



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

PRIOR LEARNING ASSESSMENT

Medical Laboratory Technologist

Information Handbook

CPLA-041-H1

August 2024

Note: The CSMLS does not offer subject certification

Policy changes may occur, please check our website for the current version of the Handbook.

www.csmls.org

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Disclaimer

Before applying for a Prior Learning Assessment (PLA), please read all the policies and regulations outlined in this handbook.

By signing the application form, PLA Clients agree to all of these policies and regulations.

Failure to do so may result in the cancellation of a PLA application and the loss of PLA fees.

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The Canadian Society for Medical Laboratory Science (CSMLS) is the national certifying body for medical laboratory technologists and medical laboratory assistants.

It is also the national professional society for Canada's medical laboratory professionals. As such, to maintain fairness to all our Clients and members, we do not allow visitors at the CSMLS nor do we accept documents at our door.

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

The logo for the Government of Canada, featuring the word "Canada" in a serif font with a small Canadian flag above the letter "a".

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Introduction

The Canadian Society for Medical Laboratory Science (CSMLS) is the national certifying body for medical laboratory technologists and medical laboratory assistants, and the national society for Canada's medical laboratory professionals. We are a not-for-profit organization that is funded entirely by membership dues and revenues from goods and services. We do not receive operational funding from governments or other organizations.

Our members practice in hospital laboratories, private medical laboratories, public health laboratories, government laboratories, research and educational institutions.

Our purpose

- To promote and maintain a nationally accepted standard of medical laboratory technology by which other health professionals and the public are assured of effective and economical laboratory services, and
- To promote, maintain and protect the professional identity and interests of the medical laboratory professional and of the profession.

The CSMLS sets qualification standards in medical laboratory science and is the service provider of both the CSMLS National Certification Examinations (Exam) and the CSMLS Prior Learning Assessment (PLA).

We conduct Exams across Canada only. Certificates may be issued to Exam candidates who pass the Exam **and** are members of the CSMLS.

The PLA is for both Internationally Educated Medical Laboratory Technologists (IEMLTs) and those educated at a non-EQual™ accredited Canadian Medical Laboratory program who seek Canadian Certification.

For graduates of a Canadian EQual™ accredited program who did not register for an exam within 12-months of graduation and would like to apply for a PLA to become eligible for three (3) exam attempts, please contact pla@csmls.org. The requirements for this type of PLA are slightly different than for an IEMLT.

To be eligible to write the Exam an applicant's level of competency as a Medical Laboratory Technologist (MLT) is assessed using their theoretical and clinical (practicum/internship) education, clinical work experience, academic credentials, and English or French language proficiency. **Acceptable education and work experience must be at the technologist level for clinical/diagnostic human testing not for research, plants, or animals.**

Assumptions about Medical Laboratory Science in Canada

MLTs perform sophisticated diagnostic medical laboratory investigations on specimens taken from the **human** body. They also evaluate the technical sufficiency of the investigations and their results. The results of these tests provide important information that doctors, or other health care professionals need to make decisions about their patients' health.

THE CSMLS CERTIFIED MEDICAL LABORATORY TECHNOLOGIST

- Has developed a broad knowledge base and practical skills that enable the MLT to analyze specimens and assess and report laboratory results, at the technologist level, according to institutional policies and professional standards.
- Applies critical thinking and problem-solving strategies to ensure best practices.
- Practices and promotes the principles of quality management.
- Practices to ensure the safety of patients, colleagues, self, and the environment.
- Contributes to the health care and education of the public, promotes patient welfare and respects patient diversity, dignity, and confidentiality.
- Is an integral member of the health care team who shares knowledge that is essential to the prevention, diagnosis, and treatment of disease, promotes learning, and collaborates with other health care professionals in providing effective patient care.
- Is responsible and accountable for professional acts, follows standards of practice, as well as laws and regulations governing the profession, and abides by the CSMLS Code of Professional Conduct.
- Uses effective interpersonal skills to maintain a professional relationship with colleagues, patients/clients, and other health care professionals.
- Is prepared to work in a variety of settings.

THE PATIENT/CLIENT

- Is any individual who interacts with the medical laboratory technologist (e.g., patient, patient representative, health care professionals, other laboratory professionals).

The CSMLS and the Canadian Provincial Medical Laboratory Technologist Regulatory Authorities

The CSMLS provides the competency-based Exam for the medical laboratory profession in Canada on behalf of the Canadian provincial MLT regulatory authorities and for those regions of the country that are not currently regulated.

In each province where there is an MLT regulatory authority, the MLT regulatory authority registers applicants who meet provincial registration requirements and regulates the practice of the profession, as delegated by the provincial governments.

The CSMLS has Exam and PLA contractual service agreements with most MLT regulatory authorities, recognizing the Exam as an entry-to-practice requirement into the Canadian medical laboratory profession.

All Canadian provincial MLT regulatory authorities are members of [the Canadian Alliance of Medical Laboratory Professionals Regulators \(CAMLPR\)](#) and any non-regulated jurisdiction that has a provincial medical laboratory technology association is invited to participate as CAMLPR observers.

CAMLPR AND CSMLS CERTIFICATION FORUM

The CAMLPR and CSMLS Certification Forum (Certification Forum) is responsible for all matters relating to National MLT Certification and PLA policies. Further, the Certification

Forum discusses matters related to MLT certification to ensure national consistency in MLT entry-to-practice competencies and nationally consistency to the application of PLA standards.

Reciprocity

CSMLS does not offer reciprocity with any domestic non-EQual™ accredited or foreign university or college providing medical laboratory education, or with any other country. PLA Clients' (Client) education and experience in another country or in a Canadian non-EQual™ accredited or a Canadian non-medical laboratory program does not grant automatic eligibility to the Exams.

Citizenship and Immigration Canada

CSMLS does NOT get involved in immigration issues for Clients. Clients are provided with two (2) copies of their Technical Report and, if successful in their PLA, two (2) copies of their Statement of Eligibility to the CSMLS National Certification Examination (Eligibility Statement,) should they need to submit this documentation to immigration authorities or to a Canadian provincial MLT Regulatory Authority.

Non-Discrimination

CSMLS does not discriminate for any reason, including age, gender, race, ethnic origin, colour, religion, sexual orientation, or marital status.

CSMLS Membership

A CSMLS membership has many benefits, including reduced PLA application fees.

Members area connected to a comprehensive network of peers, news and updates, almost 1000 hours of free continuing education, employment opportunities and much more.

For questions about membership, please contact Member Services at 1-905-528-8642 or 1-800-263-8277 or memserv@csmls.org.

ASSOCIATE NON-CERTIFIED MEMBERSHIP

Clients can apply for an annual Associate Non-Certified Membership. Information about memberships can be found on the CSMLS website under "[Member Categories & Fees](#)".

CSMLS annual membership expires on December 31st of each year, dues are prorated throughout the year.

