



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

PRIOR LEARNING ASSESSMENT

Medical Laboratory Technologist

Information Handbook

CPLA-041-H1

March 2022

Note: The CSMLS does not offer subject certification

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

Policy changes may occur and will be posted our website.

www.csmls.org

© Copyright CSMLS 2022

No part of this publication may be reproduced in any form
without the written permission of
the Canadian Society for Medical Laboratory Science

Disclaimer

Before you apply for a Prior Learning Assessment (PLA), you must read and understand all the policies and regulations outlined in this handbook. By signing the application form, you are agreeing to all of these policies and regulations. Failure to do so may result in cancellation of your PLA application and a loss of your payment.

Contact Information

Canadian Society for Medical Laboratory Science

Address

33 Wellington St N
Hamilton, ON
L8R 1M7

Telephone

(905) 528-8642 **or**
(800) 263-8277
Ext. 8507

Fax

(905) 528-4968

Email

pla@csmls.org

Website

csmls.org

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

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 icon above the letter "a".

Table of Contents

Disclaimer	1
GENERAL INFORMATION.....	1
Introduction	1
Our purpose:.....	1
Assumptions about Medical Laboratory Science in Canada	1
The CSMLS and the Canadian Provincial Medical Laboratory Technologist Regulatory Authorities.....	2
Reciprocity	3
Citizenship and Immigration Canada.....	3
Non-Discrimination	3
CSMLS Membership.....	3
Associate Non-Certified Membership	3
Exam Eligibility	3
CSMLS Prior Learning Assessment.....	4
Is the Prior Learning Assessment Right for Me?.....	4
Alternate Careers.....	5
CSMLS Prior Learning Assessment Process.....	7
Steps to Take.....	7
Stage 1: Pre-Assessment.....	8
PLA Application and Fee(s).....	8
Supporting (Official) Documents.....	9
Preparing for Assessment	10
Supporting (Official) Document Details	10
Medical Laboratory Technology Education/Experience/Professional Development	14
Translation Policy	15
Alternate Documents Policy	15
Document Receipt and Retention Policy.....	16
Stage 2: Assessment.....	16
Stage 3: Post-Assessment	16
Technical Report	16
Learning Plan Policy	17
Supplemental Documentation and Appeal Policies.....	19
Eligibility Statement	20
Appendix 1: General Medical Laboratory Technologist PLA Outcomes.....	21
Appendix 2: PLA Application Form.....	22
Appendix 3: CSMLS Required PLA Documentation Checklist.....	27
Appendix 4: Provincial Regulatory Authorities	28
Appendix 5: Micro Loans for Internationally Educated Applicants	29



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.

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

Assumptions about Medical Laboratory Science in Canada

Medical laboratory technologists (MLTs) are the fourth largest groups of health care professionals in Canada. MLTs perform sophisticated 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.

MLTs most often work in licensed laboratories, such as hospital labs, private labs, and government labs but may also work in areas such as medical research, forensics, education, community health, and industry.

MLTs may also work in areas such as laboratory information management (using laboratory data to improve health care outcomes), laboratory management, or point of care testing

(performance of laboratory tests outside of the laboratory).

The Medical Laboratory Technologist

- Has developed a broad knowledge base and practical skills that enable the medical laboratory technologist to analyze specimens, assess and report laboratory results 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 professionals in providing effective patient care.
- Is responsible and accountable for professional acts and practices according to standards of practice as well as laws and regulations governing the profession. The medical laboratory technologist abides by the CSMLS Code of Professional Conduct.
- Uses effective interpersonal skills to maintain a professional relationship with colleagues, patients/clients and 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.

The CSMLS has Exam and PLA service agreements with most MLT regulatory authorities, recognizing the CSMLS 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 provincial medical laboratory technology associations are 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 standards and policies. Further, the Certification Forum discusses matters related to MLT certification to ensure national consistency in MLT entry-to-practice competencies and nationally consistent application of

PLA standards and policies.

