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NOVA SCOTIA  
COLLEGE OF  
MEDICAL  
LABORATORY  
TECHNOLOGISTS  
(NSCMLT)

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Fair Registration  
Practices Act (FRPA)  
PROGRESS REPORT  
May 2020

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Province of Nova Scotia

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## Executive Summary

The Nova Scotia College of Medical Laboratory Technologists (NSCMLT) 2020 Action Plan was developed in response to findings based on their biennial review of registration practices, as per requirements of the Fair Registration Practices Act (FRPA). The review has identified both progress to date and opportunities for continuous growth toward fairer assessment of all applicants and registration practices.

The NSCMLT has made some notable improvements to their registration practices since their initial FRPA review in 2018. These include the development of formal policies pertaining to accommodations, acceptance of alternative information when documents can't be obtained for reasons beyond the applicant's control, and applicant access to registration documentation, as well as making enhancements to the appeals policy. These improvements demonstrate that information about registration practices are being shared with applicants in an open and transparent manner. Additionally, NSCMLT continues to work with the Canadian Society for Medical Laboratory Science (CSMLS) and other provincial regulatory bodies to explore a single point of entry gateway. Collaboration at both regional and national levels paves the way for consistent requirements and fair registration practices to be established.

Findings of the 2020 progress review show that the registration practices of the NSCMLT are compliant with requirements of the FRPA. The NSCMLT continue to demonstrate a commitment to improvement of registration practices as evidenced by the 2020 Action Plan. Over the next two years the NSCMLT will address the following actions for improvement that have resulted from the 2020 FRPA review process:

- Enhance licensure information on the NSCMLT website for domestic applicants;
- Update the Canadian Practicing MLT webpage, application instructions and document requirements to be consistent with the NSMLT Labour Mobility Policy;
- Make enhancements to the NSMLT Rejection of Application Policy;
- Continue to work with CSMLS and other provincial regulatory bodies to explore a single point of entry and standardization of FRPA compliant associated policies.

It has been a pleasure to work with Janice Jones, Executive Director/Registrar of the NSCMLT. I appreciate her responsiveness throughout the FRPA progress review and wish to thank her for her cooperation and on-going commitment to fair registration practices.

Sincerely,



Patricia Mertins  
Review Officer, Fair Registration Practices Act

## Introduction

The Fair Registration Practices Act (FRPA) mandates that regulating bodies carry out registration practices that are transparent, objective, impartial and procedurally fair. <sup>1</sup>The FRPA review process was designed to fulfill the obligations of the legislation; it allows the FRPA Review Office and the regulating bodies to review existing registration practices for current compliance with the FRPA as well as continuous improvement of transparent, objective, impartial and procedurally fair registration practices. <sup>2</sup>

The purpose of the Fair Registration Practices Act (FRPA) Progress Report is twofold. First, it allows the Nova Scotia College of Medical Laboratory Technologists (NSCMLT) to review and report on its current registration practices. Second, it shares the NSCMLT's progress on previously identified areas for improvement since their previous review.

Through the 2020 FRPA Progress Report, the FRPA Review Officer aims to build on the progress made by NSCMLT to date and identify opportunities to further improve and evolve registration practices.

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<sup>1</sup> 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; 2015, c.52, s.32; N.S. Reg.50/2015; 2018, c.23, s.24

<sup>2</sup> 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](http://novascotia.ca/lae/RplLabourMobility/documents/FRPA_GuidetoReviewProcess_WEB.pdf)

# 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, veterinarian clinics or hospitals or as a forensic scientist analyzing crime scenes to name a few other work environments.

## Organizational Description

**The Nova Scotia College of Medical Laboratory Technologists (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 professional liability insurance (2,000,000)
10. 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
11. If applicable a copy of letter of intent to hire
12. 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 or no longer employed due to unprofessional conduct
13. Confirm declaration that they have not been and are not currently the subject of any disciplinary proceedings by either employer or College
14. Confirm declaration they have not been convicted of any criminal offence
15. Confirmation that they are competent in both written and oral English language
16. 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.

### **CFTA Transfers**

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 professional liability insurance, copy of an employer letter of intent to hire if applicable and declarations as stated above in #12 - 16 and pay the registration fees.

### **International Applicants**

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 #1-9 and #11-16

### **Organizational Structure and Staffing**

Staff: Executive Director/Registrar - Part time Deputy Registrar

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 Practicing, 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](http://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 “License” tab.

**CFTA Transfer Applicants** - complete initial application form, provide letter(s) of standing, proof of identity, statement of disclosure, professional liability insurance, 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 applicant is also notified of their right to appeal the decision and a copy of the appeal policy would be attached to the letter. 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, 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 is also notified of their right to appeal the decision and a copy of the appeal policy would be attached to the letter. 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 applicant’s application, credentials and documentation submitted

Review declarations

Request further documents, 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, 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 applicant is notified of their right to appeal the decision and a copy of the appeal policy would be attached to the letter.

The process may take 2-3 weeks.

### Cost of Registration (including payment methods)

Payment methods are cash, cheque, credit card via Stripe 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 \$375, Feb. \$343.74...Dec. \$31.25)

	2020
Active Practising	375
Non-Practising	175
Active Temporary Practising	375
Retired	25

## Summary from 2018 FRPA Review Report

The following table summarizes the Action Plan from Nova Scotia College of Medical Laboratory Technologists Review report and the progress that has been made by the NSCMLT in achieving each action item.

#	Action	FRPA Reference	Completed	Not completed	Outcome/Rationale
1	Explore single-point of entry gateway with CSMLS and other provincial regulatory bodies.			X	We received notice on Feb 13th that our grant for a single point of entry has preliminary approval. The work will begin in the near future to submit the report
2	Include feature on NSCMLT website to enable users to provide feedback.		X		Under contact us on the website and also on the Application page. At the bottom of each page on the website
3	If personal interviews are to be used, develop a policy regarding the purpose, length, criteria, and consequences of the interview.	7	X		Personal interviews are not used as a criteria for initial application
4	Explore other options for acceptable English translations of documents (e.g. translated from outside Canada) with CSMLS.			X	This will be reviewed with the creation the single point of entry
5	Develop a policy regarding accommodations for applicants with disabilities, with reference to the CSMLS policy where appropriate	16 (3)(h)	X		<a href="https://nscmlt.org/images/Policies/3200_AccommodationOfApplicants.pdf">https://nscmlt.org/images/Policies/3200_AccommodationOfApplicants.pdf</a>
6	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.	9 (b)	X		<a href="https://nscmlt.org/images/Policies/3210-Accepting_Alternative_Documentation.pdf">https://nscmlt.org/images/Policies/3210-Accepting_Alternative_Documentation.pdf</a>
7	Develop a policy regarding providing applicants with access to their application information.	12	X		<a href="https://nscmlt.org/images/Policies/Access_to_Information_Registration.pdf">https://nscmlt.org/images/Policies/Access_to_Information_Registration.pdf</a>

8	Add information on the applicant's right to appeal in the rejection letter template.	10 (1)	X		See Attachment - 3.00a Application Rejection Letter 2020
9	Enhance existing appeals policy with: <ul style="list-style-type: none"> <li>• timeframe for applicants to request an interview review</li> <li>• timeframe for applicants to provide additional evidence or submissions, and</li> <li>• timeframe for the Board to issue a decision on the internal review, and</li> <li>• an explicit statement that the Registrar (or other original decision-maker) is not involved with making the decision on appeal.</li> </ul>	10	X		<a href="https://nscmlt.org/images/REG005_v1_InitialRegistrationAppealPolicy_Final.pdf">https://nscmlt.org/images/REG005_v1_InitialRegistrationAppealPolicy_Final.pdf</a>
10	Formalize and document the training plan for internal review decision-makers.	11	X		Complete - This is within the appeal policy

## 2019 Registration Data

#	Question	Response
1	<b>Total number of individuals with practicing licenses/certifications. Do not report on any licenses or certificates you issue to a business, school or group.</b>	806
2	<b>Number of registrations for the reporting year, from applicants who received their qualifications as indicated below.</b>	
	<ul style="list-style-type: none"> <li>Received qualifications (training/work experience for trades) In NS, new applicant.</li> </ul>	29
	<ul style="list-style-type: none"> <li>Received qualifications In Canada, new applicant - n/a for trades - issue a Certification of Qualification.</li> </ul>	4
	<ul style="list-style-type: none"> <li>Received qualifications (training/work experience for trades) Internationally, new applicant.</li> </ul>	0
	<ul style="list-style-type: none"> <li>CFTA Transfers, applicants already registered in another Canadian jurisdiction.</li> </ul>	7
	<ul style="list-style-type: none"> <li>Total number of applicants.</li> </ul>	40
3	<b>Types of practicing licenses/certificates you issue and total number of individuals for each type identified for the reporting year.</b>	
	<ul style="list-style-type: none"> <li>License Active:</li> </ul>	777
	<ul style="list-style-type: none"> <li>License Temporary (works under direct supervision):</li> </ul>	26
	<ul style="list-style-type: none"> <li>License restricted (Haematology &amp; Chemistry):</li> </ul>	1
	<ul style="list-style-type: none"> <li>License restricted (Haematology, chemistry, Transfusion medicine):</li> </ul>	2
4	<b>Number of completed applications submitted by applicants who received their qualifications as indicated below.</b>	
	<ul style="list-style-type: none"> <li>Received qualifications (training/work experience for trades) in NS, new applicant:</li> </ul>	
	<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>Accepted:</li> </ul> </li> </ul>	29
	<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>Rejected:</li> </ul> </li> </ul>	0
	<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>Still in process:</li> </ul> </li> </ul>	0
	<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>Withdrawn:</li> </ul> </li> </ul>	0

