
NOVA SCOTIA
COLLEGE OF
MEDICAL
LABORATORY
TECHNOLOGISTS
(NSCMLT)

Fair Registration
Practices Act (FRPA)
Review
February 2018

Province of Nova Scotia

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Executive Summary

The Nova Scotia College of Medical Laboratory Technologists' (NSCMLT) Action Plan is a progressive response to the recommendations resulting from the Fair Registration Practices Act (FRPA) review process. These actions will support the fairer assessment of applicants to the profession in Nova Scotia and are fully consistent with the FRPA.

Many aspects of NSCMLT's registration practices are commendable. Provision of flexibility around language level requirements enables applicants to begin the process at Canadian Language Benchmark (CLB) Level 6 and work towards meeting the level of proficiency required upon licensure, which is CLB Level 8. NSCMLT has also made significant contributions to the requirement of the prior learning assessment provided by the Canadian Society of Medical Laboratory Science (CSMLS). Using CAPLA's Recognition of Prior Learning Manual Toolkit, NSCMLT has created an audit checklist for quality assurance to assess the prior learning assessment of international applicants performed by the CSMLS. Through this tool, skills gaps are identified and areas of improvement are reported to the applicant and to CSMLS.

NSCMLT is also actively engaged in outreach and learning and development activities that promote continuous improvement of its registration practices. The organization plays an active role on a committee that provides support for the creation of the Medical Laboratory Technologist Bridging Program in New Brunswick through Atlantic Connections. NSCMLT's registrar, Janice Jones, regularly attends FRPA Breakfast Meetings and actively engages in learning and development opportunities provided by the Nova Scotia Government. At the local level, NSCMLT has shown leadership by co-chairing the multi-stakeholder working group for medical laboratory technologists, along with Immigrant Services Association of Nova Scotia (ISANS), to address the challenge of international qualification recognition and barriers to licensure faced by international applicants. NSCMLT is also a member of the Nova Scotia Health Professions Network (NSRHPN), a network of health regulatory bodies in Nova Scotia which work together to uphold and protect the public interest through collaborative regulation.

In this context, I expect NSCMLT to address three significant recommendations that resulted from the FRPA review process:

- Explore single-point of entry gateway with CSMLS and other provincial regulatory bodies.
- Enhance existing appeals policy with:
 - timeframe for applicants to request an interview review
 - timeframe for applicants to provide additional evidence or submissions, and
 - timeframe for the Board to issue a decision on the internal review, and
 - an explicit statement that the Registrar (or other original decision-maker) is not involved with making the decision on appeal.
- Formalize and document the training plan for internal review decision-makers.

We truly appreciate NSCMLT's cooperation and openness during the registration review process and thank the NSCMLT's staff for their participation.

Sincerely,

Cara Spittal, Ph.D.
FRPA Review Officer

Introduction

The purpose of the Fair Registration Practices Act (FRPA) Review is to share the FRPA Review Officer's understanding of progress made by the Nova Scotia College of Medical Laboratory Technologists (NSCMLT) regarding the fair consideration of individuals applying for registration.¹ During the FRPA Review Process, a regulatory body's registration practices are measured against both the specific and general duties outlined in the *Fair Registration Practices Code*—all of which encompass the overarching principles of transparency, objectivity, impartiality and procedural fairness.²

The analysis is based on the FRPA Review Officer's review work with the Nova Scotia College of Medical Laboratory Technologists (NSCMLT) to date. The *Nova Scotia College of Medical Laboratory Technologists 2017-2018 Review* captures the results of the FRPA Review Process and includes an inventory of exemplary licensing practices and an Action Plan that holds the NSCMLT accountable for continuous improvement within two years of the review.

Through the 2017-2018 FRPA Review, the FRPA Review Officer aims to build on the progress made by the NSCMLT to date and identify opportunities to further improve and evolve registration practices.

¹ For more information on the FRPA Review Process, see the *Guide to Fair Registration Practices Act*: http://novascotia.ca/lae/RplLabourMobility/documents/FRPA_GuidetoReviewProcess_WEB.pdf

² The *Fair Registration Practices Code* is delineated in Sections 6-12 of the Fair Registration Practices Act. *Government of Nova Scotia*. Ch. 38 of the Acts of 2008, as amended by 2014, c. 14.

Context of the Profession in Nova Scotia

Occupational Profile

To be registered and licensed to practice as a medical laboratory technologist (MLT) in Nova Scotia there are defined education, and competencies that must be met.

Medical Laboratory Science includes laboratory analysis in a variety of disciplines: Clinical Chemistry, Clinical Genetics, Cytology, Flow Cytometry, Hematology, Histotechnology, Microbiology, Molecular Biology and Transfusion Science to name a few. Medical laboratory science combines the use of sophisticated instruments and techniques with the application of theoretical knowledge to perform complex procedures on tissue specimens, blood samples and other body fluids and in the development of new test procedures. MLTs are also responsible to maintain all laboratory equipment and ensure quality control by conducting calibration and maintenance of laboratory equipment. Quality management of equipment and samples is an important aspect of the occupation to ensure accurate reliable results for patient safety. The tests and procedures that Medical Laboratory Technologists (MLT) perform provide critical information enabling healthcare professionals to diagnose, treat, monitor a patient's condition and in the prevention of disease.

Medical Laboratory Technologist's work in an ever-evolving environment that requires close attention to detail and the ability to work both alone and as part of the healthcare team. Aside from their technical skills, the MLT must be able to manage time wisely and communicate clearly with other healthcare professionals. Most medical laboratory technologists work in hospitals, but you can also work in commercial laboratories, public health departments, food and drug safety, or as a forensic scientist analyzing crime scenes to name a few other work environments.

Organizational Description

NSCMLT is the governing body for Medical Laboratory Technologists in Nova Scotia and regulates in the interest of public safety. The NSCMLT oversight includes registration, licensing, educational requirements, continuing quality assurance, legislation and practice standards, and a complaint and discipline process to hold its members accountable.

Active Membership Requirements

To be licensed to practice as an MLT in Nova Scotia all applicants must meet the registration requirements of NSCMLT. The requirements for registration are outlined in the NSCMLT Act and its Regulations. All members must work within their scope of practice and adhere to the NSCLT standards of Practices and Code of Ethics, hold a valid [TeKnowledge.ns](https://www.teknowledge.ns.ca/) that demonstrates continuing education and submit an annual renewal application.

Registration Requirements

As set out in Section 29 of the NSCMLT Act, Section 3 of the NSCMLT Regulations and Board policies, an applicant must provide the following information to be registered:

1. A completed initial application that is found on the NSCMLT website to be submitted online or can be printed from the website. An Applicant can submit their application via online, mail or email.
2. Identification verification - a copy of a passport, or birth certificate or a copy of Canadian work visa for non-Canadian Residence

3. Proof of educational requirements of successfully completing an accredited medical laboratory technology program - copy of diploma or degree
4. Current resume
5. Proof of successfully completing the prescribed certification exam (CSMLS national exam)
6. If applicable a copy of Prior Learning Assessment by CSMLS
7. If applicable a copy of the letter from CSMLS of the intent to write the next exam
8. If applicable a copy of bridging program requirements
9. Proof of current Canadian Society for Medical Laboratory Sciences membership
10. Proof of professional liability insurance (2,000,000)
11. If applicable a letter of standing from other regulated medical laboratory technologist college where they were previously a member in another jurisdiction and employed in medical laboratory technology
12. If applicable a copy of CSMLS prior learning assessment
13. If applicable a copy of a signed job description
14. If applicable a copy of letter of intent to hire
15. Confirm declaration of in good standing in the practice of medical laboratory technology and not under investigation for professional misconduct by an employer if from an unregulated province
16. Confirm declaration that they have not been and are not currently the subject of any disciplinary proceedings by either employer or College
17. Confirm declaration they have not been convicted of any criminal offence
18. Confirmation that they are competent in both written and oral English language
19. Payment of applicable fees

Under Section 26 of the NSCMLT Act, the Registrar may refer the applicant to the credential committee or the applicant can request in writing to have their application reviewed by the credential committee for approval and or request to appear before the credential committee. The credential committee shall base their decision in accordance with the Act.

Canadian Free Trade Agreement (CFTA) Transfer

Applicants from another licensed Canadian jurisdiction are not required to provide proof of education or certification, but must submit a letter of standing from the current or recently registered to practice province, complete the initial application form and submit along with the required documentation of proof of identification, proof of current CSMSL membership, proof of professional liability insurance, copy of a signed job description if applicable, copy of an employer letter of intent to hire if applicable and declarations as stated above in #15,#16,#17,#18, #19 and pay the registration fees.

International Applicant

Applicants from a non-Canadian jurisdiction are required to have their credentials assessed through CSMLS first. CSMLS will perform a prior learning assessment (PLA). The PLA considers previous education and employment. International applicants must submit an initial application with registration requirements outlined above in # 1,2,3,4,5,6,7,8,9,10,12,13,14,15,16,17,18,19.

Organizational Structure and Staffing

Staff: Executive Director/Registrar - casual administrative assistant

The NSCMLT is governed by an elected Board. The Board is responsible for the business and affairs of the College and hold such powers as outlined in the NSCMLT Act and Regulations. The priority of both the staff and NSCMLT Board is public safety. The Executive Director/Registrar is responsible for the operations of the College and any duties as the Board determines or outlined in policies.

Types of Licenses/Certificates Issued

License issued are Active Practising, Active Temporary Restricted Practice license (with restrictions outlined), Active Non-Practising, and Retired,

Overview of Registration Process

Registration Information

Information about the Registration process is outlined on the NSCMLT website (www.nscmlt.org). The NSCMLT website is designed for ease of navigation and readability. All the information regarding the registration process is found under a License tab which is prominent on the homepage. The License tab contains information on how to become registered including a separate section specifically for IEMLTs, links to a career map in English and process map that outlines the process, FAQs and links to the application forms, on-line application portal and the Canadian Society of Medical Laboratory Science (CSMLS). The application can also be printed from the NSCMLT website.

The NSCMLT provides information to applicants over the telephone, by e-mail, and in person at the office. Contact information is included in the Contact Us section and includes the address of the NSCMLT, the name of the Executive Director/Registrar and telephone extension and e-mail addresses.

Registration Process

This information is clearly set out on the website as outlined in the responses to question registration requirements and is included in the application form itself. The same documentation requirements apply to all applicants, with alternative ways of fulfilling these requirements set out in the application form itself. All policies in regard to registration are found under the "About" tab.

CFTA Transfer Applicants - complete initial application form, provide letter(s) of standing, proof of identity, statement of disclosure, professional liability insurance, current CSMLS membership, English language proficiency and payment of applicable fees. Once all documentation and fees are submitted, the application is reviewed and any questions or further information request will be emailed to the applicant. If the Applicant is unsuccessful, a letter is sent via email stating why the application was rejected and what is required to complete the application successfully. The Applicants name will be added to the NSCMLT Roster along with license type when registration is complete.

International Applicants - complete an initial application form, proof of identity, statement of disclosure, professional liability insurance, copy of CSMLS PLA, current CSMLS membership, submission of documents as stated above and payment of applicable fees. Once all documentation and fees are submitted the application is reviewed and any questions or further information request will be emailed to the applicant. The Applicant will be notified via email once their registration status is accepted and an email stating their type of license, date of expiry and a Welcome letter is sent stating important facts and requirements to know as a member of NSCMLT. If the Applicant is unsuccessful, a letter is sent via email stating why the application was rejected and what is required to complete the application successfully. The applicant's name will be added to the NSCMLT Roster along with license type.

Complete initial application online or in print and submit along with documentation and payment

An assessment of the applicants application, credentials and documentation submitted

Review declarations

Request further documents, in person interview or answers to questions via email

Once all documentation and answers are completed and the applicants meets all requirements as outlined in the NSCMLT Act, Regulations and registration policies a license will be issued.

Applicants who are successful have their name added to the NSCMLT Roster along with license type and status and expiry date

An applicant who is not successful will receive a letter via email which outlines what is required to be a successful applicant

An applicant may appeal the decision which will be reviewed by the credential committee

The process may take 2-3 weeks

Cost of Registration (including payment methods)

Payment methods are cash, cheque, credit card via PayPal online only, email transfer or money order.

First Time Registrants (The payment is the same for all members). The fee is pro-rated for first time applicants and is determined on the month of submission of application (January \$300, Feb. \$275...Dec. \$25)

	2017
Active Practising	300
Non-Practising	100
Active Temporary Practising	300
Retired	25

2016 Registration Data

The following is a copy of the information provided to the FRPA Review Office through the Annual Assessment Questionnaire.

#	Question	Response
1	Total number of individuals with practicing licenses/certifications. Do not report on any licenses or certificates you issue to a business, school or group.	780
2	Number of registrations for the reporting year, from applicants who received their qualifications as indicated below:	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) In NS, new applicant. 	22
	<ul style="list-style-type: none"> Received qualifications In Canada, new applicant - n/a for trades - issue a Certification of Qualification. 	11
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) Internationally, new applicant. 	0
	<ul style="list-style-type: none"> AIT Transfers, applicants already registered in another Canadian jurisdiction. 	8
	<ul style="list-style-type: none"> Total number of applicants. 	41
3	Types of practicing licenses/certificates you issue and total number of individuals for each type identified for the reporting year.	
	<ul style="list-style-type: none"> MLT General 	728
	<ul style="list-style-type: none"> MLT Cytotechnologist 	35
	<ul style="list-style-type: none"> MLT Clinical Genetics 	14
	<ul style="list-style-type: none"> Temporary Restricted 	2
	<ul style="list-style-type: none"> Return to Practice 	1

4	Number of completed applications submitted by applicants who received their qualifications as indicated below.	
	<ul style="list-style-type: none"> • Received qualifications (training/work experience for trades) in NS, new applicant: 	
	<ul style="list-style-type: none"> ○ <i>Accepted:</i> 	26
	<ul style="list-style-type: none"> ○ <i>Rejected:</i> 	0
	<ul style="list-style-type: none"> ○ <i>Still in process:</i> 	0
	<ul style="list-style-type: none"> ○ <i>Withdrawn:</i> 	0
	<ul style="list-style-type: none"> ○ <i>File inactive or closed:</i> 	2
	<ul style="list-style-type: none"> • Received qualifications In Canada, new applicant: 	
	<ul style="list-style-type: none"> ○ <i>Accepted:</i> 	18
	<ul style="list-style-type: none"> ○ <i>Rejected:</i> 	0
	<ul style="list-style-type: none"> ○ <i>Still in process:</i> 	0
	<ul style="list-style-type: none"> ○ <i>Withdrawn:</i> 	0
	<ul style="list-style-type: none"> ○ <i>File inactive or closed:</i> 	3
	<ul style="list-style-type: none"> • Received qualifications (training/work experience for trades) internationally, new applicant: 	
	<ul style="list-style-type: none"> ○ <i>Accepted:</i> 	0
	<ul style="list-style-type: none"> ○ <i>Rejected:</i> 	0
	<ul style="list-style-type: none"> ○ <i>Still in process:</i> 	0
	<ul style="list-style-type: none"> ○ <i>Withdrawn:</i> 	0

	<ul style="list-style-type: none"> ○ <i>File inactive or closed:</i> 	0
	<ul style="list-style-type: none"> ● AIT transfers, applicants already registered in another Canadian jurisdiction: 	
	<ul style="list-style-type: none"> ○ <i>Accepted:</i> 	16
	<ul style="list-style-type: none"> ○ <i>Rejected:</i> 	0
	<ul style="list-style-type: none"> ○ <i>Still in process:</i> 	0
	<ul style="list-style-type: none"> ○ <i>Withdrawn:</i> 	0
	<ul style="list-style-type: none"> ○ <i>File inactive or closed:</i> 	1
5	For those new Canadian applicants (not NS), list the provinces in Canada (and associated numbers) where the level of education to qualify the applicant for licensure (training or work experience for trades) was obtained.	
	<ul style="list-style-type: none"> ● Alberta 	5
	<ul style="list-style-type: none"> ● New Brunswick 	1
	<ul style="list-style-type: none"> ● Newfoundland & Labrador 	1
	<ul style="list-style-type: none"> ● Ontario 	6
	<ul style="list-style-type: none"> ● Prince Edward Island 	2
	<ul style="list-style-type: none"> ● Quebec 	1
6	For new international applicants, list the source countries (and associated numbers) where the applicant received the level of education to qualify them for licensure (training or work experience for trades).	
	<ul style="list-style-type: none"> ● N/A 	
7	Average length of time (in days) between receipt of a completed application and response to the applicant, for those who received their qualifications as indicated below. Response to the applicant to include whether they meet the requirements, partially meet and need to fill gaps, or there is no match and other pathways might be a consideration.	

	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) In NS, new applicant: 	5
	<ul style="list-style-type: none"> Received qualifications In Canada, new applicant: 	5
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) Internationally, new applicant: 	0
	<ul style="list-style-type: none"> AIT transfers, applicants already registered in another Canadian jurisdiction: 	5
8	Average registration process time (or application approval) for those who received their qualifications as indicated below.	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) In NS, new applicant: 	5
	<ul style="list-style-type: none"> Received qualifications In Canada, new applicant - n/a for trades - issue a Certification of Qualification 	5
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) Internationally, new applicant 	0
	<ul style="list-style-type: none"> AIT transfers, applicants already registered in another Canadian jurisdiction 	5
9	Total costs (to the applicant) associated with registration (certification) for applicants who received their qualifications as indicated below. Separate costs that the regulatory body themselves imposes on the applicant from other necessary costs incurred related to registration.	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) In NS, new applicant: 	Regulatory body costs: \$300 Other: \$100
	<ul style="list-style-type: none"> Received qualifications In Canada, new applicant: 	Regulatory body costs: \$300 Other: \$100
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) internationally, new applicant 	Regulatory body costs: \$300 Other: \$100
	<ul style="list-style-type: none"> AIT transfers, applicants already registered in another Canadian jurisdiction: 	Regulatory body costs: \$300 Other: \$100

10	Number of appeals, internal reviews or challenges related to a registration decision from applicants who received their qualifications as indicated below:	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) In NS, new applicant: 	0
	<ul style="list-style-type: none"> Received qualifications In Canada, new applicant: 	0
	<ul style="list-style-type: none"> AIT transfers, applicants already registered in another Canadian jurisdiction: 	0
	<ul style="list-style-type: none"> Total number of appeals, internal reviews or challenges related to a registration decision: 	0
11	Length of time the appeals or internal review process took for applicants who received their qualifications as indicated below:	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) In NS, new applicant: 	0
	<ul style="list-style-type: none"> Received qualifications In Canada, new applicant: 	0
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) Internationally, new applicant: 	0
	<ul style="list-style-type: none"> AIT transfers, applicants already registered in another Canadian jurisdiction: 	0
12	What does registration with your organization authorize?	Scope of Practice Rights and Rights to use an Occupational Title

Exemplary Practices

As part of its continuous improvement strategy, the FRPA Review Office identifies the commendable practices of regulated professions in Nova Scotia.

The NSCMLT is committed to ensuring that all applicants have access to registration practices that are transparent, objective, impartial and procedurally fair. During the FRPA Review Process, the progressive steps that the NSCMLT has taken to improve registration practices were brought to light, including:

1. Creation of an audit checklist using the RPL 2015 manual toolkit for quality assurance to assess the prior learning assessment performed by the national association, Canadian Society for Medical Laboratory Science (CSMLS);
2. Performance of an onsite audit using the checklist on the prior learning assessment by our national association CSMLS which identifies skills gaps and highlights areas for improvement for international applicants which are reported to CSMLS;
3. Co-chair of the Multi-Stakeholder working group for medical laboratory technologists along with Immigrant Services Association of Nova Scotia (ISANS), which aims to address the complex challenge of international qualification recognition and remove barriers faced by international applicants;
4. Membership on the committee and provided support for the creation of the Medical Laboratory Technologist Bridging program in New Brunswick through Atlantic Connections;
5. Creation of a pathway to licensure for those who are internationally educated that clearly outlines what, when and how to apply and provides links to important websites and documents;
6. Provision of registration documents and registration policies in both English and French language on our website to make it easier for those that have French as their first language;
7. Provision of flexibility around language level requirements. To be licensed as a MLT in Canada there is a requirement of a level 8 proficiencies in the English language. NSCMLT accepts applicants at CLB Level 6 at the beginning of the process and allows the applicant to meet the requirements of CLB Level 8 by the end of the process;
8. As part of the Professional Standards Committee we set the requirements of the prior learning assessment provided by CSMLS which recognizes prior education and employment for both domestic and international applicants;
9. Regular attendance at conferences that highlight best practices in professional regulation such as CLEAR (Council on Licensure, Enforcement and Regulations) and CNAR (Canadian Network of Agencies for Regulation);
10. Regular attendance at FRPA and Nova Scotia Regulated Health Professional Network (NSRHPN) meetings, which supports development and implementation of recommended policies and best practices.
11. NSCMLT provides access to a temporary restricted license to internationally educated medical laboratory technologist (IEMLT) to practice as a medical laboratory technologist (MLT) in Nova Scotia, with conditions and restrictions. It is intended to provide IEMLT's the opportunity to practice in an area

where they have met the equivalence through previous education, work experience and the Canadian Society for Medical Laboratory Science (CSMLS) prior learning assessment, but are still required to complete a gap course(s) or write the national exam. The temporary restricted license creates an opportunity for the IEMLT to gain employment and clinical experience while providing protection to the client.

Fair-access Analysis

Overall, the Nova Scotia College of Medical Laboratory Technologists' registration practices comply with *the Fair Registration Practices Code* as outlined in Sections 6 to 12 of the Act (FRPA).

Per Section 16 of the Act, the registration practices of a regulating body must be reviewed and a public report produced. The FRPA Office works with the regulatory bodies to assess their registration practices against the Fair-access Guidelines listed below, and develop an Action Plan to help each body improve their practices and comply with the act.

The NSCMLT's responses to the FRPA Review Survey are detailed below, along with the Review Findings determined by the Review Officer in accordance with the Act.

