



FREQUENTLY ASKED QUESTIONS THE REGISTRATION PROCESS

WHAT IS THE COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS OF ONTARIO (CMLTO)?

The CMLTO is a regulatory body comprised of more than 7700 medical laboratory technologists (MLTs) who serve approximately 13 million Ontario residents. The CMLTO is not an educational body, but one of 22 regulatory colleges granted self-regulation under the *Regulated Health Professions Act, 1991* (RHPA). The CMLTO exists for the protection of the public's right to safe, high-quality health care through self-regulation and leadership of the medical laboratory technology profession.

Only members of the CMLTO may use the designation medical laboratory technologist (MLT) and work, in Ontario, as medical laboratory technologists.

Ontario Regulation 207/94, amended to O. Reg. 553/05, governs registration with the CMLTO. The full registration regulation may be found at www.cmlto.com under Government Policy/College Administered Legislation.

Section A of this document addresses all new applicants to the CMLTO. Section B addresses internationally educated medical laboratory technologists or medical laboratory technologists who did not graduate from a medical laboratory science program accredited by the Canadian Medical Association (CMA). Section C addresses general questions.

The CMLTO Fair Registration Practices Report, posted on the CMLTO website under What's New, describes, in detail the following aspects of registration:

- provision of information about registration practices
- amount of fees
- provision of timely decisions, responses and reasons
- access to records
- resources for applicants
- internal review or appeal processes
- information on appeal rights
- assessment of qualifications
- third party organizations
- training
- agreements on the recognition of qualifications



Please review the sections relevant to your situation. If you have any questions after reading this document, please contact the CMLTO office at 416-861-9605 (toll-free in Canada: 1-800-323-9672) ext. 221 or 226.

Please note, this document is intended to provide general information only and the CMLTO is not bound by this document. Every case must be assessed on its own merits.

SECTION A: NEW APPLICANTS TO THE CMLTO

A flow chart outlining the major steps and timelines for processing an application is posted on the CMLTO website at www.cmlto.com under Registration/The Process.

Highlights of the current registration regulation are listed below. The CMLTO has two classes of registration: Practising and Non-Practising.

To register in the Practising class of registration, an applicant must:

- graduate from a Canadian Medical Association (CMA) accredited MLT education program (a list of CMA-accredited programs is posted on the CMLTO website at www.cmlto.com under Registration/Courses and Programs)
OR
- graduate from a baccalaureate degree program from a Canadian university, whose major course content, both lecture and practical, is relevant to medical laboratory technology, and has been approved by the Registration Committee of the CMLTO
OR
- show proof of graduation from a program assessed as equivalent to a Canadian MLT program. This assessment must be made by the CSMLS Prior Learning Assessment (PLA) with the past two years. See PLA information in Section B.

AND

- Show proof of a certificate or statement of passing grade (successful completion) of the certification examination offered by the CSMLS, in the specialty/specialties in which registration is being sought.



AND

- Show proof of active engagement (use of knowledge, skills and judgment as a medical laboratory technologist) in medical laboratory technology in the three years preceding the application

OR

- Show proof of successful completion of a CMLTO-approved refresher course in the three years preceding the application.

Please note, if an applicant has not been actively engaged in medical laboratory technology and needs to take a refresher course, the required number of refresher course hours is dependent upon the number of years since the applicant last practiced as an MLT. Further details regarding CMLTO-approved refresher courses are available at www.cmlto.com under Registration/Approved Refresher Courses.

The CMLTO application for assessment is available for download from www.cmlto.com under Registration/Fact Sheets & Forms/Application Form. Please read the application instructions before completing the application. If you meet all the requirements, please complete the application form and send it, with the required documentation, to the CMLTO.

SECTION B: INTERNATIONALLY EDUCATED MEDICAL LABORATORY TECHNOLOGISTS OR APPLICANTS WHO DID NOT GRADUATE FROM CMA-ACCREDITED CANADIAN PROGRAMS

If an applicant's educational program is not CMA-accredited, the applicant's education and experience must be assessed for equivalency to Canadian MLT education.

Prior Learning Assessment (PLA)

The PLA evaluates education and experience for equivalency to Canadian MLT education. Internationally educated medical laboratory technologists and graduates from Canadian programs that are not CMA-accredited must complete a PLA. The CSMLS PLA is the only assessment accepted by the CMLTO, and the PLA must be issued within two years of the CMLTO application date.



There are three parts to the PLA:

1. Evaluation of academic and educational qualifications by:
 - International Credential Evaluation Services (ICES) www.bcit.ca/ices
OR
 - World Education Services (WES) www.wes.org/ca

The evaluation will be provided to the applicant and the CSMLS. See below for details.