	○ <i>File inactive or closed:</i>	0
	● Received qualifications In Canada, new applicant:	
	○ <i>Accepted:</i>	4
	○ <i>Rejected:</i>	0
	○ <i>Still in process:</i>	0
	○ <i>Withdrawn:</i>	1
	○ <i>File inactive or closed:</i>	0
	● Received qualifications (training/work experience for trades) internationally, new applicant:	
	○ <i>Accepted:</i>	0
	○ <i>Rejected:</i>	0
	○ <i>Still in process:</i>	0
	○ <i>Withdrawn:</i>	0
	○ <i>File inactive or closed:</i>	0
	● CFTA transfers, applicants already registered in another Canadian jurisdiction:	
	○ <i>Accepted:</i>	7
	○ <i>Rejected:</i>	0
	○ <i>Still in process:</i>	0
	○ <i>Withdrawn:</i>	0
	○ <i>File inactive or closed:</i>	0
5	<b>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.</b>	
	<ul style="list-style-type: none"> <li>● Alberta: 1</li> <li>● Quebec: 0</li> <li>● Ontario: 1</li> <li>● New Brunswick: 0</li> <li>● Newfoundland &amp; Labrador: 3</li> </ul>	Total: 5

6	<b>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).</b>	
	<ul style="list-style-type: none"> <li>N/A</li> </ul>	N/A
7	<b>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.</b>	
	<ul style="list-style-type: none"> <li>Received qualifications (training/work experience for trades) In NS, new applicant:</li> </ul>	3
	<ul style="list-style-type: none"> <li>Received qualifications In Canada, new applicant:</li> </ul>	3
	<ul style="list-style-type: none"> <li>Received qualifications (training/work experience for trades) Internationally, new applicant:</li> </ul>	N/A
	<ul style="list-style-type: none"> <li>CFTA transfers, applicants already registered in another Canadian jurisdiction:</li> </ul>	3
8	<b>Average registration process time (or application approval) for those who received their qualifications as indicated below.</b>	
	<ul style="list-style-type: none"> <li>Received qualifications (training/work experience for trades) In NS, new applicant:</li> </ul>	3
	<ul style="list-style-type: none"> <li>Received qualifications In Canada, new applicant - n/a for trades - issue a Certification of Qualification</li> </ul>	3
	<ul style="list-style-type: none"> <li>Received qualifications (training/work experience for trades) Internationally, new applicant</li> </ul>	N/A
	<ul style="list-style-type: none"> <li>CFTA transfers, applicants already registered in another Canadian jurisdiction</li> </ul>	3
9	<b>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.</b>	
	<ul style="list-style-type: none"> <li>Received qualifications (training/work experience for trades) In NS, new applicant:</li> </ul>	Regulatory body costs: \$375 Other: \$100
	<ul style="list-style-type: none"> <li>Received qualifications In Canada, new applicant:</li> </ul>	Regulatory body costs: \$375 Other: \$100
	<ul style="list-style-type: none"> <li>Received qualifications (training/work experience for trades) internationally, new applicant:</li> </ul>	Regulatory body costs: \$475 Other: \$100

	<ul style="list-style-type: none"> <li>• CFTA transfers, applicants already registered in another Canadian jurisdiction:</li> </ul>	Regulatory body costs: \$375 Other: \$100
10	<b>Number of appeals, internal reviews or challenges related to a registration decision from applicants who received their qualifications as indicated below:</b>	
	<ul style="list-style-type: none"> <li>• Received qualifications (training/work experience for trades) In NS, new applicant:</li> </ul>	0
	<ul style="list-style-type: none"> <li>• Received qualifications In Canada, new applicant:</li> </ul>	0
	<ul style="list-style-type: none"> <li>• CFTA transfers, applicants already registered in another Canadian jurisdiction:</li> </ul>	0
	<ul style="list-style-type: none"> <li>• Total number of appeals, internal reviews or challenges related to a registration decision:</li> </ul>	0
11	<b>Length of time the appeals or internal review process took for applicants who received their qualifications as indicated below:</b>	
	<ul style="list-style-type: none"> <li>• Received qualifications (training/work experience for trades) In NS, new applicant:</li> </ul>	N/A
	<ul style="list-style-type: none"> <li>• Received qualifications In Canada, new applicant:</li> </ul>	N/A
	<ul style="list-style-type: none"> <li>• Received qualifications (training/work experience for trades) Internationally, new applicant:</li> </ul>	N/A
	<ul style="list-style-type: none"> <li>• CFTA transfers, applicants already registered in another Canadian jurisdiction:</li> </ul>	N/A
12	<b>What does registration with your organization authorize?</b>	Scope of Practice rights and Rights to use an Occupational Title

## 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>Internet E-mail Hard Copy Telephone Automated online form Other: In person</p>	<p><b>Level 1</b> Paper forms and information made available to applicants via regular post, Telephone</p> <p><b>Level 2</b> E-mail forms and information, telephone.  Forms and information can be downloaded from website to be emailed / faxed / mailed in after completion</p> <p><b>Level 3</b> Automated on-line form on website and information is easily accessible on a website  Process in place for applicants to track application status</p>	Level 3	16(3)(g)
1b	Can applicant begin the process outside of Canada?	<p>The pathway to licensure on the NSCMLT website is a step by step guide on the license process for those that received their education outside of Canada <a href="https://nscmlt.org/guide-to-working-in-nova-scotia/">https://nscmlt.org/guide-to-working-in-nova-scotia/</a></p> <p>Our national society Canadian Society for Medical Laboratory Sciences (CSMLS) provides prior learning assessments for all internationally educated who are seeking to work as an 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 <a href="https://www.csmls.org/Certification/Prior-Learning-Assessment/Preparing-for-PLA.aspx">https://www.csmls.org/Certification/Prior-Learning-Assessment/Preparing-for-PLA.aspx</a></p>	<p><b>Level 1</b> No</p> <p><b>Level 2</b> Yes</p>	Level 2	
2	Please provide a link to your website.	<a href="http://www.nscmlt.org">www.nscmlt.org</a>	<p><b>Level 1</b> No website</p> <p><b>Level 2</b> Website is not up to date  Website is not in plain language  Website does not have links for</p>	Level 2	16(3)(g)
2a	I believe that information on our website is: clear and understandable, written in plain language?	<p><input type="radio"/> 1 (Strongly Agree)</p> <p><input type="radio"/> 2</p> <p><input type="radio"/> 3</p> <p><input type="radio"/> 4</p>			

		 5 (Strongly Disagree)	international applicants		
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>Other: Users can make recommendations for changes or corrections found under the contact us - <a href="https://nscmlt.org/contact?lang=en">https://nscmlt.org/contact?lang=en</a></p>	<p>Website does not contain all forms and/or guidelines</p> <p><b>Level 3</b></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>		
2c	When was the section of the website pertaining to registration last updated?	<p>Within the last 6 months</p> <p>Within the last 12 months our website was extensively reviewed and updated during Fall 2018 with a plain language expert. Further modifications were made during 2019. Our website is reviewed for accuracy annually and changes are made when we have a policy change that affects registration. NSCMLT has updated the Appeal process for applicants that were not successful.</p>			
3a	Are your requirements (e.g. education, work experience, examination and fees) for registration specified by legislation, regulation and/or policy?	<p>Legislation</p> <p>Regulation</p> <p>Policy</p>	<p><b>Level 1</b></p> <p>Policy describing the registration process does not exist or is not documented</p> <p>Documents only available upon specific request</p> <p><b>Level 2</b></p> <p>Policy exists to describe certain aspect of registration process</p> <p>Available to the applicant</p> <p><b>Level 3</b></p> <p>Policy exist to describe all aspects of the registration practices</p> <p>Available to the applicant</p>	Level 3	7(a), 7(c), 7(f), 16(3)(a), 16(3)(d)
3b	Specify the appropriate section(s)	<p>MLT Act Regulations 22(1) and (2) and Registration 24 (1):</p> <p>22(1) - (g)(k)(l)(n)</p> <p>2 - (a) (b) (c) (d)</p> <p>Registration 24(1) - (a)(b)(c)</p> <p>Regulations: Applying for initial application 3(1) - (a)(b)(c)(d)(e)(f)(g)(h)(i)</p>			
3c	Is this information made available to applicants	<p>Yes</p> <p>There is a link to the NSCMLT Act and Regulations on the NSCMLT website: <a href="https://nscmlt.org/about/acts-regulations">https://nscmlt.org/about/acts-regulations</a></p> <p>The registration policies are located on our website under 'Applications' <a href="https://nscmlt.org/licensing/policies">https://nscmlt.org/licensing/policies</a></p> <p>The registration policies are available in both English and French. The French documents were created by an official translator. <a href="https://nscmlt.org/licensing/policies">https://nscmlt.org/licensing/policies</a></p> <p>Professional accountability policies are also found on our website - code of ethics, code of conduct and standards of practice. <a href="https://nscmlt.org/public-protection">https://nscmlt.org/public-protection</a></p>			

