



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

# PRIOR LEARNING ASSESSMENT Information Handbook Medical Laboratory Assistant

CPLA-041-H2

April 2023

v2

**Policy changes may occur and will be posted our website**

[www.csmls.org](http://www.csmls.org)

You are responsible for making sure you have the current version of the  
Handbook

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## Disclaimer

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Before applying and paying for a Prior Learning Assessment (PLA), all the policies and regulations outlined in this handbook must be read and understood. Failure to do so may result in cancellation of your PLA application and a loss of your payment.

By signing the application form, a PLA client is agreeing to all of these policies and regulations.

**To maintain fairness, 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.



### Contact Information

Canadian Society for Medical Laboratory

#### Address

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33 Wellington St N  
Hamilton, ON  
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#### Telephone

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(800) 263-8277  
Ext. 8507

#### Fax

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(905) 528-4968

#### Email

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[pla@csmls.org](mailto:pla@csmls.org)

#### Website

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[csmls.org](http://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 association for medical laboratory professionals.

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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 professional 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.

Medical Laboratory Assistants (MLA) CSMLS certification is quickly gaining recognition as the standard requirement in the profession. This voluntary national certification provides you with:

- A professional credential recognized across Canada (and internationally) as a measure of competence to practice within the set of Canadian MLA standards
- The foundation for a national professional culture that promotes pride, excellence and recognition

## 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.

Certification is one of the major functions of CSMLS. It sets qualification standards in medical laboratory science (Competency Profiles), conducts the CSMLS National Certification Examination (Exam), and provides Prior Learning Assessment (PLA) for Medical Laboratory Professionals.

The Exam is delivered across Canada. Certificates are issued to candidates who pass the Exam **and** are members of the CSMLS.

The PLA for MLAs is available to people who:

- are recent\* graduates of non-EQual™ accredited Canadian MLA programs
- who have recently\* been working in Canada as an MLA for at least twelve (12) months
- are Internationally Educated Medical Laboratory Technologists (IEMLTs) with a valid General MLT PLA Learning Plan (see MLT PLA Handbook)

\*recency = 5 years or less

The PLA process evaluates an applicant's academic credentials, language proficiency, clinical training, work experience, and their level of competency to write the Exam.

The CSMLS provides professional development and continuing education to help Medical Laboratory Professionals update their skills and knowledge to achieve their professional goals. The CSMLS Learning Services department provides a variety of educational options in technical and scientific subjects, including laboratory management.

## 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.

## 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 will provide you with many benefits that you can start taking advantage of immediately and CSMLS Certification and membership are portable across Canada.

Member benefits include discounted fees for:

- PLA services
- Continuing Education/Professional Development (900+ hours free with membership)
- Exam registration

Additionally, CSMLS connects members to a comprehensive network of peers through LABCON, CSMLS's annual national conference for the profession (lower registration fees for members), various publications (quarterly Canadian Journal of Medical Laboratory Science (CJMLS) and bi-weekly eNEWS), employment opportunities, and much more.

CSMLS believes that the medical laboratory profession deserves a voice across Canada that recognizes the valuable contribution the profession makes to Canadian health care. Membership with CSMLS will help make this voice stronger and demonstrates commitment to the profession.

Questions about membership can be made to the office by phone (905- 528-8642 or 1-800-263-8277) or email ([memserv@csmls.org](mailto:memserv@csmls.org)).

### Associate Non-Certified Membership

PLA applicants and clients can apply for an Associate Non-Certified Membership. Information about memberships can be found on our website under [the Membership tab](#) or at "[Join CSMLS Today](#)".

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 and membership fees are prorated.

### Continuing Education & Professional Development

CSMLS Learning Services offers two (2) styles of courses to accelerate the MLP's career path – Express and Intensive courses.

Browse through the CSMLS Course Catalogue at [csmls.org](http://csmls.org) for a complete list of educational offerings, there is something for everyone, designed specifically to fit all learning needs.

## Assumptions about Medical Laboratory Assistants in Canada

Medical Laboratory Assistants (MLA) work under the supervision of Medical Laboratory Technologists (MLT), performing the practical components of sample analysis. MLAs sort, prepare and sometimes process samples that will be tested and analyzed by an MLT. MLAs often collect samples, such as blood, and are often the laboratory professional that interacts directly with patients.