FRPA Review Questionnaire and Assessment

	Question	Respondent Answer	Compliance Guideline	Review Finding	FRPA Reference
1a	How (what methods) do you use to provide information to potential applicants on your registration practices? (i.e. internet, individual counselling, hard copies)?	<p><i>Internet</i> <i>Email</i> <i>Hard Copy</i> <i>Telephone</i></p> <p><i>The College provides access to registration information mainly through the internet via the NSCMLT website www.nscmlt.org.</i></p> <p><i>There is a pathway to licensure on the website that provides a simple and transparent step by step process</i> http://nscmlt.org/index.php?option=com_content&view=article&id=92&Itemid=159&lang=en.</p> <p><i>Email: Most applicants correspond with NSCMLT via e-mail. This is NSCMLT's main form of contact with applicants and members. NSCMLT e-mail address can be found on the NCSMLT website for the applicant under contact us.</i></p> <p><i>Hard Copy: if requested is sent to applicant via email. Can also be printed from online.</i></p> <p><i>Telephone: only initial contact, further information and correspondence is via email.</i></p> <p><i>New grads are given an overview on becoming licensed with NSCMLT and provided the links to what is required to be licensed in NS</i> http://nscmlt.org/index.php?option=com_content&view=article&id=69&Itemid=481&lang=en.</p>	<p>Level 1</p> <p>Paper forms and information made available to applicants via regular post, Telephone</p> <p>Level 2</p> <p>E-mail forms and information, telephone.</p> <p>Forms and information can be downloaded from website to be emailed/faxed/mailed in after completion</p> <p>Level 3</p> <p>Automated on-line form on website and information is easily accessible on a website</p>	Level 2	16(3)(g)

		<p>An email is sent on confirmation of receipt of application, and/or request for outstanding documents or fees.</p> <p>ISANS has been informed of our application process and provides links on their website. If the applicant is in the early stages of moving to Canada, NSCMLT provides ISANS information and the link to the pathway to licensure on our website.</p> <p>In-person meeting may take place if the applicant requests a meeting.</p>	Process in place for applicants to track application status		
1b	Can applicant begin the process outside of Canada?	<p>Yes</p> <p>The pathway to licensure on the NSCMLT website is a step by step guide on the license process http://nscmlt.org/index.php?option=com_content&view=article&id=92&Itemid=159&lang=en</p> <p>CSMLS provides a single point of access for prior learning assessments for all internationally educated who are seeking to work as a MLT in Canada. CSMLS website provides information on the process on their website along with a self assessment tool. A third party assessment is completed by our national association (CSMLS) and we provide their information and contact information to the applicant http://go.csmls.org/cert/MLT_PLA_Guidebook.pdf.</p>	<p>Level 1</p> <p>No</p> <p>Level 2</p> <p>Yes</p>	Level 2	
2	Please provide a link to your website.	http://www.nscmlt.org	<p>Level 1</p> <p>No website</p> <p>Level 2</p>	Level 3	16(3)(g)
2a	I believe that information on our website is: clear and understandable, written in plain language?	<input type="radio"/> 1 (Strongly Agree) <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 (Strongly Disagree)	<p>Website is not up to date</p> <p>Website is not in plain language</p> <p>Website does not have links for international applicants</p>		
2b	On what basis do you make changes to your website?	<p>Feedback from Applicants</p> <p>Policy Change</p> <p>News Postings</p>	<p>Website does not contain all forms and/or guidelines</p>		
2c	When was the section of the website	on-going	Level 3		

	<p>pertaining to registration last updated?</p>	<p><i>Yearly NSCMLT reviews the pathway to licensure information to ensure it is valid and the links are still appropriate. We request feedback from ISANS, international applicants and new grads on the process.</i></p> <p><i>The pathway was created by a plain language expert and the application and registration policies are available in French were created by an official translator.</i></p> <p><i>CSMLS request feedback from the applicants on the process.</i></p> <p><i>During a PLA audit it was noted that CSMLS does not have stand alone policies and a recommendation has been made to have stand alone policies.</i></p>	<p>Website content is reviewed for accuracy and updated annually</p> <p>Website is in plain language</p> <p>Website is easy to navigate (e.g. international applicants)</p> <p>Website contains all forms and/or guidelines</p> <p>Information on pathway to licensure</p>		
3a	<p>Are your requirements (e.g. education, work experience, examination and fees) for registration specified by legislation, regulation and/or policy?</p>	<p><i>Legislation Regulation Policy</i></p> <p><i>There is a policy review check list and they are reviewed every 3-4 years.</i></p>	<p>Level 1</p> <p>Policy describing the registration process does not exist or is not documented</p> <p>Documents only available upon specific request</p> <p>Level 2</p> <p>Policy exists to describe certain aspect of registration process</p> <p>Available to the applicant</p> <p>Level 3</p> <p>Policy exist to describe all aspects of the registration practices</p> <p>Available to the applicant</p>	Level 2	7(a), 7(c), 7(f), 16(3)(a), 16(3)(d)
3b	<p>Specify the appropriate section(s)</p>	<p><i>MLT Act Regulations 22(1) and (2) and Registration 24 (1) 22(1) (g)(k)(l)(n) 2 (a) (b) (c) (d) Registration 24(1)(a)(b)(c) Regulations: Applying for initial application 3(1)(a)(b)(c)(d)(e)(f)(g)(h)(i)</i></p>			
3c	<p>Is this information made available to applicants</p>	<p>Yes</p> <p><i>The MLT Act and Regulations and policies are easily accessible on the website</i> http://nscmlt.org/index.php?option=com_content&view=article&id=5&Itemid=119&lang=en.</p>			

		<p><i>Policies related to licensure are on the NSCMLT website under the About tab in both English and French</i></p> <p>http://nscmlt.org/index.php?option=com_content&view=article&id=6&Itemid=120&lang=en.</p> <p><i>Professional accountability policies are also found on our website - code of ethics, code of conduct and standards of practice.</i></p>			
4	Are you waiting for legislation to be passed?	No	N/A	N/A	
5a	Is the criteria for meeting the requirements of registration documented?	Yes	<p>Level 1</p> <p>Criteria is made available to applicants verbally but no supplemental documentation</p>	Level 3	7(d), 16(3)(b)
5b	Do you provide applicants with the description of the criteria used to assess whether the requirements have been met (i.e. the number of years of schooling needed to be considered equivalent to a degree)?	<p>Yes</p> <p><i>They must successfully complete an accredited MLT program and the national certification exam by the Canadian Society for Medical Laboratory Sciences (CSMLS) or a prior learning assessment provided by a third party national body Canadian Society for Medical Laboratory Sciences (CSMLS)</i></p> <p>http://go.csmls.org/cert/MLT_PLA_Guidebook.pdf.</p>	<p>Level 2</p> <p>Criteria is documented and made available to applicants</p> <p>Limited information about the standard you will be assessed against</p> <p>Level 3</p> <p>Criteria is documented and made available to applicants</p> <p>Criteria clearly outlines all assessment methods to be used and what competencies are being assessed by each method</p>		

			Applicants know the required standards that they will be assessed to		
6	If you require translation of specific documents how is the applicant informed?	<p><i>Other</i></p> <p><i>This request would come from the CSMLS in the prior learning assessment - CSMLS prior learning assessment candidate http://go.csmls.org/cert/MLT_PLA_Guidebook.pdf.</i></p> <p><i>They are translated for the third party prior learning assessment and this is part of their process.</i></p> <p><i>NSCMLT policy 3.23.1 documentation translation policy.</i></p>	<p>Level 1</p> <p>No indication of translation requirements</p> <p>Available to applicants upon request</p> <p>Level 2</p> <p>Translation requirements indicated but not specific</p> <p>Available to applicants</p> <p>Level 3</p> <p>Translation requirements documented with specific instruction</p> <p>Available to applicants</p>	Level 3	7(a)
7	Do you have a streamlined registration process for those applicants already registered in another Canadian jurisdiction (as per Chapter 7 Agreement on Internal Trade / Canada Free Trade Agreement)?	<p><i>Yes</i></p> <p><i>Policy 3.23.1 on labour mobility. Applicants are required to provide a letter of standing and complete the initial application and pay the appropriate fees. Information on the requirements is provided at the top of the initial application if previously employed in another province.</i></p> <p><i>Found at the beginning of the initial application. Licensing Requirements MLTs currently registered or recently registered to practice in Alberta, Manitoba, New Brunswick, Newfoundland and Labrador, Ontario, Quebec, or Saskatchewan, are not required to submit proof of education, training, or certification, but must complete the Application</i></p>	<p>Level 1</p> <p>Yes – process not documented</p> <p>Level 2</p> <p>Yes – process documented</p> <p>Level 3</p> <p>Yes – process documented and made public on website</p> <p>Any additional requirements approved by</p>	Level 3	3

		<i>form in its entirety, submit a letter of standing from the current or recently registered to practice in province, and pay the relevant application and registration fees. You must have a NSCMLT license before starting employment orientation. It is a violation of the NSCMLT act and/or regulations to practice medical laboratory technology without a license and a fine or penalty will occur. I refer you to section 39-41 of the NSCMLT act. Please allow 2-3 weeks for processing.</i>	government are explained on website		
8	Does your organization make accommodation for applicants with physical or mental disability?	<p>Yes</p> <p><i>We do not distinguish if an applicant has a physical or mental disability anyone that has graduated from an accredited program and has successfully completed the CSMLS national exam or been determine equivalent by the prior learning assessment would be accepted for licensure.</i></p> <p><i>CSMLS has a statement in their exam handbook page 7 Request for accommodation https://go.csmls.org/cert/MLT_Cert_Guidebook_EN.pdf NSCMLT policy 3.20.1</i></p>	<p>Level 1</p> <p>Yes – process not documented</p> <p>Level 2</p> <p>Yes – process documented</p> <p>Level 3</p> <p>Yes – process documented and available to applicant</p>	3	16(3)(h)
9a	Is any of your assessment process conducted by a third party (i.e. national bodies, credential assessment agencies, etc.)?	Yes	<p>Level 1</p> <p>Regulatory body assumes that the certifying organization meets FRPA standards</p> <p>Level 2</p> <p>Regulatory body has received documentation indicating that the certifying organization meets FRPA standards</p> <p>Level 3</p> <p>Regulatory body has influence with the certifying organization (e.g. membership) or</p>	Level 3	16(3)(i)
9b	If so, please specify the name of the organization and describe their role.	<p><i>All assessment processes are done by a third party (national body) Canadian Society for Medical Laboratory Sciences (CSMLS)</i></p> <p>http://go.csmls.org/cert/MLT_PLA_Guidebook.pdf.</p>			
9c	Please indicate the types of activities that they assist with.	<p><i>Data collection</i></p> <p><i>Data storage</i></p> <p><i>Credential assessment</i></p> <p><i>Verification of documents</i></p> <p><i>Examinations</i></p> <p><i>Recognition of prior learning</i></p>			

9d	Can you describe how they adhere to the General Duties of the Regulatory Body as outlined in the Act, including transparency, objectivity, impartiality and procedural fairness?	<i>MOU Participation on board</i>	has an agreement with the certifying organization		
9e	Are you informed of all decisions made by third parties on applicants?	Yes			
9f	Does the third party have an internal review process for unsuccessful applicants?	Yes			
10a	What types of supports do you provide to applicants during the registration process?	<i>Internet Telephone Print Material</i>	Level 1 None Level 2 Multiple types of supports exist but not well documented Level 3 Multiple types of support exist, well defined and accessible	Level 3	7(e), 16(3)(k)
10b	Have you had applicants who need support mechanisms that you can't provide or are not available?	No			
11	Where practical, do you provide unsuccessful applicants with	Yes <i>Applicants are provided detailed information on their deficiencies and what steps are required to become licensed i.e. a bridging course etc.</i>	Level 1 Only upon request Not documented Level 2	Level 3	8(d)

	information on programs and services they can participate in to facilitate successful registration in the future?	<p><i>CSMLS who performs the third party assessment provides each individual with a technical report that outlines what experiences and documentation was determined to be or not be equivalent. If equivalent the applicant may write the national exam. If not equivalent and have few gaps a learning plan is provided that must be completed before writing the national exam.</i></p> <p><i>If not equivalent and the gaps are substantial the applicant will be required to complete an accredited MLT program. CSMLS provides a list and link to Colleges or Universities that offer the course(s) requirements, and where bridging courses are offered.</i></p> <p><i>NSCMLT provides letter of rejection stating missing documentation or requirements to successfully become licensed to practice.</i></p>	<p>Yes – not documented</p> <p>Level 3</p> <p>Yes – documented and available to applicant</p> <p>Applicants are told what their competencies gaps are that need to be addressed</p>		
12	Do you have a reasonable timeframe to respond to inquiries from applicants?	<p> 1 Very Reasonable</p> <p> 2</p> <p> 3</p> <p> 4</p> <p> 5 Very Unreasonable</p> <p>http://nscmlt.org/index.php?option=com_content&view=article&id=21&Itemid=137&lang=en.</p> <p><i>Applicants are generally responded to via email or returned phone call within 1-2 business days. It may take longer if I am away from the office, but a notification that I am away from the office is given and a time frame of when to expect a response.</i></p>	<p>Level 1</p> <p>No policy</p> <p>Level 2</p> <p>Policy in Place</p> <p>Level 3</p> <p>Policy in place and accessible</p>	Level 3	7(b), 8(a), 8(b), 8(c)
13a	Do you provide written decisions, responses and reasons for acceptance or rejection of an application?	Yes	<p>Level 1</p> <p>Upon request, limited documentation and no standard timeline</p> <p>Level 2</p>	Level 3	8(b), 8(c), 10
13ai	Do you have a formal policy	Yes			

	for this process?		Some documentation		
13aii	Do you have a standard timeline	Yes	Level 3 Well-documented process with clearly established timelines		
13b	Do you provide applicants who are not granted registration with information regarding an internal review process (including the opportunity to make submissions respecting such reviews?)	Yes	Level 1 Yes – upon request, limited documentation Level 2 Yes – limited documentation Level 3 Yes – well documented process		
13c	Based on the previous questions, describe ways your organization could improve the timeliness of your decisions and/or how you could communicate the results.	<i>The national body communicates directly with the applicants on how to rectify the situation and also we provide in writing what is required for a successful licensure application. Policies can be found on the NSCMLT website. Please see attached policy in the Appendix.</i>			
14a	Do you provide information on what documentation of qualifications must accompany an application?	Yes	Level 1 Documents indicated and communicated verbally Level 2	Level 2	9(a), 16(3)(a), 16(3)(b), 16(3)(e)

14b	Do you include a process for verification of documentation authenticity?	<p>Yes</p> <p><i>For internationally educated the successful completion of their prior learning assessment must be provided by our national body and must be provided in a sealed envelope from CSMLS. It is stated on the website original or notarized copies are acceptable and in policy.</i></p>	<p>List of required documents indicated on website</p> <p>Process to verify document authenticity</p> <p>Level 3</p> <p>N/A</p>		
15	Do you provide information on the steps in the registration process including supporting documentation required at the various steps?	<p>Yes</p> <p><i>See our Pathway to Licensure http://nscmlt.org/index.php?option=com_content&view=article&id=92&Itemid=159&lang=en.</i></p>	<p>Level 1</p> <p>General information</p> <p>Not broken into steps</p> <p>Level 2</p> <p>Step by step process indicate where applicant needs to supply information</p> <p>Level 3</p> <p>Step by step process indicate where applicant needs to supply information</p> <p>Pathway to licensure</p>	Level 3	7(c), 16(3)(a), 16(3)(b)
16	Do you accept alternative information if required documents cannot be obtained for reasons beyond the applicant's control (i.e. a sworn statement in lieu of full	<p>Yes</p> <p><i>Provided by third party national body http://go.csmls.org/cert/MLT_PLA_Guidebook.pdf.</i></p> <p><i>Please see policy # 3.21.1 Acceptance of Alternative Documentation.</i></p>	<p>Level 1</p> <p>Yes – on a case by case basis</p> <p>Level 2</p> <p>Yes – examples documented</p> <p>Process not clearly laid out or documented</p> <p>Level 3</p>	Level 3	9(b), 16(3)(c)

	documentation)?		Yes – process clearly documented		
17	What difficulties or obstacles are faced by applicants who received their qualifications in a country other than Canada?	<ul style="list-style-type: none"> - <i>Obtaining original documents</i> - <i>language proficiency of 8</i> - <i>Verification of credentials</i> - <i>Identifying and participating in gap - training programs</i> - <i>Access to qualifying exams</i> - <i>language proficiency in technical language</i> <p><i>This is provided by our national body</i> http://go.csmls.org/cert/MLT_PLA_Guidebook.pdf</p>	N/A	N/A	6, 9(b), 16(3)(c)
18a	Do you have a process for which requests for access documentation related to registrations are considered?	<p><i>Yes policy 3.19.1 Access to Documentation</i></p> <p><i>Third party access to their documents</i> <i>If a client needs copies of their submitted documents they can send in a document request form. We do not return originals and this is stated in the PLA handbook page 15, under Supporting (Official) Documents.</i></p>	<p>Level 1 Not documented</p> <p>Level 2 Documented</p> <p>Level 3 Documented and made available to applicants</p>	Level 3	12, 16(3)(j)
18b	Is this made available to applicants?	<i>Yes on the website.</i>			
18c	What information may you exclude?	<i>Yes as per policy 3.19.1.</i>			
18d	Do you charge a fee?	<i>Yes as per policy 3.19.1.</i>			
19	Does your Act include an authority to conduct an internal review of the registration decision?	<p><i>Yes</i></p> <p><i>NSCMLT Act section 26(1)(2)(3).</i></p>	<p>Level 1 N/A</p> <p>Level 2 N/A</p> <p>Level 3 Yes</p>	Level 3	7(a)
20	Do you have a regulation or by-law that defines the	<p><i>Yes</i></p> <p><i>Act section 26, Policy.</i></p>	<p>Level 1 N/A</p> <p>Level 2</p>	Level 3	7(a), 10

	internal review process?		N/A Level 3 Yes		
21	When are unsuccessful candidates informed of their right to internal review of the registration decision?	<p><i>Included with a registration decision. Registration may take 2 -3 weeks to complete when all documentations and payment are received. Turn around time is usually less than 5 days.</i></p> <p><i>Policy found on website:</i> http://nscmlt.org/index.php?option=com_content&view=article&id=109&Itemid=719&lang=en</p> <p><i>Rejection letter is provided and states what is required to be successfully registered with NSCMLT. There is no expiry date.</i></p>	<p>Level 1 No specific timeline</p> <p>Level 2 Specific timeline Not documented</p> <p>Level 3 Specific timeline Documented and communicated</p>	Level 3	7(a), 10(1)
22a	Do you have an internal review process and procedures document (policy document)?	<p>Yes</p> <p><i>Policy 3.12.1 Application rejection. Outline in the Act Section 26.</i></p>	<p>Level 1 Yes Not documented</p> <p>Level 2 Yes Documented</p>	Level 2	7(a), 10(1)
22b	Does this include time frames for the internal review?	<p>No</p> <p><i>More clarity needs to be incorporated into the policy.</i></p>	<p>Level 3 Yes Documented and available to applicant</p>		
23a	With regards to the internal review process you make available to applicants that are not granted registration: summarize the process of the internal review.	<p><i>Please see policy in Appendix. The policy is also available in French if English is not their first language.</i></p>	<p>Level 1 Not documented</p> <p>Level 2 Documented</p> <p>Level 3 Documented and made available to applicant</p>	Level 3	7(a), 10, 16(3)(m)
23b	Describe the opportunities	<p><i>As above</i></p>			

	made available to an applicant to make submissions respecting such review.				
23c	Specify the format for the internal review submission	<i>Oral Written</i>			
23d	What is the timeline for submitted supporting evidence?	<i>Unlimited</i>			
23e	Do you believe this is enough time to receive supporting evidence from outside Canada?	<i>We have not received any appeals to base the decision on. We would consult with other regulatory bodies for their feedback. Also, the decision would be flexible within reason to accommodate extended time to retrieve documents out of country.</i>			
24a	Are the results of the internal review made available to applicants in writing with reasons?	<i>Yes as per policy 3.12.1 provided in both English and French.</i>	Level 1 Yes Level 2 Yes Specific timeline	Level 2	
24b	In what timeframe are the results of the internal review made available to applicants?	<i>1-2 months</i>	Level 3 Yes Specific timeline and communicated		7(a), 10(3)
24c	Are these timelines communicated ?	<i>No We have not received an appeal and therefore do not have a full understanding what a reasonable timeline is. NSCMLT wants to make an informed decision not a quick decision.</i>			

25	Have individuals who make internal review decisions received appropriate training?	Yes <i>Due to the infrequencies of appeals and changing of volunteer members; once an appeal is received the decision makers would undertake an educational seminar provided online through CLEAR (Council on Licensure, Enforcement and Regulations) http://www.clearhq.org. Also, NSCMLT uses the resources of the Nova Scotia Regulated Health Professions Network (NSRHPN) to aid in the decision process. Request through NSRHPN to colleges that have under gone an appeal to provide support and best practices and lessons learned and request to have them sit on the committee for guidance.</i>	N/A	N/A	7(a), 11, 16(3)(p)
26	Do you have a prohibition that states that 'no one who acted as a decision-maker in respect of a registration decision acted as a decision-maker in an internal review?	Yes <i>NSCMLT Act and policy 3.12 Fair Registration Practice Act</i>	Level 1 N/A Level 2 N/A Level 3 Yes	Level 3	7(a), 10(5), 16(3)(n)
27	Do you have any international agreements (i.e. reciprocal recognition) endorsed by your regulatory body or national organization?	No	N/A	N/A	7
28	Has your organization experienced any unintended consequences — defined as an	Yes <i>Previously the province of Quebec MLT programs were accredited like all other MLT programs in Canada. Unlike all other provinces in Canada, Quebec does not require the MLT to challenge the</i>	N/A	N/A	3

	unintended negative impact on labour market, economic, social or other condition— arising as a result of the implementation of Chapter 7 of the Agreement on Internal Trade?	<i>national exam. There was an agreement that if the schools were accredited then there was trust that the same competencies were met as all other MLT programs in Canada even though they did not challenge the national exam. The province of Quebec has decided that they no longer require the MLT schools to be accredited nor write the national exam. This could lead to different competency standards and foundation expectations of the MLT. Standards and foundation competencies for the MLT informs the public and other health care providers about the licensed MLT practice and helps to create accurate expectations of the MLT practice and the profession. Standards and foundation competencies are used as a reference or resource to assist MLTs in resolving issues related to professional practice, and ensures that MLT will be able to function in the role. These standards apply to every MLT setting and provide a benchmark for the basic level of safe MLT Practice.</i>			
29	Does your legislation and/or regulations include labour mobility provisions (i.e. the ability to accept applicants already certified in another Canadian jurisdiction regardless of the requirements in the previous jurisdiction?)	No	N/A	N/A	Chapter 7, CFTA
30	Do you review the requirements of the other provincial regulatory	Yes All MLT regulators in Canada meet quarterly and discuss registration practices and provincial changes to requirements. <i>Also with CSMLS the professional standards committee, which includes a</i>	N/A	N/A	3, Chapter 7, CFTA

	bodies regularly?	<i>representative from each province meets bi-annually to discuss registration requirements and the prior learning assessment process.</i>			
31a	Has your organization made any changes to the occupational standards in your legislation, regulations and/or by-laws (i.e. entry to practice standards, continuing education requirements, codes of ethics) within the last two years?	<p>Yes</p> <p><i>We were one of two provinces without a code of Ethics and have adopted the national code of ethics created by the Canadian Alliance of Medical Laboratory Professional Regulators (CAMLPR).</i></p> <p><i>Regulations and Bylaws changes - No</i> <i>Entry to Practice changes - No</i> <i>Standards changes - No</i> <i>Continuing education changes - No</i> <i>Code of Ethics changes - Adopted a code of Ethics</i></p>	N/A	N/A	
31b	If yes, did you work with the Labour Mobility Coordinator or a Provincial Government representative to complete an AIT notification (i.e. notification form sent prior to approval that informs other Canadian jurisdictions of the proposed change)?	<i>No as it was adopted in principle by all regulated provinces.</i>			

FRPA Action Plan

In accordance with the *Fair Registration Practices Code*, the FRPA Action Plan outlines the measures that the NSCMLT has agreed to take before the commencement of the next FRPA Review.