		<p><i>International Applicants - The pathway for International applications was created by a plain language expert. Links to third party are found within the steps.</i></p> <p><i>New Canadian Applicants - <a href="https://nscmlt.org/licensing/applications">https://nscmlt.org/licensing/applications</a></i></p> <p><i>CFTA - <a href="https://nscmlt.org/licensing/applications/canadian-practicing-mlt">https://nscmlt.org/licensing/applications/canadian-practicing-mlt</a></i></p> <p><i>CSMLS who provides the PLA request feedback from the applicants on the process. Fees are noted on the website <a href="https://nscmlt.org/licensing/fee-structure">https://nscmlt.org/licensing/fee-structure</a> and on the application</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  <a href="https://nscmlt.org/licensing">https://nscmlt.org/licensing</a>	<p><b>Level 1</b> Criteria is made available to applicants verbally but no supplemental documentation</p> <p><b>Level 2</b> Criteria is documented and made available to applicants</p> <p>Limited information about the standard you will be assessed against</p> <p><b>Level 3</b> 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> <p>Applicants know the required standards that they will be assessed to</p>	Level 2	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)?	Yes  <i>The criteria used to assess whether the requirements have been met are established in our policies provided on our website: <a href="https://nscmlt.org/licensing/policies">https://nscmlt.org/licensing/policies</a></i> <i>We accept both Bachelor and Diploma level from an accredited MLT program in Canada or applicants that have completed the PLA process successfully. All applicants must successfully complete the national certification exam by Canadian Society for Medical Laboratory Sciences (CSMLS): <a href="https://csmls.org/csmls/media/documents/certification/PLA-Information-Handbook-2019-MLT.pdf">https://csmls.org/csmls/media/documents/certification/PLA-Information-Handbook-2019-MLT.pdf</a></i>			
6	If you require translation of specific documents how is the applicant informed?	<p><i>Other: This request would come from our third party CSMLS who provides the prior learning assessment.</i></p> <p><i>The applicant is informed in our step by step guide <a href="https://nscmlt.org/guide-to-working-in-nova-scotia/">https://nscmlt.org/guide-to-working-in-nova-scotia/</a> and in the CSMLS PLA handbook <a href="https://csmls.org/csmls/media/documents/certification/PLA-Information-Handbook-2019-MLT.pdf">https://csmls.org/csmls/media/documents/certification/PLA-Information-Handbook-2019-MLT.pdf</a></i></p>	<p><b>Level 1</b> No indication of translation requirements</p> <p>Available to applicants upon request</p> <p><b>Level 2</b> Translation requirements</p>	Level 3	7(a)

			<p>indicated but not specific</p> <p>Available to applicants</p> <p><b>Level 3</b> Translation requirements documented with specific instruction</p> <p>Available to applicants</p>		
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>Yes</p> <p><i>Policy 3.23.1 on labour mobility.</i> <a href="https://nscmlt.org/licensing/applications/canadian-practicing-mlt">https://nscmlt.org/licensing/applications/canadian-practicing-mlt</a></p> <p><i>Our website provides information on three streams for new registration: Canadian-Educated Applicants; Internationally Educated Applicants; and MLTs from Other Jurisdictions. The requirements for registration are the same, but how these requirements are met differ. Applicants from other Canadian jurisdictions are required to provide a letter of standing and complete the initial application and pay the appropriate fees. We have a Labour Mobility Support Agreement (LMSA) signed by the members the Canadian Alliance of Medical Laboratory Professional Regulators (CAMLPR). Licensing Requirements for 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 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></p>	<p><b>Level 1</b> Yes – process not documented</p> <p><b>Level 2</b> Yes – process documented</p> <p><b>Level 3</b> Yes – process documented and made public on website</p> <p>Any additional requirements approved by government are explained on website</p>	Level 2	3
8	Does your organization make accommodation for applicants with physical or mental disability?	<p>Yes</p> <p><i>Anyone that has graduated from an accredited program or has been determined equivalent by the prior learning assessment and has successfully completed the CSMLS national exam would be accepted for licensure. CSMLS has a statement in their exam handbook page 13 'Request for accommodation'</i> <a href="https://www.csmls.org/Certification/Certification-Exam/Exam-Handbook.aspx">https://www.csmls.org/Certification/Certification-Exam/Exam-Handbook.aspx</a></p> <p>NSCMLT accommodation policy <a href="https://nscmlt.org/images/Policies/3200_AccommodationOfApplicants.pdf">https://nscmlt.org/images/Policies/3200_AccommodationOfApplicants.pdf</a></p>	<p><b>Level 1</b> Yes – process not documented</p> <p><b>Level 2</b> Yes – process documented</p> <p><b>Level 3</b> Yes – process documented and available to applicant</p>	Level 3	16(3)(h)
9a	Is any of your assessment process conducted by a third party (i.e. national bodies, credential	<p>Yes</p>	<p><b>Level 1</b> Regulatory body assumes that the certifying organization meets FRPA standards</p>	Level 3	16(3)(i)

	assessment agencies, etc.)?		<b>Level 2</b> Regulatory body has received documentation indicating that the certifying organization meets FRPA standards		
9b	If so, please specify the name of the organization and describe their role.	<i>Third party (national body) Canadian Society for Medical Laboratory Sciences (CSMLS) provides the national exam that is required by all members and provides the prior learning assessment for the international educated <a href="https://www.csmls.org/Certification/Prior-Learning-Assessment/Preparing-for-PLA.aspx">https://www.csmls.org/Certification/Prior-Learning-Assessment/Preparing-for-PLA.aspx</a></i>	<b>Level 3</b> Regulatory body has influence with the certifying organization (e.g. membership) or has an agreement with the certifying organization		
9c	Please indicate the types of activities that they assist with.	<i>They assist with data collection, data storage, credential assessment, verification of documents, examinations, and recognition of prior learning.</i>			
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>			
9e	Are you informed of all decisions made by third parties on applicants?	<i>No  We are only informed on decisions on applicants that apply to NSCMLT for application. The College has a signed agreement with CSMLS for the administration of the PLA and the Registrar is a member of the Professional Standard committee that reviews the Exam and PLA policies and process oversight. Agreements previously attached.</i>			
9f	Does the third party have an internal review process for unsuccessful applicants?	<i>Yes</i>			
10a	What types of supports do you provide to applicants during the registration process?	<i>Internet Telephone Print material Other: In person-answer questions they may have and show them on the website where information is found. Informal process only.</i>	<b>Level 1</b> None  <b>Level 2</b> Multiple types of supports exist but not well documented	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?	<i>No  Internet: Information is available on our website, including forms and information packages and application status.  Telephone: We provide support to our applicants by clarifying the registration requirements, required supporting documentation, and their application status and where to find the requirements on the NSCMLT website.</i>	<b>Level 3</b> Multiple types of support exist, well defined and accessible		

		<p><i>Print Material: Applicants upon request are provided with supporting documents.</i></p> <p><i>Other: Through our database applicants that are missing supporting documentation are notified and the application is marked incomplete with reason. Email NSCMLT sends a reminder to an applicant that their application is incomplete and reminds them of what is still needed to complete the application for registration. Applicants are provided detailed information on their deficiencies and what steps are required to become licensed i.e. a bridging course etc.</i></p>			
11	Where practical, do you provide unsuccessful applicants with information on programs and services they can participate in to facilitate successful registration in the future?	<p>Yes</p> <p><i>Applicants are provided detailed information on their deficiencies and what steps are required to become licensed i.e. a bridging course etc. 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. After the first unsuccessful attempts applicants are given a graph on where their strengths and weakness are on the exam. On the second unsuccessful attempt at the national exam applicants are given a learning plan to complete before they are able to attempt the exam for the third attempt.</i></p> <p><i>NSCMLT provides letter of rejection stating missing documentation or requirements to successfully become licensed to practice.</i></p>	<p><b>Level 1</b> Only upon request Not documented</p> <p><b>Level 2</b> Yes – not documented</p> <p><b>Level 3</b> Yes – documented and available to applicant</p> <p>Applicants are told what their competencies gaps are that need to be addressed</p>	Level 2	8(d)
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><a href="https://nscmlt.org/contact?lang=en">https://nscmlt.org/contact?lang=en</a></p> <p><i>Licenses, Documents and Web postings: Allow 2 weeks for processing. Email and voicemail: Allow 1-3 business days (delays may occur if away for business travel).</i></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 for phone response only, 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><b>Level 1</b> No policy</p> <p><b>Level 2</b> Policy in Place</p> <p><b>Level 3</b> 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?	<p><i>Yes, if complete they are sent notice that the application was accepted and a welcome letter is sent with pertinent information. If incomplete, an application rejection letter is sent stating what is required to complete the application successfully.</i></p>	<p><b>Level 1</b> Upon request, limited documentation and no standard timeline</p>	Level 3	8(b), 8(c), 10