Initial Exam Eligibility

There are two (2) ways to become eligible to write the Exam for the first time:

1. Successful completion (graduate) of a Canadian EQual™ accredited MLT Educational Program.

These candidates are eligible to write the Exam if:

- All program requirements must be completed two weeks before the Exam date or
- Program completion occurred within twelve (12) months prior to the scheduled Exam date

2. Successful completion of the CSMLS PLA Process

This process is available to:

- IEMLTs
- graduates of a non-EQual™ accredited Canadian MLT Educational Program

These candidates must hold a valid (non-expired) Eligibility Statement.

Graduates of Canadian EQual™ accredited programs who did not register for an Exam within 12-months of graduation and would like to pursue a PLA for three (3) exam attempts, please contact pla@csmls.org as the requirements for this type of PLA will be slightly different than what is listed in this Handbook.

MLT Prior Learning Assessment Considerations

The CSMLS PLA reviews MLT education, training, and clinical work experience to determine if Clients are equivalent to the relevant [Competency Profile](#).

The PLA process has **three (3) stages**:

1. Pre-assessment

This begins when a Client's PLA application and fee is received and processed. It is complete when all required documents have been received.

2. Assessment

This begins when the assessor receives a Client file. It is complete when the Technical Report is sent to a Client.

3. Post-assessment

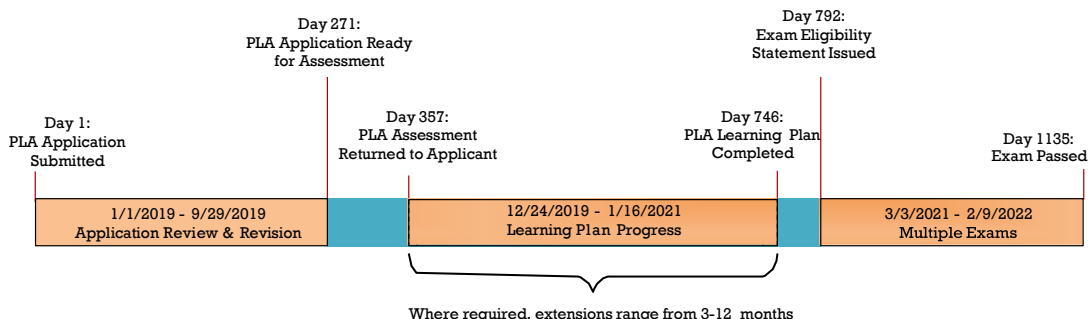
This begins once the Technical Report is sent to a Client. It is complete when the Client receives an Eligibility Statement or if they are told they must complete a full EQual™ accredited Canadian MLT Educational Program.

The CSMLS PLA provides a single point of access for IEMLTs who are seeking Canadian certification.

The PLA process evaluates academic credentials, language proficiency, detailed educational course descriptions (theory and clinical), clinical training, and clinical work experience.

Many individuals find the PLA process to be a long and challenging journey. It requires a time commitment between one to three (1-3) years before successfully writing the Exam with significant expense (see Figure 1).

Figure 1. PLA Process Timeline example



The CSMLS recognizes only EQual™ accredited Canadian MLT Educational Programs.

Any individual applying from a non-EQual™ accredited educational program is required to undergo a PLA process to determine equivalence of their education to the CSMLS competency profiles, whether this person was educated in Canada or not.

The PLA program reviews theory and clinical (practicum/internship) education, and clinical work experience, if applicable, to determine if a Client is equivalent to the CSMLS National Competency Profile for a given MLT designation.

Over 80% of all Clients have gaps in their education that must be filled. For some Clients, this process can take several years to complete.

Therefore, it is very important to clearly understand the PLA process prior to applying as this can be a costly and time-consuming process to complete.

The CSMLS offers several resources that allows interested applicants to reflect on their previous professional education and clinical experience to determine if a career as a certified MLT is right for them.

These resources will also help an interested applicant determine how much upgrading may be required before they will be eligible to write the Exam.

The CSMLS PLA process is available for the following MLT designations:

GENERAL MEDICAL LABORATORY TECHNOLOGY

Technologists must be competent in the following disciplines, as they relate to humans:

- Clinical Chemistry;
- Hematology;
- Clinical Microbiology;
- Transfusion Science; and
- Histotechnology

If a Client has little or no experience and education in more than one of the above disciplines, they will not qualify for the Exam through PLA.

DIAGNOSTIC CYTOLOGY MEDICAL LABORATORY TECHNOLOGY

Technologists must be competent in the following disciplines, as they relate to humans:

- Gynecological analysis,
- Non-Gynecological analysis and
- Histotechnology

If a Client has little or no experience and education in any discipline outside of Histotechnology, they will not qualify for the Exam through PLA.

CLINICAL GENETICS MEDICAL LABORATORY TECHNOLOGY

Technologists must be competent in the following disciplines, as they relate to humans:

- Cytogenetics; and
- Molecular Genetics

If a Client has little or no experience and education in one of the above disciplines, they

will not qualify for the Exam through PLA.

When educational gaps are significant, it may be worthwhile to consider investigating an alternate career.

Alternate Careers

CSMLS statistics show that approximately 40% of Clients pass the Exam on their first attempt compared with approximately 85% of candidates from EQual™ accredited Canadian MLT programs. As well, the practice of laboratory medicine in Canada may be quite different for some who have practiced in other parts of the world. Becoming a CSMLS certified and provincially registered MLT may not be the most practical or fulfilling choice for these individuals.

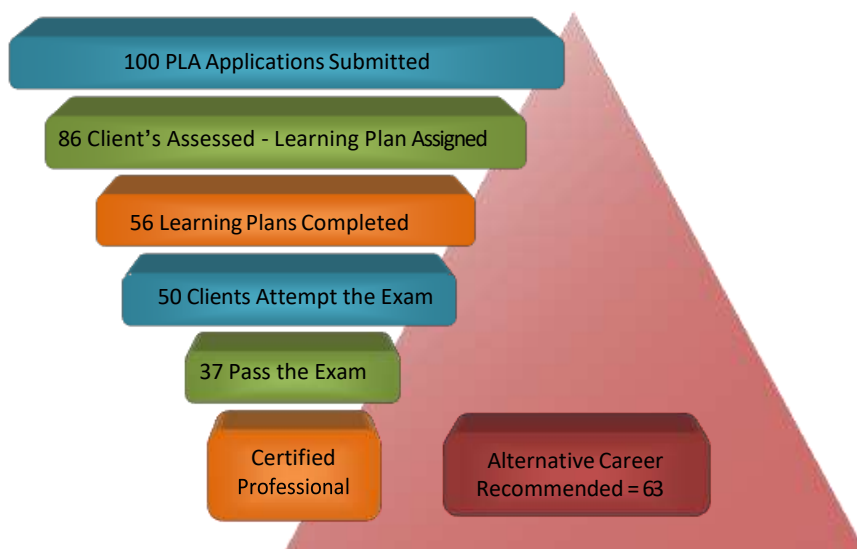
Some Clients have chosen an alternate career as a medical laboratory assistant (MLA) while they complete their learning plans.

NOTE: All Clients who are assigned an MLT General learning plan, without comprehensive course work, and live in Canada will be issued an Eligibility Statement to attempt the MLA Exam.

WHY CONSIDER AN ALTERNATE CAREER?