#	Action	Questionnaire Reference	FRPA Reference	Plan for Completion
1	<ul style="list-style-type: none"> Explore single-point of entry gateway with CSMLS and other provincial regulatory bodies. 	1		All provinces now require the applicant to apply to CSMSL first for a prior learning assessment and completion of the national exam.
2	<ul style="list-style-type: none"> Include feature on NSCMLT website to enable users to provide feedback. 	2		Updating Website in 2018 will provide a section for feedback and align registration policies with application on the website
3	<ul style="list-style-type: none"> If personal interviews are to be used, develop a policy regarding the purpose, length, criteria, and consequences of the interview. 	5	7	Create policy
4	<ul style="list-style-type: none"> Explore other options for acceptable English translations of documents (e.g. translated from outside Canada) with CSMLS. 	6, 9		Will discuss with CSMLS
5	<ul style="list-style-type: none"> Develop a policy regarding accommodations for applicants with disabilities, with reference to the CSMLS policy where appropriate. 	8	16(3)(h)	Completed
6	<ul style="list-style-type: none"> Develop a policy regarding the acceptance of alternative information if required documents cannot be obtained for reasons beyond the applicant's control, with reference to the CSMLS policy where appropriate. 	16	9(b)	Completed
7	<ul style="list-style-type: none"> Develop a policy regarding providing applicants with 	18	12	Completed

	access to their application information.			
8	<ul style="list-style-type: none"> • Add information on the applicant's right to appeal in the rejection letter template. 	21	10(1)	Completed
9	<ul style="list-style-type: none"> • Enhance existing appeals policy with: <ul style="list-style-type: none"> ○ timeframe for applicants to request an interview review ○ timeframe for applicants to provide additional evidence or submissions, and ○ timeframe for the Board to issue a decision on the internal review, and ○ an explicit statement that the Registrar (or other original decision-maker) is not involved with making the decision on appeal. 	21, 22, 24-26	10	To be completed
10	<ul style="list-style-type: none"> • Formalize and document the training plan for internal review decision-makers. 	25	11	To be completed

Disclaimer

The Nova Scotia College of Medical Laboratory Technologists (NSCMLT) hereby declares that the information contained in this report is a true and accurate representation of current registration practices of their organization.



Registrar

02 / 20 / 2018

Date

Appendix

- ✓ Initial Registration Application Form
- ✓ Application Rejection Letter Template
- ✓ Application Rejection Policy
- ✓ Registration Policies
- ✓ Appeal Policy
- ✓ Accommodation of Applicants with Disabilities Policy
- ✓ Access to Documentation Policy
- ✓ Web Design Best Practices Checklist
- ✓ Agreement with CSMLS
- ✓ 3rd Party Questionnaire for CSMLS
- ✓ CSMLS PLA Guidebook and Policies



Personal Information

Last Name: _____ **First Name:** _____ **Initial:** _____

Address: _____

City / Town: _____ **Province:** _____ **Postal Code:** _____

Home Phone No.: _____ **Email:** _____

Date of Birth: ____ / ____ / ____ **Are you a Canadian Citizen:** Yes _____
Month Day Year **No** _____
If no, proper documentation for working in Canada is required

Employment:

(District) _____ (Facility) _____

If you do not work in a DHA please enter only name of employer (i.e. Precision BioLogic, CBS, etc.)

Work Phone No.: _____ **Multiple Employment Sites:** Yes ___ No ___

If yes, indicate name of additional site(s): _____

Employment Type: Permanent _____ **Employment Status:** Full-time _____
 Temporary _____ Part-time _____
 Casual _____
 Self Employed _____ **Usual Weekly Hours Worked** _____

(check all that apply)

Areas of Practice: Clinical Chemistry _____ Clinical Genetics _____
 Haematology _____ Diagnostic Cytology _____
 Histology _____ Immunology _____
 Microbiology _____ Specimen Procurement
 Receipt & Dispatch _____
 Blood Transfusion
 Science _____ Other _____
 Point of Care
 Testing _____

Main Area of Practice: _____

Second MLT Employment: Yes _____ No _____
If yes, please indicate:
 Facility: _____
 All areas of practice from list above: _____

380 Bedford Hwy
Suite 202
Halifax, NS B3M 2L4

Tel: (902) 453-9605
Toll Free: (888) 897-4095
Fax: (902) 454-3535
Website:
www.nscmlt.org

Email:
info@nscmlt.org

The NSCMLT accepts CHEQUE, or MONEY ORDER only at the office. Credit Card via Pay-Pal if paid online or E-Mail Transfer at www.nscmlt.org

Payments made payable to the NSCMLT

NSCMLT does not accept post dated cheques

Processing applications takes approximately 3 weeks; provided all required documents have been received.

Nova Scotia College of Medical Laboratory Technologists 2
Initial Registration Application

Recognized medical laboratory training program

Name of Institute: _____

Year of Graduation: _____ Language of instruction: _____

Area(s) of Study

MLT General	Year: _____	MLT Diagnostic Cytology	Year: _____
MLT Clinical Genetics	Year: _____		
MLT Subject	Year: _____	Subject Area: _____	
ART General	Year: _____	Subject Area: _____	
ART Subject	Year: _____	Subject Area: _____	

BHSc Medical Laboratory Technology / BMLS Year: _____

Internationally Educated MLTs

If you are an internationally educated MLT seeking employment in Nova Scotia, you must have your education history reviewed by the Prior Learning Assessment (PLA) program offered through the Canadian Society of Medical Laboratory Science. Please contact the office at www.csm-ls.org or call 1-800-263-8277 for more information. If you are applying for a Practising membership license. Please indicate the appropriate fee in accordance with your NS employment start date.

Fee Structure

Administration Fee:		\$100.00
Practising:	January: \$300.00 _____ February: \$275.00 _____ March: \$250.00 _____ April: \$225.00 _____ May: \$200.00 _____ June: \$175.00 _____	July: \$150.00 _____ August: \$125.00 _____ September: \$100.00 _____ October: \$75.00 _____ November: \$50.00 _____ December: \$25.00 _____
Non-Practising:	\$100.00 _____	Retired: \$25.00 _____

Total (Administration fee plus indicated membership fee): _____

- I am in good standing in the practice of Medical Laboratory Technology and I am not under investigation for my professional conduct by either the College or my Employer.
- I have not been and am not currently the subject of any disciplinary proceedings by either the College or my Employer.
- I have not been convicted of any criminal offence.
- I am competent in both written and oral English.
- I hereby consent to the release of information relevant to the applicant by such references as requested by the Registrar.

Applicant's Signature: _____ **Date:** _____



Nova Scotia College of Medical Laboratory Technologists

Date

Dear Sir or Madame

Initial License Application with NSCMLT

Protection of the public and provincial regulatory requirements requires that all licensed registrants who provide medical laboratory testing meet the medical laboratory technology professions registration standards and be a member of the NSCMLT.

Licensing is one way the College assures its registrants and the public that all MLTs are competent to work in Nova Scotia. Registrants are able to meet these standards by successfully completing an accredited Canadian Medical Laboratory Technology program and be successful on the Canadian Society for Medical Laboratory Sciences (CSMLS) national exam. Also, candidates who received their education and or training outside of Canada as a medical laboratory technologist, must have their experience assessed through a Prior Learning Assessment (PLA) provided by CSMLS. This process reviews education, training and work experience and evaluates it in comparison of the expectations of a Canadian educated professional. To work in Nova Scotia as a medical laboratory technologist, you must become certified through the CSMLS which includes writing the national exam.

NSCMLT requires all applicants to submit an initial application with all requested documents and payment as stated on the application. NSCMLT has reviewed your application and documents submitted and have found that your credentials do not satisfy the minimum qualifications required to be licensed as a medical laboratory technologist in Nova Scotia. Your application requires you to submit or complete the following

[add specifics]

For this reason, we cannot issue a license at this time, until the above is submitted or completed. If you have any further questions, please send an email to info@nscmlt.org or phone 902-453-9605.



If you do not agree with the decision you have the right to request to appear before the Board with or without legal courses, where the Board shall consider the application in accordance with the Nova Scotia Medical Laboratory Technologist Act.

Regards,

A handwritten signature in black ink, appearing to read 'Janice Jones', is positioned below the word 'Regards,'.

Janice Jones, MLT, BSc.
Executive Director/Registrar NSCMLT
Email: registrar@nscmlt.org



NUMBER: 3.12.1
DATE APPROVED:
OCTOBER 2013

TITLE: REJECTION OF APPLICATION
SECTION: REGISTRATION
DATE TO BE REVIEWED: OCTOBER 2018

PURPOSE

This policy is to inform applicants of the guidelines and relevant circumstances considered by the Nova Scotia College of Medical Laboratory Technologists (NSCMLT) in determining if an application will be rejected.

POLICY:

All applicants must follow the guidelines for registration as per the Nova Scotia Medical Laboratory Technology Regulations and the Act. The NSCMLT Registrar will consider and review all application and make a determination to approve or reject the application for registration, or renewal. The Registrar may reject an application if it does not meet the NSCMLT requirements.

PROCEDURE:

1. The Registrar may reject an application if the applicant does not meet all requirements specified in the Act in section Registration. An application may be denied if:
 - a. Applicant has not successfully completed any prescribed certification exam;
 - b. Applicant has not successfully completed a prescribed medical laboratory technology program;
 - c. Applicant does not satisfy the Board they possess the qualifications required in the regulations for registration in the Register;
 - d. Applicant is not a Canadian citizen or does not satisfy the Registrar that the applicant is legally entitled to live and work in Canada;
 - e. Applicant is not competent in both written and oral English to the satisfaction of the Registrar or as determined by the Board;
 - f. Applicant does not provide proof of or satisfy the Board they hold the prescribed professional liability insurance or other form of malpractice insurance.
 - g. Applicant is not in good standing in all jurisdictions in which the applicant is currently licensed to practice medical laboratory technology.

- h. Applicant is currently under investigation or the subject of a disciplinary proceeding in any jurisdiction.
 - i. Applicant has been convicted or found to be guilty, by a court in or out of Canada, of any offence that is inconsistent with the proper professional behaviour of a medical laboratory technologist, including a conviction under the *Criminal Code* (Canada) or the *Controlled Drugs and Substances Act* (Canada).
 - j. Applicant has a disability or illness that has potential to jeopardize public safety, or prevent them from working as a Medical Laboratory Technologist
 - k. Applicant does not apply in the prescribed manner as prescribed in the act and regulations
 - l. Applicant does not satisfy the Board that that person is the person named in any diploma or documentation submitted in support of the application;
 - m. Applicant provides false documentation of prescribed documents;
 - n. Applicant does not satisfy the Board that that person is of good character;
 - o. Applicant does not provide such information as the Board may require; and
 - p. Applicant does not pay the prescribed fee.
2. If the NSCMLT Registrar is not satisfied with the evidence provided by an applicant, the Registrar may request further information from the applicant or refer the matter to a Credentials Committee (the committee).
 3. Referral to the committee can be by the Registrar, written request of the applicant, or the committee itself.
 4. The applicant may request the opportunity to appear before the Committee. This request shall be granted and the applicant may appear with legal counsel.
 5. The Credentials Committee, in consultation with the Registrar, considers the eligibility of the application and may request further information and review the application in accordance with the Act and issues a recommendation to the Registrar.
 6. If the applicant is refused, the Registrar shall give written notice to the applicant on the decision, and advise the applicant of the right to appeal.
 7. A refused applicant may request the opportunity to appear before the next scheduled meeting of the Board, with or without legal counsel, where the Board reviews the application and supporting information in accordance with the Act.
 8. An applicant shall submit a request in writing to the Registrar within 30 days after notification of the decision that is being appealed.
 9. A hearing will be scheduled and take place within 8 weeks to review the decision.

10. After the hearing the Board may:
 - a. direct the Registrar to issue to the applicant a license;
 - b. direct the Registrar to issue a license subject to such conditions, limitations or restrictions as the Board considers appropriate;
 - c. adjourn further consideration of the application, pending completion by the applicant of such training, upgrading, clinical examinations or other examinations as the Board may designate; or
 - d. direct the Registrar to refuse the application where the Board is not satisfied that the applicant meets the criteria

RELATED DOCUMENTS: Medical Laboratory Technology Act and Regulations S.N.S., 2000, c.8
Suspension and Reinstatement Policy - Appendix Code of Conduct
Criminal Conviction Policy
Disability and Illness policy

DATE DEVELOPED: August 2013

DATE REVIEWED: JUNE 2015, October 2016



Policy Number: 3.02.1

Title: Pro Rated Initial Fees

Date Approved: Sept. 30, 2009

Section: Registration

Effective Date: Jan. 1, 2010

Date to be Reviewed: April 2018

Purpose:

To pro-rate fees for first time initial applicants.

Policy:

The NSCMLT shall prorate initial registration fees. Initial Registration applicants must pay the administration fee plus the pro-rated registration fee.

Procedure:

- The fee is based on the month you apply for registration and covers registration fees for the remainder of the calendar year.
- Administrative fees are not prorated.
- Each year after the initial registration the member will pay full licensing fees.

Definition:

Initial registration means the time a medical laboratory technologist makes their first application to NSCMLT for a practicing or temporary license. This include applicants who have not been a previous member of NSCMLT such as, students applying for their first practicing license, a MLT coming to NS from another province and who has never been a member of NSCMLT, and an internationally Educated MLT applying for the first time.

Related Documents:

Schedule C of NSCMLT Bylaws
Initial Application form

Date Developed: May 2009

Reviewed Dates: May 2009, March 2012, April 2015



Number: 3.11.1

Title: Criminal Conviction Policy

Date Approved: October 2013

Section: Registration

Effective Date: October 2013

Date to be reviewed: October 2016

Purpose:

This policy is to inform applicants and members of the guidelines and relevant circumstances considered by the Nova Scotia College of Medical Laboratory Technologists (NSCMLT) in determining whether a conviction of a particular offence affects an applicant's or member's suitability to practice as a medical laboratory technologist.

Policy:

NSCMLT requires all applicants and members to disclose if they have been convicted or found guilty by a court in or out of Canada, of any offence that is inconsistent with the proper professional behavior of a medical laboratory technologist, including a conviction under the *Criminal Code* (Canada) or the Controlled Drugs and Substances Act (Canada).

Procedure:

1. All applicants and members must complete an NSCMLT application and submit to the NSCMLT Registrar. This application includes a declaration confirming:

"I have not been convicted of any criminal offence"

2. Upon notification that an applicant was convicted of a criminal offence (self - disclosed or a complaint) this notification shall be reviewed by the Discipline Committee.
3. The Disciplinary Committee will conduct an investigation and will review:

Complaints Policy and Procedures

DATE DEVELOPED:

Reviewed Dates:



Number: 3.04.1

Title: Internationally Educated Medical Laboratory Technologists (IEMLT)

Date Approved: Nov 2004

Section: Registration

Effective Date: Nov 2004

Date to be reviewed: June 2015

Purpose:

This policy pertains to Internationally Educated Medical Laboratory Technologists (IEMLTs) who wish to obtain a Practicing License in Nova Scotia.

Policy:

The NSCMLT shall grant a Practicing License to Internationally Educated Medical Laboratory Technologists who have demonstrated appropriate Education and Competency in the field of Medical Laboratory Technology.

Procedure:

1: Internationally Educated MLT with a prospective employer in NS:

An Internationally Educated MLT with a prospective employer may forward an NSCMLT Initial Registration application to the College requesting a Temporary License.

The following documentation shall accompany the initial registration:

1. Confirmation of a successful CSMLS Prior Learning Assessment (PLA) program*.
2. Confirmation by the employer of the intent to hire this individual as a MLT along with the job description and description of hours the individual will be performing MLT duties. This should be a letter from the employer on hospital letterhead and signed by the employer.
3. Confirmation the individual is scheduled to write the next sitting of the CSMLS Certification examination.

The NSCMLT Credentials Committee will review this information and if all is in order the NSCMLT Credential's Committee has the right to request the Registrar to issue a Temporary License until the individual can write the certification exams. This individual's status will be changed to Practicing upon confirmation of Certification by the CSMLS. Failure on the first certification exam attempt would result in the individual's Temporary License being revoked.

2: Internationally Educated MLT without a prospective employer in NS:

An Internationally Educated MLT without a prospective employer may forward an NSCMLT Initial Registration application to the College requesting a Non-Practicing License.

The following documentation shall accompany the initial registration:

1. Confirmation of a successful CSMLS PLA program*.
2. Confirmation of the appropriate CSMLS Certification (General, Diagnostic Cytology, Clinical Genetics).

*Note - All Internationally Educated MLTs must contact CSMLS about the PLA program-not the NSCMLT. Information on the PLA Program is available on the CSMLS website <http://www.csmls.org/english/international/htm> . The NSCMLT does not obtain any of the above documents for the Internationally Educated MLT from CSMLS and the NSCMLT does not provide funding for CSMLS PLA program. All PLA applicants must adhere to the Application deadlines for the Certification exams set by the CSMLS and these dates are available from CSMLS. (Toll Free: 1-800-263-8277)

RELATED DOCUMENTS:

DATE DEVELOPED: Nov 2004

REVIEWED DATE: Nov 2009, June 2012



Number: 3.05.1

Title: Practicing Restricted

Date Approved: Nov 2004

Section: Registration

Effective Date: Nov 2004

Date to be reviewed: October 2014

Purpose:

This policy pertains to Practicing Restricted Medical Laboratory Technologists (MLT) Licensed in NS, in Agreement to Section 78 (1) of the Medical Laboratory Technology Act, who retire and subsequently wish to practice again.

Policy:

To grant a practicing license to those who wish to return to practice after retirement with a restricted license.

Procedure:

A NSCMLT member who holds a current Practicing-Restricted NSCMLT License and who changes their License status (i.e. Retires within the year that the member gains or renews a Practicing Restricted License) may resume practicing MLT duties as long as the following conditions are met:

These MLT duties are the same MLT duties that were previously performed prior to the MLT's change in License status.

These MLT duties are performed in the same Health Organization as previously indicated in the NSCMLT Initial registration application.

The following information must be provided to the NSCMLT at least six months in advance of the date of retirement, or must be indicated when the member applies for renewal:

1. A letter from the employer on official hospital letterhead, which indicates the date that the MLT will retire from their current MLT position and the date the

MLT will resume the same MLT position. The time frame that the MLT may change from Practicing–Restricted to Retired and from Retired to Practicing–Restricted must be within a one-month interval.

2. The MLT must ensure current Professional Liability Insurance (PLI) is maintained.
3. The MLT must hold a current TeKnowledge certificate.

Practicing Restricted MLTs who retire and do not meet the above requirements or Practicing Restricted MLTs who alter their Practicing-Restricted License status or fail to renew their Practicing-Restricted Licensing status must adhere to Section 3 of the NSCMLT Registration Regulations regarding re-licensing.

RELATED DOCUMENTS:

DATE DEVELOPED: Nov 2004

REVIEWED DATES:

October 2011



NUMBER: 3.10.2
DATE APPROVED:
SEPTEMBER 2015

TITLE: TEMPORARY RESTRICTED LICENSE - NEW GRADUATE
SECTION: REGISTRATION
DATE TO BE REVIEWED: SEPTEMBER 2018

NSCMLT TEMPORARY RESTRICTED LICENSE FOR NEW GRADUATES

NSCMLT mandate is to ensure applicants are qualified to practice as a medical laboratory technologist (MLT) in Nova Scotia. A temporary restricted license will be granted if the applicant meets the requirements of NSCMLT Regulations section 9 and this policy.

A MLT's temporary restricted license allows the MLT graduate to temporarily practice as a medical laboratory technologist (MLT) in Nova Scotia, with conditions and restrictions, until they are able to obtain an active-practicing license. The temporary restricted license creates an opportunity for the MLT to gain clinical experience and to improve their medical laboratory competencies while providing protection to the client. You must have a temporary licence before starting employment orientation.

Temporary Restricted License Requirements:

- Graduation from an accredited MLT program and are waiting to write the CSMLS exam, or waiting for CSMLS exam result notification
- Completion of NSCMLT initial application online at www.nscmlt.org and submission of all required documentation along with remittance of the appropriate fees
- Confirmation letter on official letterhead from an accredited MLT program confirming successful completion of a MLT program. Note as a NSCC graduate, NSCC will provide NSCMLT a list of names of successful graduates
- Name appears on CSMLS eligibility roster to write the CSMLS exam (CSMLS will provide the list)
- Provides proof of a transitional graduate membership from CSMLS. Your NSCMLT license number will be your CSMLS number
- Acquire professional liability insurance (PLI)
- A copy of the employer's intent to hire letter

- A copy of a signed job description (Employer will provide)
- Renew license yearly

Restriction of a Temporary License:

As a temporary restricted license holder, you must:

- Hold a temporary restricted license before starting employment orientation
- Have on-site access to a licensed MLT that provides direct supervision for assistance and consultation
- Perform MLT tasks under direct supervision of a licensed MLT
- Must have a designated licensed MLT on each shift to provide direct supervision, assistance, consultation and guidance
- A temporary license holder can only perform the tasks in which they have been deemed competent by a licensed MLT. They can not perform delegated tasks.
- Required to write the CSMLS exam to a maximum of 3 times
- The applicant's progress can be reviewed at any time by the NSCMLT Registrar

These restrictions are meant to ensure that the temporary restricted license holder is never in a situation where they do not have the ability to consult a licensed MLT for assistance.

NSCMLT defines "direct supervision" as having a licensed MLT in close physical proximity to the temporary restricted license holder. The supervisor will continually monitor the performance to ensure quality standards and best practice are upheld and be readily accessible for assistance or needed intervention. The supervisor will provide feedback to the temporary license holders so they will know what areas they are progressing in or where they need to improve. A supervisor will provide immediate feedback on critical incidents and provide positive steps to be taken to improve.

The employer determines which tasks the temporary license holder will perform.