13ai	Do you have a formal policy for this process?	Yes Application Rejection Policy <a href="https://nscmlt.org/licensing/policies/application-rejected">https://nscmlt.org/licensing/policies/application-rejected</a>	Level 2 Some documentation		
13aii	Do you have a standard timeline	Yes stated on the website Licenses, Documents and Web postings: Allow 2 weeks for processing.  This process may take up to 6 weeks if involves credential committee decision. This is stated in the policy	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 <i>To date, only one rejected applicant was an issued due to non-submission of required documents (they later decided not to move to NS). We have not had an appeal to date. For international applicants the national body (CSMLS) communicates directly with the applicants on how to rectify the situation for their PLA and exam requirements. We provide in writing what is required for a successful licensure application. Policies can be found on the NSCMLT website.</i>  <i>Link to initial registration appeal policy on the website <a href="https://nscmlt.org/licensing/policies">https://nscmlt.org/licensing/policies</a></i>  <i>See rejection letter attached, appeal letter, Initial registration Appeal policy and timeline attached in email and policy</i>	Level 1 Yes – upon request, limited documentation  Level 2 Yes – limited documentation  Level 3 Yes – well documented process	Level 3	
14a	Do you provide information on what documentation of qualifications must accompany an application?	Yes  <i>Our website and policies provide information on what documentation must be included with an application.</i>	Level 1 Documents indicated and communicated verbally  Level 2 List of required documents indicated on website	Level 2	9(a), 16(3)(a), 16(3)(b), 16(3)(e)
14b	Do you include a process for verification of documentation authenticity?	No  <i>All required documents are requested on the initial application. 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>  <i>CFTA transfer require a letter of standing to be sent directly from their current or recent regulated college to NSCMLT as outlined on the application. Link: <a href="https://nscmlt.org/licensing/applications">https://nscmlt.org/licensing/applications</a></i>	Process to verify document authenticity  Level 3 N/A		
15	Do you provide information on the steps in the registration process including supporting documentation required at the various steps?	Yes  <i>All applicants: <a href="https://nscmlt.org/licensing/applications">https://nscmlt.org/licensing/applications</a></i>  <i>International Applicants Pathway to Licensure: <a href="https://nscmlt.org/guide-to-working-in-nova-scotia/">https://nscmlt.org/guide-to-working-in-nova-scotia/</a></i>	Level 1 General information  Not broken into steps  Level 2 Step by step process indicate where applicant needs to supply information  Level 3 Step by step process indicate where	Level 2	7(c), 16(3)(a), 16(3)(b)

			applicant needs to supply information Pathway to licensure		
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 documentation) ?	<p>Yes</p> <p><i>Recent graduate applicants that have completed the program but have not graduated can have the University/College program director submit a letter indicating that they have successfully completed the program.</i></p> <p><i>Third party acceptance</i> <a href="https://csmls.org/csmls/media/documents/certification/PLA-Information-Handbook-2019-MLT.pdf">https://csmls.org/csmls/media/documents/certification/PLA-Information-Handbook-2019-MLT.pdf</a></p> <p><i>Applicants may also submit alternative documentation under our Acceptance of Alternative Documentation policy if they cannot reasonably obtain original documentation. To date we have not had to use this policy. Please see policy # 3.21.0 Acceptance of Alternative Documentation as previously attached</i></p>	<p><b>Level 1</b> Yes – on a case by case basis</p> <p><b>Level 2</b> Yes – examples documented</p> <p>Process not clearly laid out or documented</p> <p><b>Level 3</b> Yes – process clearly documented</p>	Level 3	9(b), 16(3)(c)
17	What difficulties or obstacles are faced by applicants who received their qualifications in a country other than Canada?	<p><i>Obtaining original documents</i> <i>Verification of credentials</i> <i>Identifying and participating in gap training programs</i> <i>Access to qualifying exam</i> <i>Language proficiency or professional technical language</i></p> <p><i>Language proficiency 8 in technical:</i> <a href="https://csmls.org/csmls/media/documents/certification/PLA-Information-Handbook-2019-MLT.pdf">https://csmls.org/csmls/media/documents/certification/PLA-Information-Handbook-2019-MLT.pdf</a> <i>Required to be in Canada to access qualifying exam</i></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>Yes</p> <p><a href="https://www.nscmlt.org/licensing/policies/access-to-registration-documents-policy">https://www.nscmlt.org/licensing/policies/access-to-registration-documents-policy</a></p> <p><i>Access to Third party Documentation (CSMLS) for IEMLT that had prior learning assessments they would be required to contact CSMLS to access as we do not have copies of the documents. If a client needs copies of their submitted documents, they can send in a document request form. CSMLS does not return originals and this is stated in the <a href="#">PLA handbook</a> page 16, under Supporting (Official) Documents.</i></p>	<p><b>Level 1</b> Not documented</p> <p><b>Level 2</b> Documented</p> <p><b>Level 3</b> Documented and made available to applicants</p>	Level 3	12, 16(3)(j)
18b	Is this made available to applicants?	Yes			
18c	What information may you exclude?	<p><i>The College may exclude documents that is subject to legal privilege that restricts disclosure of the information, access could reasonably lead to identification of a person who provided in confidence and the regulatory body deems it appropriate due to could lead to harm of the individual or affect public safety. See policy</i> <a href="https://www.nscmlt.org/licensing/policies/access-to-registration-documents-policy">https://www.nscmlt.org/licensing/policies/access-to-registration-documents-policy</a></p>			
18d	Do you charge a fee?	<p>Yes</p> <p><i>Policy 3.19.1</i> <a href="https://www.nscmlt.org/licensing/policies/access-to-registration-documents-policy">https://www.nscmlt.org/licensing/policies/access-to-registration-documents-policy</a> <i>Access to Documentation allows us to charge a cost-recovery fee for photocopying and mailing documentation.</i></p>			

19	Does your Act include an authority to conduct an internal review of the registration decision?	Yes  <i>NSCMLT Act section 26(1)(2)(3)</i>	<b>Level 1</b> N/A  <b>Level 2</b> N/A  <b>Level 3</b> Yes	Level 3	7(a)
20	Do you have a regulation or by-law that defines the internal review process?	No  <i>Policy - Initial Registration Appeal</i>	<b>Level 1</b> N/A  <b>Level 2</b> N/A  <b>Level 3</b> Yes	N/A	7(a), 10
21	When are unsuccessful candidates informed of their right to internal review of the registration decision?	<i>Included with a registration decision Upon Request</i>  <i>Included with a registration decision. Registration may take 2 -3 weeks to complete when all documentations and payment are received. Turnaround time is usually less than 5 days.</i>  <a href="https://nscmlt.org/index.php?option=com_content&amp;view=article&amp;id=109&amp;Itemid=719&amp;lang=en">Application Rejection Policy website https://nscmlt.org/index.php?option=com_content&amp;view=article&amp;id=109&amp;Itemid=719&amp;lang=en</a>  <i>Rejection letter is provided and states what is required to be successfully registered with NSCMLT. Timeline requirements are stated in the letter and also a chart in the Initial Registration Appeal policy. There is no expiry date. See attachments</i>	<b>Level 1</b> No specific timeline  <b>Level 2</b> Specific timeline  Not documented  <b>Level 3</b> Specific timeline  Documented and communicated	Level 3	7(a), 10(1)
22a	Do you have an internal review process and procedures document (policy document)?	Yes  <i>Policy 3.12.1 Application rejection. Outline in the Act Section 26. Initial Registration Appeal Policy</i>	<b>Level 1</b> Yes  Not documented  <b>Level 2</b> Yes  Documented	Level 3	7(a), 10(1)
22b	Does this include time frames for the internal review?	Yes  <a href="https://nscmlt.org/images/REG005_v1_InitialRegistrationAppealPolicy_Final.pdf">https://nscmlt.org/images/REG005_v1_InitialRegistrationAppealPolicy_Final.pdf</a>  <i>See Time chart attached in email and can be found in the policy</i>	<b>Level 3</b> Yes  Documented and available to applicant		
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.	<i>See attached pdf appeal process timeline in email</i>	<b>Level 1</b> Not documented  <b>Level 2</b> Documented  <b>Level 3</b> Documented and made available to applicant	Level 3	7(a), 10, 16(3)(m)
23b	Describe the opportunities made available	<i>The applicant may submit additional documentation for review and/or appear before the Credential Committee with or without legal counsel or support person.</i>			