The medical laboratory assistant is prepared to work in a variety of settings including, but not limited to, hospitals, private medical laboratories, community health departments, educational institutions, long term care facilities, correctional facilities, the home and bedside of the patient, and in private industry.

The medical laboratory assistant works in an environment that is dynamic and evolving, and uses technological equipment to provide information that must be processed accurately and in a timely manner.

### The Medical Laboratory Assistant

Upon completion of an EQual™ accredited Canadian training program, has developed a broad knowledge base that is assessed prior to the certification examination.

### MLAs

- Practice to ensure the safety of patients, colleagues, self, and the environment.
- Contribute to the health care of the public, promotes the welfare of the patient, respects the patient's dignity, and protects patient confidentiality.
- Are an integral member of the health care team who shares knowledge, promotes learning, and collaborates with other professionals in providing effective patient care.
- Are responsible and accountable for his/her professional actions and practices according to standards of practice as well as laws and regulations governing the profession.

### The Patient/Client

- The client is any individual who interacts with the medical laboratory assistant, e.g. patient, patient representative, co-worker and other health care professionals.
- The patient is any individual requiring medical laboratory services.
- The medical laboratory assistant works with clients to procure and prepare specimens for testing.
- The medical laboratory assistant maintains effective verbal and written communication skills to facilitate interaction with clients in the provision of a high-quality professional service.

## Eligibility to Write the CSMLS Certification Examination

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

### 1. Recent Graduate of an EQual™ accredited Canadian MLA education program

A graduate is someone who has successfully completed, both theoretical and clinical components, an accredited MLA program. This includes programs that have applied for EQual™ accreditation.

To be eligible to write the Exam:

- all program components must be completed two (2) weeks before the Exam date or
- candidates must have successfully completed an accredited program within the past 12 months.

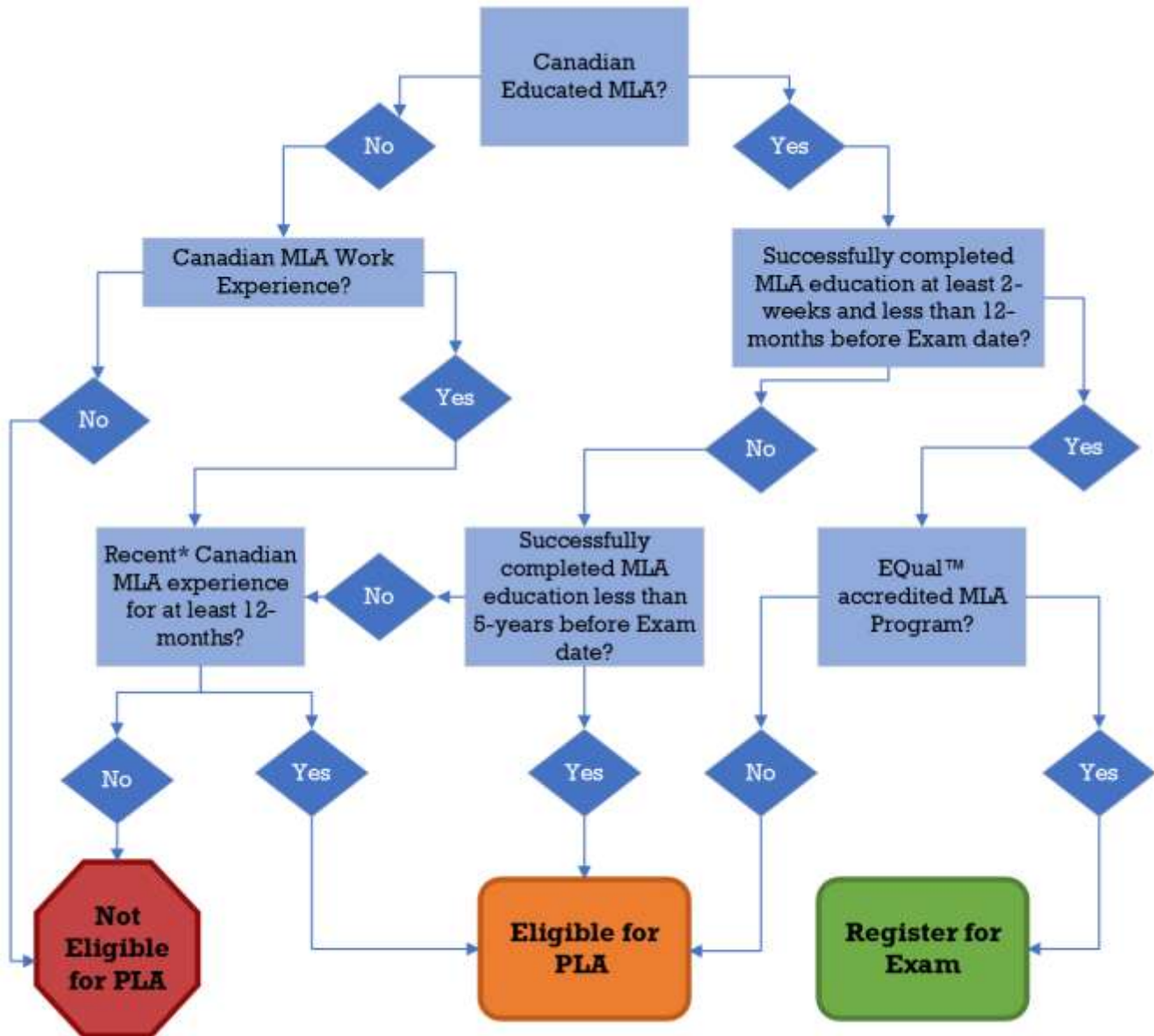
### 2. Hold an Eligibility Statement through the PLA process