Since over 80% of IEMLT applicants need to complete some form of upgrading of skills or education before they can write the Exam, the process of becoming a CSMLS certified MLT can be long and difficult (see Figure 2).

Figure 2. PLA Success Rates



Reference: Johnson, K. (2014). *Development of Alternate Career Inform on for CSMLS Internationally Educated MLT Applicants: When the Fit is Not Quite Right*,

As a result, some individuals might consider pursuing an alternative to medical laboratory technology in which they could transfer their current skills, knowledge, education and work experience. For these individuals, alternate or related careers may be pursued while in the process of becoming a licensed MLT or as a permanent career option.

An alternate career often requires many of the same skills and abilities as the intended career but may involve fewer processes and /or qualifications to begin working. These careers may also be called related careers, alternate career options, or alternative careers.

While the CSMLS does not have anything to do with granting or applying for alternate careers a website was created to help IEMLTs navigate this path. Please visit the Alternate Careers website at <http://altcareers.csmls.org> as it contains information on several potential alternate careers. These are professions related to medical laboratory technology but do not require a license to practice.

General information related to eleven (11) alternate careers have been gathered, including:

- The type of work environment
- Required qualifications expected from Canadian employers
- Employers' expectation of communication skills
- Average wages
- Opportunities for advancement
- Resources for more information

WHAT ARE THE BENEFITS OF AN ALTERNATE CAREER?

There are several potential benefits associated with pursuing one of the listed alternate careers.

- Certification is not required so these individuals may begin working right away.
- Very little additional training or upgrading is required for most of the careers listed.
- The employers in these fields value the skills, knowledge, and abilities that these individuals possess.



CSMLS PLA PROCESS

The PLA process evaluates a Client's education (theory and clinical), clinical work experience and other relevant training to determine if they are equivalent to the relevant [CSMLS National MLT Competency Profile](#). CSMLS trained assessors are responsible for evaluating a Client's file.

The MLT Competency Profiles outlines the entry-level MLT expectations in the Canadian context.

The PLA process also has non-refundable fees.

Three PLA Stages

There are three (3) stages in the PLA process:

1. Pre-assessment.

This begins when the PLA application and fee have been processed and ends after all required documents have been received and processed (including document scanning) into a client's file.

This stage has a twelve (12) month expiry.

2. **Assessment.**

This begins after all documents have been received and the PLA file is sent to an assessor.

This stage can take four (4) to six (6) weeks to complete.

3. **Post-assessment.**

This begins when a Client's documents have been assessed and their Technical Report is sent to them.

This stage may have a two (2) year expiry, depending on the outcome.

Initial Steps to Take Before Applying

READ ABOUT THE PLA PROCESS AND THE EXAM

Read this PLA Handbook completely, read it more than once, as it contains a large amount of information (at least three (3) times). Review of the Exam Handbook is also recommended. The [Exam Handbook found on our website](#).

COMPLETE THE PERSONAL COMPETENCY RATING BOOKLET (PCRB)

The PCRB is a tool to help compare MLT education (theory and clinical) and clinical work experience to the required Competency Profile.

The PCRB serves two purposes:

- a. To compare education and training to the standard for Canada to identify educational gaps and decide if PLA is the correct career path.
- b. The PLA assessors use Client ratings to help complete an assessment. However, Client ratings will be compared to official supporting document and must be confirmed by MLT education and clinical work experience.

Once the appropriate PCRB (General, Clinical Genetics or Diagnostic Cytology) is selected, a PLA applicant rates their experience to the corresponding CSMLS Competency Profile by thoroughly completing the PCRB. The PCRB is found on our website.

Send the completed PCRB with the PLA application.

COMPLETE THE PLA ONLINE SELF-ASSESSMENT (OSA)

For General MLT Applicants Only:

The OSA score and diagnostic report are for PLA applicant information only. The OSA is not used by the CSMLS to assess a Client.

Taking the OSA multiple times will not improve the PLA outcome, it only increases PLA costs.

The OSA is intended to give insight into the medical laboratory practice in Canada, to help an applicant decide whether to pursue Canadian MLT certification through the expensive and possibly long PLA process.

The OSA is based on the General MLT Competency Profile, which is the national entry-to-practice standard in Canada.

The 100-question OSA must be completed before applying for the General MLT PLA.

[Access the PLA OSA from our website](#). Please note that this must be completed within thirty (30) days of purchasing.

The OSA score and diagnostic report is not used to decide a PLA result. This test will help PLA applicants identify knowledge gaps and to help decide whether to pursue Canadian certification.

Stage 1: Pre-Assessment

Pre-Assessment includes:

- [PLA Application and Fee\(s\)](#)
- [Submitting Supporting Documents](#)

PLA APPLICATION AND FEE(S)

Read this handbook carefully before completing the PLA Application at the end of this handbook ([Appendix 2](#)). Be sure to include the PLA Application fee(s) and submit by email (pla@csmls.org) or postal mail.

We DO NOT accept online payments for PLA.

When a PLA Application and associated fees are received, a Client file will be opened. If the applicant does not have a CSMLS account, one will be opened in their name and the assigned CSMLS ID number will be emailed to the applicant.

Once the PLA application fees are processed and the Client file is opened, Client documents will be processed into their file. Once documents have been processed into a Client's file, a list of documents received and still required will be emailed to the Client.

NOTE: Receipt of documents are not acknowledged by the CSMLS, we only acknowledge when we have processed documents into an active* PLA Client file. *Active PLA Client files are those that have had their PLA application fees processed and have been notified by PLA that their file has been opened.

Carefully complete the [PLA Application in Appendix 2 of this handbook](#), as:

- PLA Application fees are **non-refundable and non-transferable**
- A PLA Application has a **twelve (12) month expiry** for receipt of required documents to the CSMLS office
 - A document extension may be requested for an additional twelve (12) months, if there is difficulty in obtaining the required documents
 - Additional fees are required and this must be requested before the PLA Application expires
- Clients will need to **reapply and pay for PLA Stage 1 again**, if all required documents are not received by a Client's application expiry

Table 1. PLA Fee Schedule

PLA Fee Schedule	Member	Non-Member
PLA Stage 1 Fee: The PLA Application Fee. This must be paid at the time of application.	\$820	\$975
PLA Stage 2: The PLA Technical Report Fee. This must be received before a file is sent for assessment. If this has not paid, Clients will be contacted when it is due.	\$720	\$875

Payments must be in Canadian Funds. Payments cannot be made online.

If Clients are outside of Canada, they must make PLA payment by credit card only (Visa, MasterCard or American Express). Foreign bank drafts or money orders will not be accepted, will be returned, and the application will not be processed.

Due to PayPal security restrictions we are unable to accept credit card payments from some countries.

Canadian cheques or Canadian money orders, payable to the Canadian Society for Medical Laboratory Science or CSMLS, are also accepted. If payment is refused for insufficient funds, applicants will be charged a \$25.00 NSF fee.

REQUIRED SUPPORTING DOCUMENTS

Clients must contact their educational institutions and employers to ask that the required official documents be sent **directly** to CSMLS. Official documents will not be given back to Clients, they become the property of the CSMLS.