	to an applicant to make submissions respecting such review.	<a href="https://nscmlt.org/images/REG005_v1_InitialRegistrationAppealPolicy_Final.pdf">https://nscmlt.org/images/REG005_v1_InitialRegistrationAppealPolicy_Final.pdf</a>			
23c	Specify the format for the internal review submission	<i>Written and or oral submission</i>			
23d	What is the timeline for submitted supporting evidence?	<i>Within 30 days prior to the hearing See appeal process timelines pdf</i>			
23e	Do you believe this is enough time to receive supporting evidence from outside Canada?	Yes  <i>Any documents we request are from within Canada. Applicants who are requiring documents from outside of Canada (i.e. internationally educated) submit their documents directly to CSMLS (usually before applying to NSCMLT). There is a statement to allow for extension depending on circumstances within the policy</i> <a href="https://nscmlt.org/images/REG005_v1_InitialRegistrationAppealPolicy_Final.pdf">https://nscmlt.org/images/REG005_v1_InitialRegistrationAppealPolicy_Final.pdf</a>			
24a	Are the results of the internal review made available to applicants in writing with reasons?	Yes	<b>Level 1</b> Yes  <b>Level 2</b> Yes  Specific timeline  <b>Level 3</b> Yes	Level 3	
24b	In what timeframe are the results of the internal review made available to applicants?	<i>Less than 1 month</i>	Specific timeline and communicated		7(a), 10(3)
24c	Are these timelines communicated?	Yes  <i>We have not had a request for an appeal to date. Our policy provides that the College communicate its decision within 14 business days; our policy is available on our website. Initial Registration Appeal policy and timeline as attached in previous question</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 subject matter expert such as CLEAR (Council on Licensure, Enforcement and Regulations) <a href="http://www.clearhq.org">http://www.clearhq.org</a>. Members of the Credentials Committee receive an orientation binder that includes the legislation, regulations, and our registration policies. A presentation has been prepared for new members of the Committee to provide further education on judicial fairness and review. This presentation will be presented by subject matter expert or legal council. Also, NSCMLT uses the resources of the Nova Scotia Regulated Health Professions Network (NSRHPN) to aid in the decision process and legal Council. Request</i>	N/A	N/A	7(a), 11, 16(3)(p)

		<i>through NSRHPN to colleges that have undergone an appeal to provide support and best practices and request to have them sit on the committee for guidance. Initial Registration Appeal policy.</i>			
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>See NSCMLT Act and Initial Registration Appeal policy. No person that was part of the initial decision including the Registrar may participate on the credential committee.</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  <i>There is no reciprocal recognition agreement.</i>	N/A	N/A	7
28	Has your organization experienced any unintended consequences—defined as an 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?	Yes  <i>Previously the province of Quebec MLT programs was accredited like all other MLT programs in Canada. Unlike all other provinces in Canada, Quebec does not require the MLT to challenge the 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>	N/A	N/A	3
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	No  <i>Not to my knowledge</i>	N/A	N/A	Chapter 7, CFTA

	the requirements in the previous jurisdiction?				
30	Do you review the requirements of the other provincial regulatory bodies regularly?	<p>Yes</p> <p><i>As a member of Canadian Alliance of Medical Laboratory Professional Regulators (CAMLPR), we meet regularly and during these meetings, we provide updates on any changes occurring within our respective provinces. All MLT regulators in Canada meet quarterly and discuss registration practices and provincial changes to requirements. Also, with CSMLS the professional standards committee, which includes a representative from each province meets bi-annually to discuss registration requirements and the prior learning assessment process. Each province is in agreement that a letter of notice of any changes will be provided to the other provinces.</i></p> <p>CAMLPR MOU</p>	N/A	N/A	3, Chapter 7, CFTA
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>No</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)?	<p>No</p> <p><i>We did not work with the labour mobility coordinator as it was adopted in principle by all regulated provinces.</i></p>	N/A	N/A	

## FRPA Action Plan

The FRPA Action Plan outlines measures required to either comply and/or improve registration practices in accordance with the Fair Registration Practices Code.

### Further Recommendations / Next Steps

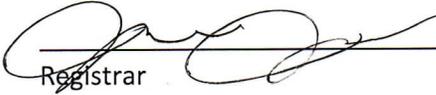
The actions listed in this section address registration practices are compliant with the FRPA and therefore focus on areas for improvement. NSCMLT will address these actions over the next two years.

#	Action	Questionnaire Reference	FRPA Reference	Plan for Completion
1	<p>Enhance licensure information on the website for domestic applicants including:</p> <ul style="list-style-type: none"> <li>Criteria used to assess whether requirements for registration have been met (e.g. link to a list of accredited programs, link to CSMLS exam information on competency requirements, etc.)</li> <li>Requirement for English translation of specific documents</li> <li>A step-by-step pathway to licensure including information on: how to qualify; how to apply; the assessment process; fees; results, etc.</li> </ul>	2, 5, 6, 15	7(a),(c),(d) 16(3)(a), (b),(g)	Review and revise as necessary 1 year
2	Update the Canadian Practicing MLT webpage, application instructions and document requirements to reflect the 2018 Labour Mobility Policy and post this policy to the website.	7	3	Review and revise as necessary 6 months - 1year

3	<p>Enhance the Rejection of Application Policy to include:</p> <ul style="list-style-type: none"> <li>- information on ways to facilitate successful registration (e.g. bridging programs, link to CSMLS, etc.)</li> <li>- timeline for providing a written response to applications</li> </ul>	11, 13	8(b),(c),(d), 10	Review and revise as necessary 1 year
4	<p>Carry-over from 2018 Action Plan: Continue to work with CSMLS and other provincial regulatory bodies to explore single point of entry and standardization of FRPA compliant associated policies.</p>			In process 2 years

## 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

*May 14 2020*  
\_\_\_\_\_  
Date

## Appendix

- ✓ Blank Application Forms
- ✓ Appeals Process Timeline



NOVA SCOTIA COLLEGE OF MEDICAL  
LABORATORY TECHNOLOGISTS

## INITIAL REGISTRATION APPLICATION

### REGISTRATION YEAR JANUARY 1—DECEMBER 31

#### INFORMATION

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

**You must have a NSCMLT practicing 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, 40 and 41 of the NSCMLT Act.

***If you currently hold a Medical Laboratory Technologist registration in another Regulated Canadian jurisdiction*** (AB, MB, NB, NL, ON, QC, or SK), and apply for registration practice as outlined in the Canadian Free Trade Agreement on Internal Trade (CFTA), you may be eligible to practice in Nova Scotia. Applicants are **only** required to provide a letter of standing from their current regulatory college, proof of professional liability insurance, complete the initial application and pay the appropriate fees.

MLTs that practiced in an unregulated province (BC, NT, NU, PE, YT, or outside of Canada) must provide a letter of standing from the employer.

The NSCMLT application process has several elements that must be completed and payment must be received before it will be reviewed. Applications received without payment may result in delay of the registration process.

For assistance, please contact [info@nscmlt.org](mailto:info@nscmlt.org) or phone 902-453-9605.

All contact from NSCMLT will be in the form of email. You must provide an email that is monitored regularly.

Once your application is reviewed and approved, you will receive notice of your License approval and an official tax receipt via email. Please add [info@nscmlt.org](mailto:info@nscmlt.org) and [registrar@nscmlt.org](mailto:registrar@nscmlt.org) to your safe senders list.

# INITIAL REGISTRATION APPLICATION

REGISTRATION YEAR JANUARY 1—DECEMBER 31

## PERSONAL AND CONTACT INFORMATION

First Name: Middle Initial: Last Name:  
Previous Last Name (if applicable):  
Gender: DOB: CSMLS #:  
Specialty: General MLT Cytotechnologist Clinical Genetics  
Are you a Canadian Citizen? *\*Please provide documentation to support your ability to work in Canada*  
Yes  
No\*  
Current Address:  
City: Province: Country: Postal Code:  
Primary Phone #: Primary Email:

## MLT EDUCATION

Was your training as a medical laboratory technologist (MLT) in English or did you write the Canadian Society for Medical Laboratory Science (CSMLS) national exam in English?

Yes No\*

*\*If No you will be required to provide evidence of English proficiency. Please provide a certified document of completed score in the International English language test system (IELTS). This is in accordance with the NSCMLT Regulations Section 3 3(b).*

## BASIC MLT EDUCATION

Graduation Year: Graduation Month: Granting Institution Name:  
Country: Province: Degree/Diploma:  
Are you an internationally educated MLT? Yes\* No

*\*If Yes please complete an international registration application.*

## OTHER EDUCATION

Please enter any other degrees or diplomas achieved beginning with the highest. *Please attach a copy of each diploma/degree.*

### EDUCATION 1

Graduation Year: Graduating Institution Name:  
Institution Country: Institution Province (if applicable):  
Degree/Diploma: Major:

## EDUCATION 2

Graduation Year: \_\_\_\_\_ Graduating Institution Name: \_\_\_\_\_  
Institution Country: \_\_\_\_\_ Institution Province (if applicable): \_\_\_\_\_  
Degree/Diploma: \_\_\_\_\_ Major: \_\_\_\_\_

## EDUCATION 3

Graduation Year: \_\_\_\_\_ Graduating Institution Name: \_\_\_\_\_  
Institution Country: \_\_\_\_\_ Institution Province (if applicable): \_\_\_\_\_  
Degree/Diploma: \_\_\_\_\_ Major: \_\_\_\_\_

## NATIONAL CERTIFICATION

Do you have CSMLS Certification? Yes No

General MLT Cytotechnologist Clinical Genetics

If **Yes** please attach a copy of your CSMLS certification or statement of examination results in English.

