



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

PRIOR LEARNING ASSESSMENT

Information Handbook

Medical Laboratory Assistant

CPLA-041-H2
December 2024

Policy changes may occur and will be posted our website
www.csmls.org

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

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Disclaimer

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.

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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, and the national association for medical laboratory professionals.

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



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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).

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 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 three (3) 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. Provincially MLPAO Certified Candidates (effective for the June 2024 Exam session, registration opens March 1, 2024). MLA candidates wishing to register under this eligibility must prove they have attained MLPAO certification with 5-year recency. If you have achieved MLPAO Certification within the last 5 years, please email exam@csmls.org

for more information.

3. Hold an Eligibility Statement through the PLA process

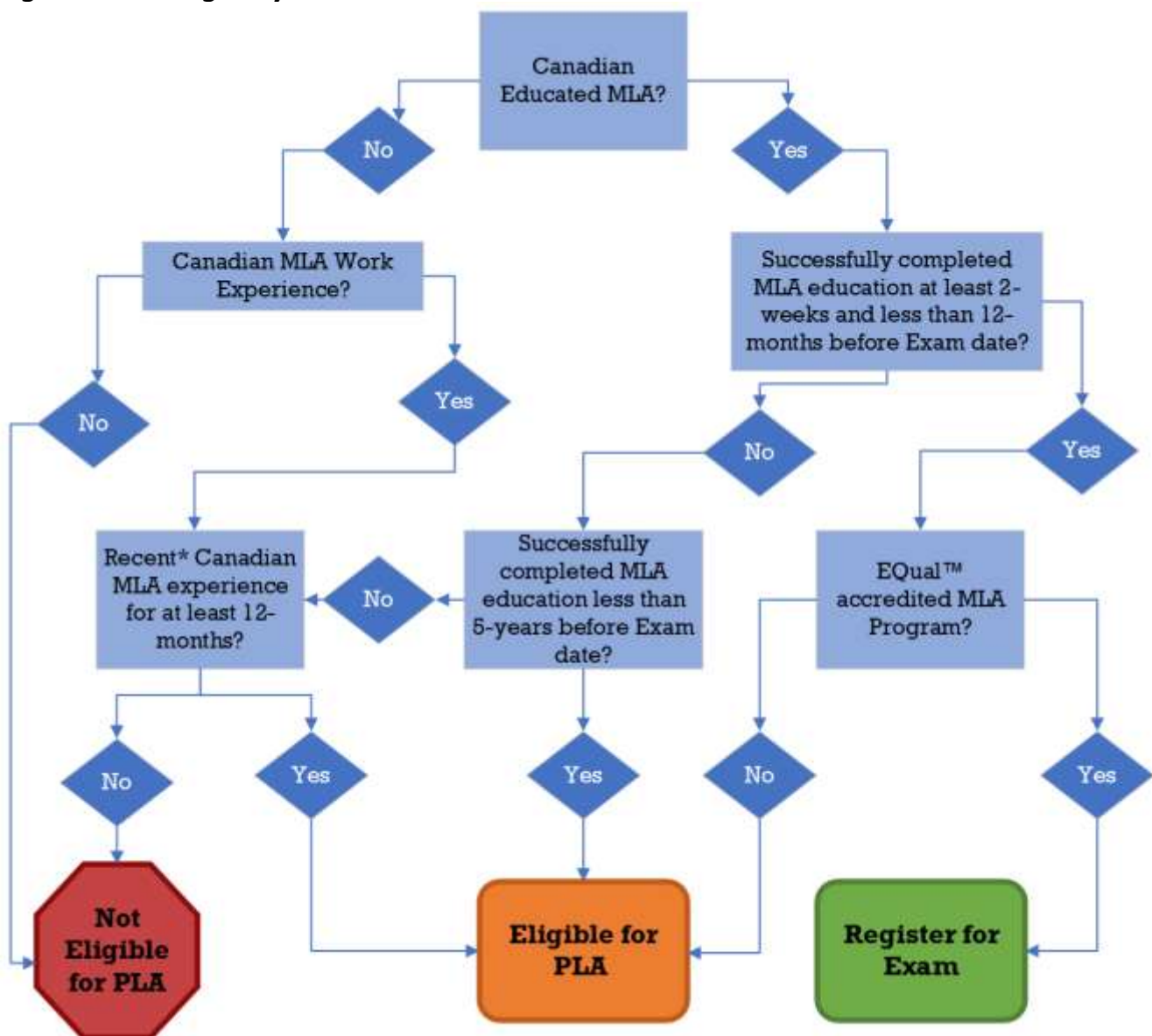
PLA clients must be declared eligible to the Canadian MLA Competency Profile (Standards) prior to registering for an MLA Exam session.