Reciprocity

CSMLS does not offer reciprocity with any domestic non-EQual™ accredited or foreign university or college providing a medical laboratory program, or with any other country. PLA clients' 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 PLA clients. PLA clients are provided with two copies of their Technical Report and Eligibility Statement should they need to submit it to immigration authorities or to a Canadian provincial Medical Laboratory Technologist 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 that members can start taking advantage of immediately, including reduced PLA application fees.

Members are connected to a comprehensive network of peers, news and updates, continuing education, employment opportunities and much more.

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

Associate Non-Certified Membership

PLA 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.

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 is available to:

- IEMLTs

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

These candidates must hold a valid (not expired) Statement of Eligibility to the CSMLS National Certification Examination (Eligibility Statement).

CSMLS Prior Learning Assessment

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

There are **three (3) stages** that the client is responsible for in the PLA process:

- Pre-assessment

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

- Assessment

This begins when the assessor receives a PLA client file and is complete when the Technical Report is sent to a PLA client.

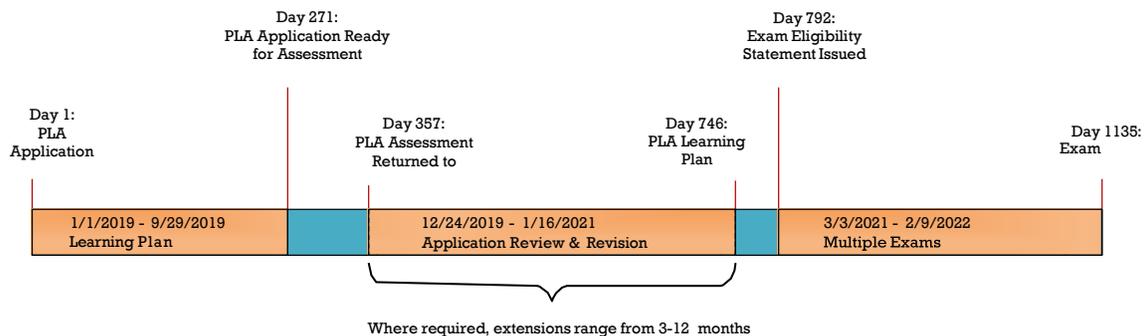
- Post-assessment

This begins once the Technical Report is sent to a PLA client and is complete when the PLA 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, clinical training and work experience. Trained assessors from the CSMLS are responsible for evaluating work experience and clinical training. Evaluation of language proficiency and academic credentials are conducted by other agencies.

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



Is the Prior Learning Assessment Right for Me?

The CSMLS PLA program 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 PLA 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 PLA 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.

Clinical Genetics Medical Laboratory Technology

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

- Cytogenetics; and
- Molecular Genetics

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

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 PLA clients have gaps in their education that must be filled. For some PLA 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. If educational gaps are significant, it may be worthwhile to consider investigating an alternate career.

Alternate Careers

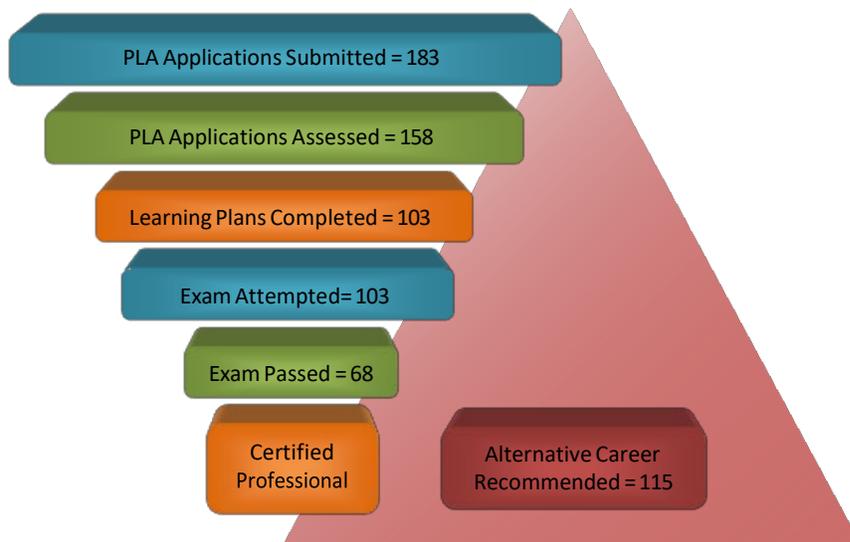
Why Consider an Alternate Career?