PLA clients must be declared eligible to the Canadian MLA Competency Profile (Standards) prior to registering for an MLA Exam session.

The PLA process is intended for non-CSMLS certified MLAs who, within five (5) years of a PLA application, have:

- worked in Canada as an MLA for at least 12 months or
- graduated from a non-EQual™ accredited Canadian MLA program or
- graduated from an EQual™ accredited MLA program more than 12 months ago

**The PLA process is not available if any of these conditions are greater than five (5) years at the time of inquiry.**



**\* Recent Canadian work experience must be less than 5-years from the date the CSMLS office receives all required PLA documents.**



# CSMLS Prior Learning Assessment Process

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The PLA process evaluates academic education, clinical education, and work experience. Trained assessors contracted by the CSMLS are responsible for evaluating a PLA client's education, training, and work experience to determine if they are equivalent to the CSMLS National MLA Competency Profile.

The MLA Competency Profile outlines the entry-level MLA expectations in the Canadian context.

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.

2. Assessment.

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

3. Post-assessment.

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

## Steps to Take

As an MLA trained or working in Canada, the opportunity to establish eligibility to the CSMLS National Certification Exam can be done through the PLA process.

### Read about the PLA Process and Certification Exam

Read this PLA Handbook completely and more than once. It is recommended that applicants read the PLA Handbook at least three (3) times as there is a large amount of information in it.

Review the [CSMLS National Certification Examination Handbook](#) found on the [Certification webpage](#).

### Complete the Personal Competency Rating Booklet (PCRB)

- Use [the PCRB](#) to rate and compare your experience to the [CSMLS MLA Competency Profile](#)
- Send the completed PCRB with the PLA application

## Stage 1: Pre-Assessment

Pre-Assessment has two (2) parts:

1. [PLA Application](#) and [Fee](#)
2. [Supporting Documents](#)



## PLA Application and Fee(s)

Complete the PLA Application at the end of this handbook and include the payment method for the associated fees.

If a document arrives at the office that is NOT listed on the application, it will not be considered for the PLA.

**MLA PLA Fees are \$160 (member) or \$215 (non-member).**

When the PLA application and fees are processed, a PLA client file will be opened with a CSMLS ID number.

PLA clients will be apprised of their CSMLS ID number, will be provided with a list of any documents received by the CSMLS Office, and a list of documents still required.

NOTE: Document updates will only be done for PLA clients who have paid the associated fees and only as documents are processed to a client's file NOT as documents are received at the CSMLS office.