NSCMLT does require that the designated licensed MLT be specifically chosen and identified so that the temporary license holder knows who to go to for assistance in their clinical laboratory. The designated licensed MLT should possess the appropriate skills and experience in the relevant clinical area to provide guidance and consultation to the temporary restricted license holder. The designated licensed MLT cannot hold a temporary license.

A Temporary Restricted License is Valid For:

A temporary restricted license may be issued to qualified individuals to allow the applicant up to 3 attempts at the CSMLS exam. The temporary restricted license may be reissued after 1 year beyond the date the individual first applies with NSCMLT. A temporary restricted license may be extended while the applicant successfully completes the CSMLS learning plan

and is eligible for a third and last attempt at the CSMLS examination.

After an unsuccessful attempt at the CSMLS national exam, NSCMLT will contact the temporary license holder and the employer to inform them that the temporary license holder was unsuccessful on the CSMLS exam and will require further direct supervision and their license status will continue to be a temporary license.

Additional Temporary Restricted License Requirements after unsuccessful attempt at the CSMLS Exam

- Provide NSCMLT a copy of a completed CSMLS Association Non-certified Membership with PLI Application form
- Require a mark greater than or equal to 50% on the CSMLS exam to be eligible for a continuous temporary restricted license
- After the first unsuccessful attempt the applicant must forward to NSCMLT a copy of their CSMLS notification indicating mark
- After the second unsuccessful attempt the applicant must forward to NSCMLT a copy of their CSMLS notification indicating mark and a copy of their learning plan notice from CSMLS
- Provide proof of successful completion of each course
- Before attempting the third CSMLS exam the applicant must forward a copy of their successful completion of the CSMLS learning plan and must write the next eligible CSMLS exam
- Applicant must make every attempt to challenge the next exam

A Temporary Restricted License is No Longer Valid If:

- Your temporary license has expired (Each license expires on Dec. 31 and must be renewed for the next year)
- Your CSMLS exam mark was less than 50%
- You were not successful on completing the CSMLS learning plan within the CSMLS guideline
- NSCMLT determines that the temporary restricted license holder does not exhibit progress with the CSMLS learning plan
- We receive notification that you were unsuccessful challenging the CSMLS Exam after 3 attempts
- Termination of employment

- Professional mis-conduct
- Being issued an active practicing license

After three unsuccessful attempts at the CSMLS exam the temporary license is revoked and cannot be reissued. You must stop work immediately and your employer will be notified of the suspension of your license.

Successful Completion of the CSMLS Exam

Once a temporary restricted license holder successfully completes the CSMLS exam the temporary restricted license will be upgraded to an active practicing license with NSCMLT at no additional charge. You must provide a copy of your CSMLS certificate to NSCMLT for this to occur.

RELATED DOCUMENTS:

INITIAL APPLICATION, GUIDELINES FOR SUPERVISION, ACKNOWLEDGEMENT AND
UNDERTAKING OF SUPERVISION FORM, TEMPORARY RESTRICTED LICENSE FLOWCHART

DATE REVIEWED: March 2016 Jan. 2017

*NSCMLT GUIDELINES FOR THE SUPERVISION OF MLTs WORKING WITH A
TEMPORARY RESTRICTED LICENCE*

MLT's with a practising license only may assume supervisory responsibilities for MLTs working with a temporary restricted license. The supervising MLT shall:

- Ensure that their own professional expertise and supervisory ability are adequate for their responsibilities
- Explain and demonstrate the work to be done before permitting the MLT to perform the work
- Observe and evaluate, on an ongoing basis, the competence of the MLT being supervised and determine the level of supervision required
- Provide ongoing monitoring and guidance
- Document and discuss any ongoing concerns regarding the temporary restricted license holder performance with their supervisor/manager
- Verify results in accordance with the pre-established standards or objectives
- Provide feedback to the temporary restricted license holder concerning overall performance

NOTES:

- The initial assessment of competence must be made under constant observation and must be documented.
- Once initial assessment of competence is completed, and the temporary restricted license holder has found to be competent, the temporary restricted license holder performance must be monitored continually but does not require constant observation. A licensed MLT must be in close physical proximity to the temporary restricted license holder and be readily accessible for assistance or needed intervention. The supervisor will continually monitor the performance of the temporary restricted license holder to ensure quality standards and best practice are upheld.
- Temporary restricted license holders must sign an "Acknowledgement and Undertaking of Supervision Form" along with their manager or supervisor. This form clearly states the requirement for direct supervision of the temporary restricted license holder; when the manager or supervisor sign this form, they acknowledge the requirement for direct supervision and their intention to adhere to the requirement. This document must be returned to the NSCMLT office before a temporary restricted license will be issued.
- It is recommended that the manager or supervisor and the temporary restricted license holder retain a copy of this form for their records.

PROFESSIONAL LIABILITY INSURANCE (PLI)

New Grads acquire PLI coverage from CSMLS under the terms of a transitional Grad membership until the date they receive their first exam result. If successful coverage continues under their Certified license as a member. If **NOT** successful, PLI coverage ends and the member must arrange continuation of coverage directly with CSMLS under a Non-Certified membership with PLI and provide proof of the continuing coverage to NSCMLT.



Acknowledgement and Undertaking of Supervision

To be completed in full before commencement of employment and signed by temporary license holder and Supervisor/Manager

Temporary Restricted License Holder

First name

Last name

NSCMLT/CSMLS License Number:

Employer and Work Site

In order to fulfill the specific requirements for temporary licensing with the NS College of Medical Laboratory Technologists, this member is required to work at all times, under the direct supervision of a fully licensed MLT.

Supervisor/Manager undertaking supervision

Name

Title

I agree that the person named above will at all times work under the direct supervision of a Practising Licensed MLT at

In addition, I agree that the supervising MLT will be specifically designated and will be aware that they are specifically designated.

Signature:

Date

Acknowledgement of Temporary License holder:

I have read and understand the limitations applied to my practice and acknowledge the conditions under which I am required to work.

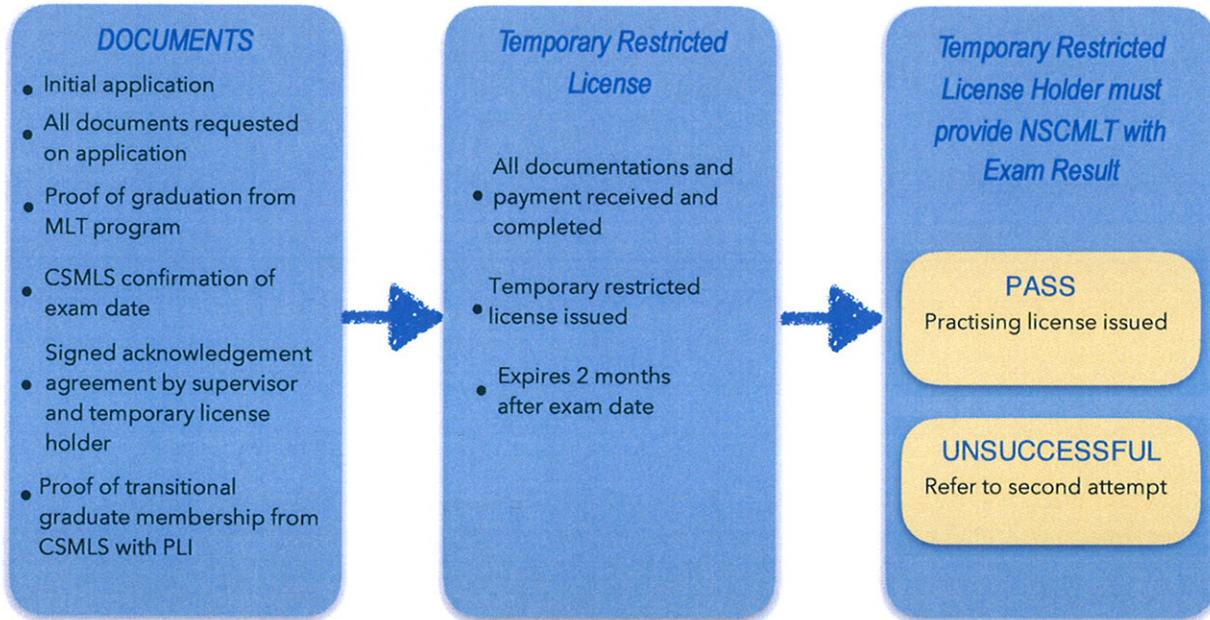
Temporary License Holder signature:

Date

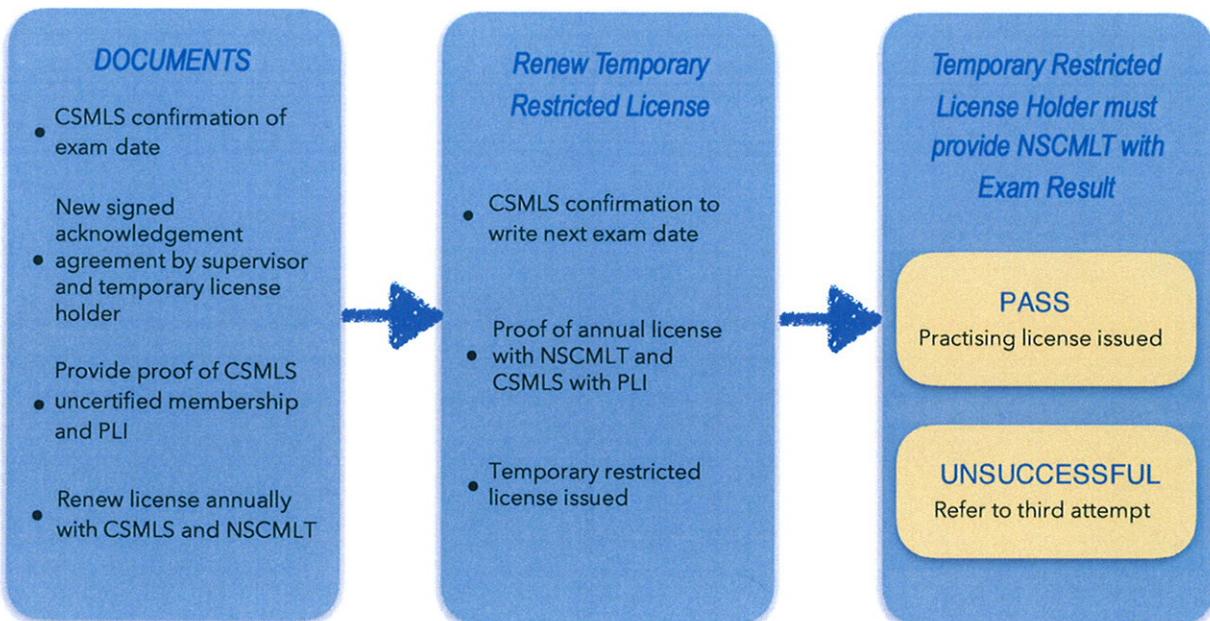
SEND TO: registrar@NSCMLT.org or Fax 902-454-9605

NSCMLT TEMPORARY RESTRICTED LICENCE PROCESS

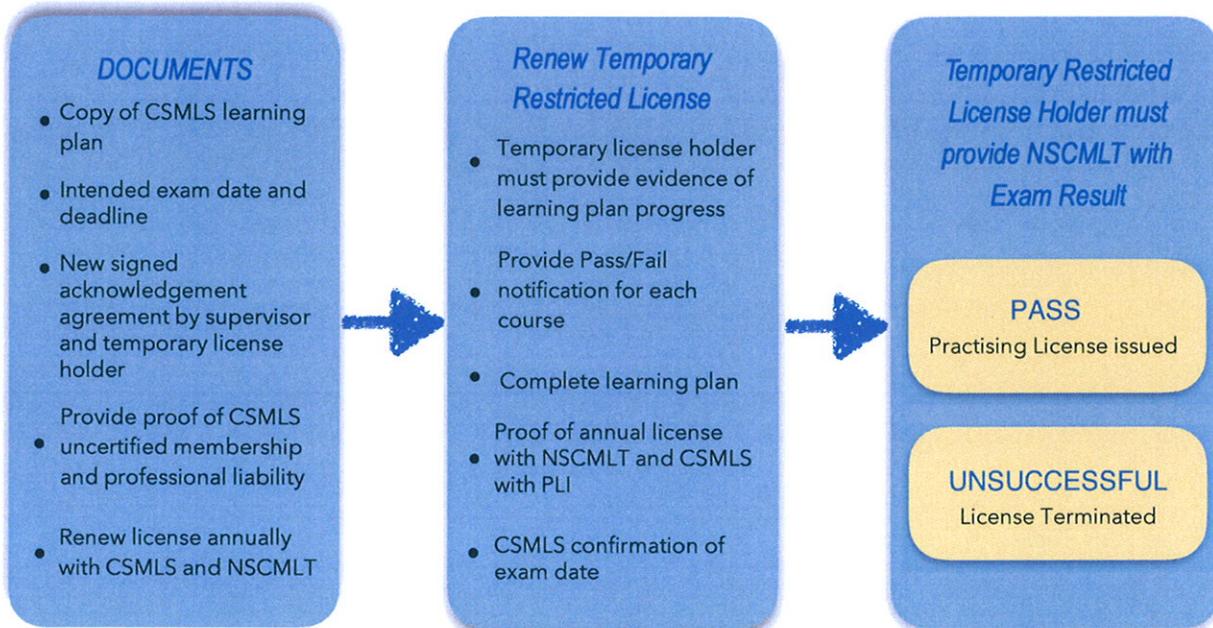
FIRST ATTEMPT TO WRITE CSMLS EXAM



SECOND ATTEMPT TO WRITE CSMLS EXAM



THIRD ATTEMPT TO WRITE CSMLS EXAM



NOTE

NSCMLT has the right to terminate a temporary restricted license at any time. Please see policy on temporary restricted license for details.

- Approved January 2017



Number: 3.12.1

Title: Rejection of Application Policy

Date Approved: October 2013

Section: Registration

Effective Date: October 2013

Date to be reviewed: October 2016

Purpose:

This policy is to inform applicants of the guidelines and relevant circumstances considered by the Nova Scotia College of Medical Laboratory Technologists (NSCMLT) in determining if an application will be rejected.

Policy:

All applicants must follow the guidelines for registration as per the Nova Scotia Medical Laboratory Technology Regulations and the Act. The NSCMLT Registrar will consider and review all application and make a determination to approve or reject the application for registration, or renewal. The Registrar may reject an application if it does not meet the NSCMLT requirements.

Procedure:

1. The Registrar may reject an application if the applicant does not meet all requirements specified in the Act and Regulations. An application may be denied if:
 - a. Applicant has not successfully completed any prescribed certification exam;
 - b. Applicant has not successfully completed a prescribed medical laboratory technology program;
 - c. Applicant does not satisfy the Board they possess the qualifications required in the regulations for registration in the Register;
 - d. Applicant is not a Canadian citizen or does not satisfy the Registrar that the applicant is legally entitled to live and work in Canada;
 - e. Applicant is not competent in both written and oral English to the satisfaction of the Registrar or as determined by the Board;
 - f. Applicant does not provide proof of or satisfy the Board they hold the prescribed professional liability insurance or other form of malpractice insurance.

- g. Applicant is not in good standing in all jurisdictions in which the applicant is currently licensed to practice medical laboratory technology.
 - h. Applicant is currently under investigation or the subject of a disciplinary proceeding in any jurisdiction.
 - i. Applicant has been convicted or found to be guilty, by a court in or out of Canada, of any offence that is inconsistent with the proper professional behavior of a medical laboratory technologist, including a conviction under the *Criminal Code* (Canada) or the *Narcotics Control Act* (Canada).
 - j. Applicant has a disability or illness that has potential to jeopardize public safety, or prevent them from working as a Medical Laboratory Technologist
 - k. Applicant does not apply in the prescribed manner as prescribed in the act and regulations
 - l. Applicant does not satisfy the Board that that person is the person named in any diploma or documentation submitted in support of the application;
 - m. Applicant provides false documentation of prescribed documents;
 - n. Applicant does not satisfy the Board that that person is of good character;
 - o. Applicant does not provide such information as the Board may require; and
 - p. Applicant does not pay the prescribed fee.
2. If the NSCMLT Registrar is not satisfied with the evidence provided by an applicant, the Registrar may request further information from the applicant or refer the matter to a Credentials Committee (the committee).
 3. Referral to the committee can be by the Registrar, written request of the applicant, or the committee itself.
 4. The applicant may request the opportunity to appear before the Committee. This request shall be granted and the applicant may appear with legal counsel.
 5. The Credentials Committee, in consultation with the Registrar, considers the eligibility of the application and may request further information and review the application in accordance with the Act and issues a recommendation to the Registrar.
 6. If the applicant is refused, the Registrar shall give written notice to the applicant on the decision.
 7. A refused applicant may request the opportunity to appear before the next scheduled meeting of the Board, with or without legal counsel, where the Board reviews the application and supporting information in accordance with the Act.

8. After the hearing the Board may:
 - a. direct the Registrar to issue to the applicant a license;
 - b. direct the Registrar to issue a license subject to such conditions, limitations or restrictions as the Board considers appropriate;
 - c. adjourn further consideration of the application, pending completion by the applicant of such training, upgrading, clinical examinations or other examinations as the Board may designate; or
 - d. direct the Registrar to refuse the application where the Board is not satisfied that the applicant meets the criteria

9. If the applicant is refused, the Registrar shall give written notice to the applicant on the decision, and advise the applicant of the right to appeal.

RELATED DOCUMENTS:

Medical Laboratory Technology Act and Regulations S.N.S., 2000, c.8

Suspension and Reinstatement Policy – Appendix Code of Conduct

Criminal Conviction Policy

Disability and Illness policy

DATE DEVELOPED: August, 2013

Reviewed Dates:



NUMBER: 3.10.1
DATE APPROVED:
SEPTEMBER 2015

TITLE: TEMPORARY RESTRICTED LICENSE - IEMLT
SECTION: REGISTRATION
DATE TO BE REVIEWED: June 2016

NSCMLT TEMPORARY RESTRICTED LICENSE FOR IEMLT's

NSCMLT mandate is to ensure applicants are qualified to practice as a medical laboratory technologist (MLT) in Nova Scotia. A temporary restricted license will be granted if the applicant meets the requirements of NSCMLT Regulations section 9 and this policy.

A MLT's temporary restricted license allows the internationally educated medical laboratory technologist (IEMLT) to temporarily practice as a medical laboratory technologist (MLT) in Nova Scotia, with conditions and restrictions, until they are able to obtain an active-practicing license. The temporary restricted license creates an opportunity for the IEMLT to gain clinical experience and to improve their medical laboratory competencies while providing protection to the client.

It is intended to provide IEMLT's the opportunity to practice in an area where they have met the equivalence through previous education, work experience and the Canadian Society for Medical Laboratory Science (CSMLS) prior learning assessment.

Temporary Restricted License Requirements:

- Graduated from an international medical laboratory program
- Completion of a CSMLS prior learning assessment (PLA) and has successfully completed the equivalency of three or more disciplines
- If deemed equivalent request to write the next CSMLS exam. Applicants name appears on the CSMLS eligibility roster to write the CSMLS exam (CSMLS will provide the list)
- Enrolled in a recognized MLT bridging program and provides proof of registration into a bridging program or course(s) as recommended by CSMLS
- Completion of NSCMLT initial application online at www.nscmlt.org and submission of all required documentation along with remittance of the appropriate fees

- Submits a sealed copy of their CSMLS PLA and learning plan or emailed directly from CSMLS
- Acquire membership (non-certified membership) with CSMLS and professional liability insurance (PLI)
- Provide proof of permanent Canadian citizenship status, or in the process of obtaining a work permit from Citizenship and Immigration Canada (CIC)
- A copy of Canadian government issued photo identification
- A copy of the employer's intent to hire letter
- A copy of a signed job description (Employer will provide)
- Upon successful completion of the educational requirements the applicant must challenge the next CSMLS exam
- The temporary restricted license will be specific to a discipline where they have been deemed equivalent by CSMLS
- Renew license yearly

Restriction of a Temporary License:

As a temporary restricted license holder, you must:

- Hold a temporary restricted license before starting employment orientation
- Can only perform tasks the CSMLS prior learning assessment has deemed equivalent
- Have on-site access to a licensed MLT that provides direct supervision for assistance and consultation
- Perform MLT tasks under direct supervision of a licensed MLT
- Must have a designated licensed MLT on each shift to provide direct supervision, assistance, consultation and guidance
- Cannot perform delegated functions. A temporary license holder can only perform the tasks in which they have been deemed competent by a licensed MLT
- Required to write the CSMLS exam to a maximum of 3 consecutive times
- The applicant's progress can be reviewed at any time by the NSCMLT Registrar

These restrictions are meant to ensure that the temporary restricted license holder is never in a situation where they do not have the ability to consult a licensed MLT for assistance.

NSCMLT defines "direct supervision" as having a licensed MLT in close physical proximity to the temporary restricted license holder. The supervisor will continually monitor the performance to ensure quality standards and best practice are upheld and be readily accessible for

assistance or needed intervention. The supervisor will provide feedback to the temporary license holders so they will know what areas they are progressing in or where they need to improve. A supervisor will provide immediate feedback on critical incidents and provide positive steps to be taken to improve.

The employer determines which tasks the temporary license holder will perform.

NSCMLT does require that the designated licensed MLT be specifically chosen and identified so that the temporary license holder knows who to go to for assistance in their clinical laboratory. The designated licensed MLT should possess the appropriate skills and experience in the relevant clinical area to provide guidance and consultation to the temporary restricted license holder. The designated licensed MLT cannot hold a temporary license.

A Temporary Restricted License is Valid For:

A temporary restricted license may be issued to qualified individuals to allow the applicant up to 3 attempts at the CSMLS exam. The temporary restricted license may be reissued after 1 year beyond the date the individual first applies with NSCMLT. A temporary restricted license may be extended while the applicant successfully completes the CSMLS learning plan and is eligible for a third and last attempt at the CSMLS examination.

After an unsuccessful attempt at the CSMLS national exam, NSCMLT will contact the temporary restricted license holder and the employer to inform them that the temporary license holder was unsuccessful on the CSMLS exam and will require further direct supervision and their license status will continue to be a temporary restricted license.