CSMLS statistics show that approximately 37% of PLA clients pass the Exam on their first attempt compared with approximately 86% of candidates from EQual™ accredited Canadian MLT programs. As well, the practice of medical laboratory science 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 PLA clients have chosen an alternate career as a medical laboratory assistant (MLA) while they complete their learning plans. *All PLA clients who are assigned an MLT learning plan and live in Canada and will be invited to attempt the MLA Exam.*

Is PLA the Right Path?



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

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.

- A certification is not required to practice, 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 Prior Learning Assessment Process

The PLA process evaluates academic credentials, clinical training and work experience. Trained assessors from the CSMLS are responsible for evaluating work experience and clinical training.

The PLA process evaluates a client's education, training and work experience to determine if they are equivalent to the CSMLS National MLT Competency Profile.

The MLA Competency Profile outlines the entry-level MLT 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

1. 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](#).

2. 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, PLA 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.

For General MLT Applicants Only:

3. Complete the PLA Online Self-Assessment (OSA)

The OSA score and diagnostic report are for PLA applicant information only. The OSA is not used by the CSMLS to assess a PLA 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 PLA process. The PLA process has non-refundable fees, and may be long and expensive.

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 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 has three (3) parts:

1. [PLA Application and Fee\(s\)](#)
2. [Supporting Documents](#)
3. [Preparing for Assessment](#)

PLA Application and Fee(s)

Read this handbook carefully before Completing the PLA Application at the end of this handbook ([Appendix 2](#)), and be sure to include the PLA Application fee(s).

When PLA Application and fees are received, a PLA client file and CSMLS account will be opened in the applicant's name and a CSMLS ID number will be emailed to the applicant.

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

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
- PLA clients will need to reapply and pay for Stage 1 if not all required documents are received by a client's application expiry

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 assessed. If this has not paid, clients will be contacted when this is due.	\$720	\$875

Payments must be in Canadian Funds.

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.

Payments originating from Nigerian credit cards or accounts will not be accepted.

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.

Supporting (Official) Documents

A "[Required Documentation Checklist](#)" can be found in this handbook to assist PLA clients.

Official documents are sent directly to the CSMLS from issuing institutions and become the property of the CSMLS. Official documents will not be given back to PLA clients. Faxed, emailed, or personally submitted documents for credential verifications, MLT education, language assessments, and work experience will not be accepted to complete a PLA.

PLA clients must contact their educational institutions and employers to ask that the required official documents are sent **directly** to CSMLS. PLA clients must make sure the issuing institutions include the PLA client's full name or CSMLS ID number on the official documents when they are sent to CSMLS.

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

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

Once PLA Stage 1 applications and payments have been processed, an email will be sent to the client when their official documents have been processed into their file.

The following documents may be required for the PLA process (see [Supporting Document Details section](#) for more detailed information about document types and requirements):

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	Document(s) Required
Work Experience	Document Required Not needed 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

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 PLA 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. PLA client's who have not paid this fee will be contacted when this payment is due.

Supporting (Official) Document Details

Personal Competency Rating Booklet (PCRB)

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 PLA 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 PLA 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

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

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 M5B 1J3
Website: www.wes.org/ca
Telephone: (+1+ 800-361-6106
Fax: (1+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, V5G 3H2
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

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 your language of instruction was **not** in English or French only, you must take a language test to meet our language proficiency requirement.

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-stage language proficiency testing requirement for clients whose instruction was not in English or French.

If PLA 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.

Stage One: Pre-Assessment

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

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			

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

Stage Two: Post-Assessment

These **minimum requirements, in each test section, must be met** to be eligible to write the Exam.