Faxed or personally submitted official documents for credential verifications, MLT education, language assessments, and work experience will not be accepted to complete a PLA.

Mailed official documents must be sent in original institutional sealed envelopes (this cannot be just a courier package/envelope). If an official document is received without an institutional sealed envelope, the Client will have to get the official document resubmitted.

Emailed official documents are accepted if sent directly to pla@csmls.org from an institutional email address. Official documents sent from Clients or from public domain email addresses such as gmail, yahoo, outlook, etc., will not be accepted.

Clients must make sure the issuing institutions include their full name and/or CSMLS ID number on the official documents when they are sent to CSMLS.

If documents arrive without a Client's name or CSMLS ID number, they **will be discarded after twelve (12) months** (see [Document Retention Policy](#)).

Clients are responsible for all costs associated with delivering supporting documentation to the CSMLS.

File updates are **only given to those who have paid** the PLA application fees **and when a submitted document is processed** to their file, **not at the time of delivery** to the CSMLS office.

While CSMLS does not confirm receipt of documents at the time of delivery, due to the volume of mail we receive, we strive to process documents into Client files within four (4) weeks of receipt at the office.

Please share the tracking number with us at pla@csmls.org, for a document that shows it has been at our office for at least four (4) weeks.

Additionally, administration of any PLA document or file may take longer than four (4) weeks, this may include, but is not limited to:

- Processing mailed and emailed applications and supporting documents
- Scanning client files in preparation for assessment
- Assigning an assessor to a client file

We ask that all PLA Clients wait a minimum of four weeks from their last file/document

update before asking the office for an update, this only delays our turnaround as we now have to respond to these inquiries. If the response from the office is that we are working on the file but we cannot estimate follow-up times, please know that you will receive an update once we are able to give one.

The documents listed in [Table 2](#) may be required for the PLA process and a “[Required Documentation Checklist](#)” can be found in this handbook to assist Clients.

Table 2. Supporting Documents

DOCUMENT	REQUIREMENT
Personal Competency Rating Booklet (PCRB)	Document Required
Online Self-Assessment	Document Required for General MLT Applicants Only
Credential Evaluation	Document Required
Language Proficiency	Not Required if MLT Education is in English or French
MLT Education	Didactic Education Documentation Required Clinical Education Document not required if Client has extensive clinical experience in all disciplines, and can prove this. In this case clinical experience documents must be submitted
Work Experience	Document Required Not required if new graduate that has not yet worked in the MLT field
Professional Certification	Not Required These documents may provide a better PLA outcome
Continuing Education	Not Required These documents may provide a better PLA outcome

Personal Competency Rating Booklet (PCRB), self-submitted

Use the PCRB to rate and compare MLT education and clinical work experience to the appropriate CSMLS Competency Profile. Locate the [PCRB and the Competency Profiles on our website](#).

The PCRB will show the PLA assessor what knowledge and experience a Client has, there is space to add detailed accounts of MLT education and clinical work experience. The official documents submitted for a PLA file must confirm the Client’s rating.

Once the PCRB is completed, the Client should make a copy for their files and send the original to CSMLS with their PLA application or send via email.

Online Self-Assessment (OSA) – General MLTs only, self-submitted

Read this section carefully before purchasing the OSA.

The 100-question OSA, is based on the General MLT Competency Profile, which is the entry-to practice standard to work as a General MLT in Canada.

The OSA is intended to help a PLA applicant decide whether to pursue Canadian General MLT certification. It provides feedback identifying areas where applicants do not have the

required General MLT education and/or General MLT clinical work experience. This can mean that an applicant will not qualify to attend the Exam and must successfully complete a full Equal™ accredited Canadian MLT educational program ([see Appendix 1: Outcomes Chart](#)).

General MLT PLA applicants are required to complete the OSA **before** applying for PLA.

- Cost is approximately \$60 CDN plus applicable taxes
- [Access the OSA website](#).
- Once in the OSA website, create a username and password
 - A CSMLS ID number does not give access to this website

From the OSA Main webpage select “**Learn More**” to review more information about this assessment.

How to Submit Proof of OSA Completion to CSMLS

- Record the OSA username on the PLA application so that CSMLS can confirm OSA completion
- If the OSA username is not included on the PLA application, please send an email to pla@csmls.org and with the following information:
 - “OSA Complete” in the subject line of the email
 - Applicant’s full name and CSMLS ID number, if applicable
 - The OSA username

Credential Evaluation, official documents only

A credential evaluation is required for all foreign MLT education. The purpose of the credential evaluation is to confirm authenticity of foreign education and to determine the language of instruction.

Only credential evaluations that are sent to the CSMLS directly from World Education Services-Canada (WES) or International Credential Evaluation Service (ICES), will be accepted.

CSMLS ID numbers do not need to be provided to WES or ICES as they do not include these on their reports.

World Education Services, Canada (WES)

- Request the language(s) of instruction be included on the report.
- Request the report to be sent to the Canadian Society for Medical Laboratory Science. **Do not use CSMLS.**
- Only the **WES Course-by-course** (detailed) or the **WES ICAP** evaluation is accepted
- If verified copies of course transcripts are received with the WES ICAP report, a second set of transcripts does not need to be requested from the educational institution.

World Education Services, Canada (WES)
2 Carlton Street, Suite 1400
Toronto, ON M5B1J3
Website: www.wes.org/ca
Telephone: 1-800-361-6106

Fax: (416) 972-9004

International Credential Evaluation Service (ICES)

- Request the ICES “**comprehensive**” evaluation, which includes the **language(s) of instruction**.

International Credential Evaluation Service (ICES)
3700 Willingdon Ave
Burnaby, BC, Canada, V5G3H2
Website: www.bcit.ca/ices
Telephone: (604) 432-8800; Toll Free: (866)-434-9197
Fax: (604) 435 7033; Email: icesinfo@bcit.ca

Language Proficiency Testing, official documents only

This section is strictly a language policy for determining equivalency to the CSMLS Exam only. The language policies required by an MLT regulator or employer may be different.

Credential evaluations are used to determine if language proficiency testing is required. If the full program of study was in more than one language but the MLT educational instruction was only in English or French this must be included in the report.

Ask the educational institutions to send a separate letter confirming the language of MLT educational instruction when official transcripts and course outlines are sent to the credential evaluation service.

Make sure the credential evaluation service adds this information to the credential report.

Was the MLT education in English or French only?

YES If the credential evaluation states the language of Laboratory Medicine instruction was only in English or French, a language test will not be required for the CSMLS Exam (but it may be required for a regulatory agency or employer).

NO If language of instruction was **not** in English or French only, Clients must take a language test to prove they meet the required language proficiency level.

If a language proficiency test is required, the testing institution or facility must issue the test results directly to the CSMLS. Faxed or emailed results are not accepted.

