CSMLS SCSLM

Canadian Society for Medical Laboratory Science
Société canadienne de science de laboratoire médical

LEARNING PLAN POLICY

You are required to complete a learning plan to qualify for the CSMLS Certification Exam. Your learning plan will address the gaps in your knowledge that we identified in your PLA Technical Review. You have **two (2) years** to complete your learning plan.

REFRESHER & COMPREHENSIVE COURSES

On our website, www.csmls.org you can find lists of courses you can take to complete your learning plan:

- Select the "International Technologists" tab from the menu on the left
- Select "Stage Two" from the menu at the bottom

For every subject, you can choose from more than one course. You only need to choose one course 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.

REFRESHER GAPS – GENERAL REFRESHER GAPS

If your PLA requires you to take refresher courses in microbiology, clinical chemistry, hematology, transfusion science and histotechnology, you can choose your courses from the ***List of Approved General Refresher Courses*** on our website.

Ex: If you must take a refresher course in histotechnology:

- Go to the list of *approved general refresher courses* on our website
- Find the listings for histotechnology

REFRESHER GAPS – SUBJECT SPECIFIC GAPS

If your Prior Learning Assessment requires you to take subject-specific refresher courses, you can choose your courses from the ***List of Approved Subject Specific Courses*** on our website.

Ex: If you must take a "subject specific" refresher course in histotechnology – "special stains":

- Go to the list of *approved subject specific courses* on our website
- Find the listings for histotechnology – "special stains"

COMPREHENSIVE GAP

If your Prior Learning Assessment requires you to take a comprehensive course, you can choose your course from the ***List of Approved Comprehensive Courses*** on our website.

Ex: If you must take a comprehensive course in histotechnology:

- Go to the list of approved comprehensive courses on our website
- Find the course listings for histotechnology - comprehensive

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 lists, 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 outline, if we request it

The assessment team will review the course and decide whether it is approved to fill your knowledge gap.

CLINICAL PRACTICE

If you have a chance to get a clinical rotation, you may ask the CSMLS to approve the clinical rotation for your learning plan. To approve your rotation, we need:

- Letter submitted directly to the CSMLS from the laboratory director/manager
- Letter should include a detailed outline of material to be covered, including length of time, who will be assessing the work, scope of material etc.

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
- 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 to the CSMLS Certification Exam

SUPPLEMENTAL DOCUMENTATION AND APPEAL POLICY

If you think that additional documents from your employer or academic institutions will change your PLA result, you must submit an application for supplemental documentation. There is a fee of $100. We will only accept documents from employers or institutions that are included on your original PLA application.

If you disagree with your PLA result and you want your file reviewed again, you must submit an application for appeal. There is a fee of $100. You must send your application for appeal within 45 days of the date on your PLA report. You can find the application forms for Supplemental Documentation and Appeal on our website.