ENGLISH CLB 8

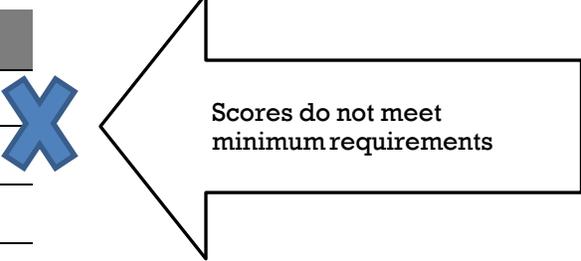
Test Section	TOEFL iBT	IELTS – AC	IELTS – GT	MELA
Listening	20	7.0	7.0	8
Reading	22	7.0	7.0	8
Writing	22	7.0	7.0	8
Speaking	24	7.0	7.0	8

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/Experience/Professional Development

PLA clients must contact their educational institutions to ask that official transcripts and course outlines are sent directly to CSMLS.

Theoretical and Practical MLT Education

Official MLT Educational Transcripts

This document lists all the MLT courses taken at a college or university and shows the final grade received for each course. 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.

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.

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

Clinical MLT Work Experience

An official laboratory representative must send a letter directly to CSMLS describing the PLA 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

- include MLT department rotation, if PLA client worked in more than one department
- include the list of laboratory tests performed directly by the PLA client
- include the equipment/methods the PLA client used to perform these tests
- include the frequency of testing (for example, daily or weekly) performed by the PLA client
- include the number of samples the PLA client processed on a weekly basis
- be printed on official letterhead
- be signed by the official representative of the laboratory
- be mailed directly to the CSMLS

Professional Certification

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

Continuing Education

If a PLA 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

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

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 PLA client to get translated.

All costs associated with translation are the PLA 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:

- Sealed/stamped by the Canadian-certified translator

Alternate Documents Policy

In the event the PLA 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 the Canadian Public Notary
- 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

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 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.

Stage 2: Assessment

The Stage 2 PLA Technical Report Fee must be paid before a PLA file is assessed (\$720 for members, \$875 for non-members).

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, to the applicable MLT Competency Profile.

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

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

Stage 3: Post-Assessment

Technical Report

The PLA technical report lists a PLA 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 Learning Plan.**

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 PLA 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. **A Bridging Program is NOT a full EQual™ accredited Canadian MLT educational program.**

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 PLA client may be able to ask for a ONE TIME Learning Plan Extension, for an additional fee. PLA 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.

PLA clients **are not allowed to re-register for or retake course(s) or program(s)** (whether successfully completed or not) to complete a current TRLP, or to reassess an expired TRLP or expired Eligibility Statement. A different course, from a different educational facility must be taken.

Learning Plan Breakdown

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

Refresher: A Learning Plan 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 within the last five years.

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

Comprehensive: A Learning Plan 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 PLA client cannot qualify for the Exam through PLA.
- Diagnostic Cytology MLT: if there is a comprehensive gap in any discipline **outside of Histology**, the PLA client cannot qualify for the Exam through PLA.

- Clinical Genetics MLT: if there is **one** comprehensive gap, the PLA 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 PLA clients with an assigned Learning Plan for refresher or subject specific course requirements only.

MLA Exam eligibility will not be granted to General MLT PLA clients with comprehensive course requirements until they have successfully completed their learning plan and are eligible to the General MLT Exam.

Learning Plans Assigned to Any MLT

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](#)).

Self-Directed Bridging Programs (Canadian Clinical Placements with Refresher Course Work used for Refresher or Comprehensive course work).

PLA clients can choose to complete one or more supervised Canadian clinical placement(s) in addition to course work to complete either refresher or comprehensive Learning Plan requirements.

The 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.

All activities for the disciplines identified in a Learning Plan must be completed before any PLA client will become eligible to write the Exam.

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 PLA clients.

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

Learning Plans Assigned to General MLTs ONLY

General Medical Laboratory Technology Bridging Programs

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

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 help in their 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.

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](#).

Learning Plans Assigned to General & Diagnostic Cytology MLTs ONLY

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](#).

Self-Directed Bridging Programs (see [All MLT Learning Plans section](#)).

Learning Plan Courses not on the Approved Lists

If a PLA 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 Learning Plan 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 Course

After each course is successfully completed, an official transcript from the educational institution must be submitted directly to the CSMLS, faxed or emailed transcripts are not accepted.