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
- Two or more test results cannot be combined to pass the requirements

Approved Language Proficiency Tests

Only the following English language proficiency tests are accepted:

- Michener English Language Assessment (MELA)
- Test of English as a Foreign Language (TOEFL) iBT
- International English Language Testing System (IELTS) AC and GT

Only the following French language proficiency tests are accepted:

- Test d'évaluation de français pour le Canada (TEF Canada)
- Test de connaissance du français pour le Canada (TCF Canada)

Language Proficiency Testing Minimum Requirements

The CSMLS has a two (2)-level language proficiency requirement for Clients whose language of education was not English or French.

If Clients are unsuccessful in language proficiency testing by the expiry of their PLA Technical Report, an extension may be requested. This request must be made before the Technical Report expires and has additional costs associated with it. Please contact pla@csmls.org.

Level One (1): Canadian Language Benchmark (CLB) 6

These **minimum requirements** in Tables 3 a & b for each test section, **must be met to have documents assessed for a Technical Report.**

Table 3a. English CLB 6

Test Section	TOEFL iBT	IELTS – AC	IELTS – GT	MELA
Listening	–	5.5	5.5	6
Reading	–	5.5	5.5	6
Writing	–	5.5	5.5	6
Speaking	–	5.5	5.5	6
Overall Minimum	61			

Table 3b, French CLB 6

Test Section	TEF	TCF
Listening	217-248	398-457
Reading	181-206	406-452
Writing	271-309	7-9
Speaking	371-309	7-9

Level Two (2): Canadian Language Benchmark (CLB) 8

These **minimum requirements** in Tables 4 a & b for each test section, **must be met to be eligible to write the Exam.**

Table 4a, English CLB 8

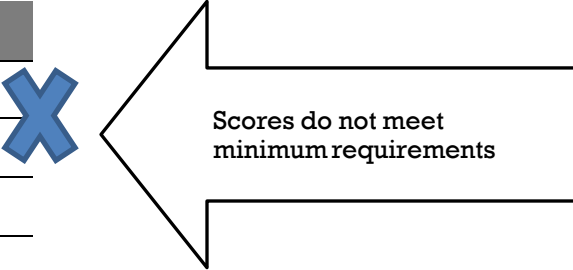
Test Section	TOEFL iBT	IELTS – AC	IELTS – GT	MELA
Listening	20	7.0	7.0	8
Reading	22	7.0	7.0	7
Writing	22	7.0	7.0	7
Speaking	24	7.0	7.0	8

Table 4b, French CLB 8

Test Section	TEF	TCF
Listening	280-297	503-522
Reading	233-247	499-523
Writing	349-370	12-13
Speaking	349-370	12-13

Example of not meeting language requirements:

Test Section	TEF
Listening	275
Reading	230
Writing	350
Speaking	350



Scores do not meet minimum requirements

Medical Laboratory Technology Education, official documents only

Clients must contact their educational institutions to ask that **official transcripts and detailed course outlines are emailed or mailed in their original envelopes/sent directly** to CSMLS.

Official MLT Educational Transcripts

These documents list all the MLT courses taken at a college or university and shows the final grade received for each course.

These must be printed on official letterhead.

If verified transcript copies are received with the WES ICAP report, a second set of transcripts does not have to be requested from the educational institution.

Course Outlines/Syllabus of Studies

This is used to thoroughly evaluate MLT education, the PLA assessor needs to see course outlines for the MLT courses listed in the official transcripts.

Course outlines must include a detailed description of the content of each course relating to MLT education.

These must be printed on official letterhead.

Clinical MLT Education

An official representative from the educational institution or laboratory must send a letter describing the structured clinical education. This must be printed on official letterhead.

Official letters 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 clinical progress
- an explanation of how clinical progress was evaluated (graded)
- a complete list of all tests performed

Additionally, they must:

- be printed on official letterhead
- be signed by the official representative of the laboratory/or educational institution

ADDITIONAL SUPPORTING DOCUMENTS

Clinical MLT Work Experience, official documents only

An official laboratory representative must send a letter in a sealed envelope directly to CSMLS describing the Client's clinical work experience as an MLT. The last five years of work experience are the most important for the PLA.

Official letters must include:

- dates of MLT employment
- MLT department rotation if Client worked in more than one department
- the list of laboratory tests performed directly by the Client
- the equipment/methods the Client used to perform these tests
- the frequency of testing (for example, daily or weekly) performed by the Client
- the number of samples the Client processed on a weekly basis

Additionally, they must:

- be printed on official letterhead
- be signed by the official representative of the laboratory

Professional Certification, official documents only

If a Client has professional MLT certification/licensure from another country, ask them to send proof of this directly to CSMLS.

Continuing Education, official documents only

If a Client has taken continuing MLT education within the **past five years**, ask the educational institution to send **official** transcripts directly to CSMLS.

If currently enrolled, send proof of enrolment and the expected date of completion.

Professional Development, self-submitted

Submit copies of certificates for MLT seminars and workshops taken within the **past five years**.

DOCUMENT TRANSLATION POLICY

Documents received in a language other than English or French must be translated into one of these two official languages of Canada. If documents received by CSMLS are not in either French or English, a copy of the documents will be emailed to the Client to get translated.

All costs associated with translation are the Client's responsibility.

The CSMLS only accepts official translations that are:

- Performed by a Canadian-certified translator

The translated documents must be submitted directly to the CSMLS by the Canadian-certified translator (the full document copy that was sent for translation must be included with the official translation submission). This translation must be:

- Stamped with the Canadian-certified translator's seal

ALTERNATE DOCUMENTS POLICY

In the event the Client is unable to provide official documents as required by the PLA policy, the CSMLS may allow the submission of alternate documents. These situations will be assessed on a case-by-case basis.

The following alternate documents may be considered for the PLA:

- Client submitted original documents (these will not be returned)
- Canadian notarized copies of original documents sent directly from a registered Public Notary to the CSMLS office, stamped with their official seal
- Sworn affidavit for cases where there are no, or insufficient, documents to proceed with an evaluation or verification, sent directly from the law official signing the affidavit to the CSMLS office, stamped with their official seal

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

DOCUMENT RECEIPT AND RETENTION POLICY

Only those who have applied and paid for a PLA will be updated on their file.

Clients will be notified by email when:

- their application and payment have been processed
- their documents have been processed, **NOT** when documents are received

Documents received at the CSMLS for individuals who have not applied for a PLA will be destroyed after twelve (12) months.

Documents received at the CSMLS without identifiers (applicant name or CSMLS identification number) are destroyed after six (6) months.

Information about receipt or destruction of these documents is not provided. The CSMLS is not responsible for any costs associated with the receipt or destruction of documents.

PREPARING FOR ASSESSMENT

When CSMLS has received all required documentation, a Client's PLA file will be forwarded to a PLA assessor for review. They will review Client documentation to compare clinical work experience and MLT education with the competency profile.

The PLA Stage 2 fees must be paid before a Client's file is sent for assessment. Clients who have not paid this fee will be contacted when this payment is due.

Stage 2: Assessment

The Stage 2 PLA Technical Report Fee must be paid before a PLA file will be sent for assessment.

When the CSMLS office has received full payment and all supporting documents, the Client's file will be sent for assessment. The Client's documents are thoroughly reviewed to compare didactic (theory and practical labs) education, and clinical (practicum/internship) education and/or clinical, and work experience, to the applicable MLT Competency Profile.