Additional Temporary Restricted License Requirements after unsuccessful attempt at the CSMLS Exam

- Provide NSCMLT a copy of a completed CSMLS Association Non-certified Membership with PLI Application form
- Require a mark greater than or equal to 50% on the CSMLS exam to be eligible for a continuous temporary restricted license.
- After the first unsuccessful attempt the applicant must forward to NSCMLT a copy of their CSMLS notification indicating mark
- After the second unsuccessful attempt the applicant must forward to NSCMLT a copy of their CSMLS notification indicating mark and a copy of their learning plan notice from CSMLS
- You must be eligible to challenge the third and final attempt of the CSMLS exam

- Before attempting the third CSMLS exam the applicant must forward a copy of their successful completion of the CSMLS learning plan and must write the next eligible CSMLS exam
- Applicant must make every attempt to challenge the next exam

A Temporary Restricted License is No Longer Valid If:

- Your temporary restricted license has expired (Each license expires on Dec. 31 and must be renewed for the next year)
- Your CSMLS exam mark was less than 50%
- You were not successful on completing the CSMLS prior learning plan within the CSMLS guidelines
- We receive notification that you were unsuccessful at challenging the CSMLS Exam after 3 attempts
- NSCMLT determines that the temporary restricted license holder does not exhibit progress with the CSMLS learning plan as established by the CSMLS PLA
- Termination of employment
- Professional mis-conduct
- Being issued an active practicing license

After three unsuccessful attempts at the CSMLS exam the temporary license is revoked and cannot be reissued. You must stop work immediately and your employer will be notified of the suspension of your license.

Successful Completion of the CSMLS Exam

Once a temporary restricted license holder passes the CSMLS exam the temporary restricted license will be upgraded to an active practicing license with NSCMLT at no additional charge. You must provide a copy of your CSMLS certificate to NSCMLT for this to occur.

RELATED DOCUMENTS: INITIAL APPLICATION, IEMLT POLICY, GUIDELINES FOR SUPERVISION, ACKNOWLEDGEMENT AND UNDERTAKING OF SUPERVISION FORM

DATE DEVELOPED: JUNE 10 2013

DATE REVIEWED: JUNE 2015 Jan. 2017

NSCMLT GUIDELINES FOR THE SUPERVISION OF MLTs WORKING WITH A TEMPORARY RESTRICTED LICENCE

MLT's with a practising license only may assume supervisory responsibilities for MLTs working with a temporary restricted license. The supervising MLT shall:

- Ensure that their own professional expertise and supervisory ability are adequate for their responsibilities
- Explain and demonstrate the work to be done before permitting the MLT to perform the work
- Observe and evaluate, on an ongoing basis, the competence of the MLT being supervised and determine the level of supervision required
- Provide ongoing monitoring and guidance
- Document and discuss any ongoing concerns regarding the temporary restricted license holder performance with their supervisor/manager
- Verify results in accordance with the pre-established standards or objectives
- Provide feedback to the temporary restricted license holder concerning overall performance

NOTES:

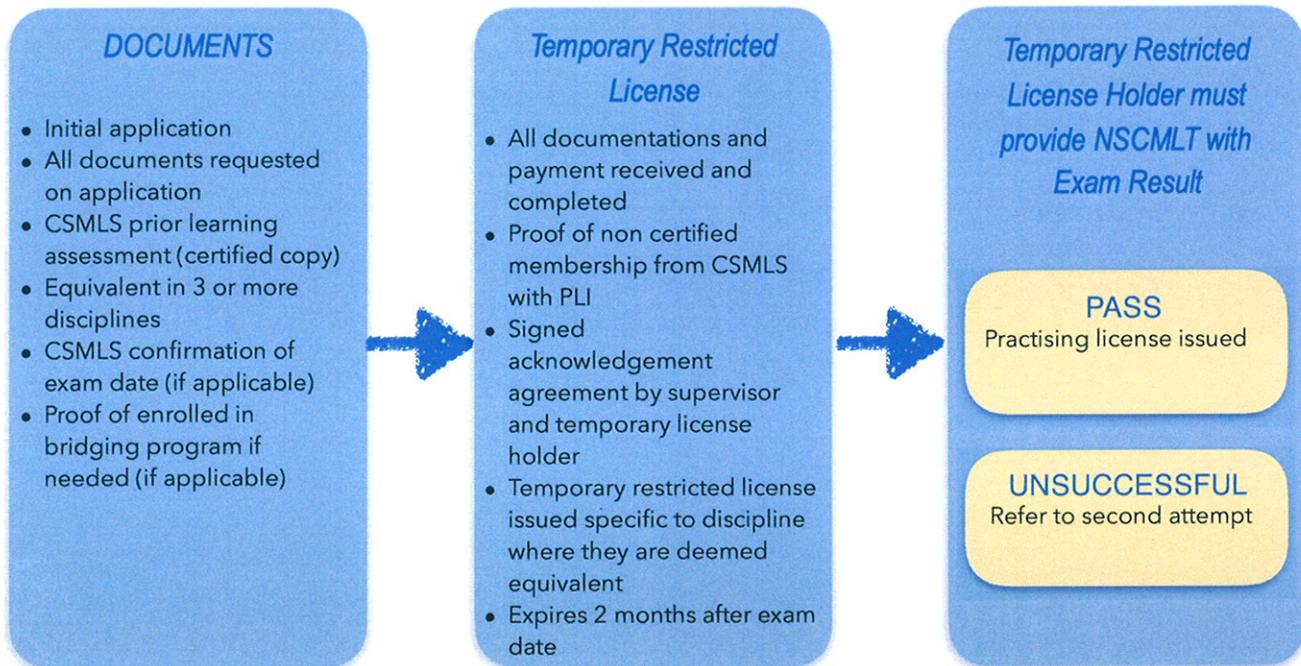
- The initial assessment of competence must be made under constant observation and must be documented.
- Once initial assessment of competence is completed, and the temporary restricted license holder has found to be competent, the temporary restricted license holder performance must be monitored continually but does not require constant observation. A licensed MLT must be in close physical proximity to the temporary restricted license holder and be readily accessible for assistance or needed intervention. The supervisor will continually monitor the performance of the temporary restricted license holder to ensure quality standards and best practice are upheld.
- Temporary restricted license holders must sign an "Acknowledgement and Undertaking of Supervision Form" that is also signed by their employer and manager/supervisor. This form clearly states the requirement for direct supervision of the temporary restricted license holder; when the MLT, the employer, and the manager/supervisor sign this form, they acknowledge the requirement for direct supervision and their intention to adhere to the requirement. This document must be returned to the NSCMLT office before a temporary restricted license will be issued.
- It is recommended that the Employer, supervisor/manager and the temporary restricted license holder retain a copy of this form for their records.

PROFESSIONAL LIABILITY INSURANCE (PLI)

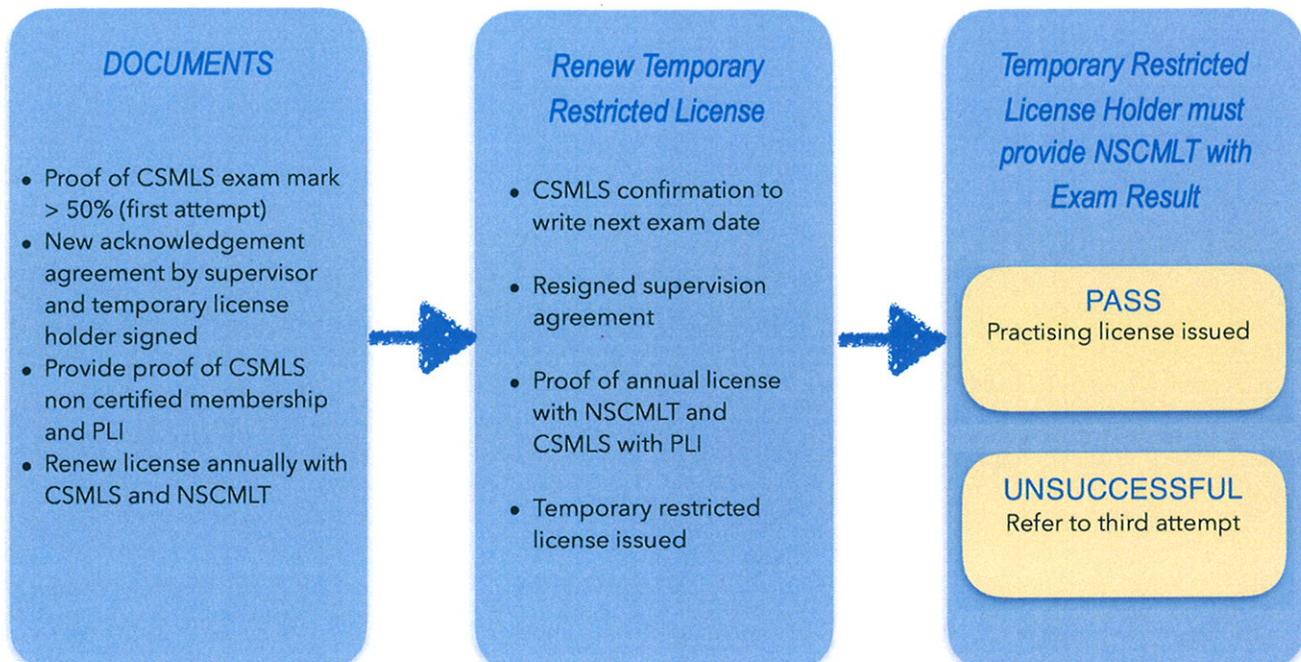
IEMLT's must acquire PLI coverage from CSMLS for non-certified members. If successful on the exam the coverage continues under their license as a member.

NSCMLT TEMPORARY RESTRICTED LICENCE PROCESS For IEMLTs

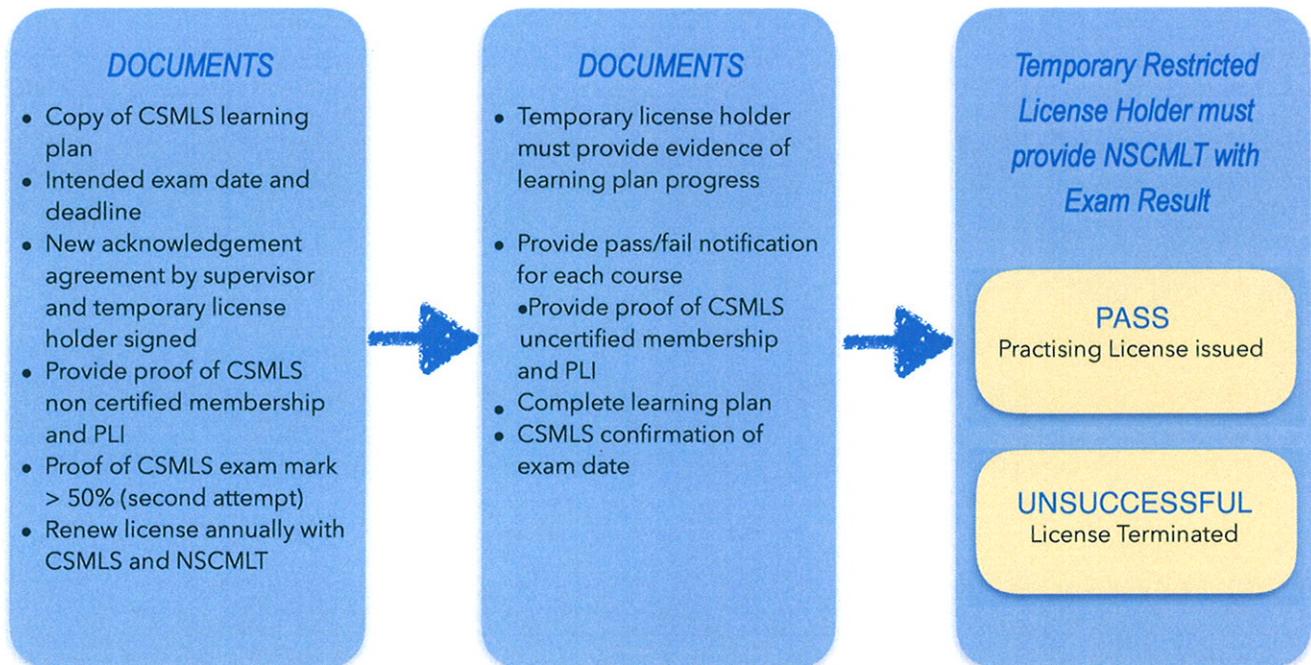
FIRST ATTEMPT TO WRITE CSMLS EXAM



SECOND ATTEMPT TO WRITE CSMLS EXAM



THIRD ATTEMPT TO WRITE CSMLS EXAM



NOTE

The temporary restricted license may be terminated at any time by NSCMLT. See Temporary Restricted License for IEMLT policy for details



Number: 3.18.1

Title: Appeal Policy

Date Approved: December

Section: Registration

Effective Date: December

Date to be reviewed: December

Purpose:

The purpose of this policy is to inform applicants and members of the NSCMLT in what constitutes an appeal and the procedures available that guide the appeal process.

Policy:

All complainants, members and applicants have the right to appeal the decision of the Registrar, Board or any NSCMLT Committee. All appeals must be made in writing to the Registrar. Where a matter is appealed to the Nova Scotia Court of Appeal pursuant to the Medical Laboratory Technology Act (The Act), the Court of Appeal has jurisdiction to, pending a decision by the Court of Appeal, grant a stay of any order made pursuant to this Act where, in its discretion, it deems it fit.

Procedure:

1. A complainant, member or applicant who wishes to appeal a decision of the NSCMLT Registrar, Board or NSCMLT Committee must submit a Notice of Appeal in writing to the NSCMLT Registrar.
2. The letter must be signed by the appellant and must include a copy of the decision they are appealing and any relevant supporting information to indicate the basis of the appeal.
3. The Board reviews the appeal according to the MLT Act and Regulations and upholds or rejects the decision.
4. The Board notifies the member or applicant of the decision in writing.
5. If the appellant is not satisfied with the response of the NSCMLT they may appeal on any point of law from the findings of the NSCMLT Committee to the Nova Scotia Court of Appeal.
6. The Appellant may request any NSCMLT transcript of proceedings, the decision of the committee and the evidence before the committee certified by the chair of the committee and makes an appeal to the Nova Scotia Court of Appeals.
7. The Appellant is responsible for their costs and the costs associated with production of appeal documentation requested.

8. If the NSCMLT decision is upheld by the Nova Scotia Court of Appeal then the applicant or member is responsible for all cost incurred by the NSCMLT.

RELATED DOCUMENTS:

Medical Laboratory Technology Act S.N.S., 2000, c.8

Disability and Illness Policy

Criminal Conviction Policy

Complaint policy and Procedure

Rejection of an application policy

REFERENCES:

Policy, College of Medical Laboratory Technologists of Manitoba

DATE DEVELOPED: August, 2013

Reviewed Dates:



NUMBER: 3.20.0

TITLE: ACCOMMODATION OF APPLICANTS WITH
DISABILITIES

DATE APPROVED:
December 2017

SECTION: REGISTRATION
DATE TO BE REVIEWED: December 2019

PURPOSE

The Nova Scotia College of Medical Laboratory Technologists (NSCMLT) will make reasonable efforts to accommodate applicants with special needs. In keeping with the Fair Registration Practice Act (FRPA) Section 16(3) and Human Rights Act Section 4 and 5(1).

POLICY:

- Upon the written request to NSCMLT, the college will make reasonable allowances that maintain the integrity of the licensure
- The reasonable accommodation provided will not compromise the integrity or affect the standards set for a medical laboratory technologist
- The applicants must provide the following information, as applicable:
 - (a) The type of disability or medical condition necessitating the request - providing both the medical and lay terms
 - (b) The applicant must submit documentation of their disability from a Medical Doctor, Therapist or Educational Specialist
 - (c) The accommodation request must be specific and note any special requirements that the applicant is requesting
 - (d) If the applicant's circumstances were the same while attending university, the applicant must provide a description and confirmation of the accommodation that was provided by their college or University for this disability
 - (e) Additional information or additional proof of information, if requested by the Executive Director
- The NSCMLT Credential Committee will determine if accommodations is granted
- NSCMLT will take all necessary actions to limit access to medical documentation provided

- Accommodations for applicants with disabilities while under going a prior learning assessment will be required to follow the CSMLS policies stated in the prior learning assessments handbook.

RELATED DOCUMENTS: INITIAL APPLICATION, IEMLT policy
DATE DEVELOPED: December 2017
DATE REVIEWED:



NUMBER: 3.19.0
DATE APPROVED: JANUARY 2018

TITLE: ACCESS TO DOCUMENT(S) REQUEST
SECTION: REGISTRATION
DATE TO BE REVIEWED: JANUARY 2020

PURPOSE

The Nova Scotia College of Medical Laboratory Technologists (NSCMLT) will provide an applicant or an applicants legal authorized representative access to records held by NSCMLT that are related to the applicant application, however the release of the records will be in accordance with the requirements of this policy. In keeping with the Fair Registration Practice Act (FRPA) Section 12(1) and 12(4).

POLICY:

- Upon the written request of an applicant for registration with the NSCMLT, the Registrar will provide the applicant with access to records held by the College that are related to the application
- The Applicant specifies which documents to be copied from their application file
- The College will not provide access to records held by the College that are related to the application if:
 - A. The record or any information in the record is subject to a legal privilege that restrict disclosure of the record or the information
 - B. Another enactment, including an Act of the Parliament of Canada or a Regulations pursuant to such an Act, or a Court Order or Order of a quasi-judicial tribunal prohibits disclosure of the record or any information in the record in the circumstances
 - C. Granting the access could reasonably be expected to lead to the identification of a person who provided information in the record to the regulating body explicitly or implicitly in confidence, and the regulating body considers it appropriate in the circumstances that the identity of the person be kept confidential
 - D. Granting the access could reasonably be expected to threaten or harm the mental or physical health or the safety of another person or
 - E. Granting the access could negatively affect public safety or could undermine the integrity of the registration process

- Access to records held by the College that are related to the application can be provided by paper, electronically or facsimile as per the applicant's request
- The fee for making an application file available will not exceed the amount of reasonable cost recovery by the College. Fees for courier service are the responsibility of the applicant
- The fee will be collected prior to the release of any information
- Access to documentations for applicants while under going a prior learning assessment will be required to follow the CSMLS policies stated in the prior learning assessments hand-book.

RELATED DOCUMENTS: INITIAL APPLICATION, IEMLT policy
DATE DEVELOPED: December 2017
DATE REVIEWED:



Web Design Best Practices Checklist for Nova Scotia Regulatory Bodies

Use these best practice examples to learn how your organization can enhance what it is doing to provide fair, equitable and accessible pathways to licensure and meet its obligations under the Fair Registration Practices Act (FRPA).

Decide on a plan of action. Once you have assessed your website in accordance with these guidelines, decide what best practices your organization will adopt to improve the accessibility of your website for internationally trained applicants.

VISUAL DESIGN AND ACCESSIBILITY	
Site is responsive to all 'smart' devices: <ul style="list-style-type: none"> • e.g.: desktop, tablet or smart phone. 	<input checked="" type="checkbox"/>
Content displays on popular/current versions of Chrome, Firefox, Internet Explorer, Safari, etc.	<input checked="" type="checkbox"/>
Keywords are used in menu items.	<input checked="" type="checkbox"/>
Main menus have fewer than 5 items.	<input checked="" type="checkbox"/>
Images provide additional clarity to content: <ul style="list-style-type: none"> • e.g.: icons for simplicity and clarity: <ul style="list-style-type: none"> ○ static visuals (to avoid visual chaos and distractions). ○ hover effects are often used to provide visual clues to users about links and key content. The movement should only happen in response to a user action (e.g. a click, or moving the mouse over an element on the page). 	<input checked="" type="checkbox"/>
Information provided is succinct: <ul style="list-style-type: none"> • content should start as a summary and provide links to more in-depth information. • users should always have a clear expectation of what they will get when they click on a link. 	<input checked="" type="checkbox"/>
Headings are appropriately styled to give a visual guide to their importance: <ul style="list-style-type: none"> • H1 headings = largest • H2 headings = smaller • H3 headings = smaller still 	<input checked="" type="checkbox"/>
Limited, industry-specific colours have been used.	<input checked="" type="checkbox"/>
Text colour has sufficient contrast with background colour.	<input checked="" type="checkbox"/>
Font, font sizes and font colours are consistently used.	<input checked="" type="checkbox"/>

Nothing makes sound (unless you click on a short video).	<input checked="" type="checkbox"/>
Captions are provided to audio or video files.	<input type="checkbox"/>
FUNCTIONALITY	
All internal hyperlinks work.	<input checked="" type="checkbox"/>
All external hyperlinks work.	<input checked="" type="checkbox"/>
All forms function as expected.	<input checked="" type="checkbox"/>
No JavaScript errors are generated.	? <input type="checkbox"/>
CONTENT AND NAVIGATION	
A specific drop-down menu or heading is available for internationally educated individuals.	<input type="checkbox"/>
<p>'Information Architecture' principles—e.g. with the goal of organizing structure and labelling content in an effective way— have been applied:</p> <ul style="list-style-type: none"> every click gives the visitor confidence that they are moving towards the correct information. users can get the information they're looking for in minimal clicks. content is organized with a pathway or link to pathway as a visual aid for applicant well-researched personas are used when considering content, layout, navigation—e.g.: female; single; mother of 2; fulltime employment at Superstore; internationally educated; looking for employment in field of study; does not have time to weed through website jargon. 	<input checked="" type="checkbox"/>
<p>Pathway to licensure is clearly articulated:</p> <ul style="list-style-type: none"> visual, step-by-step pathway to licensure is provided. <i>Yes</i> information is provided on documentation required at each stage of the registration process. <i>Yes</i> information on assessment criteria and methods to be used is documented. <i>Yes</i> required standards (against which applicants will be assessed) are published online. <i>Yes</i> information on internal review/appeals process is provided. <i>No</i> information on how applicants can track application status is provided. <i>No</i> information on language proficiency requirements. <i>Yes</i> information on document translation and specific instruction is provided. <i>Yes third party</i> information on how applicants can access information is provided—preferably in the format of an automated, on-line form. <i>Yes</i> 	<input type="checkbox"/>
Cost of application/licensure is clearly articulated, preferably in a table format.	<input checked="" type="checkbox"/>
Bulleted lists are used where possible.	<input checked="" type="checkbox"/>

Wording is clear and consistent.	<input checked="" type="checkbox"/>
Plain language principles have been applied: <ul style="list-style-type: none"> for reference, see the Perfectly Plain: A quick-reference handbook for people who create websites, write emails, and design forms on the FRPA website. 	<input checked="" type="checkbox"/>
Evaluation mechanisms are in place: <ul style="list-style-type: none"> e.g. visitors can provide feedback via email or an online, fillable form. input from international applicants has been sought on website design, usability, aesthetics, etc. 	<input checked="" type="checkbox"/>
LINKS FOR INTERNATIONAL APPLICANTS	
Fair Registration Practices (FRPA) Review Office: https://novascotia.ca/lae/RplLabourMobility/FRP.asp	<input checked="" type="checkbox"/>
Labour Mobility: https://novascotia.ca/lae/RplLabourMobility/LM.asp	<input checked="" type="checkbox"/>
International Qualification Recognition (IQR) : https://novascotia.ca/lae/RplLabourMobility/IQR.asp	<input checked="" type="checkbox"/>
Nova Scotia Office of Immigration (NSOI): https://novascotiainmigration.com/	<input checked="" type="checkbox"/>
Forum of Labour Market Ministers (FLMM) Labour Mobility website: Forum of Labour Market Ministers	<input checked="" type="checkbox"/>
Immigrant Services Association of Nova Scotia (ISANS): http://www.isans.ca/	<input checked="" type="checkbox"/>
Nova Scotia Start Program www.novascotiastart.ca	<input checked="" type="checkbox"/>
Additional, profession-specific links for internationally educated individuals:	<input checked="" type="checkbox"/>

PRIOR LEARNING ASSESSMENT (PLA) SERVICES AGREEMENT

THIS AGREEMENT MADE THIS 1st DAY OF April OF 2014.