PLA clients with assigned course work cannot re-register or retake courses that have been completed for previous Learning Plans, whether successful or not.

All Learning Plan requirements must be successfully completed before PLA clients can become eligible to write the Exam.

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

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

Supplemental Documentation and Appeal Policies

Supplemental Documentation Policy

PLA clients with a “Not Equivalent” PLA result can apply for Supplemental Documentation **within ninety (90) days** of the date on the PLA Technical Report if they think additional documents from their employer or educational institutions will change their PLA result.

Supplemental Documentation request forms must indicate which documents will be sent to

the CSMLS and a non-refundable fee is required for this process.

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

Appeal Policy

If a PLA client disagrees with their PLA Technical Report and would like their file reviewed again, they must apply and pay for an Appeal **within forty-five (45) days** of the date on their PLA Technical Report (Appeal fees are non-refundable).

Another PLA assessor will perform the PLA (blinded from the first report) and an updated PLA Technical Report will be sent to the requesting PLA 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.

Eligibility Statement

An Eligibility Statement will be issued once a PLA client has been found “Equivalent” to the CSMLS Competency Profile and the PLA language proficiency requirement (either from their initial PLA or after a Technical Report Learning Plan 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 Medical Laboratory Technologist 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, as they relate to humans: **Immunohematology** (Transfusion Science/Blood Bank), **Clinical Chemistry**, **Clinical Microbiology**, **Hematology**, and **Histology** (see the CSMLS Competency Profiles).

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 Equivalent diploma/degree 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 (as above) – 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
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, NCA or ASCP (within the last 5 years) will be considered.

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

Appendix 2: PLA Application Form



CSMLS APPLICATION FOR PRIOR LEARNING ASSESSMENT (PLA)-MLT

Please Print

Former Name		Date of Birth:		CSMLS ID#	
Miss Mrs. Ms. Mr.					
Last Name		First Name		Middle Name	
Address					
City		Province	Postal Code	Country:	
Telephone No			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 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 twelve (12) months
- I understand that additional fees may apply if I need to re-apply for PLA

Signature:

Date:

CSMLS ID:

PLA FEES

- 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 can be paid in full at time of application or in two (2) installments (check which one you are paying):

- The Full PLA Fee is enclosed with my application:
 - \$1540 member or
 - \$1850 non-member
- The PLA Application Fee is enclosed with my application:
 - \$820 member or
 - \$975 non-member

The remaining PLA Technical Report Fee will be sent when my PLA file is ready for assessment (\$720 for members or \$875 for non-members).

Payments originating from Nigerian credit cards or accounts will not be accepted		CSMLS USE ONLY
<input type="checkbox"/> Cheque <input type="checkbox"/> Money Order <input type="checkbox"/> Master Card <input type="checkbox"/> Visa <input type="checkbox"/> AMEX		
Cardholder Name:		Date Received:
Credit Card #:	Exp. Date:	Extension: <input type="checkbox"/> Approved <input type="checkbox"/> Denied

Payments must be in Canadian funds.

Acceptable forms of payment are Visa, MasterCard, American Express, Canadian cheque or Canadian money order. Canadian cheque or Canadian money order are 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.

If you reside outside of Canada, payment must be by credit card only. Bank drafts or money orders will not be accepted and your application will be returned to you.

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

CSMLS ID: _____

PERSONAL COMPETENCY RATING BOOKLET (PCRB)

My Personal Competency Rating Booklet is:

- enclosed
- coming separately

ONLINE SELF-ASSESSMENT (OSA)

- I have completed the online self-assessment 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 World Education Services, Canada (WES)
- I have applied for an evaluation with International Credential Evaluation Service (ICES)

LANGUAGE PROFICIENCY TESTING

- My medical laboratory technology education was in English
- My medical laboratory technology education was in French
- My medical laboratory technology education was in the following language: _____ and I require language proficiency testing

MEDICAL LABORATORY TECHNOLOGY (MLT) EDUCATION:

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

- Official Transcripts that list all the courses you took at a college or university and shows your final grades
- Course Outlines/Syllabus of Studies from your medical laboratory technology program that include a detailed description of the content of each course relating to medical laboratory technology
- Programs listed in this section must be included on your credential evaluation. 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 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

MLT Clinical Education/Practical Internship:		Country:
Dates Attended:	From:	To:
MLT Clinical Education/Practical Internship:		Country:
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 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:
Dates Attended:	From:	To:
Academic Education Institution:		Country:
Dates Attended:	From:	To:

PROFESSIONAL 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:

CONTINUING EDUCATION:

- Have **official** transcripts sent directly to us for MLT courses taken within the last five years, (e.g.) refresher courses.