Eligibility to the MLT Exam will be determined on equivalence to the applicable CSMLS Competency Profile©.

Assessments usually take four to six (4-6) weeks to complete.

Stage 3: Post-Assessment

TECHNICAL REPORT

The PLA technical report lists a Client's experience found in their submitted documentation and will result in one of three outcomes ([see Outcomes Chart, Appendix 1](#)):

1. **Recognition as equivalent** to the MLT Competency Profile.

Eligible to write both the MLT and MLA Exams.

2. **Partial recognition as not equivalent** to the MLT Competency Profile, **with an assigned Technical Report Learning Plan (TRLP)**.

A Technical Report Learning Plan (TRLP) must be successfully completed within two (2) years to be eligible to write the MLT Exam.

An MLT General Client may be granted eligibility to the MLA Exam if they are assigned a TRLP with Refresher or Subject Specific course requirements and if they live in Canada. MLA Exam eligibility will not be granted to individuals who have Comprehensive course requirements or who live outside of Canada.

A TRLP is only valid for two (2) years.

3. **No recognition and is not equivalent** to the MLT Competency Profile.

A full EQual™ accredited Canadian MLT educational program must be successfully completed to be eligible to write the Exam (see the descriptions of [General MLT](#), [Diagnostic Cytology MLT](#), and [Clinical Genetics MLT](#)).

A Bridging Program is NOT a full Equal™ accredited Canadian MLT educational program.

Clients who fall into this outcome may appeal or apply to submit supplemental documents for further review (see the [Supplemental Documentation Review, Appeal, and PLA Stage 2 Reassessment Policies section](#)).

All MLT PLA Clients will receive two (2) copies of their Technical Report, allowing them to

submit a copy to a Canadian provincial regulator or for immigration purposes, if required. To request and pay for additional copies, or copies of other Client file documents, where allowed, contact pla@csmls.org for more information.

LEARNING PLAN POLICY

A TRLP addresses the gaps in MLT knowledge/experience as identified in the PLA Technical Report.

If a TRLP is assigned, it must be **successfully completed within two (2) years** to qualify for the Exam.

If the TRLP cannot be completed in this timeframe, the Client may be able to ask for a **ONE TIME Learning Plan Extension**, for an additional fee. Clients must submit this application **BEFORE** their TRLP expires.

Clients who have an expired TRLP will be required to apply and pay for a [PLA Stage 2 Reassessment](#). The outcome of this reassessment may result in additional course work requirements.

Courses or Medical Laboratory Technologist programs taken **prior to receiving a TRLP**, **CANNOT be counted** towards fulfilling any requirement identified in a TRLP.

Clients **are not allowed to re-register for or retake course(s) or program(s)**, to complete a current TRLP, or to reassess an expired TRLP or expired Eligibility Statement. A different course/program, from a different educational institution must be taken. This includes courses failed during the TRLP completion time. If a client fails a course while trying to complete their TRLP, they must choose a different course option from the pre-approved list.

The list of CSMLS approved courses are for the completion of a TRLP only, they may not be accepted as professional development requirements by Canadian provincial MLT regulatory agencies.

Learning Plan Breakdown

A TRLP must be successfully completed to fulfill the gaps identified in the Technical Report before a Client is deemed eligible to write the Exam. A TRLP can consist of any of the following course work.

Refresher: A TRLP with assigned Refresher course work is required when a discipline (i.e., clinical chemistry, clinical microbiology, hematology, histotechnology or transfusion science) has not been practiced (education or work) within the last five years.

Subject Specific: A TRLP with assigned Subject Specific course work is required when part of a discipline (example, Toxicology) has not practiced (education or work) within the last five years.

Comprehensive: A TRLP with assigned Comprehensive course work is required when there is one discipline with little or no theoretical and clinical education/clinical work experience.

- General MLT: if there is **more than one** comprehensive gap, the Client cannot qualify for the Exam through PLA.
- Diagnostic Cytology MLT: if there is a comprehensive gap in any discipline **outside of Histology**, the Client cannot qualify for the Exam through PLA.
- Clinical Genetics MLT: if there is **one** comprehensive gap, the Client cannot

qualify for the Exam through PLA.

These Clients will be directed to complete a full EQual™ accredited Canadian MLT educational program.

Note: MLA Exam eligibility is available for Canadian based, General MLT Clients with an assigned TRLP for refresher or subject specific course requirements only.

MLA Exam eligibility will not be granted to General MLT Clients with comprehensive course requirements until they have successfully completed their TRLP and are eligible for the General MLT Exam.

Learning Plan Course Work

All activities for the disciplines identified in a TRLP must be successfully completed before any Client will become eligible to write the Exam.

Refresher Courses

If a PLA Technical Report indicates that refresher course work in a discipline must be taken, acceptable course option(s) for all General disciplines and for the Histology discipline in Diagnostic Cytology can be found on the CSMLS [website](#).

The CSMLS does not maintain a list of acceptable courses or options to complete most Diagnostic Cytology or any Clinical Genetic Learning Plans ([see “Courses not on the Approved Lists” section](#)).

Subject Specific Courses

If a PLA Technical Report indicates that subject specific courses must be completed, course options will be included with the PLA Technical Report. These course options can also be found on the [CSMLS website](#).

General and Diagnostic Cytology Comprehensive Courses

If a PLA Technical Report indicates that comprehensive course work must be completed, course options will be included with the PLA Technical Report, some of these can be found on the [CSMLS website](#).

General IEMLT Bridging Programs

A bridging program allows IEMLTs to complete assigned refresher course work in all five (5) disciplines, for a General MLT TRLP.

Bridging programs also provide support for IEMLTs assisting with integration into the Canadian health care system. These programs are not mandatory for IEMLTs but have been shown to improve success with the Exam.

Participation in a bridging program may also help reduce feelings of isolation and anxiety, providing participants with an enhanced sense of community while developing increased professional networking opportunities.

Self-Directed Bridging

Before starting this option, Clients must receive approval from the CSMLS office, please contact pla@csmls.org.

Clients can choose to complete one or more supervised Canadian clinical placement(s) **in addition to refresher course work** to complete TRLP requirements.

A Clinical Placement Blueprint (CPB) is available on the CSMLS website under [Learning Plans](#). It describes the specific activities that are required which must be supervised by a CSMLS certified and/or provincially registered MLT for any of the disciplines listed.

It is a Client's responsibility to find and secure a clinical placement at an accredited Canadian clinical medical laboratory.

It is possible that not all activities can be completed in a single location. Therefore, Clients may need to secure one or more sites to complete the requirements a learning plan. Please complete one CPB for each site used as part of a learning plan.

CSMLS is not responsible for securing placement sites for Clients.

NOTE: Before starting this option, Clients must receive approval from the CSMLS office, please contact pla@csmls.org.

Learning Plan Courses not on the Approved Lists

If a Client has found a course that is not on the pre-approved list, they must ask the CSMLS to approve it before it can be taken. The course must be at the MLT level.

