Every Practising member is required to keep an up to date Professional Portfolio. The Professional Portfolio helps members maintain professional excellence by promoting ongoing self-reflection and development. Your Professional Portfolio will include your self-assessment, learning goals and a list of your professional development activities undertaken the year for which you are being audited. Read and apply the information provided on this tip sheet as your first step to completing your Professional Portfolio. A CMLTO Quality Assurance Program staff member will contact you if your Professional Portfolio is incomplete or unclear.

### General information about the Professional Portfolio

- The members chosen for audit are randomly selected from the CMLTO Practising membership.
- Members are notified of their selection for the Professional Portfolio audit via mail and email.
- All goals, professional development activities and journal logs must represent the year for which you are being audited.
- Ongoing goals should be established for your Professional Portfolio. Please indicate if the goal is ongoing in the “Goal Completed?” column of your logs.
- Complete all fields applicable to your practice.

### Completing the Self-Assessment

The Self-Assessment is a reflective exercise which helps you to identify opportunities to strengthen your knowledge, skills, and/or judgment based on the CMLTO Standards of Practice. The self-assessment is not a punitive tool nor an assessment of your competence as an MLT. Your ratings are confidential and serve as a guide to help you identify opportunities for improvement.

- You should critically evaluate your performance and the applicability of each competency, then select the most appropriate rating.
- While each member’s self-assessment will be unique to their practice, the assessment should contain at least one competency identified as an area of improvement.

**Need help?** Email the Quality Assurance staff at qualityassurance@cmlto.com or Telephone 1-800-323-9672
Establishing Learning Goals

Learning goals encourage you to reflect on the potential improvements to your practice and develop strategies to improve your knowledge, skill, and/or judgment. Each practicing member is required to develop at least two learning goals for the portfolio year. You will select one or more of the goals based on your self-assessment results. Additional goals may be developed based on your other professional endeavours or interests. When developing your goals try to include as much detail as possible as it will help you to better assess if you have accomplished what you have planned and completed your goal. Your learning goals are from the year for which you are being audited. CMLTO has developed sample learning goals, found here, to help support members in completing this section of your Professional Portfolio.

SMART goals

Your goals should be Specific, Measurable, Achievable, Realistic and Timely.

<table>
<thead>
<tr>
<th>Goal criteria</th>
<th>Description of criteria for goal development</th>
</tr>
</thead>
<tbody>
<tr>
<td>S - specific</td>
<td>Is your goal detailed and focused on a particular subject?</td>
</tr>
<tr>
<td>M - measurable</td>
<td>Can you measure your learning upon completion of the goal?</td>
</tr>
<tr>
<td>A - achievable</td>
<td>Can you achieve your goal without being overwhelmed trying to complete it?</td>
</tr>
<tr>
<td>R - realistic</td>
<td>Is your goal practical and realistic for your practice environment and result in the learning you want to achieve?</td>
</tr>
<tr>
<td>T - timely</td>
<td>Can you complete your goal within a reasonable set time period?</td>
</tr>
</tbody>
</table>

Documenting Professional Development

Every Practising CMLTO member is required to complete 30 hours of Professional Development (PD) per year. Hours may be claimed for any activity that advances your knowledge, skill, and judgment as an MLT. The specific activities and hours claimed are based on your professional judgment. However, the activity must clearly demonstrate an influence on your professional practice. CMLTO has developed guidelines, found here, to help support members in selecting PD activities.

- Try to log activities from three areas of your practice (e.g., seminars, journals, training other MLTs).
- Evaluate the impact of your learning to guide your future goal development and to determine the activities you need to undertake to support them.

Please help us to better understand your Quality Assurance needs by completing a short survey found here.

Need help? Email the Quality Assurance staff at qualityassurance@cmlto.com or Telephone 1-800-323-9672