- **PLA fees are non-refundable and non-transferable**
- **Applications expire in twelve (12) months** from fee processing date
- **Required documents must be received at the CSMLS office within application expiry date**
  - Paid document extensions can be requested if applications have not expired
- **If applications expire, the PLA fees must be paid again, in full**

Acceptable forms of payment are Visa, MasterCard, American Express, Canadian cheque or Canadian money order. Make cheques or money orders payable to the Canadian Society for Medical Laboratory Science, or CSMLS. If payment cannot be processed due to insufficient funds a \$25.00 NSF fee will be charged to the applicant's account.

## Supporting Documents

Official documents must be sent directly to the CSMLS from issuing institutions. These documents become the property of the CSMLS and will not be sent back to applicants or clients.

Official documents submitted by a PLA client for MLA education and work experience will not be accepted for a PLA. PLA clients must ensure their educational institutions and employers send the required official documents directly to the CSMLS office.

**If a document arrives at the office that is NOT listed on the application, it will not be considered for the PLA.**

The PLA client's full name and/or CSMLS ID number **must** be included on the documents submitted on your behalf. **If documents arrive without your name or CSMLS ID number or before a PLA application has been submitted, they will be discarded after 6 months.**

Please use the "[Supporting Documents Checklist](#)", found in Appendix 1 of this handbook, to assist with gathering documents.

Applicants and clients are responsible for all costs associated with submission of all supporting documentation.

When documents for a PLA client are processed into their files, an email will be sent to the PLA client's email address on record.

The following documents may be required for the MLA PLA process:

DOCUMENT	REQUIREMENT
Personal Competency Rating Booklet (PCRB) Self-Assessment	Document Required
MLA Education	Official document(s) Required – if applicable
Work Experience	Official document Required – if applicable
Personal Competency Rating Booklet (PCRB) Completed by Employer	Document Required – if applicable
Professional Certification	Not Required Sending in these documents may provide a better PLA outcome
Continuing Education	Not Required Sending in these documents may provide a better PLA outcome

**If a document arrives at the office that is NOT listed on the application, it will not be considered for the PLA.**

### Personal Competency Rating Booklet (PCRB)

The PCRB serves two (2) purposes:

1. To help potential applicants identify their educational and/or work experience gaps allowing them decide if PLA is right for them to pursue.
2. PLA client ratings, by both the employer and the applicant, will be compared to the Canadian MLA Competency Profile (standard) by the CSMLS assessors.

The PCRB will show the assessors what knowledge and experience you have. PCRB ratings **must** be confirmed by official supporting documents. The PCRB documents are necessary for CSMLS assessors to adequately determine a PLA client's equivalence to the CSMLS Competency Profile when the PLA is based solely on work history and experience.

There are two (2) types of PCRBs:

1. Applicant Self-Assessment PCRB

Applicants must use the Applicant Self-Assessment PCRB to rate and compare their experience to the CSMLS MLA Competency Profile.

Once the PCRB is complete, the PLA applicant is encouraged make a copy for their files and send the original to the CSMLS office with their PLA application.

Official documents submitted for a PLA file **must** confirm the ratings clients give themselves in the PCRB.

2. Employer Assessment PCRB

If a client's PLA is based solely on Canadian work experience or they have graduated from a Canadian program more than five (5) years ago, proof of at least twelve (12) months of

recent full-time employment **must** be submitted to the CSMLS.

Employers **must** complete and sign the [Employer Assessment Personal Competency Rating Booklet](#) (found on our website) and submit it directly to the CSMLS.

A job description and letter of employment, detailing all processes performed by the PLA client and their start and end date (if applicable) of employment, must also be submitted by the employer. See Work Experience Letters section.

Official documents submitted by a PLA client will not be accepted.

## Proof of MLA Education

### Theoretical Education

The PLA client should contact their educational institutions and ask them to send official transcripts and course outlines directly to the CSMLS office.

#### Official Educational Transcripts

- Must list all relevant medical laboratory courses taken by the PLA client with the final grade shown for each course.

#### Course Outlines/Syllabus of Studies

- To evaluate a client's education thoroughly, the assessment team requires outlines for the courses listed in official transcripts
- Course outlines must include a detailed description of the content of each course

### Clinical Education (Practical Internship)

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

The official letter must be printed on official letterhead and include:

- A detailed outline of the topics covered and tasks completed in training
- The amount of time spent in training
- The methods used to monitor your progress
- An explanation of how students were evaluated (graded)
- A complete list of all tasks performed

## Work Experience Letters

An official representative from the laboratories where the PLA client works/worked must send a letter directly to the CSMLS office describing the client's work experience as an MLA. The last five (5) years of work experience are the most important for the PLA process. A job description should also be included.