The assessment team will review the course and decide whether it is approved to fulfill TRLP requirements. The following information must be provided to the CSMLS:

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

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

After Successful Completion of a Learning Plan

After each course is successfully completed, an official transcript from the educational institution must be submitted directly to the CSMLS from the issuing institution.

Clients with assigned course work cannot retake the same courses they may have taken before, whether successful or not.

All TRLP requirements must be successfully completed before Clients can become eligible to write the Exam.

After the CSMLS receives proof of successful completion of the TRLP, an Eligibility Statement will be sent to the Client (see [Eligibility Statement section](#)).

Do not apply for an Exam until an Eligibility Statement has been received.

Supplemental Documentation Review, Appeal, and PLA Stage 2 Reassessment Policies

If a Client disagrees with the outcome of their PLA Technical Report, they have the option to apply for a Supplemental Documentation Review, an Appeal of their PLA, or a PLA Stage 2 Reassessment.

SUPPLEMENTAL DOCUMENTATION POLICY

If a Client believes additional documents from their employer or educational institution(s) may change their PLA outcome, they must apply and pay for Supplemental Documentation Review **within ninety (90) days** of the date on the PLA Technical Report (non-refundable fee).

Only documents from employers or institutions that are included in the original PLA application will be accepted for Supplemental Documentation Review. Once all required documents are received, a revised assessment report will be sent to the requesting Client within forty-five (45) days of their receipt.

The application form for Supplemental Documentation Review is found on the [CSMLS](#)

[website](#), please send completed forms with payment to pla@csmls.org.

APPEAL POLICY

If a Client disagrees with their PLA Technical Report and feels having their file reviewed by another assessor may change their PLA outcome, they must apply and pay for an Appeal **within forty-five (45) days** of the date on their PLA Technical Report (non-refundable fee).

Clients who are seeking an appeal cannot submit additional documentation.

Another PLA assessor will perform the PLA (blinded from the first report) and an updated PLA Technical Report will be sent to the requesting Client within forty-five (45) days of the request receipt.

Application forms for Supplemental Documentation or Appeals are found on the [CSMLS website](#), please send completed forms with payment to pla@csmls.org.

PLA STAGE 2 REASSESSMENT POLICY

If a Client disagrees with their PLA Technical Report and believes additional documentation from employer(s) or educational institution(s) not listed on their original application may change their PLA outcome, they may apply and pay for a PLA Stage 2 Reassessment (non-refundable fee). Contact pla@csmls.org for more information.

If a Client does not complete an assigned Technical Report Learning Plan (TRLP) within the timeframe of their assigned TRLP, they must apply and pay for a PLA Stage 2 Reassessment, if they wish to continue with the PLA process. Contact pla@csmls.org for more information.

If a Client as received an Eligibility Statement, but has let it expire before attending an Exam session, they must apply and pay for a PLA Stage 2 Reassessment, if they wish to become eligible to the Exam again. Contact pla@csmls.org for more information.

Eligibility Statement

Clients ARE NOT TO apply for an Exam session until they have received an Eligibility Statement from the CSMLS office.

An Eligibility Statement will be issued once a Client has been found “Equivalent” to the CSMLS Competency Profile and the PLA language proficiency requirement (either from their initial PLA or after a TRLP has been successfully completed).

Eligibility Statements will indicate initial eligibility Exam status and are valid for twelve (12) months after the date of issue. This allows two (2) attempts at the Exam within twelve (12) months to pass the Exam, if required.

For more information on the Exam, see the [Exam Handbook](#) or the [CSMLS website](#).

Appendix 1: General MLT PLA Outcomes

This chart is to be used as a **guideline** for determining equivalency to a Canadian trained General Medical Laboratory Technologist.

Medical Laboratory Science (MLS) theoretical education, clinical education, and clinical work experience includes the following five (5) disciplines (see the CSMLS Competency Profile), as they relate to humans: **Clinical Chemistry, Clinical Microbiology, Hematology, Histology, and Immunohematology (Transfusion Science/Blood Bank)**.

Canadian MLS Regulatory bodies recognize recency as being 0-5 years and require proficiency in English, Canadian Language Benchmark 8, for admittance to the CSMLS National Certification Examination.

Canadian Equivalence in Medical Laboratory Science (MLS)				
Theoretical Education Recency	Clinical Education/Internship Recency	Clinical Work Experience Recency	Outcome	Learning Plan
CSMLS RECOGNIZED (five (5) MLS disciplines)				
≤ 5 years MLS	≤ 5 years	≤ 5 years	Equivalent	N/A
≤ 5 years MLS	≤ 5 years	None		
≤ 5 years MLS	None	≤ 5 years		
> 5 years MLS	> 5 years	≤ 5 years		
> 5 years MLS	None	≤ 5 years		
CSMLS PARTIALLY RECOGNIZED*				
Five (5) disciplines:				
> 5 years MLS	> 5 years	> 5 years	Not Equivalent	<ul style="list-style-type: none"> • Refresher or Subject specific Course required
> 5 years MLS	> 5 years	None		<ul style="list-style-type: none"> • Refresher or Subject Specific Course required
> 5 years MLS	None	> 5 years		<ul style="list-style-type: none"> • Refresher required • Clinical training recommended
Four (4) disciplines:				
Recency: any of the above			Not Equivalent 1 comprehensive gap	<ul style="list-style-type: none"> • 2 theory courses required (one from 2 different institutions) • Clinical training recommended
CSMLS NOT RECOGNIZED				
≤ 5 years MLS	None	None	Not Equivalent – more than 1 comprehensive gap	Full EQual™ accredited Canadian program (bridging programs are NOT acceptable for this requirement)
Other: No MLS or 1-3 disciplines	Other: No MLS or 1-3 disciplines	None		
Other: No MLS or 1-3 Disciplines	Other: No MLS or 1-3 disciplines	≥ 5 years		

*Certification obtained by AMT or ASCP (within the last 5 years) will be considered.

“≤” means less than or equal to; “>” means greater than

Appendix 2: PLA Application Form



PRIOR LEARNING ASSESSMENT (PLA)-MLT APPLICATION

Please Print

Last Name	Former Last Name (if applicable)	CSMLS ID #
First Name	Middle Name (not required)	Date of Birth:
Street Address		
City	Province	Telephone Number:
Country:	Postal Code	Email:
The following person has my permission to communicate directly with the CSMLS about my file and its contents:		
Name	Relationship	

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 Medical Laboratory Technologist
- Diagnostic Cytology Medical Laboratory Technologist

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

- I understand that I have twelve (12) months to gather the required documents for PLA.
- I understand that my CSMLS PLA Technical Report learning plan 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:

CSMLS ID:

PLA FEES

- We **DO NOT** accept online payment for PLA. The only way to pay for PLA is to submit this form.
- The non-refundable PLA fee is \$1540 for members and \$1850 for non-members
- Apply for an [Associate Non-Certified Membership](#) and take advantage of reduced rates

PLA Fees are paid in in two (2) installments:

- PLA Stage 1 fees (\$820 members or \$975 non-members) immediately with this application and
- PLA Stage 2 fees (\$720 members or \$875 non-members) when indicated by the CSMLS office

The PLA Stage 1 Application Fee enclosed with my application is:

- \$820 member
- \$975 non-member

Payment must be in Canadian funds <input type="checkbox"/> Master Card <input type="checkbox"/> Visa <input type="checkbox"/> AMEX Canadian <input type="checkbox"/> Cheque <input type="checkbox"/> Money Order; payable to the Canadian Society for Medical Laboratory Science (CSMLS)		CSMLS USE ONLY
Cardholder Name:		
Credit Card #:	Exp. Date:	Extension: <input type="checkbox"/> Approved <input type="checkbox"/> Denied

If your payment is returned for insufficient funds, you will be charged a \$25.00 NSF fee. Foreign bank drafts or money orders will not be accepted, and your application will be returned to you.