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.

Figure 1. MLA Eligibility



*** 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

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.

1. 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](#).

2. 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

Table 1. PLA Fee Schedule

| PLA Fee Schedule | Member | Non-Member |
|---|--------|------------|
| PLA Application Fee: The PLA Application Fee must be paid at the time of application when indicated by the office. | \$160 | \$215 |

Stage 1: Pre-Assessment

Pre-Assessment has two (2) parts:

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

PLA Application and Fee(s)

Review Appendix 2 for instructions on how to submit an online PLA Platform application.

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).

- **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 12 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.

File updates are only given when a submitted document is processed to an active PLA file, not when it is delivered to the CSMLS office, regardless of submission method.

While CSMLS does not confirm receipt of documents at the time of delivery, due to submitted document volume, we strive to process them as soon as possible.

File updates may include:

- Processing mailed and emailed Client applications
- Processing submitted supporting documents
- Scanning Client files in preparation for assessment

- Assigning a Client file to an assessor

Clients are to wait a minimum of four (4) weeks from the last communication received from the CSMLS office regarding any aspect of the PLA process before asking for a file update. Repeated requests of this nature delay file update turnaround times due to additional work responding to these inquiries. Additionally, depending on PLA volume, estimated follow-up times may not be available, but the office will send a file update when one is available.

If a document has been at our office for four (4) weeks or more, please share the tracking number or the email address it was sent from to pla@csmls.org.

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

Table 2. Supporting Documents and Requirements

| DOCUMENT | REQUIREMENT |
|---|---|
| Personal Competency Rating Booklet (PCRB) Self-Assessment | Document Required |
| Canadian MLA Education | Official document(s) Required – if applicable |
| Canadian 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.

Employer Assessment Rating Booklet (ECRB)

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 [ECRB](#) 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 Canadian 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

Canadian 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 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 twelve (12) 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

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.

Technical Reports are not to be shared digitally, by any means, unencrypted email, online platforms, social media, etc., as these are sensitive documents and are subject to fraudulent activity.

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 Reassessment Policy

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

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

for candidates who are currently in the MLT General exam cycle, in this case, please contact exam@csmls.org.

Eligibility Statement

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

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.

Eligibility Statements are not to be shared digitally, by any means, unencrypted email, online platforms, social media, etc., as these are sensitive documents and are subject to fraudulent activity.

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: Using the CSMLS PLA Portal

CSMLS has a PLA Portal for where potential Clients can open a PLA account and submit their application online. Instructions for accessing the PLA Portal are below.

Please contact pla@csmls.org if problems are encountered when following these instructions.

The PLA Portal allows Clients have their supporting documents submitted directly by uploading them to their PLA account. Official documents must be uploaded directly into a PLA Client's file by the submitting institution. Unofficial documents can be uploaded in their PLA account by the Client.

CSMLS will continue to accept PLA documents that are emailed/mailed to the office, but the processing time for these submission methods may be longer than the online method.

Go to the [Supporting Documents section](#) for more information on submitting supporting documents.

Step 1 – Create a CSMLS Account

PLA Clients must have an active CSMLS account in order to apply for the PLA process.

Go to www.csmls.org and select “Login” at the top of the page.