If **No** please attach a copy of your CSMLS admission to examination notice in English.

## AREAS OF PRACTICE, EXPERTISE AND RESPONSIBILITIES (CHECK ALL THAT APPLY)

Administration	Haematology	Quality Management
Chemistry	Histology	Specimen Procurement, Receipt, Dispatch
Clinical Genetics	Immunology	Transfusion Sciences
Core Lab	Microbiology	Toxicology
Cytology	Molecular Diagnosis	
Electron Microscopy	Phlebotomy	
Flow Cytometry	Point of Care Testing	

## 1. PREVIOUS MLT EMPLOYMENT INFORMATION

Employer Name: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Year: \_\_\_\_\_ Date: \_\_\_\_\_ Province: \_\_\_\_\_ Country: \_\_\_\_\_

## POSITION HELD (CHECK ALL THAT APPLY)

Administration	Research
Consultant	Sales
Director	Staff Medical Laboratory Technologist
Educator	Supervisor
Laboratory Information System Specialist	Technical Specialist
Manager	Other: _____
Quality Management	

## AREAS OF PRACTICE, EXPERTISE AND RESPONSIBILITIES (CHECK ALL THAT APPLY)

Administration	Haematology	Quality Management
Chemistry	Histology	Specimen Procurement, Receipt, Dispatch
Clinical Genetics	Immunology	Transfusion Sciences
Core Lab	Microbiology	Toxicology
Cytology	Molecular Diagnosis	
Electron Microscopy	Phlebotomy	
Flow Cytometry	Point of Care Testing	

Did you job include preceptor activities (teaching students): Yes: No:

## 2. PREVIOUS MLT EMPLOYMENT INFORMATION

Employer Name: Job Title:  
Year: Date: Province: Country:

## POSITION HELD (CHECK ALL THAT APPLY)

Administration	Research
Consultant	Sales
Director	Staff Medical Laboratory Technologist
Educator	Supervisor
Laboratory Information System Specialist	Technical Specialist
Manager	Other:
Quality Management	

## AREAS OF PRACTICE, EXPERTISE AND RESPONSIBILITIES (CHECK ALL THAT APPLY)

Administration	Haematology	Quality Management
Chemistry	Histology	Specimen Procurement, Receipt, Dispatch
Clinical Genetics	Immunology	Transfusion Sciences
Core Lab	Microbiology	Toxicology
Cytology	Molecular Diagnosis	
Electron Microscopy	Phlebotomy	
Flow Cytometry	Point of Care Testing	

Did you job include preceptor activities (teaching students): Yes: No:

## 3. PREVIOUS MLT EMPLOYMENT INFORMATION

Employer Name: Job Title:  
Year: Date: Province: Country:

## POSITION HELD (CHECK ALL THAT APPLY)

Administration	Research
Consultant	Sales
Director	Staff Medical Laboratory Technologist
Educator	Supervisor
Laboratory Information System Specialist	Technical Specialist
Manager	Other:
Quality Management	

## AREAS OF PRACTICE, EXPERTISE AND RESPONSIBILITIES (CHECK ALL THAT APPLY)

Administration	Haematology	Quality Management
Chemistry	Histology	Specimen Procurement, Receipt, Dispatch
Clinical Genetics	Immunology	Transfusion Sciences
Core Lab	Microbiology	Toxicology
Cytology	Molecular Diagnosis	
Electron Microscopy	Phlebotomy	
Flow Cytometry	Point of Care Testing	

Did you job include preceptor activities (teaching students):    Yes            No

Did you have previous employment from another **regulated jurisdiction** in Canada (AB, MB, NB, NL, ON, QC, or SK) where the professional practice of MLTs is governed by provincial legislation?

Yes\*        No

\*If **Yes** you must request a letter of standing in English from the provincial body to send directly to NSCMLT.

Do you have previous MLT employment from an **unregulated jurisdiction** (BC, NT, NU, PE, YT, or outside of Canada) where the professional practice of MLTs is not governed by provincial/Territorial legislation?

Yes\*        No

\*If **Yes** you must request a letter in English from your previous employer to verify your MLT employment, and standing to be sent directly to NSCMLT.

## PENDING NOVA SCOTIA MLT EMPLOYMENT

Employment Status:    Full-Time        Part-Time        Casual

Employer Name: \_\_\_\_\_ Hospital Name (if applicable): \_\_\_\_\_

Job Title: \_\_\_\_\_ Start Date: \_\_\_\_\_

Supervisor/Manager Name: \_\_\_\_\_ Supervisor/Manager Email: \_\_\_\_\_

## POSITION HELD (CHECK ALL THAT APPLY)

Administration	Research
Consultant	Sales
Director	Staff Medical Laboratory Technologist
Educator	Supervisor
Laboratory Information System Specialist	Technical Specialist
Manager	Other: _____
Quality Management	

## AREAS OF PRACTICE, EXPERTISE AND RESPONSIBILITIES (CHECK ALL THAT APPLY)

Administration	Histology	Research
Chemistry	Immunology	Sales
Clinical Genetics	Laboratory Information System	Specimen Procurement, Receipt, Dispatch
Core Lab	Microbiology	Transfusion Sciences
Cytology	Molecular Diagnosis	Toxicology
Electron Microscopy	Phlebotomy	Other: _____
Flow Cytometry	Point of Care Testing	
Haematology	Quality Management	

**Please attach a copy of your employment letter**

## PROFESSIONAL LIABILITY INSURANCE (REQUIRE A MINIMUM OF \$2,000,000)

The NSCMLT Regulations Section 20 (1) require all registered MLTs working in Nova Scotia to maintain professional liability insurance.

**Please attach a copy of your document.**

Your Insurer:  CSMLS  Other (please specify):

## DECLARATION AND DISCLOSURE OF INFORMATION

1. Have you been convicted or found guilty for an offense in any jurisdiction in Canada under the Criminal Code (Canada), the Controlled Drugs and Substances Act (Canada) (formerly the Narcotics Control Act (Canada)) or the Food and Drugs Act (Canada)?  
Yes  No
2. Have you been convicted or found guilty for an offense under a criminal or penal statute of a jurisdiction outside of Canada?  
Yes  No
3. Are criminal charges pending or outstanding against you, whether in Nova Scotia or in any other jurisdiction within Canada or outside Canada?  
Yes  No
4. Have you been the subject of a finding of by any regulatory body for professional misconduct, conduct unbecoming, incompetence, an incapacity, or lack of fitness to practice, or any similar finding, whether in Nova Scotia or in any other jurisdiction within Canada or outside Canada?  
Yes  No
5. Are you the subject of any current proceeding by a professional regulatory body in relation to professional misconduct, conduct unbecoming, incompetence, an incapacity or lack of fitness to practice, or any similar proceeding, whether in Nova Scotia or in any other jurisdiction within Canada or outside Canada?  
Yes  No
6. Have you been denied registration by professional regulatory body, whether in Nova Scotia or in any other jurisdiction within Canada or outside Canada?  
Yes  No
7. Have you been terminated from employment relating to incompetence, an incapacity or lack of fitness to practice, or any similar reason, whether in Nova Scotia or in any other jurisdiction within Canada or outside Canada?  
Yes  No
8. Are you listed on any child abuse registry or adult abuse registry, whether in Nova Scotia or in any other jurisdiction within Canada or outside Canada?  
Yes  No   
If you answer **Yes** to any of the above questions, please provide written details and particulars on a separate sheet and attach.
9. Have you obtained, or are you covered by, professional liability insurance coverage to a minimum of \$2,000,000 in accordance with section 20(1) of the NS Medical Laboratory Technologists Regulation?  
Yes  No
10. Is your name on any documents submitted different that your current name?  
Yes  No   
If **Yes** please attach a copy of applicable documentation to validate the name change (marriage certificate, divorce decree, legal change of name certificate).

**I certify and solemnly declare that the contents of this Registration Application, including the Declaration and Disclosure of Information and all documents support of this Registration Application, are true, correct and complete.**

Print Name:

Signature:

Date (mm/dd/yyyy):

**Warning:** I understand and agree that any false or misleading statement in this Registration Application, including within the Declaration and Disclosure of Information, may constitute professional misconduct and may result in disciplinary action by the NSCMLT.

**Applicant's Information Release:** I consent to allow the release of information contained in any and all of my files at CSMLS including Prior Learning Assessment files, Examination files, and any other relevant files for the purpose of processing this application to NSCMLT or any other investigations related to my registration with NSCMLT.

Print Name:

Signature:

Date (mm/dd/yyyy):

In the course of carrying out its regulatory activities the NSCMLT collects, uses, and discloses personal information in accordance with the NS Medical Laboratory Technologists Act, and the Regulations. NSCMLT promotes the privacy of personal information in a manner consistent with its regulatory role.