2. Evaluation of past training and experience by the CSMLS.
There is a fee for this evaluation. Please contact the CSMLS for the current application fee.
3. Evaluation of English or French fluency by TOEFL.

How are academic/educational qualifications assessed?

ICES or WES evaluates academic and educational qualifications by examining information provided by the applicant. Credentials obtained from secondary school, college, university and other educational institutions are reviewed. Evaluations are then sent directly from ICES or WES to both the applicant and the CSMLS. For specifics of the process, please visit the website of ICES or WES.

How is past education and experience assessed?

The organization the CMLTO uses to assess past education and experience is the CSMLS. The CSMLS charges a \$25.00 non-refundable fee for a PLA application and information package if sent by mail. The PLA application and information package may be downloaded free of charge from the CSMLS website at: <http://www.csmls.org/en/certification/internationally-trained-technologists.html>.



Contact information for the CSMLS is as follows:
Canadian Society for Medical Laboratory Science (CSMLS)
PO Box 2830, LCD 1
33 Wellington Street North
Hamilton, ON L8N 3N8
(905) 528-8642 (toll-free: 1-800-263-8277)
E-mail: pla@csmls.org

How is English or French fluency evaluated?

Reasonable fluency in English or French is a CMLTO registration requirement. If an applicant's education was obtained in a language other than English or French then testing for fluency will be required. If an evaluation is needed, the CSMLS will advise the applicant to contact one of the organizations offering language testing. Contact information is available in the Career Map (and the E-Career Map) on the CMLTO website under Registration/The Process.

What happens after the CSMLS confirms educational equivalency to Canadian MLT education?

Once the CSMLS confirms equivalency to a Canadian CMA-accredited program, an individual may apply to the CSMLS to write the CSMLS national certification exam. The CSMLS determines eligibility to write the national certification examination. Successful completion (pass) of the CSMLS exam fulfills the examination requirement for CMLTO registration.

CSMLS examinations are competency-based and are offered in February, June and October each year. To learn more, contact the CSMLS at 1-800-263-8277 or visit their website at www.csmls.org.

After passing the certification examination an individual may apply to the CMLTO for membership (see Section A). At the time of application, the applicant must provide proof of active engagement in medical laboratory technology **OR** proof of CMLTO-approved refresher course hours. The applicant must also meet all other CMLTO registration requirements.



For further information, please see the step-by-step Career Map and E-Career Map on the CMLTO website at www.cmlto.com under Registration/The Process/Internationally Educated.

SECTION C: GENERAL QUESTIONS

How do I apply for the CSMLS Examination?

To obtain information about the CSMLS certification examination, please contact the CSMLS at 1-800-263-8277 or visit www.csmls.org and look under International Technologists, then select Stage 2.

What happens if I cannot get the documents required for registration with the CMLTO?

The application for registration and instructions clearly state which documents are required for registration. When required official documents are not available to the applicant, and the applicant has made reasonable attempts to secure the paperwork, there are a number of alternative documents that will be considered by the CMLTO. The list of documents is posted on the CMLTO website under What's New (Alternative Documents for Registration).

How do I get access to my records at CMLTO?

In accordance with the *Regulated Health Professions Act, 1991*, Schedule 2, upon written request the CMLTO will provide an applicant with his or her application material and a copy of each document the College has on file that is relevant to the application. Call the CMLTO office at 416-861-9605 (toll-free in Canada: 1-800-323-9672) ext. 221 or 226. The CMLTO does not charge for this service.

What is the difference between an Internal Review and an Appeal?

This is described, in detail, in the CMLTO Fair Registration Practices Report, posted on the CMLTO website under What's New.



Applications that meet all requirements are processed by the CMLTO office staff.

If an applicant does not meet all of the registration requirements, the Registrar/Executive Director refers the application to the Registration Committee (RC). This is called an **internal review**. The RC normally meets every two months and the meeting schedule is posted on the CMLTO website under Registration/Committee Meeting Dates and Deadlines. A decision from the RC is mailed within four weeks of the meeting date.

Applicants seeking clarification of a RC decision may call the CMLTO office. If an applicant submits additional information after the decision has been made, the application may be referred back to the RC. This is called an **internal appeal**. The case would normally be reviewed at the next scheduled meeting of the RC.

Any decision of the RC can be appealed to the Health Professions Appeal and Review Board (HPARB). Information on the HPARB appeal process is posted at www.hparb.on.ca under FAQs.

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