BETWEEN:

Canadian Society for Medical Laboratory Science
(Herein called "CSMLS")

AND

Nova Scotia College of Medical Laboratory Technologists
(Herein called "NSCMLT")

WHEREAS the Interprovincial Agreement on Internal Trade for Medical Laboratory Technology recognizes the role of the CSMLS in describing the competencies required for an entry-level Medical Laboratory Technologist, and

WHEREAS the NSCMLT is the regulatory body for medical laboratory technologists established under the laws of Nova Scotia with the responsibility for setting and maintaining the entry to practice standards for the profession in Nova Scotia, and

WHEREAS, both CSMLS and NSCMLT wish to maintain the national standards and portability of credentials, in the best interests of the public and of the profession,

THIS AGREEMENT sets forth the terms and conditions for the prior learning assessment (PLA) conducted by the CSMLS to be relied upon by NSCMLT in assessing the prior learning and experience of applicants who have not graduated from a Canadian Medical Association (CMA) accredited program.

1. Principles

The CSMLS, through its Professional Standards Council (PSC), has established a system for assessing the education and training of applicants who have not graduated from a CMA accredited program. This system provides:

- a fair, credible, ethical, defensible and standardized method to assess credentials;
- consistency among the jurisdictions in the assessment of credentials;
- portability and recognition of credentials from one Canadian jurisdiction to another;

- a transparent process for all stakeholders.

It is noted that Quebec administers their own process, through the OPTMQ.

2. NSCMLT registration criteria

The NSCMLT Registration Regulation currently requires that applicants who have not graduated from a CMA accredited program have equivalent education or a mixture of education and experience that is equivalent to that of a graduate of a CMA accredited program.

3. CSMLS review of credentials and Prior learning Assessment (PLA) criteria

Applicants may download from the CSMLS website (www.csmls.org), at no charge, a package that describes the process and details the documents and information required for an assessment. The package is also available for a service fee from the CSMLS office. The assessment process is as follows:

- a) Applicants must demonstrate language proficiency in either English or French. For those applicants whose education was not either in English to French, this is accomplished through testing scores provided through an approved external agency, and achievement of the prescribed requirements as determined by the PSC. The cost of these services is set by the service provider and is subject to change without prior notice.
- b) University degrees and diplomas from outside of Canada are evaluated to determine equivalency to Canadian educational credentials. This process involves a course by course analysis that evaluates both the program and the applicant's successful completion. The cost to the applicant for a comprehensive evaluation is established by the International Credential Evaluation Service (ICES) and World Education Services (WES) and is subject to change without prior notice.
- c) CSMLS examines the applicant's portfolio to determine equivalence (in both didactic and clinical areas) by comparison to the CSMLS national entry-level competency profile. The medical laboratory technology education component, past and present work experience, and any professional development and other certifications that are held by the applicant are considered. A self-assessment tool has been developed from the competency profile for applicants to use to document and demonstrate their experience. The cost to the applicant for this part of the process is subject to change without prior notice.
- d) For those whose education or experience is deemed not equivalent to the education or experience of a graduate of a CMA accredited program gaps in education or experience are identified and recommendations made for learning opportunities which may include courses and/or seminars and workshops and/or clinical training bridging programs. In accordance with the policy of the PSC. Any applicant with

more than one comprehensive gap, e.g., missing a discipline of medical laboratory science, will be directed to CMA accredited training programs for a formalized educational program.

4. Turn around time

Once all documentation has been received, CSMLS will endeavour to complete assessments of equivalence in four to six weeks. Assessments will be completed expediently. All communications with applicants as well as NSCMLT will reflect the CSMLS' commitment to outstanding customer service.

5. Review and evaluation

NSCMLT and CSMLS will meet (in person or by teleconference) at least once every two years to formally review the PLA process and address any areas of concern. Data on the number of assessments of equivalence completed will be discussed along with any challenges that are encountered.

6. PLA Results

Two copies of the PLA letter with the results of the assessment will be sent to the applicant. These letters will be authenticated with the CSMLS seal for equivalent assessments. The applicant will be instructed to submit one authenticated copy to the NSCMLT when applying for a certificate of registration.

7. PLA Appeals process

Any appeal regarding the outcome of an assessment will be conducted by CSMLS within 30 days of the submission of the appeal. The applicant will also have the opportunity to submit additional information to CSMLS for further consideration. All fees are posted on the CSMLS website and are subject to change without notice.

8. Communications and reporting

All communications and reporting from CSMLS will be made directly to the Executive Director/Registrar of the NSCMLT.

9. Current Schedule of costs for applicants

The costs associated with the PLA process are approved by the CSMLS Board of Directors, are posted on the CSMLS website and are subject to change without notice. CSMLS will, however, endeavour to provide NSCMLT 90 days' notice of significant changes to fees for PLA services.

10. Reports

Statistics will be reported to NSCMLT biannually and are due the first week of July and January of each year. This report will include the following information;

- The number of assessments conducted, broken down by specialty area, e.g.
- General medical laboratory, diagnostic cytology or clinical genetics,
- The number of applicants eligible to write certification examination,
- The number of applicants ineligible to write the certification examination with the factors tracked, and
- The number of assessments pending.

11. Applicant feedback

CSMLS will survey PLA applicants regarding the PLA processes on an ongoing basis as part of the quality assurance of this program.

12. Quality Assurance

CSMLS will evaluate and monitor the review of the eligibility process by ongoing:

- Appraisal by the PSC,
- Analysis of examination statistics,
- Analysis of performance reports for exam candidates and programs,
- Analysis of PLA process, and
- Surveys of applicants

Information will be shared with the NSCMLT as appropriate.

13. Information packages

NSCMLT will inform the CSMLS of any regulatory changes which may impact on the information package for applicants for the jurisdiction of Nova Scotia. This information will be available in print (a service fee may be charged for the print version) and accessible on the Internet.

14. Governance of PLA processes

The PSC is made up of one representative from the regulatory body or association governing medical laboratory in each Nova Scotia province and territory, a representative from the CSMLS Board of Directors, a rep-

representative from the exam panels and CSMLS staff support. The PSC develops policies and monitors the PLA process to ensure that the national standard is upheld.

15. Term of Agreement

- a) Either party may terminate this Agreement for any reason upon one year's notice in writing.
- b) Either party may terminate this Agreement in the case of a breach upon 30 days' notice in writing. Failure to perform a fundamental element of this agreement in a timely way will constitute a breach.

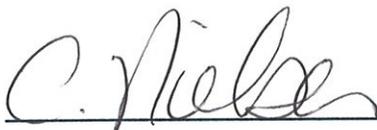
16. The obligations of the NSCMLT under this agreement are subject to the requirements of the *Nova Scotia Medical Laboratory Technology Act, 2000*.

17. This agreement shall be governed by the laws of Nova Scotia.

THIS AGREEMENT is signed by two duly authorized signing officers of each party and the corporate seal of each is affixed.

FOR CSMLS

FOR NSCMLT



Christine Nielsen
Chief Executive Officer



Janice Jones
Executive Director/Registrar

Date:

April 1 / 2014

Date:

April 28, 2014

Corporate Seal

Corporate Seal

EXAMINATION SERVICES AGREEMENT

THIS AGREEMENT made the 1st DAY OF April OF 2014.

BETWEEN:

Canadian Society for Medical Laboratory Science
(Herein called "CSMLS")

AND

OF THE FIRST PART,

Nova Scotia College of Medical Laboratory Technologists
(Herein called "NSCMLT")

OF THE SECOND PART

WHEREAS the Interprovincial Agreement on Internal Trade for Medical Laboratory Technology recognizes the role of the CSMLS in articulating the competencies required for an entry-level Medical Laboratory Technologist (MLT) in Canada, and

WHEREAS the NSCMLT is the regulatory body for MLTs established under the laws of Nova Scotia with the responsibility for setting and maintaining the entry to practice standards for the profession in Nova Scotia, and

WHEREAS, both CSMLS and NSCMLT wish to maintain the national standards and portability of MLT credentials, in the best interests of the public and of the profession,

THIS AGREEMENT sets forth the terms and conditions for the national certification examination prepared by the CSMLS to be utilized by NSCMLT as the qualifying examination for registration as an MLT in Nova Scotia.

1. Examination policy

- a) The CSMLS and the NSCMLT mutually agree that, subject to the lawful obligations and continued existence of the NSCMLT, the Professional Standards Council (PSC) of the CSMLS established under article 13 of the CSMLS Bylaws, shall be the body that establishes qualifying examination policy and procedures.

- b) The CSMLS and NSCMLT undertake to deal with issues related to examinations, referred to them by the PSC, in a timely manner.
- c) The CSMLS undertakes to consult with the NSCMLT on any proposed changes to the CSMLS bylaws, standing rules or policies that might affect this agreement.

2. Eligibility to write the examination

- a) Graduates from Canadian Medical Association (CMA) accredited training programs in General Medical Laboratory Technology, Diagnostic Cytology and Clinical Genetics shall be eligible to write the applicable examinations.
- b) Applicants who, through the CSMLS Prior Learning Assessment (PLA) process, have been deemed equivalent to a graduate of a CMA accredited educational program for General Medical Laboratory Technology, Diagnostic Cytology and Clinical Genetics shall be eligible to write the applicable examinations.
- c) The NSCMLT may establish other policies under which they may recommend candidates who shall be eligible to write the applicable examinations.

3. Administration

- a) The CSMLS shall administer its examinations in Nova Scotia on behalf of the NSCMLT.
- b) The CSMLS shall receive the exam applications from all candidates in Nova Scotia who are eligible to write the examination and shall collect all examination fees.
- c) For those applicants from accredited training programs, the educational institution from which the applicant graduated or is expected to graduate is responsible for confirming eligibility for examination.
- d) For those applicants from the PLA process, the CSMLS Director of Certification & PLA is responsible for confirming eligibility to examination.
- e) The examinations shall be held on dates set by the CSMLS and shall be administered at least three times per year in accordance with the invigilation and security standards established by the PSC.
- f) The CSMLS shall establish the examination centres in Nova Scotia and shall be responsible for arranging facilities and invigilators at each examination centre and for payment of all costs involved with rental of facilities and invigilation fees.

4. Processing student marks and examination reports

- a) The CSMLS shall grade the examinations and shall provide to NSCMLT within 45 days after each examination session:

- i) An alphabetical list of all candidates from Nova Scotia, noting pass or fail,
 - ii) Performance analysis reports based on the performance of first-time candidates for:
 - all candidates writing at that session from across Canada
 - all candidates writing at that session from Nova Scotia,
 - iii) a performance analysis report to each exam candidate who fails the examination,
 - iv) institutional performance analysis reports of each didactic training program, providing that there are two or more first time exam candidates from that centre challenging the exam, and
 - v) Other reports as approved by the PSC.
- b) The CSMLS shall be responsible for releasing the examination results to candidates in a time frame established by the PSC.
 - c) The CSMLS and NSCMLT mutually agree that candidate examination results shall not be released to anyone other than the candidate without the candidate's express written consent, except as required by this agreement or as required for the proper administration of the CSMLS and the NSCMLT.
 - d) The CSMLS shall retain:
 - the examination answer sheets for a period of twelve (12) months for all candidates, and test books, for a period of twelve (12) months for failed candidates, and 90 days for passed candidates, after the date of the examination, and shall destroy them at the end of the respective period.

5. Testing of new exam items

- a) The CSMLS may include, in each part of the examination, new test items that are being validated for use in future examinations. From time to time these items may be used in the calculation of the final score of the current session, following comprehensive review and approval by the exam panel.
- b) Candidates will be made aware that new test items may be included in the examinations.

6. Fees for examination services

- a) The cost of the examination services covered by this agreement shall be recovered by the CSMLS through fees charged to the candidates.
- b) The examination fees charged to candidates by the CSMLS shall be the same as those charged by CSMLS to candidates in other provinces.

- c) Fees for any services provided by the CSMLS to the NSCMLT not covered in this agreement shall be mutually agreed upon.

7. Administrative responsibility for this Agreement

- a) The NSCMLT has designated the Executive Director/Registrar as having administrative responsibility for this agreement. The NSCMLT agrees to inform the CSMLS promptly, in writing, of any change of designee.
- b) Any communication from the CSMLS relating to the examinations shall be directed to the designee named above. Any communication from the NSCMLT shall be directed to the CSMLS Director of Certification and Prior Learning Assessment.

8. Term of contract

- a) This agreement shall be effective from the 1st DAY OF April OF 2014 until it is terminated.
- b) Either party may terminate this Agreement for any reason upon three years' notice in writing.
- c) Either party may terminate this Agreement in the case of a breach upon 30 days' notice in writing. Failure to perform a fundamental element of this agreement in a timely way will constitute a breach.

9. The obligations of the NSCMLT under this agreement are subject to the requirements of the *Nova Scotia Medical Laboratory Technology Act, 2000*.

10. Applicable law

This agreement shall be governed by the laws of Nova Scotia.

THIS AGREEMENT is signed by two duly authorized signing officers of each party and the corporate seal of each is affixed.

FOR CSMLS



Christine Nielsen
Chief Executive Officer

Date:

April 1/2014

Corporate Seal

FOR NSCMLT



Janice Jones
Executive Director/Registrar

Date:

April 28 2014

Corporate Seal



Questions for Third Party Organizations

Canadian Society for Medical Laboratory Science (CSMLS) - <https://www.csmls.org>

Provide links to policy where possible

1. Do you provide some information about assessment practices to applicant?

Yes, We provide Steps to Certification for Internationally Educated Medical Laboratory Technologists here: <https://www.csmls.org/Certification/Become-Certified-Internationally-Educated-Profes/First-Steps-to-Certification.aspx> and in our handbook found at Step One (1) in this link: <https://www.csmls.org/Certification/Prior-Learning-Assessment/Preparing-for-PLA>.

Clients can also go directly to this link for Prior Learning Assessments:
<https://www.csmls.org/Certification/Prior-Learning-Assessment/Types-of-PLA.aspx>.

Through our website and in our handbooks which are also linked to our website.

2. Do you provide timely decisions, responses and reasons to applicants?

Yes, when the CSMLS has received all of the clients required documentation, their PLA file is forwarded to the assessment team for review. The assessment team reviews their documentation to compare the clients experience and education with the appropriate competency profile. It may take the assessment team up to 4 to 6 weeks to complete an assessment by typically it is not more than two weeks. (See at the bottom of the page at this website link: <https://www.csmls.org/Certification/Prior-Learning-Assessment/Pre-Assessment-and-Fees.aspx>)

3. Do you provide training to individuals making assessments, decisions, and/or conducting appeals?

Yes, we provide training for all new assessors by our head assessor. Once training is complete new assessors work on old files and have their assessments reviewed by the head assessor. Once both the new assessor and the head assessor are comfortable with the outcomes, then the new assessor can work on files.





4. Do you have an internal review/appeal process?

We perform Blind QC checks on every tenth (10) file. Two (2) assessors are blindly given the same file to ensure that the process is working and that the outcome is the same. In the event where there is a Blind QC and the two assessors do not agree on the outcome, the file will be sent to a third assessor. If the third assessor does not agree with either of the original two assessors a teleconference will be called. Attendees will discuss the file to come to an agreement on the outcome of the assessment.

In the event of an Appeal, the file goes for a second review by a different assessor much like the Blind QC process.

5. What is your process regarding access to records related to assessment of applicants?

2) Supporting (Official) Documents - page 15 of the 2017 Prior Learning Assessment Information Handbook & Application

Official documents are sent directly to the CSMLS from issuing institutions and become the property of the CSMLS. We will not send official documents back to you. Faxed, emailed, or personally submitted documents for credential verifications, MLT education, language assessments, and work experience will not be accepted to complete your prior learning assessment.

Document Receipt and Retention Policy – page 17 of the 2017 Prior Learning Assessment Information Handbook & Application

We do not accept any documents at CSMLS unless you have applied for a Prior Learning Assessment (PLA).

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

Documents received at the CSMLS without identifiable measures (for example a client's name or identification number) are stored for six (6) months and then destroyed.

We are not responsible for any costs associated with the receipt or destruction of documents.





6. Explain how you determine the level of credential presented for assessment, and describe the criteria that are applied to determine equivalency.

The purpose of the Prior Learning Assessment (PLA) process is to evaluate the education, credentials and work experience of internationally trained applicants against the educational requirements of an entry-level technologist in Canada and against the relevant CSMLS Competency Profile to determine whether each applicant is eligible to write the national certification exam. In addition gaps will be identified through the PLA process.

We use third party credentialing agencies (ICES and WES) to verify university degrees and not Medical Laboratory Science learning. There may be occasions when these agencies do not recognize post graduate certification or diplomas. Our assessors are to evaluate the course content and transcripts, provided they are submitted directly from the educational/ training institution, to determine equivalency. In the event that a client is unable to provide official documents due to adverse circumstances (e.g. war, disaster etc.), the CSMLS may allow alternate documents to be assessed.

Relevant and recent (within the last 5 years) Medical Laboratory (Work) experience is reviewed to verify that the basic requirements for a work experience have been fulfilled based on the receipt of satisfactory documents.

Continuing Professional Development (CPD) is evaluated to see whether any of the client's professional development courses are relevant and useful for the assessment. Coursework may have provided the client with experience in a discipline for which no other education/work experience has been documented. If so, the assessors consider whether the course(s) taken fulfill the requirements.

Language Proficiency is determined through the credentialing agency report and/ or there may be letters of attestation from the educational institution in the file. If the client was not educated in English or French, there will be records of proficiency from agencies such as TOEFL or MELA. These records indicate the stage that the client has attained (i.e. CLB 6, Stage I – file eligible for assessment or CLB 8, Stage II – client eligible for examination). The client must attain CLB 8, Stage II in order to proceed to examination.





Clients submit Personal Competency Rating Booklet (PRBCs). The assessors review the client's rating, work experience and education. They are to note any inconsistencies or gaps. If any inconsistencies are found, they are to review the documentation (course outlines etc.) to confirm findings. If assessor is unable to confirm the finding they can submit a request to ask the client to send additional information.

A chart is available to the assessors as a guideline for determining equivalence. The most common findings of a PLA have been considered in developing this chart. It can be applied to an entire discipline or components of a discipline.

Outcome: The client will receive a Technical Report that will indicate whether the client is Equivalent or Not Equivalent. If **two or more comprehensive gaps** are identified (two or more disciplines for which there is not recent evidence of education/experience up to the standard required) then the client is NOT equivalent and will need to complete a comprehensive accredited program in medical laboratory technology

If **one comprehensive gap** is identified, then the client is NOT equivalent and will need to complete a refresher course in that discipline

If recent education or work experience is missing in one complete discipline, or one or more **components within a discipline**, then the client is NOT equivalent and will need to complete a comprehensive course package in that discipline. However, it is in this instance—where a client has experience or education within the last five years for some but not all components within a discipline—education and work history from a timeframe slightly outside of the usual five-year period can be used to assess equivalency. Thus, if the client has education or work

See our website link <https://www.csmls.org/Certification/Prior-Learning-Assessment/Pre-Assessment-and-Fees.aspx> for more information and the handbook.





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

PRIOR LEARNING ASSESSMENT

Information Handbook & Application
2017

Policy changes may occur. We will post any changes on our website.
You are responsible for making sure you have the current version of the Handbook. Check
the CSMLS website for updates.

csmls.org

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.

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GENERAL INFORMATION

General Information

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. The society began in 1937 as the Canadian Society of Laboratory Technologists and now has over 14,000 members in Canada and in countries around the world.

CSMLS remains committed to continuing to build a clearly focused and proactive advocacy strategy. Medical laboratory professionals deserve a voice that recognizes our profession's strong contribution to the core of Canadian health care. Our advocacy efforts are focused on two main audiences, the government and the general public.

Canadian medical laboratory technologists must be certified with the CSMLS throughout Canada, with the exception of Quebec. CSMLS certification is part of the entry-to-practice requirements for medical laboratory technologists who want to work in Canadian medical laboratories.

CSMLS 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 laboratory services. We also promote, maintain and protect the professional identity and interests of medical laboratory technologists and of the profession.

In each province where there is a regulatory body, the regulatory body oversees the practice of the profession. We work with provincial regulatory bodies to make sure that CSMLS qualifications can be used across the country. We have developed exam service agreements with some of them so that they use CSMLS certification as an admission requirement.

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.

Immigration

CSMLS does NOT get involved in immigration issues for PLA candidates. We provide you with two copies of your Technical Report should you need to submit it to immigration authorities or a Provincial Regulatory Body.

Citizenship and Immigration Canada

The Government of Canada is committed to improving the process of foreign credential recognition to make it faster, fairer and more consistent across Canada. This will help new immigrants contribute to their full economic potential when they arrive in Canada.

Citizenship and Immigration Canada (CIC) has developed a promotional video entitled *Advancing Foreign Credential Recognition*. The video demonstrates how the International Qualifications Network (IQN) has successfully addressed the need for a centralized tool to promote and support the sharing of information related to the recognition and assessment of international qualifications in Canada, and to connect stakeholders and raise awareness of common issues. To see the video, go to <https://www.youtube.com/watch?v=yioylepq-iE>.

Professional Standards Council (PSC)

The Professional Standards Council (PSC) is the policy recommendation body for Certification, Prior Learning Assessment (PLA) and Standards of Practice. The PSC is responsible for all matters relating to certification and prior learning assessment standards and policies. It has member representatives from each provincial association and regulatory body and in non-regulated provinces, representatives from provincial associations.

Non-Discrimination

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

Assumptions about Medical Laboratory Science in Canada

Medical laboratory technologists (MLTs) are the fourth largest groups of health care professionals in Canada. MLT professionals perform sophisticated laboratory investigations on the human body or 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.

MLT professionals 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

- Upon completion of an accredited program or deemed eligible through a CSMLS Prior Learning Assessment, 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).