## REQUIRED DOCUMENTS FOR REGISTRATION

1. Completed NSCMLT Application form (signed declaration and information release).
2. CSMLS MLT Certification OR current membership card.
3. Copy of MLT training transcripts or diploma/degree.
4. Canadian government issued photo identification (drivers license, Canadian passport or permanent resident card).
5. A copy of the employers intent to hire letter.
6. Copy of Professional Liability Insurance.
7. Copy of Resume.
8. Copy of Signed Job Description supplied by employer.
9. Evidence of English language proficiency (if applicable).
10. Applicable fees.

## REQUIRED DOCUMENTS IF REGISTERED AND CURRENTLY PRACTICING IN ANOTHER JURISDICTION

1. Completed NSCMLT Application form (signed declaration and information release).
2. CSMLS MLT Certification.
3. Canadian government issued photo identification (drivers license, Canadian passport or permanent resident card).
4. A copy of the employers intent to hire letter.
5. Copy of Professional Liability Insurance.
6. Copy of Resume.
7. Copy of Signed Job Description supplied by employer.
8. Copy of Letter of Standing from regulatory body or employer from non-regulated province.
9. Applicable fees.

## TYPE OF REGISTRATION REQUESTED

### Active Practicing License

*Includes a one-time processing fee of \$100*

### PRO-RATED FEES:

January	\$375	July	\$187.50
February	\$343.74	August	\$156.25
March	\$312.50	September	\$125.00
April	\$281.25	October	\$93.75
May	\$250.00	November	\$62.50
June	\$218.75	December	\$31.25

### Active Non-practicing License

*Includes a one-time processing fee of \$100*

Non-Practicing Fees (not pro-rated) \$275.00

Pro-rated fees apply for **first time NSCMLT applicant only** who are applying for a Practicing membership license.

## PAYMENT METHOD

Paypal    Cash    Cheque    Money Order    E-Transfer (send to [registrar@nscmlt.org](mailto:registrar@nscmlt.org), password: nscmlt)

Send completed application and all required documents to the NSCMLT Office:

### NSCMLT

380 Bedford Highway, Suite 202  
Halifax, Nova Scotia  
B3M 2L4



NOVA SCOTIA COLLEGE OF MEDICAL  
LABORATORY TECHNOLOGISTS

## INTERNATIONAL REGISTRATION APPLICATION

REGISTRATION YEAR JANUARY 1—DECEMBER 31

### INFORMATION

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

**You must have a NSCMLT practicing 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, 40 and 41 of the NSCMLT Act.

The NSCMLT application process has several elements that must be completed and payment must be received before it will be reviewed. Applications received without payment may result in delay of the registration process.

For assistance, please contact [info@nscmlt.org](mailto:info@nscmlt.org) or phone 902-453-9605.

All contact from NSCMLT will be in the form of email. You must provide an email that is monitored regularly.

Once your application is reviewed and approved, you will receive notice of your License approval and an official tax receipt via email.

Please add [info@nscmlt.org](mailto:info@nscmlt.org) and [registrar@nscmlt.org](mailto:registrar@nscmlt.org) to your safe senders list.

**You must have a prior learning assessment by CSMLS of your credentials and past work experience before beginning the process.**

# INTERNATIONAL REGISTRATION APPLICATION

REGISTRATION YEAR JANUARY 1—DECEMBER 31

## PERSONAL AND CONTACT INFORMATION

First Name: Middle Initial: Last Name:  
Previous Last Name (if applicable):  
Gender: DOB: CSMLS #:  
Specialty: General MLT Cytotechnologist Clinical Genetics  
Are you a Canadian Citizen? *\*Please provide documentation to support your ability to work in Canada*  
Yes  
No\*  
Current Address:  
City: Province: Country: Postal Code:  
Primary Phone #: Primary Email:

## MLT EDUCATION

Are you an internationally educated MLT? Yes\* No

**\*If Yes** please send a copy of your original prior learning assessment (PLA) from the Canadian Society for Medical Laboratory Science (CSMLS) in English with their authentication stamp to NSCMLT or request CSMLS to send a copy directly to NSCMLT. Translated documents must be notarized. NSCMLT will accept a sealed copy of official transcripts sent directly from the institution.

**Please attach a copy of your MLT diploma/degree from an MLT program.**

CSMLS Prior Learning Assessment Completed Date:

## BASIC MLT EDUCATION

Graduation Year: Graduation Month: Granting Institution Name:  
Country: Province: Degree/Diploma:

Was your training as a medical laboratory technologist (MLT) in English or did you write the Canadian Society for Medical Laboratory Science (CSMLS) national exam in English?

Yes No\*

**\*If No** you will be required to provide evidence of English proficiency. Please provide a certified document of completed score in the International English language test system (IELTS). This is in accordance with the NSCMLT Regulations Section 3 3(b).

## OTHER EDUCATION

Please enter any other degrees or diplomas achieved beginning with the highest. *Please attach a copy of each diploma/degree.*

### EDUCATION 1

Graduation Year: \_\_\_\_\_ Graduating Institution Name: \_\_\_\_\_  
Institution Country: \_\_\_\_\_ Institution Province (if applicable): \_\_\_\_\_  
Degree/Diploma: \_\_\_\_\_ Major: \_\_\_\_\_

### EDUCATION 2

Graduation Year: \_\_\_\_\_ Graduating Institution Name: \_\_\_\_\_  
Institution Country: \_\_\_\_\_ Institution Province (if applicable): \_\_\_\_\_  
Degree/Diploma: \_\_\_\_\_ Major: \_\_\_\_\_

### EDUCATION 3

Graduation Year: \_\_\_\_\_ Graduating Institution Name: \_\_\_\_\_  
Institution Country: \_\_\_\_\_ Institution Province (if applicable): \_\_\_\_\_  
Degree/Diploma: \_\_\_\_\_ Major: \_\_\_\_\_

## BRIDGING

Does your CSMLS PLA indicate that you are required to complete a bridging program as the best means to address gaps identified through the prior learning assessment processes?

Yes\*      No

Please specify refresher course enrolled in or in the process of enrolling in (if applicable)

**Please attach a Certificate of completion for each course.**

Course: \_\_\_\_\_ Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Course: \_\_\_\_\_ Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Course: \_\_\_\_\_ Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

### MLT Education Documents Required:

Please attach a copy of certificate(s) of completion for each course completion.

## NATIONAL CERTIFICATION

Do you have CSMLS Certification?    Yes      No

General MLT      Cytotechnologist      Clinical Genetics

If **Yes** please attach a copy of your CSMLS certification or statement of examination results in English.

If **No** please attach a copy of your CSMLS admission to examination notice in English.

### AREAS OF PRACTICE, EXPERTISE AND RESPONSIBILITIES (CHECK ALL THAT APPLY)

Administration	Haematology	Quality Management
Chemistry	Histology	Specimen Procurement, Receipt, Dispatch
Clinical Genetics	Immunology	Transfusion Sciences
Core Lab	Microbiology	Toxicology
Cytology	Molecular Diagnosis	Other:
Electron Microscopy	Phlebotomy	
Flow Cytometry	Point of Care Testing	

### 1. PREVIOUS MLT EMPLOYMENT INFORMATION

Employer Name: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Year: \_\_\_\_\_ Date: \_\_\_\_\_ Province: \_\_\_\_\_ Country: \_\_\_\_\_

### POSITION HELD (CHECK ALL THAT APPLY)

Administration	Research
Consultant	Sales
Director	Staff Medical Laboratory Technologist
Educator	Supervisor
Laboratory Information System Specialist	Technical Specialist
Manager	Other:
Quality Management	

### AREAS OF PRACTICE, EXPERTISE AND RESPONSIBILITIES (CHECK ALL THAT APPLY)

Administration	Histology	Research
Chemistry	Immunology	Sales
Clinical Genetics	Laboratory Information System	Specimen Procurement, Receipt, Dispatch
Core Lab	Microbiology	Transfusion Sciences
Cytology	Molecular Diagnosis	Toxicology
Electron Microscopy	Phlebotomy	Other:
Flow Cytometry	Point of Care Testing	<i>*Please attach a copy of your employment letter</i>
Haematology	Quality Management	

### 2. PREVIOUS MLT EMPLOYMENT INFORMATION

Employer Name: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Year: \_\_\_\_\_ Date: \_\_\_\_\_ Province: \_\_\_\_\_ Country: \_\_\_\_\_

### POSITION HELD (CHECK ALL THAT APPLY)

Administration	Research
Consultant	Sales
Director	Staff Medical Laboratory Technologist
Educator	Supervisor
Laboratory Information System Specialist	Technical Specialist
Manager	Other:
Quality Management	

### AREAS OF PRACTICE, EXPERTISE AND RESPONSIBILITIES (CHECK ALL THAT APPLY)

Administration	Histology	Research
Chemistry	Immunology	Sales
Clinical Genetics	Laboratory Information System	Specimen Procurement, Receipt, Dispatch
Core Lab	Microbiology	Transfusion Sciences
Cytology	Molecular Diagnosis	Toxicology
Electron Microscopy	Phlebotomy	Other:
Flow Cytometry	Point of Care Testing	<i>*Please attach a copy of your employment letter</i>
Haematology	Quality Management	