The screenshot displays the CSMLS website interface. At the top, a dark navigation bar contains a search box, a 'Search' button, a 'Login' button (circled in red), and a 'Language' dropdown menu. Below this is the CSMLS logo and the text 'Canadian Society for Medical Laboratory Science / Société canadienne de science de laboratoire médical'. A blue navigation bar lists various sections: About Us, Medical Laboratory Professionals, Membership, Certification, Professional Development, Advocacy, Research, and Career Centre. The main content area is titled 'CSMLS Login' and features a form with 'Username' and 'Password' input fields, a 'Remember me on this computer.' checkbox, and a 'Log On' button. Below the form are links for 'Forgot my username or password' and 'Forgot my password'. A red circle highlights the 'Create a new account' link at the bottom of the login section.

If you already have a CSMLS account, log in.

If you do not have a CSMLS account yet, select “Create a new account”

Step 2 – Find your CSMLS ID number

Everyone who has a CSMLS account is assigned a CSMLS ID.

PLA Applicants must take note of their CSMLS ID as they will need it to apply for PLA, CSMLS membership, and for any other CSMLS inquiries.

Clients may decide if they wish to purchase membership to take advantage of PLA fee discounts, among other benefits of [CSMLS membership](#). See the CSMLS Membership section in the PLA Handbook for more information.

Step 3 – Set up an Online PLA Account

Go to the login page at <https://csmls.secure-platform.com/site/>.

For an initial online application submission, click on Start Application, fill out the fields as prompted, and select Register.

Step 4 – Begin the Online PLA application

Verify the applicant information and select Save and Next.

Clients may now select the PLA designation they would like to apply for. If a Client wishes to apply for more than one (1) designation, they may submit an additional application once they have completed the first one. Fees are paid by PLA application type, that is, MLT General, MLA, MLT Clinical Genetics, or MLT Diagnostic Cytology.

Complete the application based on the following details and actions.

Table 3. Application form details and actions

| Details | Actions |
|-------------------|--|
| Application Type | Select the designation being applying to PLA for |
| Digital Signature | Sign with a mouse or touchscreen |
| Date | Select the date the application is being submitted |
| MLA Fee Selection | Choose whether fees are being paid by credit card online (a link will be emailed within 4 weeks of application being submitted) or by mailing a cheque or money order. |
| PCRB Upload | Complete the PCRB and upload the completed file as a PDF |

| Details | Actions |
|---|--|
| Medical Laboratory Assistant (MLA) Education | Select the Add MLA Education button to add experience to this section of the application. Clients may add up to 2 programs. |
| Clinical MLA Education (Practicum/Internship) | Select the Add MLA Internship button to add experience to this section of the application. Clients may add up to 3 internships. |
| Other Relevant Education, MLA related | Select the Add Other MLA Education button to add experience to this section of the application. Clients may add more than 1. Experiences listed under MLA Education do not need to be repeated here. |
| Continuing Education, MLA Related | Select the Add Continuing Education button to add experience to this section of the application. Clients may add more than 1. |
| Professional Development, MLA Related | Download, fill out and upload the continuing professional development list. |
| Clinical Work Experience, MLA ONLY | Select the Add MLA Work Experience button to add experience to this section of the application. Clients may add more than 1. |

Only sections that will have documentation being sent for PLA are required to be reported on this part of the application.

Select **Save** if the application is not yet completed and being finalized at a later time or **Save and Finalize** if the application is ready for submission to CSMLS.

Step 5 – Updating or Complete the PLA Application

If a PLA applicant already has an online PLA account with an application started, and they want to update something or continue with the application submission, they may log into their account using the credentials created in Step 3.



Follow the instructions in Step 4 for continuing and completing the application submission.

Step 6 – CSMLS Office Review of a Completed PLA Application

The office will review all completed PLA application submissions and within 3 weeks will send an email asking applicants to either edit their details or submit their PLA fee.

Step 7 – PLA Fee Payment

PLA applicants who have indicated they would like to pay online will be sent a link to this payment method for PLA Stage 1. DO NOT SHARE this link as it has been generated for your specific file.