If you are taking a course now, send us proof of enrolment and the expected date of completion. Additional continuing education courses can be added on a separate paper and attached to this application.

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

PROFESSIONAL DEVELOPMENT:

Attach a list and submit copies of certificates for MLT seminars and workshops taken within the last five years. If you are taking a professional development course now, send us proof of enrolment and the expected date of completion. Please format your list so that it contains the following information:

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

WORK EXPERIENCE (starting with most recent)

Work experience must come to the CSMLS directly from the employing institutions. The last five years of work experience are the most important to have for your prior learning assessment. We require an official letter to be:

- printed on official letterhead
- signed by the official representative of the laboratory
- include your dates of employment
- include department rotation if you worked in more than one department
- include the list of tests you performed
- include the equipment/methods you used to perform these tests
- include the frequency of testing (for example, daily or weekly)
- include the number of samples you processed on a weekly basis
- mailed directly to the CSMLS

Name of Employer:	Country:	
Position Held:	Start (Month/Year)	Finish (Month/Year)
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 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.
 - MLT Education:** Educational institution(s) must send these documents directly to the CSMLS.
 - Official Educational Transcripts
 - Course Outlines/Syllabus of Studies

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

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

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

- Professional Development (if applicable):** For seminars and workshops, clients may submit copies of their certificates.

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

- Work Experience:** Each **employing institution** must send a detailed letter describing the client's clinical work experience directly to the CSMLS.

Appendix 4: Provincial Regulatory Authorities

College of Medical Laboratory Technologists of Alberta (CMLTA)

301-9426 51 Avenue NW
Edmonton, AB T6E 5A6
Telephone: 780-435-5452 ext.225
Fax: 780-437-1442
www.cmlta.org

College of Medical Laboratory Technologists of Manitoba (CMLTM)

245 Lilac Street
Winnipeg, MB R3M 2S2
Telephone: 204-231-0311
Fax: 204-489-7300
www.cmltm.ca

New Brunswick Society of Medical Laboratory Technologists (NBSMLT)

489 Acadia Avenue, Suite 206
Dieppe, NB E1A 1H7
Telephone: 506-855-0547
Fax: 506-758-995
www.nbsmlt.nb.ca

Newfoundland and Labrador College of Laboratory Sciences (NLCMLS)

P.O. Box 39057
St. John's, NL A1E 5Y7
Telephone: 709-754-8324
Fax: 709-945-5158
www.nlcmls.ca

Saskatchewan Society of Medical Laboratory Technologists (SSMLT)

Courier Address Mailing Address
201-2124 Broad ST P.O. Box 3837
Regina, SK S4P 1Y5 Regina, SK S4P 3R8
Phone/Fax: (306)-352-6791
www.ssmlt.ca

College of Medical Laboratory Technologists of Ontario (CMLTO)

25 Adelaide Street East, Suite 2100
Toronto, ON M5C 3A1
Telephone: 416-861-9605
Toll Free: 800-323-9672
Fax: 416-861-0934
www.cmlto.com

Nova Scotia College of Medical Technologists (NSCMLT)

380 Bedford Highway, Suite 202
Bedford, NS B3M 2L4
Telephone: 902-453-9605
Fax: 902-454-3535
www.nscmlt.org

Ordre professionnel des technologistes médicaux du Québec (OPTMQ)

281 Avenue Laurier East
Montréal, QC H2T 1G2
Telephone: 514-527-9811
Toll Free: 800-567-7763
Fax: 514-527-7314
www.optmq.org

Appendix 5: 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