Official work experience 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 tasks you performed
- Include the equipment/methods you used to perform these tasks
- Include the frequency (for example, daily or weekly)
- Be mailed directly to the CSMLS
- Include a completed and signed Employer Assessment PCR

## Professional Certification

If you have received professional certification/licensure as a medical laboratory assistant, contact your professional certification association and ask them to send proof of your professional certification directly to the CSMLS.

## Professional Development and Continuing Education

You may submit copies of your certificates for MLA seminars and workshops taken within the last five (5) years.

Proof of continuing education must be submitted directly from the educational institutions to [pla@csmls.org](mailto:pla@csmls.org) as official transcripts. Please only submit Medical Laboratory courses taken within the past five (5) years, e.g. refresher courses.

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

## Alternate Documents Policy

In the event you are unable to provide official documents as requested in the CSMLS 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:

- Client submitted original documents (these will not be returned)
- Canadian notarized copies of original documents
- WES or ICES verification of official university/college/training program transcripts
- Sworn affidavit in cases where you have no, or insufficient, documents to proceed with an evaluation or verification

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.

PLA 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 sent to the CSMLS from individuals who have not applied for a PLA **will be destroyed after six (6) months**. We do not provide information about receipt or destruction of these documents.

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

## Stage 2: Assessment

When the CSMLS office has received all supporting documents, the PLA client's file will be sent for assessment. The client's documents are thoroughly reviewed to compare education, and work experience, as applicable, to the MLA Competency Profile.

**If a document arrives at the office that is NOT listed on the application, it will not be considered for the PLA.**

Eligibility to the MLA Exam will be determined on equivalence to the MLA Competency Profile. Assessments usually take four (4) to six (6) weeks to complete.

## Stage 3: Post-Assessment

### Technical Report

Once a PLA is complete, the technical report will be mailed in the post to the address on file and an email will be sent to with an unofficial technical report copy attached.

The technical report will show one (1) of two (2) results:

1. Equivalent to the Competency Profile and eligible to write the MLA Exam and an [Eligibility Statement to the CSMLS Exam will be issued to the PLA Client.](#)
2. Not equivalent to the Competency Profile and not eligible to write the Exam. These clients are required to successfully complete a full, EQual™ accredited Canadian MLA training program to be eligible to write the Exam.

### Supplemental Documentation Policy

If a PLA client's outcome is "Not Equivalent" and they think additional documents from their employer(s) or academic institution(s) will change their outcome, **they must apply for Supplemental Documentation within 90 days** of the date on their PLA technical report.

The Supplemental Documentation request form must indicate which documents will be added and include the non-refundable fee for this process. The CSMLS will only accept documents from employers/academic institutions that were listed on the original PLA application.

A revised technical report will be issued within 45 days of receiving all supplemental documents.

This may or may not change the PLA outcome.

### Appeal Policy

If a PLA client disagrees with their PLA outcome and would like their file assessed by another PLA Assessor, **they must apply for an Appeal within 45 days** of the date on their PLA technical report and include the non-refundable fee for this process.

PLA clients are not allowed to submit additional documentation for an Appeal process.

Another assessor will be assigned to review the PLA client's file and will be sent an updated technical report within 45 days.

This may or may not change the PLA outcome.

### PLA Stage 2 Reassessment

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 fees). Contact [pla@csmls.org](mailto: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](mailto:pla@csmls.org) for more information.

## Eligibility Statement

An Eligibility Statement for the CSMLS Certification Exam will be issued when a PLA client is declared “Equivalent” in the technical report.

Eligibility Statements expire after twelve (12) months once the PLA is complete. The expiry date is stated on the Eligibility Statement.

The expiry date allows two (2) attempts to pass the MLA Exam Please see the [Exam Handbook](#) on our website for more information.

## Appendix 1: Supporting Documentation Check List

- Personal Competency Rating Booklet (Self-Assessment):** Send the completed original to the CSMLS.
  
