are eligible for assistance, visit www.AXIScareers.net.
CSMLS APPLICATION FOR PRIOR LEARNING ASSESSMENT (PLA)- MLT

Former Name: Date of Birth: CSMLS ID#: 

☐ Miss ☐ Mrs. ☐ Ms. ☐ Mr.

Last Name (please print): First Name Middle Name

Address

City: Province: Postal Code: Country:

Telephone No.: Email:

I am requesting an evaluation of my medical laboratory technology education, training and experience to see if I am equivalent to the CSMLS Competency Profile, outlining the competencies expected of an entry-level technologist in Canada.

Type of Assessment (check only one):

☐ General Medical Laboratory Technologist
☐ Clinical Genetics
☐ Diagnostic Cytology

By signing this application, I declare that I have read and agree to abide by the PLA Handbook: policies, procedures, rules and requirements:

- I understand that I have 12 months to gather the required documents for PLA.
- I understand that my CSMLS PLA Technical Report is valid for two (2) years
- I declare that the information given on this application is true
- I understand that if any information is found to be incorrect, my assessment will be invalid
- I understand that I will need to re-apply for PLA if documentation is not received within 12 months
- I understand that additional fees may apply if I need to re-apply for PLA

Signature: Date: 
PLA Fees
- The PLA fee is $1500 for members and $1800 for non-members (non-refundable).
- You can apply for a Associate Non Certified Membership and take advantage of reduced membership rates.
- You can pay the PLA Fee in full at the time of application, or pay it in two parts.

At this time I choose to pay (check one):

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<th>Member</th>
<th>Non-Member</th>
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<tr>
<td>The Full PLA Fee</td>
<td>$1500</td>
<td>$1800</td>
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<td>The PLA Application Fee</td>
<td>$800</td>
<td>$950</td>
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You can apply for a Associate Non Certified Membership and take advantage of reduced membership rates.

Payments must be in Canadian funds. Acceptable forms of payment are Visa, MasterCard, American Express, Canadian cheque or Canadian money order. Make your cheque or money order payable to the Canadian Society for Medical Laboratory Science, or CSMLS. If your payment is returned to us for insufficient funds, you will be charged a $25.00 NSF fee.

Membership
If you want to take advantage of the member rates, you need to submit an application for Associate Non Certified Membership. Information for this membership can be found at: [http://www.csmls.org/Join-Us/Become-a-Member.aspx](http://www.csmls.org/Join-Us/Become-a-Member.aspx)

Personal Competency Rating Booklet (PCRB)
My Personal Competency Rating Booklet is:
- [ ] enclosed
- [ ] coming separately

Online Self-Assessment (OSA)
- [ ] I have completed the online self-assessment my user name is:
- [ ] I have applied for an MLT assessment in Clinical Genetics or Diagnostic Cytology and I am not required to complete the OSA.

Credential Evaluation
- [ ] I have applied for an evaluation with World Education Services, Canada (WES)
- [ ] I have applied for an evaluation with International Credential Evaluation Service (ICES).

Language Proficiency Testing
- [ ] My medical laboratory technology education was in English
- [ ] My medical laboratory technology education was in French
- [ ] My medical laboratory technology education was in the following language: ___________________________ and I require language proficiency testing.
**MEDICAL LABORATORY TECHNOLOGY (MLT) EDUCATION:**
Have your academic institution listed below send directly to the CSMLS your:
- Official Transcripts that list all the courses you took at a college or university and shows your final grades
- Course Outlines/Syllabus of Studies from your medical laboratory technology program that include a detailed description of the content of each course relating to medical laboratory technology

<table>
<thead>
<tr>
<th>MLT Academic Education Institution:</th>
<th>Country:</th>
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<tr>
<td>Dates Attended: From: To:</td>
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**CLINICAL EDUCATION (PRACTICAL INTERNSHIP):**
**HAVE AN OFFICIAL REPRESENTATIVE FROM YOUR EDUCATIONAL INSTITUTION OR LABORATORY SEND DIRECTLY TO THE CSMLS A LETTER DESCRIBING YOUR STRUCTURED CLINICAL EDUCATION.**

The official letter must include:
- a detailed outline of the topics covered and tests completed in training
- the amount of time spent in training
- the methods used to monitor your progress
- an explanation of how you were evaluated (graded)
- a complete list of all tests performed

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<th>MLT Clinical Education/Practical Internship:</th>
<th>Country:</th>
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<td>Dates Attended: From: To:</td>
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<th>MLT Clinical Education/Practical Internship:</th>
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<td>Dates Attended: From: To:</td>
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</table>
**OTHER RELEVANT EDUCATION:**
Have your academic institution listed below send directly to the CSMLS your:
- Official Transcripts that list all the courses you took at a college or university and shows your final grades
- Course Outlines/Syllabus of Studies from your program that include a detailed description of the content of each course relating to medical laboratory technology

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<tr>
<th>Academic Education Institution:</th>
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<td>Dates Attended: From:</td>
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**PROFESSIONAL CERTIFICATION**
Have proof of professional certification/licensure in medical laboratory technology from another country sent directly to the CSMLS.

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<thead>
<tr>
<th>Certification:</th>
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<tr>
<th>Certification:</th>
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**CONTINUING EDUCATION**
Have official transcripts sent directly to us for MLT courses taken within the last five years, (e.g.) refresher courses. If you are taking a course now, send us proof of enrolment and the expected date of completion. Additional continuing educations courses can be added on a separate paper and attached to this application.

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<th>Course:</th>
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CSMLS ID Number:  

November 2013
**PROFESSIONAL DEVELOPMENT**
Submit copies of certificates for MLT seminars and workshops taken within the last five years. If you are taking a professional development course now, send us proof of enrolment and the expected date of completion. Additional professional development courses can be added on a separate paper and attached to this application.

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**WORK EXPERIENCE:** (starting with most recent)
Submit work experience must come to the CSMLS directly from the employing institutions. The last five years of work experience are the most important to have for your prior learning assessment.
We require an official letter to be:
- printed on official letterhead
- signed by the official representative of the laboratory
- include your dates of employment
- include department rotation if you worked in more than one department
- include the list of tests you performed
- include the equipment/methods you used to perform these tests
- include the frequency of testing (for example, daily or weekly)
- include the number of samples you processed on a weekly basis
- mailed directly to the CSMLS

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Be sure to complete this application fully because supplemental document requests will not be accepted if they are not originally declared on this application.
MAIL, FAX OR EMAIL YOUR APPLICATION TO:

The CSMLS revised this document according to plain language principles with funding from the Government of Canada's Foreign Credential Recognition Program.

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