CSMLS Membership

A CSMLS membership will provide you with many benefits that you can start taking advantage of right away, including reduced prior learning assessment application fees.

We connect members to a comprehensive network of peers, news and updates, continuing education, employment opportunities and much more.

Certification and membership with CSMLS is portable across Canada. CSMLS membership:

- Saves you money by offering lower registration fees for LABCON, CSMLS's annual national conference and access to various membership discount programs
- Keeps you connected to the profession with bi-weekly eNEWS, the quarterly Canadian Journal of Medical Laboratory Science (CjMLS) and the new online discussion forum, Communities
- Is with you every step of your career, providing access to job postings and our new online Career Centre in addition to discounts on professional development and continuing education

At CSMLS, we believe that the medical laboratory profession deserves a voice that recognizes your valuable contribution to Canadian health care. Your membership with CSMLS will help make this voice stronger and demonstrate your commitment to your chosen profession.

If you have any questions about membership, please feel free to contact us by phone (905-528-8642 or 1-800-263-8277) or email (info@csmls.org).

Associate Non-Certified Membership

You can apply for an Associate Non-Certified Membership. Information about memberships can be found on our website at csmls.org under "Join us".

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. Membership fees are not prorated.

Continuing Education & Professional Development

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

Browse through our Course Catalogue at csmls.org for a complete list of educational offerings. With over 100 courses available, there is something for everyone, designed specifically to fit your learning needs.

CSMLS PRIOR LEARNING ASSESSMENT

Eligibility to Write the CSMLS Certification Examination

To work in Canada as a medical laboratory technologist (MLT) you must pass the CSMLS certification exam.

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

1. Canadian Educated Candidate:

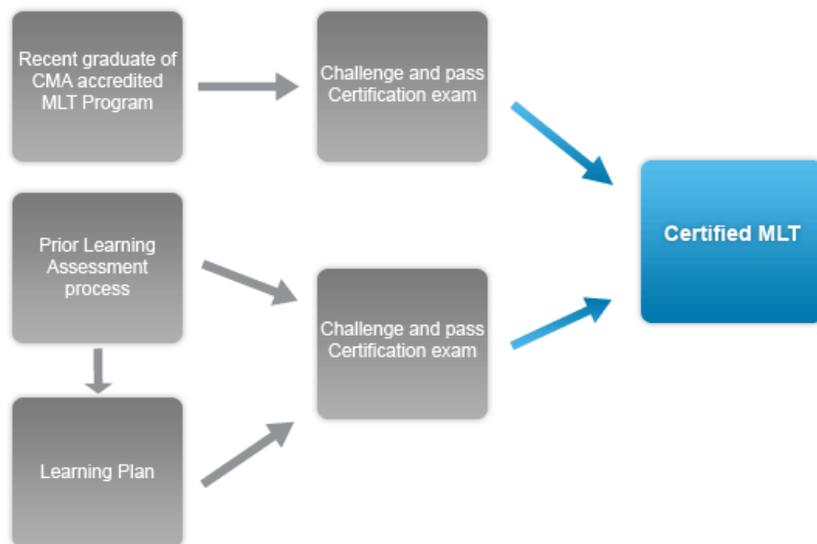
Successful completion (graduate) of a CMA-accredited Medical Laboratory Technologist (MLT) education program. This includes programs that have applied for accreditation. A CMA-accredited program is one that has met the requirements of the Conjoint Committee for Accreditation of Educational Programs in Medical Laboratory Technology for the Canadian Medical Association.

To be eligible to write the exam:

- All program requirements must be completed two weeks before the exam date
- You must be a recent graduate - program completion must have occurred within the past twelve (12) months

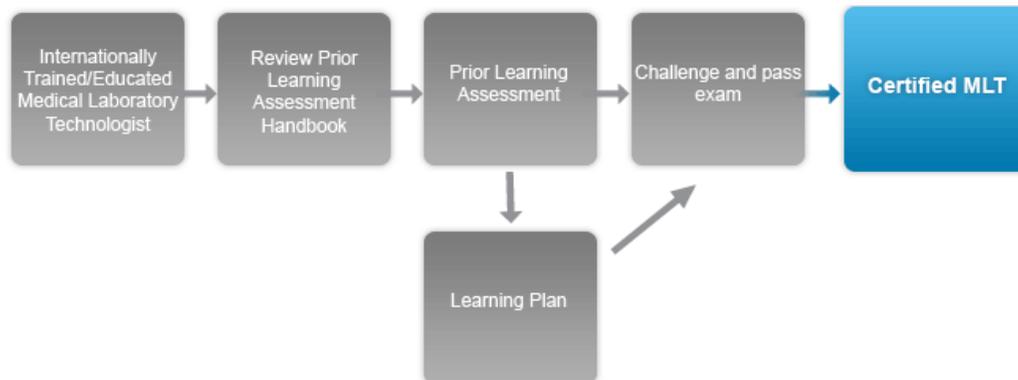
2. Internationally Educated Candidate:

Declared eligible (or equivalent to Canadian Standards) through a CSMLS Prior Learning Assessment (PLA) process for Medical Laboratory Technologists (MLTs). Have a valid (not expired) examination eligibility statement.



CSMLS Prior Learning Assessment

The CSMLS **Prior Learning Assessment (PLA)** reviews your education, training and work experience to determine if you are equivalent to the Competency Profile.



There are **two (2) parts or stages** in the PLA process:

- **Pre-assessment**

Starts when we receive your application and process your **PLA Application Fee** and ends when we have received all of your required documents.

- **Post-assessment**

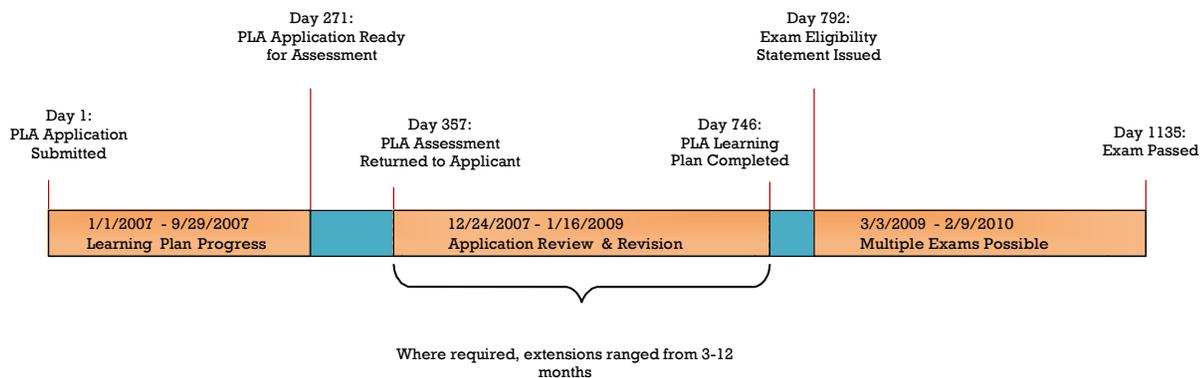
Your post-assessment starts when your PLA has been assessed and we send your Technical Report to you.

CSMLS Prior Learning Assessment Process

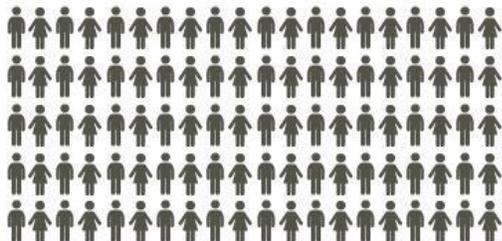
CSMLS provides a single point of access for prior learning assessment (PLA) to internationally educated medical laboratory technologists who are seeking Canadian certification.

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.



Know the Facts



Out of 100 PLA Applicants



86 had their Applications Assessed



56 Attempted the Exam



37 Passed the Certification Exam

Note: The above data is based on a 2014 study conducted of 2007 PLA applicants

Is the Prior Learning Assessment Right for Me?

Medical Laboratory Technology education programs in Canada are accredited by the Canadian Medical Association (CMA). Any individual applying from non-accredited programs from around the world are required to undergo a prior learning assessment (PLA) process to determine the comparability of their education to the CSMLS competency profiles. The PLA program reviews your education, training and work experience to determine if they are equivalent to the national competency profile.

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

Therefore, it is very important to clearly understand the PLA process prior to application. CSMLS offers a number of resources that give you an opportunity to reflect on your previous professional experience and determine if a career as a certified MLT is right for you.

These resources will also give you a sense of how much upgrading may be required before you are eligible to write the certification exam. If your educational gaps are significant, it may be worthwhile to consider investigating an alternate career.

The CSMLS PLA program is available for:

General Medical Laboratory Technology

Technologists must be competent in the following disciplines:

- Clinical chemistry
- Hematology
- Clinical microbiology
- Transfusion Science
- Histotechnology

If you have little or no experience or education in more than one of the above disciplines (clinical chemistry, clinical microbiology, hematology, histotechnology or transfusion science), then you will not qualify for the CSMLS exam through PLA.

Diagnostic Cytology

Technologists must be competent in both gynecological and non-gynecological analysis.

Clinical Genetics

Technologists must be competent in both cytogenetics and molecular genetics.

Steps to Take

As an internationally educated medical laboratory technologist (IEMLT), you have the opportunity to establish your eligibility to the CSMLS National Certification Examinations through the prior learning assessment process. Your education and experience in another country do not automatically make you eligible to write the certification exam.

1. Read about the PLA process and certification exam
2. Take the Self-Assessment Readiness Tool (SART)
3. Complete the Personal Competency Rating Booklet (PCRB)
4. Complete the PLA Online Self-Assessment (OSA)

(General MLT Applicants only)

1. Read about the PLA process and certification exam

Read this PLA Handbook completely. Read this PLA Handbook more than once; we recommend at least three (3) times as there is a large amount of information in this Handbook. You should also review the 2017 Certification Examination Guidelines found on our website at csmls.org

2. Go Through the Self-Assessment Readiness Tools (SART)

The tools are designed to help internationally educated health professionals understand the requirements for medical laboratory science professions in Canada. The Self-Assessment Readiness Tools (SART) are found on our website at csmls.org

The tools describe knowledge, skills and abilities that are expected of Canadian MLTs and MLAs, and provide information to support migration to Canada for those interested in the medical laboratory science field.

3. Complete the Personal Competency Rating Booklet (PCRB)

Complete the Personal Competency Rating Booklet (PCRB) to decide if a PLA is right for you. The Competency Rating Booklet is an excellent tool to help rate, compare your past education and experience to the required Competency Profile.

- Select the appropriate PCRB (General MLT, Clinical Genetics or Diagnostic Cytology)
- Use the PCRB to rate and compare your experience to the appropriate CSMLS Competency Profile
- Send your completed PCRB with your PLA application
- Locate the PCRB on our website: csmls.org

This self-assessment tool has two purposes:

1. You can compare your education and training to the standard for Canada to help you identify your gaps and decide if PLA is right for you
2. The CSMLS assessment team will use your ratings to help them complete your assessment. However, your ratings must be confirmed by your official supporting document like your education and experience

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

Requirements for General MLT Applicants Only

Complete the PLA Online Self-Assessment (OSA). The OSA is intended to give you insight into medical laboratory practice in Canada and your readiness to the Canadian workforce. There is no minimum passing score – your OSA score and report are for your information only and CSMLS will not use them to decide your PLA result.

This test will give you valuable information to help you decide whether to pursue Canadian certification. It will provide you with feedback and help you to identify areas in which you may need more education, based on the Competency Profile, which is the national standard in Canada.

If you choose to apply for PLA you are required to complete the OSA.

- You **must** complete the 100 question test **before** you apply for PLA

- Access the PLA OSA at <http://csmls.protraining.com/index.cfm>

Your OSA score and diagnostic report are for your information only and CSMLS will not use them to decide your PLA result. This test will help you identify knowledge gaps and give you valuable information to help you decide whether to pursue Canadian certification. If you choose to apply for PLA, you are required to complete the OSA.

If PLA is Not Right for You

For many, becoming a licensed medical laboratory technologist (MLT) in Canada can be a long and difficult process. Over 80% of internationally educated applicants need to complete some form of upgrading of skills or education before they can write the CSMLS certification exam. This can be a costly and time-consuming process that can take several years to complete.

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.

Choosing an alternate career could provide a rewarding employment future in Canada. Visit our Alternate Career website at <http://altcareers.csmls.org>. This website contains information on several potential alternate careers. These are professions related to medical laboratory technology but do not require a license to practice.

You will find links to information for eleven (11) alternate careers. We have gathered general information related to each career, 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 is an Alternate Career?

An alternate career is a profession that 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.

A large portion of Canadian educated individuals are currently employed in alternate careers. Many Canadians work in other fields than those for which they were originally trained.

Some individuals may choose to pursue an alternate career while they are in the process of becoming a certified MLT. Others may regard this as a permanent career option.

Many of our prior learning assessment clients have chosen an alternate career as a medical laboratory assistant while they complete their learning plans.

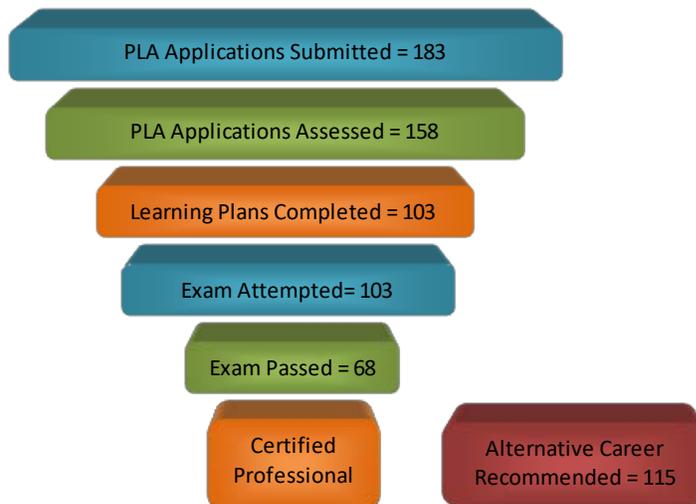
What are the Benefits of an Alternate Career?

There are a number of potential benefits associated with pursuing one of the alternate careers listed on our website.

- A professional license is not required in order to practice, so you can start working right away.
- Very little additional training or upgrading is required for most of the careers listed.
- The skills, knowledge and abilities you already possess are greatly valued by employers in these fields.

Why Should I Consider an Alternate Career?

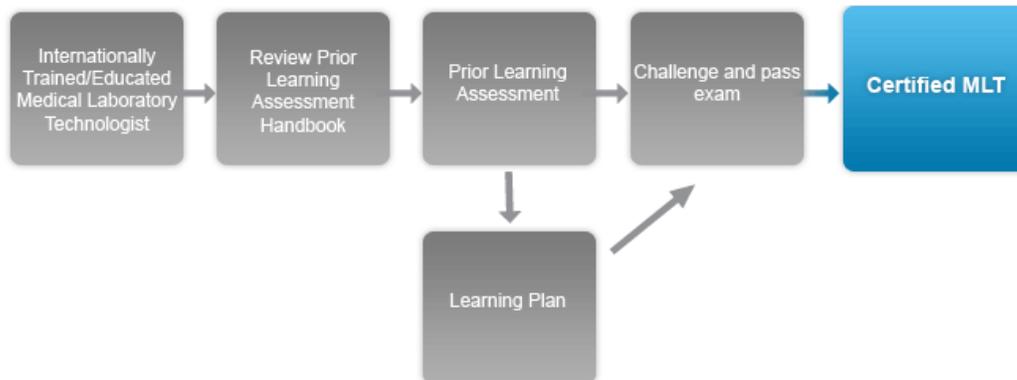
For some applicants, many exam attempts may be required before a passing mark is achieved. Recent statistics show that only 37% of international candidates pass the certification exam on their first attempt compared with 86% of those educated in Canada. As well, the practice of medical laboratory science in Canada may be quite different for some who have practiced in other parts of the world. As such, the job of a licensed/registered MLT may not be the most practical and fulfilling choice for these individuals.



STAGE I: PRE-ASSESSMENT

Introduction

The CSMLS **Prior Learning Assessment (PLA)** reviews your education, training and work experience to determine if you are equivalent to the Competency Profile.



There are **two (2) parts or stages** in the PLA process:

- **Pre-assessment**
Starts when we receive your application and process your **PLA Application Fee** and ends when we have received all of your required documents.
- **Post-assessment**
Your post-assessment starts when your PLA has been assessed and we send your Technical Report to you.

Stage 1: Pre-Assessment

Pre-Assessment has three parts:

1. PLA Application and Fee(s)
2. Supporting Documents
3. Assessment

1) PLA Application and Fee(s)

Read this handbook carefully before sending your application. Complete the PLA Application at the back of this handbook. Be sure to include your PLA Application fee(s). Once we receive your application, we will open your PLA file and send your CSMLS ID number to you. We will provide you with a list of the documents we have received and a list of documents we still need to receive.

- PLA fees are non-refundable and non-transferable
- You have **twelve (12) months** to make sure we receive the required documents
- You will need to apply again if we have not received all your documents in that time
- Extensions can be requested if your application has not been expired for more than twelve (12) months

Cost of PLA

Carefully complete the PLA Application at the back of this handbook.

- The PLA fee is \$1540 for members and \$1850 for non-members (non-refundable).
- You can pay the PLA fee in full at the time of application, or in two parts as follows:

PLA Fee Schedule	Member	Non-Member
The PLA Application Fee must be paid at the time of application.	\$820	\$975
The PLA Technical Report Fee must be received before we assess your file. We will contact you when this payment is due.	\$720	\$875

Payments must be in Canadian Funds.

Acceptable forms of payment are Visa, MasterCard, American Express, Canadian cheque or Canadian money order. Make your cheque or money order payable to the Canadian Society for Medical Laboratory Science, or CSMLS. **If you are outside of Canada, you must make your payment by credit card only; we accept Visa, MasterCard or American Express. Bank drafts or money orders will not be accepted and your application will be returned to you.**

If your payment is returned to us for insufficient funds, you will be charged a \$25.00 NSF fee.

2) Supporting (Official) Documents

Official documents are **sent directly** to the CSMLS from issuing institutions and become the property of the CSMLS. We will not send official documents back to you. Faxed, emailed, or personally submitted documents for credential verifications, MLT education, language assessments, and work experience will not be accepted to complete your prior learning assessment.

You must contact your educational institutions and employers to ask that they send the required official documents **directly** to us. Make sure they include your full name and/or CSMLS ID number when they send documents on your behalf. If documents arrive without your name or CSMLS ID number, they will be discarded. A "Required Documentation Checklist" can be found in this handbook to assist you.

You are responsible for all costs associated with supporting documentation.

We will send you an email when we receive your documents. If you would like us to update you on the status of your file, send a request by email to pla@csmls.org. It is helpful to include "Status Update Request" and your CSMLS ID number and full name in the subject line of your email.

The following documents may be required for your prior learning assessment process:

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 Sending in these documents may provide a better outcome in your PLA assessment
Continuing Education	Not Required Sending in these documents may provide a better outcome in your PLA assessment

See supporting Document Details for more detailed information about document types and their requirements.

3) Assessment

When the CSMLS has received all of your required documentation, your PLA file will be forwarded to the assessment team for review. The assessment team will review your documentation to compare your experience and education with the competency profile. The **PLA Technical Report Fee** must be paid **before** we send your file for assessment. We will contact you when this payment is due if you have not already paid.

Supporting (Official) Document Details

Personal Competency Rating Booklet (PCRB)

Use the PCRB to rate and compare your experience to the CSMLS Competency Profile. Locate the PCRB on our website: csmls.org

The PCRB will show the assessment team what knowledge and experience you have. The official documents in your PLA file must confirm the ratings you give yourself in this booklet.

Once you complete your Personal Competency Rating booklet, make a copy for your files and send the original to us with your PLA application.

Online Self-Assessment (OSA)-for General MLTs only

This 100 question test will give you valuable information to help you decide whether to pursue Canadian certification. It will provide you with feedback and help you to identify areas in which you may need more education, based on the Competency Profile, which is the national standard in Canada.

If you choose to apply for PLA as a General MLT then you are required to complete the OSA. You **MUST** complete the OSA **BEFORE** you apply for PLA.

Read this Section Carefully Before You Purchase the OSA

- Cost is \$59.95 CDN plus applicable taxes (HST/GST)
- Access the PLA OSA at: <http://csmls.protraining.com/index.cfm>
- Visit the OSA website to create a username and password
- You cannot log on with your CSMLS ID number

From the OSA Main webpage select “**Learn More**” (<http://csmls.protraining.com/faq.cfm>) to review more information about this assessment.

How to Submit Proof of OSA Completion to CSMLS

- Record your OSA username on your PLA application so that CSMLS can confirm that you have completed the assessment
- If you did not include your OSA username on your PLA application, send an email to pla@csmls.org including the following information:
 - “OSA Complete” in the subject line of the email
 - Your full name and CSMLS ID number
 - Your OSA username (this is the account username you set up to access the exam)

Credential Evaluation

We require a credential evaluation for all of your medical laboratory technology education. We will only accept credential evaluations that are sent to the CSMLS directly from World Education Services, Canada (WES) or International Credential Evaluation Service (ICES). Contact information for both services is included below.

The purpose of the credential evaluation is to confirm that your education is authentic and to determine your language of instruction. Credential evaluation services do not review your professional ability or look at professional experience; that is what our PLA program does.

World Education Services, Canada (WES)

- You must ask that the report include the **language(s) of instruction**.
- Ensure that you request that your report is sent to the Canadian Society for Medical Laboratory Science. Do not use the acronym CSMLS.
- We will accept **WES Course-by-course** (detailed) evaluation or a **WES ICAP** evaluation
- If we receive verified copies of your transcripts with your WES ICAP report, you do not need to request a second set of transcripts from your educational institution.

World Education Services, Canada (WES)
2 Carlton Street, Suite 1400
Toronto, ON M5B 1J3
Website: www.wes.org/ca

Telephone: (416) 972-0070
Toll Free: (866) 343-0070
Fax: (416) 972-9004
Email: inquiryca@wes.org

International Credential Evaluation Service (ICES)

- We need 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

We use your credential evaluation to determine if you require language proficiency testing. Ask your educational institution to send a separate letter confirming your language of MLT instruction with your official transcripts and course outlines to your credential evaluation service.

Was your education in English or French?

YES If your credential evaluation states your language of instruction was in English or French, you do not need to take a language test

NO If your language of instruction was **not** in English or French, you must take a language test to meet our language proficiency requirement.

If your program of study was in more than one language, you must verify that your MLT instruction was in English or French. Make sure the credential evaluation service adds this information to your report.

The CSMLS has a two-stage language proficiency requirement

If you need a language proficiency test, the issuing institution or testing facility must send your test results directly to the CSMLS. We do not accept faxed or emailed results.