- MLA Education (if applicable):** The academic institution(s) must send these documents directly to the CSMLS.
  - Official Transcripts**
  - Detailed 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.
  
- Clinical Work Experience (if applicable):** Each employer must send these documents directly to the CSMLS.
  - Employer Assessment, Personal Competency Rating Booklet**
  - Detailed letter describing your work experience.**
  
- Continuing Education (if applicable):** The academic institutions must send official transcripts and course outlines directly to the CSMLS.
  
- Professional Development (if applicable):** For seminars and workshops, the PLA client may submit copies of their certificates to the CSMLS.

## Appendix 2: Application – PLA for MLA

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:	

**SELECT ONE:**

- I am requesting an evaluation of my medical laboratory assistant education, training and experience to see if I am equivalent to the CSMLS Competency Profile, outlining the competencies expected of an entry-level medical laboratory assistant in Canada.
- I am requesting an MLA Eligibility statement based on my previous eligibility to the MLT Exam.

**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 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 twelve (12) months
- I understand that additional fees may apply if I need to re-apply for PLA

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PLA FEES**

- The full PLA fee of **\$160 (member) or \$215 (non-member)** is enclosed with my application
- I understand that this fee is non-refundable and non-transferable

Cheque      Money Order Master Card      Visa      AMEX	<b>CSMLS USE ONLY</b> Date Received: _____ Date File Opened: _____
Credit Card Number:	
Exp. Date:	

*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 (CSMLS). If your payment is returned for insufficient funds, you will be charged a \$25.00 NSF fee.*



CSMLS ID #:

**MEMBERSHIP**

If you want to take advantage of the member rates, you need to apply for **Associate Non-Certified Membership**. Information for this membership can be found at our website.

**APPLICANT PERSONAL COMPETENCY RATING BOOKLET (PCRB)**

My personal competency rating booklet is:

- Enclosed
- Coming Separately

**ENSURE THE FOLLOWING SECTIONS ARE COMPLETED WITH ALL APPLICABLE DOCUMENTATION. If it is NOT listed here, it will not be considered for the PLA, even if documentation has been submitted to the office.**

**MEDICAL LABORATORY ASSISTANT (MLA) EDUCATION:**

Have your academic institution listed below send directly to the CSMLS your:

- Official Transcripts that list all the courses you took and shows your final grades
- Course Outlines/Syllabus of Studies from your medical laboratory assistant program that include a detailed description of the content of each course relating to medical laboratory technology

MLA Academic Education Institution:		Province:
Dates Attended:	From:	To:
MLA Academic Education Institution:		Province:
Dates Attended:	From:	To:

**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

MLA Clinical Education/Practical Internship:		Province:
Dates Attended:	From:	To:
MLA Clinical Education/Practical Internship:		Province:
Dates Attended:	From:	To:

**OTHER RELEVANT EDUCATION:**

Have your academic institution listed below send directly to the CSMLS your:

- Official Transcripts that list all the courses you took 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:		Province:
Dates Attended:	From:	To:
Academic Education Institution:		Province:
Dates Attended:	From:	To:

**PROFESSIONAL CERTIFICATION:**

Have proof of professional certification/licensure sent directly to the CSMLS.

Certification:	Province:	Date:
Certification:	Province:	Date:

**CONTINUING EDUCATION:**

Have **official** transcripts sent directly to us for MLA 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 education courses can be added on a separate paper and attached to this application.

Course:	Date:
Course:	Date:
Course:	Date:
Course:	Date:
Course:	Date:

**PROFESSIONAL DEVELOPMENT:**

Submit copies of certificates for MLA seminars and workshops taken within the last 5 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.

Course:	Date:
Course:	Date:
Course:	Date:
Course:	Date:
Course:	Date:

**CLINICAL WORK EXPERIENCE: (starting with most recent)**

Work experience must come to the CSMLS directly from the employing institutions. The last 5 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 tasks
- include the frequency of tasks (for example, daily or weekly)
- mailed directly to the CSMLS
- include a signed Employer Assessment, Personal Competency Rating Booklet

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

*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, email, or fax application to:**  
 Canadian Society for Medical Laboratory Science  
 33 Wellington St N, Hamilton, ON L8R 1M7  
 Email: [pla@csmls.org](mailto:pla@csmls.org); Fax: (905) 528-4968