PLA applicants/Clients paying fees online will need their application number from their online PLA account to complete payment.

PLA Application fees being paid by Canadian money order or Canadian cheque will receive an update by email once this payment has been manually processed by the office.

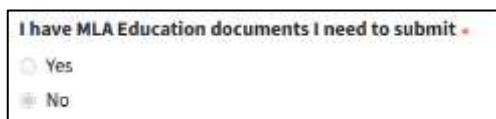
Once PLA payments have been completely processed, the PLA file will be moved to the document submission stage, and a confirmation email will be sent to the applicant/Client.

Step 8 – Continuing the PLA Application – Document Submission

PLA applicants who have had their payment processed and confirmed will have a confirmation email sent with a link to log in and continue with their application for the document submission section.

In this section, PLA clients are required to indicate if they have documentation to submit for each section from the Application.

If the client has indicated experience in the application form previously submitted for a section, then “Yes” must be selected. If there was nothing added to a section in the application form, then “No” is to be selected.



I have MLA Education documents I need to submit *

Yes

No

The PLA Platform will then need to know how these documents are being sent to CSMLS. There are three options for document submission.

Upload: If selected, this allows the PLA Client to input the name and email of the person who will upload the official supporting documents directly to the PLA Platform. Submissions must be from an institutional email address (public use addresses such as gmail and yahoo are not accepted for any official supporting document submission for PLA). The email entered will receive a direct request and link to upload the documents. This is the quickest form of submission.

Email: If selected, this indicates that an official representative from the institution will email the official supporting documents to pla@csmls.org according to the policies outlined in this handbook.

Mail: If selected, this indicates the documents will be sent directly to CSMLS according to the policies outlined in this handbook.

I have MLA Education documents I need to submit ▾

- Yes
- No

MLA Education 1

- Mail in
- Email
- Upload (Clear Selection)

Document Upload

(Not Sent)

Use the submission request below to have the institution submitting your official documents emailed a link where they can upload your documents directly to CSMLS.

Ensure you include the correct name and email of the staff or department submitting your documents on your behalf.

If you select this option, do not have these documents emailed or mailed to our office, we will not process or expect them.

Please note we do not accept emailed documents from non-institutional email addresses (gmail, yahoo, outlook, etc.).

Full Name

Email

If a PLA client listed more than 1 experience for any section, they can repeat the steps from above up to 5 times per section.

Step 9 – File and Document Status Updates

PLA Clients who have documents being mailed or emailed will receive an email alert when a document has been added to their PLA Platform by CSMLS. The email will have a link to log in and clients may scroll to the appropriate section to see what the CSMLS office has processed:

| |
|---|
| CSMLS Office Use: Documents Received <input type="checkbox"/> MLA Education 1 <input type="checkbox"/> MLA Education 2 |
|---|

Documents directly uploaded by the institution will have red front showing the document was uploaded by the institution.

| |
|--|
| <p>I have MLA Education documents I need to submit ▾</p> <ul style="list-style-type: none"><input checked="" type="radio"/> Yes<input type="radio"/> No <p>MLA Education 1</p> <ul style="list-style-type: none"><input type="radio"/> Mail in<input type="radio"/> Email<input checked="" type="radio"/> Upload (Clear Selection) <p>Document Upload</p> <p>(Received)</p> |
|--|

Step 10 – Assessment and Unofficial Report Decision

PLA Clients will be sent an email confirming their assessment has been completed and their unofficial report is ready to be reviewed. Clients are asked to log in, review their unofficial copy and choose one of 3 options:

Assessment Decision Options

Based on your results outlined in the document above, how would you like to proceed?

- I accept my technical report outcome
- I would like to appeal the assessment decision
- I would like to request a supplemental document review
- I would like to request a full re-assessment

If a PLA client selects they accept the outcome, CSMLS will assume they are proceeding with the instructions provided in their report and will prepare the official copy for mailing.

Please refer to the sections in this handbook for information on appeal and supplemental reviews.