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 if minimum requirements are not met
- Two or more test results cannot be combined to pass the requirements

Approved Language Proficiency Tests

We only accept the following English language proficiency tests:

- Michener English Language Assessment (MELA)
- Test of English as a Foreign Language (TOEFL)
 - TOEFL iBT
- International English Language Testing System (IELTS)
 - IELTS – AC
 - IELTS – GT
- Canadian Test of English for Scholars and Trainees (CanTEST)

We only accept the following standardized French language proficiency test:

- Canadian Test of French for Scholars and Trainees (TESTCan)

Language Proficiency Testing Minimum Requirements

Stage One: Technical Report

You must meet these **minimum requirements** to have your Technical Report completed by the assessment team

Test Section	TOEFL iBT	IELTS – AC	IELTS – GT	CanTEST
Listening	–	5.5	5.5	3.0
Reading	–	5.5	5.5	3.0
Writing	–	5.5	5.5	3.0
Speaking	–	5.5	5.5	3.0
Overall/Total	61-79			

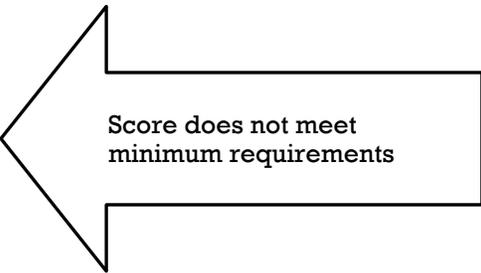
Stage Two: Equivalent and Eligible to Exam

You must meet these **minimum requirements in each test section** to be eligible to write the exam

Test Section	TOEFL iBT	IELTS – AC	IELTS – GT	CanTEST	MELA
Listening	20	7.0	7.0	4.0	8
Reading	22	7.0	7.0	4.0	7
Writing	22	7.0	7.0	4.0	7
Speaking	24	7.0	7.0	4.0	8

Example of not meeting requirements:

Test Section	CanTEST
Listening	4.0
Reading	3.8
Writing	4.0
Speaking	4.0



Medical Laboratory Technology Education

Contact your educational institutions and ask them to send official transcripts and course outlines directly to us.

Official Educational Transcripts

Lists all the courses you took at a college or university, and shows the final grade you received for each course. If we receive verified copies of your transcripts with your WES ICAP report, you do not have to request a second set of transcripts from your educational institution.

Course Outlines/Syllabus of Studies

Used to evaluate your education thoroughly, the assessment team needs to see course outlines for the courses listed in your official transcripts.

Course outlines must include a detailed description of the content of each course relating to medical laboratory technology.

Clinical Education (Practical Internship)

An official representative from your educational institution or laboratory must send a letter to us 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

Work Experience

An official representative from the laboratories where you worked must send a letter directly to us describing your work experience as an MLT. The last five years of work experience are the most important to have for your prior learning assessment.

Official 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 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

Professional Certification

If you have received professional certification/licensure in medical laboratory technology from another country, contact your professional certification association and ask them to send proof of your professional certification directly to the CSMLS.

Continuing Education

Contact your educational institutions and ask them to send **official** transcripts 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.

Professional Development

You may submit copies of your certificates for MLT seminars and workshops taken within the last five years.

Translation Policy

Documents received in a language other than French or English will have to be translated. When we receive documents that are not in French or English, we will send you a copy to get translated.

- Documents must be translated by a Canadian-certified translator
- The copy of your documents that we send to you for translation must be returned together with the official translation
- Personally submitted translated documents will not be accepted
- Documents not translated by a Canadian certified translator will not be accepted

Alternate Documents Policy

In the event you are unable to provide official documents as requested in the CSMLS Prior Learning Assessment (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:

- Original documents from you or notarized copies
- Third party verification of university degrees from WES or ICES
- Sworn affidavit in cases where you have no or insufficient documents to proceed with an evaluation
- Valid third party verification of document

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

Document Receipt and Retention Policy

We do not accept any documents at CSMLS unless you have applied for a Prior Learning Assessment (PLA).

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

Documents received at the CSMLS without identifiable measures (for example a client's name or identification number) are stored for six (6) months and then destroyed.

We are not responsible for any costs associated with the receipt or destruction of documents.

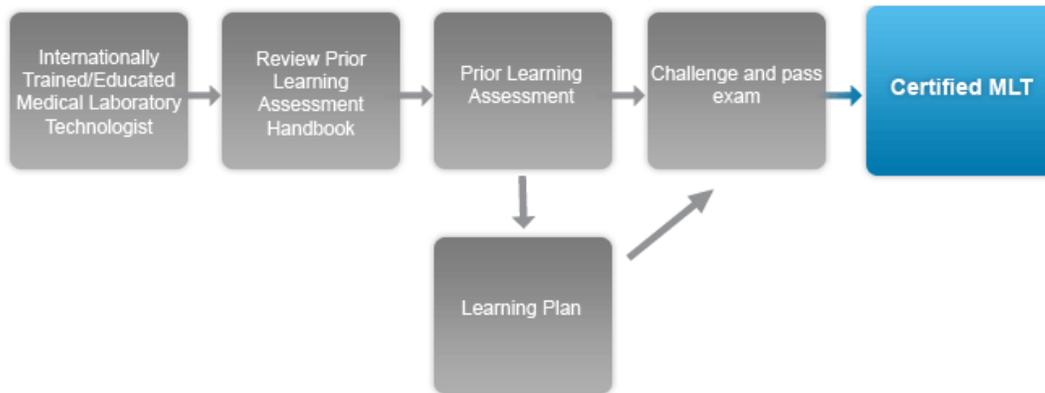
Required Documentation Checklist

- Personal Competency Rating Booklet:** You must send the original to the CSMLS.
- Online Self-Assessment (General MLT Only):** You must create an account online and complete the online self-assessment. Once it is complete, you must forward your account username to the CSMLS.
- Credential Evaluation:** The issuing credential evaluation service must send your evaluation directly to the CSMLS (WES or ICES).
- Language Proficiency (if required):** The issuing institution must send your test results directly to the CSMLS.
- MLT Education:** Your 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 your educational institution or laboratory must send documentation directly to the CSMLS.
- Other Academic Education (if applicable):** Your educational institutions must send official transcripts and course outlines directly to the CSMLS.
- Continuing Education (if applicable):** Your educational institutions must send official transcripts and course outlines directly to the CSMLS.
- Professional Development (if applicable):** For seminars and workshops, you may submit copies of your certificates.
- Professional Certification (if applicable):** Your professional certification association must send proof of your professional certification and status, directly to the CSMLS.
- Work Experience:** Each of your **employing institutions** must send a detailed letter describing your work experience directly to the CSMLS.

PLA STAGE II: POST-ASSESSMENT

Introduction

The CSMLS **Prior Learning Assessment (PLA)** reviews your education, training and work experience to determine if you are equivalent to the Competency Profile.



There are **two (2) parts or stages** in the PLA process:

- **Pre-assessment**

Starts when we receive your application and process your **PLA Application Fee** and ends when we have received all of your required documents.

- **Post-assessment**

Your post-assessment starts when your PLA has been assessed and we send your Technical Report to you.

Stage II: Post-Assessment

Technical Report

The PLA Technical Report Fee must be paid before we assess your file. \$720 (members) \$875 (non-members)

Your technical report will list the experience we found in your documentation and will include one of three outcomes:

1. You are **equivalent** to the Competency Profile and eligible to write both the MLT and MLA exams.
2. You are **not equivalent** to the MLT Competency Profile and you must complete a **Learning Plan** to be eligible to write the MLT exam. You may be granted eligibility to the MLA exam (for individuals with a learning plan that has Refresher or Subject Specific course requirements only). MLA exam eligibility will not be granted to individuals who require Comprehensive course requirements.
3. You are **not equivalent** and you must complete a full-time, CMA accredited MLT training program to be eligible to write the exam or consider other professional options.
 - Consider CSMLS Certification as a MLA
 - Research opportunities in the biotechnology field (<http://www.biotalent.ca/eportfolio>).

- Complete a full time, CMA accredited MLT training program

Technical reports are valid for two (2) years.

Learning Plan Policy

If you are required to complete a learning plan to qualify for the CSMLS Certification Exam you must follow the learning plan policy. Your learning plan will address the gaps in your knowledge identified in your PLA Technical Report. You have up to **two (2) years** to complete your learning plan.

If you are unable to complete your learning plan by your deadline date, you may be required to complete more course work and/or pay additional fees.

You cannot take the same course(s) or program again to re-establish your eligibility to the CSMLS exam.

Learning Plans

You must successfully complete a **learning plan** to fulfill the gaps identified in your technical report before you are deemed eligible to write the MLT exam. A learning plan might consist of any of the following:

Refresher: A learning plan with Refresher coursework will be required when you have not practised a discipline (i.e. clinical chemistry, clinical microbiology, hematology, histotechnology or transfusion science) within the last five years. You will need to take a course to bring you up to date with current Canadian practice.

Subject Specific: A learning plan with Subject specific coursework will be required when you have not practised part of a discipline within the last five years; for example, you may be asked to complete a subject specific refresher course in Toxicology (part of Clinical Chemistry).

Comprehensive: A learning plan with comprehensive coursework will be required when there is an area in which you have little or no education, clinical internship and/or work experience. If you have **more than one** comprehensive gap, you cannot qualify for the CSMLS exam through PLA. We will direct you to complete a full-time training program and suggest other options such as exploring opportunities in Biotechnology (visit www.biotalent.ca for more information).

Note: MLA eligibility is available for individuals with a Learning Plan that have refresher or subject specific course requirements only. MLA exam eligibility will not be granted to individuals requiring comprehensive course (s) until they have successfully completed their learning plan and are eligible to the MLT exam.

Refresher and Comprehensive Courses-General MLT Only

Find the list of approved courses to complete your Learning Plan on our website.

csmls.org

You can complete a course option from the approved course list to complete your Learning Plan requirements. For every subject (discipline), you can choose from more than one

course option. You only need to choose one course option for each subject. The courses are offered in a variety of formats, with different start and end dates, costs, and methods of evaluation. Most of the courses on the list are home study courses. You must contact the course providers directly for more information; this includes courses from the CSMLS. Course provider contact information can be found on our website under Learning Plans.

General Refresher Courses

If your PLA Technical Report indicates that you must take **refresher** course work in microbiology, clinical chemistry, hematology, transfusion science and histotechnology, you can choose your course option(s) from the list of approved refresher courses located on our website.

Example: If you must complete refresher course work in histotechnology:

- Go to the list of approved refresher course list on our website
- Find the listings for histotechnology
- Choose an option to complete

Clinical Placement Option

You can choose to complete one or more supervised clinical placement(s) to complete your refresher course Learning Plan requirements. The Clinical Placement Blueprint is on our website under Learning Plans. It describes the specific activities you will need to complete under supervision for each of the five (5) disciplines.

All activities for the disciplines identified in your Learning Plan must be completed before you become eligible to write the CSMLS certification exam.

It is your responsibility to find and secure a clinical placement. Potential sites include hospitals and private clinics. It is possible that not all activities can be completed in a single location. Therefore you may need to secure one or more sites to complete the requirements of your clinical placement. Please complete one Blueprint for each site used as part of your clinical placement. CSMLS is not responsible for securing a placement for you.

Subject Specific Courses

If your PLA Technical Report indicates that you must complete **subject specific** courses, your options will be included with your PLA Technical Report. These course options can be found on our website.

Comprehensive Courses

If your PLA Technical Report indicates that you must complete **comprehensive** coursework, your options will be included with your PLA Technical Report and options for Histotechnology and Transfusion Science can be found on our website. Those having to complete comprehensive course work in Microbiology, Clinical Chemistry or Hematology must contact the CSMLS directly.

Medical Laboratory Technology (MLT) Bridging Programs-General MLT Only

Bridging programs allow internationally trained medical laboratory technologists a way to complete discipline specific educational gaps needed to become eligible to challenge the CSMLS national certification examination. When a full program is taken, it covers refresher gaps in all five (5) disciplines required for a General MLT.

The Bridging programs provide support and education for internationally trained medical laboratory technologists (IEMLTs) to assist them with integration into the Canadian health care system. These programs are not mandatory for internationally trained medical laboratory technologists to take, but it has been shown that IEMLT's are more successful with the CSMLS exam if they have completed a full bridging program. Participation in a bridging program may help reduce feelings of isolation and anxiety, and provide participants with an enhanced sense of community while developing increased professional networking opportunities.

Diagnostic Cytology & Clinical Genetics Learning Plans

The CSMLS does not maintain a list of acceptable courses or options to complete Diagnostic Cytology or Clinical Genetic Learning Plans. You are responsible for finding courses or clinical placements to fill your learning plan requirements. Once you have decided on a learning plan, please submit this plan to the CSMLS for review and approval.

Other Ways to Complete Your Learning Plan

Courses not on the Approved Lists

If you have located a course that is not on the pre-approved list, you must ask the CSMLS to approve it for you. The course must be at the technologist level. The assessment team will review the course and decide whether it is approved to fulfill your Learning Plan requirements. You must provide the following information 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 your learning plan unless they have been recently revised.

After You Complete Your Learning Plan

After you complete each course, request an official transcript from the college or educational institution where you completed your course. The college or educational institution must send your transcripts directly to the CSMLS. We cannot accept faxed or emailed transcripts.

All Learning Plan requirements **must** be completed before you can become eligible to write the CSMLS certification exam.

After the CSMLS receives proof that you successfully completed your Learning Plan and any other requirements (for example, Stage Two language proficiency), we will send you a Statement of Eligibility (**Eligibility Statement**) to the CSMLS Certification Exam. You cannot apply for a CSMLS Certification Exam until you receive an Eligibility Statement.

Eligibility Statement

We will issue you an Eligibility Statement for the CSMLS Certification exam once you are declared “Equivalent” in your Technical Report and meet our language requirement.

Eligibility Statements are valid for twelve (12) months after your initial eligible examination date; this date is included on your PLA report. This allows you two (2) **consecutive attempts** at the CSMLS certification examination within twelve months to pass the exam. Exam sessions are held in February, June and October. The 2017 Certification Examination Guideline is located on our website. Please see this guideline for more information.

Supplemental Documentation and Appeal Policy

Supplemental Documentation

If you received a “Not Equivalent” prior learning assessment result and think that additional documents from your employer or academic institutions will change your PLA result, you must submit an **Application for Supplemental Documentation** within ninety (90) days of the date on your PLA report.

Your application for supplemental documentation must indicate which documents will be sent to us. There is a non-refundable fee of \$155 (for members) and \$205 (for non-members). We will only accept documents from employers or institutions that are included on your original PLA application. We will send a revised assessment report within forty-five (45) days of receiving all the documents.

Appeal

If you disagree with your PLA result and want your file reviewed again, you must submit an **Application for Appeal** within forty-five (45) days of the date on your PLA report. We will assign additional experts to review your file and will send you an updated report within forty-five (45) days.

There is a non-refundable fee of \$155 (for members) and \$205 (for non-members) for the Appeal Process. You can find the application forms for Supplemental Documentation and Appeal on our website: csmls.org

Appendix I

Provincial Regulatory Bodies

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

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

Nova Scotia College of Medical Laboratory Technologists (NSCMLT)

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

Saskatchewan Society of Medical Laboratory Technologists (SSMLT)

<u>Courier Address</u>	<u>Mailing Address</u>
201-2124 Broad ST Regina, SK S4P 1Y5	P.O. Box 3837 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

New Brunswick Society of Medical Laboratory Technologists (NBSMLT)

489 Acadia Avenue, Suite 206
Dieppe, NB E1A 1H7
Telephone: 506-855-0547
Fax: 506-758-9956
www.nbsmlt.nb.ca

Newfoundland and Labrador College of Medical Laboratory Sciences (NLCMLS)

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

Appendix II

Provincial Societies

BC Society of Laboratory Science (BCSLs)

720-999 W Broadway Ave
Vancouver, BC V5Z 1K5
Telephone: 604-714-1760
Toll Free: 800-304-0033
Fax: 604-738-4080
www.bcsls.net

Manitoba Association for Medical Laboratory Science (MAMLS)

585 London Street
Winnipeg, MB R2K 2Z6
Telephone: 204-669-9050
Fax: 204-667-1747
www.mamls.ca

Ontario Society of Medical Technologists (OSMT)

234 Eglinton Ave East, Suite 402
Toronto, ON M4P 1K5
Telephone: 416-485-6768
Toll Free: 800-461-6768
Fax: 416-485-7660
www.osmt.org

Prince Edward Island Society of Medical Technologists (PEISMT)

C/o Queen Elizabeth Hospital
Attn: Marietta MacCormack
P.O. Box 6600
Charlottetown, PEI C1A 8T5
www.peismt.com

Appendix III

Micro Loans for Internationally Trained Immigrants

As an Immigrant to Canada you may be eligible to get a loan to help if you are a newcomer and struggling to pay for the costs of the Canadian accreditation or training you need so you can work in your pre-immigration career. Please feel free to contact one of the programs listed in the attached document for more information and to see if you qualify.

ALBERTA



In Calgary
Cidalia
IAF Program Assistant Momentum
16, 2936 Radcliffe Drive SE
Calgary, AB T2A 6M8
Phone: 403-204-2667
Toll Free: 1-855-423-2262
Email: jimena@iafcanada.org

In Edmonton
Edith Ebakole-Ukhun
Administrative Assistant

Office Address
45, 9912-106 Street
Edmonton, AB T5K 1C5

Mailing Address
Baker Centre Postal Outlet
P.O. Box 40039
Edmonton, AB T5J 4M9

Phone: 780-756-3023 ext.301
Toll Free: 1-855-423-2262
Fax: 780-756-3277
Email: edith@iafcanada.org

GREATER MONTRÉAL, QUEBEC

Association communautaire d'emprunt de Montréal (ACEM)

Indu Krishnamurthy
Program Coordinator
Email: info@acemcreditcommunautaire.qc.ca
Phone: 514-843-7296
Visit: www.acemcreditcommunautaire.qc.ca

SASKATCHEWAN



In Saskatoon
Jimena Lerma
Administrative/Loan Program Assistant
#2A-511 1st Avenue North
Saskatoon, SK S7K 1X5
Phone: 306-974-4856 ext. 200
Fax: 306-974-4932
Email: jimena@iafcanada.org

In Regina
Musenga Simwawa
Loan Facilitator Regina
2080 Rae Street
Regina SK, S4T 2E5
Phone: 306-545-5010
Email: musenga@iafcanada.org

BRITISH COLUMBIA



S.U.C.C.E.S.S. Foreign Credential Recognition 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.

Shalaleh Najafy
Program Manager
Email: shalaleh.najafy@success.bc.ca
Phone: 604-232-1100 ext.110
Visit: www.success.bc.ca/FCRloan

In Metro Vancouver
MOSAIC
Nora Maldonado, Program Manager
Email: nmaldonado@mosaicbc.com
Phone: 604-254-9626 ext.492
Visit: www.mosaicbc.com/settlement-services/settling-canada/micro-loans-program

MANITOBA



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.

Sandra Leone, Project Manager
Email: Sandra@seedwinnipeg.ca
Phone: 204-594-0549
Visit: <http://seedwinnipeg.ca/programs/detail/recognition-counts>

NEW BRUNSWICK

New Brunswick Multicultural Council (NBMC)
Tanya Billings, Project Coordinator
Email: Tanya.billings@nb-mc.ca
Phone: 506-453-1091 ext.6
Visit: www.nb-mc.ca/index.php/en/newcomers/working_in_nb/

SW ONTARIO (excl. 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.

Sanjiv Inamdar
Employment Counsellor/Loan Advisor, Access Centre for Regulated Employment

Email: sanjivi@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.

Patrick O'Neill, Program Manager

Email: patoneill@microloanscanada.ca

Phone: 902-388-4499

Visit: www.microloanscanada.ca

NOVA SCOTIA

Immigrant Settlement and Immigration Services (ISIS)

Kapila Dimantha

Project Coordinator

Email: kdimantha@isisns.ca

Phone: 902-406-8686

Visit: www.isisns.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.

CSMLS APPLICATION FOR PRIOR LEARNING ASSESSMENT (PLA)-MLT

Former Name:		Date of Birth:		CSMLS ID#:	
<input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Mr.					
Last Name (please print):		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
 Diagnostic Cytology

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: _____

PLA FEES

- The PLA fee is \$1540 for members and \$1850 for non-members (non-refundable).
- You can apply for an **Associate Non-Certified Membership** and take advantage of reduced rates
- You can pay the PLA Fee in full at the time of application, or pay it in two parts

At this time I choose to pay (check one):

	Member	Non-Member
The Full PLA Fee is enclosed with my application	<input type="checkbox"/> \$1540	<input type="checkbox"/> \$1850
The PLA Application Fee is enclosed with my application. I will send the remaining PLA Technical Report Fee (\$720 for members or \$875 for non-members) when my file is ready for assessment.	<input type="checkbox"/> \$820	<input type="checkbox"/> \$975

Cheque Money Order Master Card Visa AMEX

Credit Card:

Exp. Date:

CSMLS USE ONLY

Date Received: _____

Date File Opened: _____

Payments must be in Canadian funds. Acceptable forms of payment are Visa, MasterCard, American Express, Canadian cheque or Canadian money order. Make your cheque or money order payable to the Canadian Society for Medical Laboratory Science (CSMLS). **If you are outside of Canada, you must make your payment by credit card only. Bank drafts or money orders will not be accepted and your application will be returned to you.** If your payment is returned for insufficient funds, you will be charged a \$25.00 NSF fee.

MEMEBERSHIP

If you want to take advantage of the member rates, you need to submit an application for **Associate Non- Certified Membership**. Information for this membership can be found at: csmls.org

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

MLT Academic Education Institution:		Country:
Dates Attended:	From:	To:

MLT Academic Education Institution:		Country:
Dates Attended:	From:	To:

CLINICAL EDUCATION (PRACTICAL INTERNSHIP):

Have an official representative from your educational institution or laboratory send directly to the CSMLS a letter describing your structured clinical education.

The official letter must include:

- a detailed outline of the topics covered and tests completed in training
- the amount of time spent in training
- the methods used to monitor your progress
- an explanation of how you were evaluated (graded)
- a complete list of all tests performed

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:

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. Additional professional development courses can be added on a separate paper and attached to this application.

Course:	Date:

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 because supplemental document requests will **NOT** be accepted if the document(s) are not originally declared on this application.*

MAIL, FAX OR EMAIL YOUR APPLICATION TO:

CANADIAN SOCIETY FOR MEDICAL LABORATORY SCIENCE

33 Wellington St N, Hamilton, ON L8R 1M7

T: (905) 528-8642 or (800) 263-8277 ext. 8507

F: (905) 528-4968

Email: pla@csmls.org

csmls.org

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".