### 3. PREVIOUS MLT EMPLOYMENT INFORMATION

Employer Name:	Job Title:
Year:	Date:
	Province:
	Country:

### POSITION HELD (CHECK ALL THAT APPLY)

Administration	Research
Consultant	Sales
Director	Staff Medical Laboratory Technologist
Educator	Supervisor
Laboratory Information System Specialist	Technical Specialist
Manager	Other:
Quality Management	

### AREAS OF PRACTICE, EXPERTISE AND RESPONSIBILITIES (CHECK ALL THAT APPLY)

Administration	Histology	Research
Chemistry	Immunology	Sales
Clinical Genetics	Laboratory Information System	Specimen Procurement, Receipt, Dispatch
Core Lab	Microbiology	Transfusion Sciences
Cytology	Molecular Diagnosis	Toxicology
Electron Microscopy	Phlebotomy	Other:
Flow Cytometry	Point of Care Testing	<b>Please attach a copy of your employment letter</b>
Haematology	Quality Management	

Did you have previous employment from another regulated jurisdiction in Canada (Alberta, Saskatchewan, New Brunswick, Newfoundland, Manitoba, Ontario, Quebec) where the professional practice of MLTs is governed by provincial legislation?

Yes\*      No

**\*If Yes** you must request a letter of standing in English from the provincial body to send directly to NSCMLT.

Do you have previous MLT employment from an unregulated jurisdiction (Prince Edward Island, British Columbia) where the professional practice of MLTs is not governed by provincial/Territorial legislation?

Yes\*      No

**\*If Yes** you must request a letter in English from your previous employer to verify your MLT employment and standing, and a brief job description of your MLT duties, to be sent directly to NSCMLT.

## PENDING NOVA SCOTIA MLT EMPLOYMENT

Employment Status: Full-Time    Part-Time    Casual

Employer Name: \_\_\_\_\_ Hospital Name (if applicable): \_\_\_\_\_

Job Title: \_\_\_\_\_ Start Date: \_\_\_\_\_

Supervisor/Manager Name: \_\_\_\_\_ Supervisor/Manager Email: \_\_\_\_\_

## POSITION HELD (CHECK ALL THAT APPLY)

Administration	Research
Consultant	Sales
Director	Staff Medical Laboratory Technologist
Educator	Supervisor
Laboratory Information System Specialist	Technical Specialist
Manager	Other: _____
Quality Management	

## AREAS OF PRACTICE, EXPERTISE AND RESPONSIBILITIES (CHECK ALL THAT APPLY)

Administration	Histology	Research
Chemistry	Immunology	Sales
Clinical Genetics	Laboratory Information System	Specimen Procurement, Receipt, Dispatch
Core Lab	Microbiology	Transfusion Sciences
Cytology	Molecular Diagnosis	Toxicology
Electron Microscopy	Phlebotomy	Other: _____
Flow Cytometry	Point of Care Testing	<i>*Please attach a copy of your employment letter</i>
Haematology	Quality Management	

## PROFESSIONAL LIABILITY INSURANCE (REQUIRE A MINIMUM OF \$2,000,000)

The NSCMLT Regulations Section 20 (1) require all registered MLTs working in Nova Scotia to maintain professional liability insurance.

**Please attach a copy of your document.**

Your Insurer: \_\_\_\_\_ CSMLS    Other (please specify): \_\_\_\_\_

## DECLARATION AND DISCLOSURE OF INFORMATION

1. Have you been convicted or found guilty for an offense in any jurisdiction in Canada under the Criminal Code (Canada), the Controlled Drugs and Substances Act (Canada) (formerly the Narcotics Control Act (Canada)) or the Food and Drugs Act (Canada)?  
Yes    No
2. Have you been convicted or found guilty for an offense under a criminal or penal statute of a jurisdiction outside of Canada?  
Yes    No
3. Are criminal charges pending or outstanding against you, whether in Nova Scotia or in any other jurisdiction within Canada or outside Canada?  
Yes    No
4. Have you been the subject of a finding of by any regulatory body for professional misconduct, conduct unbecoming, incompetence, an incapacity, or lack of fitness to practice, or any similar finding, whether in Nova Scotia or in any other jurisdiction within Canada or outside Canada?  
Yes    No
5. Are you the subject of any current proceeding by a professional regulatory body in relation to professional misconduct, conduct unbecoming, incompetence, an incapacity or lack of fitness to practice, or any similar proceeding, whether in Nova Scotia or in any other jurisdiction within Canada or outside Canada?  
Yes    No

6. Have you been denied registration by professional regulatory body, whether in Nova Scotia or in any other jurisdiction within Canada or outside Canada?

Yes No

7. Have you been terminated from employment relating to incompetence, an incapacity or lack of fitness to practice, or any similar reason, whether in Nova Scotia or in any other jurisdiction within Canada or outside Canada?

Yes No

8. Are you listed on any child abuse registry or adult abuse registry, whether in Nova Scotia or in any other jurisdiction within Canada or outside Canada?

Yes No

9. Have you obtained, or are you covered by, professional liability insurance coverage to a minimum of \$2,000,000 in accordance with section 20(1) of the NS Medical Laboratory Technologists Regulation?

Yes No

10. Is your name on any documents submitted different than your current name?

Yes No

If **Yes** please attach a copy of applicable documentation to validate the name change (marriage certificate, divorce decree, legal change of name certificate).

If you answer **Yes** to any of the above questions, please provide written details and particulars on a separate sheet and attach.

**I certify and solemnly declare that the contents of this Registration Application, including the Declaration and Disclosure of Information and all documents support of this Registration Application, are true, correct and complete.**

Print Name:

Signature:

Date (mm/dd/yyyy):

**Warning:** I understand and agree that any false or misleading statement in this Registration Application, including within the Declaration and Disclosure of Information, may constitute professional misconduct and may result in disciplinary action by the NSCMLT.

**Applicant's Information Release:** I consent to allow the release of information contained in any and all of my files at CSMLS including Prior Learning Assessment files, Examination files, and any other relevant files for the purpose of processing this application to NSCMLT or any other investigations related to my registration with NSCMLT.

Print Name:

Signature:

Date (mm/dd/yyyy):

In the course of carrying out its regulatory activities the NSCMLT collects, uses, and discloses personal information in accordance with the NS Medical Laboratory Technologists Act, and the Regulations. NSCMLT promotes the privacy of personal information in a manner consistent with its regulatory role.

## REQUIRED DOCUMENTS FOR REGISTRATION

1. Completed NSCMLT Application form (signed declaration and information release).
2. CSMLS MLT Certification (Exam results and/or Certificate OR CSMLS letter of eligibility to write the CSMLS exam or entrance to exam letter (applies for those that await to write the exam).
3. Copy of MLT training transcripts or diploma/degree.
4. Unofficial copy of transcripts in English stating MLT diploma/degree awarded in the interim on official letterhead (if no diploma/degree available).
5. Canadian government issued photo identification (drivers license, Canadian passport or permanent resident card).
6. Provide proof of non-certified membership with CSMLS.
7. A copy of the employers intent to hire letter.
8. Evidence of English language proficiency (if applicable).
9. Copy of Professional Liability Insurance.
10. Copy of Signed Job Description.
11. Copy of CSMLS PLA (if applicable).
12. Copy of Course completion for bridging program (if applicable).
13. Copy of current resume.
14. Applicable fees.

## TYPE OF REGISTRATION REQUESTED

### Active Practicing License

*Includes a one-time processing fee of \$100*

#### PRO-RATED FEES:

January	\$375	July	\$187.50
February	\$343.74	August	\$156.25
March	\$312.50	September	\$125.00
April	\$281.25	October	\$93.75
May	\$250.00	November	\$62.50
June	\$218.75	December	\$31.25

### Active Temporary Restricted License\*

*Includes a one-time processing fee of \$100*

#### PRO-RATED FEES:

January	\$375	July	\$187.50
February	\$343.74	August	\$156.25
March	\$312.50	September	\$125.00
April	\$281.25	October	\$93.75
May	\$250.00	November	\$62.50
June	\$218.75	December	\$31.25

### Active Non-practicing License

*Includes a one-time processing fee of \$100*

\$275.00

\*Granted to those who are currently enrolled in a bridging program or waiting to write the next CSMLS National exam. Please see NSCMLT policy # 3.04.1.

Pro-rated fees apply for **first time NSCMLT applicant only** who are applying for a Practicing membership license.

## PAYMENT METHOD

Paypal      Cash      Cheque      Money Order      E-Transfer (send to [registrar@nscmlt.org](mailto:registrar@nscmlt.org), password: nscmlt)

Send completed application and all required documents to the NSCMLT Office:

### NSCMLT

380 Bedford Highway, Suite 202  
Halifax, Nova Scotia  
B3M 2L4

## Appeal process timelines (subject to change as per policy)