If you reside outside of Canada, payment must be by credit card only. Due to PayPal security restrictions we are unable to accept credit card payments from some countries. Contact info@csmls.org for assistance, if required

EMAIL, FAX OR MAIL YOUR APPLICATION TO:

Canadian Society for Medical Laboratory Science (CSMLS)
33 Wellington St N, Hamilton, ON L8R 1M7
Fax: (905) 528-4968; Email: pla@csmls.org

Be sure to complete this application fully as supplemental document requests will NOT be accepted if the educational or employment institutions are not declared on this application.

If there is not enough room to declare all education/work experience in the following pages, please attach additional listings to this document when submitting to the CSMLS office.

PERSONAL COMPETENCY RATING BOOKLET (PCRB)

My PCRB is:

- enclosed
- coming separately

ONLINE SELF-ASSESSMENT (OSA)

- I have completed the OSA and my user name is: _____
- I have applied for an 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 WES
- I have applied for an evaluation with 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
- **Programs listed in this section must be included on your credential evaluation otherwise they will not be reviewed.** Ensure the names of the institution(s) match your credential evaluation.

MLT Academic Education Institution:		Country:
Designation: (i.e. BSc)	Date Attended From:	Date Attended To:
MLT Academic Education Institution:		Country:
Designation: (i.e. BSc)	Date Attended From:	Date Attended To:

CSMLS ID:

CLINICAL MLT EDUCATION (PRACTICUM/INTERNSHIP):

Have an official representative from your MLT 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

MLT Clinical Education (Practicum/Internship):		Country:
Dates Attended	From:	To:
MLT Clinical Education (Practicum/Internship):		Country:
Dates Attended	From:	To:

OTHER RELEVANT EDUCATION, MLT related:

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

Academic Education Institution:		Country:	
Designation (i.e. BSc):	Date Attended	From:	To:
Academic Education Institution:		Country:	
Designation (i.e. BSc):	Date Attended	From:	To:

CONTINUING EDUCATION, MLT related:

Have **official** transcripts sent directly to the CSMLS for MLT courses taken within the **past five years**, (e.g., refresher courses) only.

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

Additional continuing education courses can be added on a separate paper and attached to this application.

Course:	Date:
Course:	Date:

PROFESSIONAL MLT CERTIFICATION:

Have proof of professional certification/licensure in medical laboratory technology from another country sent directly to the CSMLS.

Certification:	Country:	Date:
Certification:	Country:	Date:

PROFESSIONAL DEVELOPMENT, MLT related:

Attach a list with this application and submit copies of certificates for MLT seminars and workshops taken within the last five (5) years. **If you are submitting more than 15 certificates, please email pla@csmls.org for special instruction.** Please format your list so that it contains the following information:

- Activity name/title
- Organization hosting event/course
- Date of completion/attendance

NOTE: If the list is not included with this application we will not expect to receive any professional development certificates for your file.

CLINICAL WORK EXPERIENCE, MLT ONLY (starting with most recent):

Work experience must be sent to the CSMLS directly from the employing institutions. The last five (5) years of work experience are the most important to have for your PLA. Additional clinical MLT work experience can be added on a separate paper and attached to this application.

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

Name of Employer:	Country:	
Position Held:	Start (Month/Year)	Finish (Month/Year)
Name of Employer:	Country:	
Position Held:	Start (Month/Year)	Finish (Month/Year)

Be sure to complete this application fully as supplemental document requests will NOT be accepted if the educational or employment institutions are not declared on this application.

Appendix 3: CSMLS Required PLA Documentation Checklist

- Personal Competency Rating Booklet:** Fill this as accurately and honestly as possible and add. Add information that corresponds to clinical MLT work experience or MLT education, including instrument/equipment experience.
- Online Self-Assessment (OSA) – General MLT Only:** Create an OSA account online and complete the OSA. Once it is complete, forward the account username to the CSMLS.
- Credential Evaluation:** The issuing credential evaluation service must send the evaluation directly to the CSMLS (WES or ICES).
- Language Proficiency (if required):** The issuing institution must send the test results directly to the CSMLS. CLB 6 to begin the PLA process, CLB 8 to complete.
- MLT Education:** Educational institution(s) must send these documents directly to the CSMLS.
 - Official Educational Transcripts
 - Course Outlines/Syllabus of Studies
- Clinical MLT Education (practicum/internship):** An official representative from the educational institution or laboratory must send documentation directly to the CSMLS.
- Other Academic Education, MLT related (if applicable):** Educational institutions must send official transcripts and course outlines directly to the CSMLS.
- Continuing Education, MLT related (if applicable):** Educational institutions must send official transcripts and course outlines directly to the CSMLS.
- Professional Development, MLT related (if applicable):** For seminars and workshops, Clients may submit copies of their certificates.
- Professional MLT Certification (if applicable):** The professional certification association must send proof of professional certification and status, directly to the CSMLS.
- Clinical MLT Work Experience:** Each employing institution must send a detailed letter describing the Client's clinical work experience directly to the CSMLS.

Appendix 4: Micro Loans for Internationally Educated Applicants

Immigrants to Canada may be eligible to get a loan to help pay for the costs of Canadian certification or required training/education to be able to work in an individual's pre-immigration career. Please contact one of the programs listed for more information.

NATIONAL

Windmill Microlending

Do you want to continue your career in Canada?

We offer microloans to help you pay for the Canadian credentials you need.

Phone: 1-855-423-2262

Visit: <https://windmillmicrolending.org/>

GREATER MONTRÉAL, QUEBEC

Association communautaire d'emprunt de Montréal (ACEM)

Email: info@acemcreditcommunautaire.qc.ca Phone: 514-843-7296

Visit: <https://microcreditmontreal.ca/>

BRITISH COLUMBIA



Foreign Credential Recognition (FCR) Loan Project

Foreign Credential Recognition (FCR) 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.

Phone: (778) 819-0728 (ext. 1001)

Email: FCRloaninfo@success.bc.ca

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.

Email: info@seedwinnipeg.ca

Phone: 204-927-9935

Website: <http://seedwinnipeg.ca/programs/detail/recognition-counts>

ONTARIO, South Western (excluding the 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.

Email: info@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.

Email: info@microloanscanada.ca Phone: 902-626-8667

Visit: www.microloanscanada.ca

NOVA SCOTIA

Immigrant Settlement and Immigration Services (IS2NS)

Phone: 902-406-8686

Visit: www.isins.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