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0:06

Welcome to the CMLTO presentation, registration requirements for Canadian educated MLTs in Ontario.

0:16

In this presentation, we will be briefly discussing CMLTO's role and responsibilities, the CMLTO's registration requirements, and the process for registration of a new applicant.

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The CMLTO is one of the health regulatory colleges in Ontario regulated under the Regulated Health Professions Act. The RHPA has three main focuses. To protect the public from harm, to promote high quality care and to ensure regulated health care professionals are accountable to the public.

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It is the duty of each health regulatory college to work in consultation with the Minister of Health, to ensure, as a matter of public interest, that the people of Ontario have access to adequate number of qualified, skilled, and competent regulated health professionals.

1:12

The CMLTO is one of twenty-six health regulatory colleges in Ontario, representing twenty-nine different professions.

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The RHPA sets out the objects of a health regulatory college.

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These are the aspects of a health regulatory college that the public can come to expect.

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The eleven objects describe the registration requirements, in that, only those that can meet entry to practice standards, can practice in Ontario.



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They further define the requirement for a quality assurance program to support the continued competence of its members.

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And, finally, that each regulatory college must have professional conduct processes in place to protect the public.

2:06

CMLTO exists for the protection of the public's right, to safe, high quality healthcare, through self-regulation, and leadership of the medical laboratory technology profession. The profession is regulated by the CMLTO to protect the public's best interest.

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CMLTO is also guided by its Board of Directors or Council, that provides us with our strategic directions.

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The highest strategic direction defined by Council is that the public is confident that CMLTO members, provide safe, high quality medical laboratory professional practice.

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They further define their strategic directions into three main areas: Public trust in health professions regulation, accountable professionals, and effective regulation, within the health care system.

3:03

Professional practice of medical laboratory technologists in Ontario is also bound by other pieces of law and regulation, including the Regulated Health Professions Act, as discussed, the Medical Laboratory Technology Act, that we'll be discussing in a moment, the Laboratory and Specimen Collection Center Licensing Act, the Public Hospitals Act, the Consent to Treatment Act, and the Child and Family Services Act.

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Further information about these laws and regulations are sent to members once they successfully register with the CMLTO.



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Under the Regulated Health Professions Act, each regulated health college has a discipline specific piece of legislation.

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In our case, that is the Medical Laboratory Technology Act.

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The Medical Laboratory Technology Act defines many things, two of which are listed here.

4:00

The first is the Medical Laboratory Technology Scope of Practice, which is as follows: The practice of medical laboratory technology is the performance of laboratory investigations on the human body or on specimens taken from the human body, and the evaluation of the technical sufficiency of the investigations and their results.

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In Ontario, under the Regulated Health Professions Act, there are a series of controlled or authorized acts that can only be done by those to whom that authorization has been granted by their own discipline specific legislation.

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In the case of medical laboratory technologists, the partial controlled act that MLT's have access to is as follows.

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In the course of engaging in the practice of medical laboratory technology, a member is authorized, subject to the terms conditions and limitations imposed on his or her certificate of registration to take blood samples from veins, or by skin pricking.

5:07

MLT professional practice is also defined by the MLT Standards of Practice.



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The Standards of Practice contain four essential competencies; Professional conduct and accountability, knowledge and skill, application of knowledge and skill, and quality management.

5:28

The CMLTO also offers a Code of Ethics to MLTs that defines a series of ethical obligations to patients, the public, the profession, to the regulatory body, and to themselves.

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These are guided by a series of ethical principles, as listed on the screen.

5:49

The Standards of Practice and Code of Ethics are sent to Practising members and Non-Practising members once they become members of the College.

6:00

We will now turn our attention to the registration requirements of the CMLTO.

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CMLTO's registration requirements are defined in regulation. A registration regulation is a set of parameters, or requirements, which have been proposed by the self-regulated profession, and have been passed into law by the Ministry of Health.

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CMLTO's registration regulation is Ontario Regulation 207/94 under the Medical Laboratory Technology Act.

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The highlights of CMLTO's registration requirements are as follows:

- Proof of Canadian citizenship or immigration status
- Graduation from an HSO accredited program, or equivalent, which is a prior learning assessment from the Canadian Society for Medical Laboratory Sciences, or CSMLS.
- Successful completion of the CSMLS certification exam.



6:59

- Proof of active engagement, or proof of successful completion of a refresher course, or refresher courses approved by the registration committee of the CMLTO.

7:09

- Proof of language fluency and submission of a criminal records and judicial matters check.

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This is the registration process at a high level glance.

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To apply for registration and become a member of the CMLTO, you must first ensure that you meet all registration requirements and have all your supporting documentation.

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You then complete an online application and pay the application assessment fee.

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You submit all your supporting documentation signed by a guarantor and you pay the prorated registration fee.

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We will go into further detail of these steps now.

8:01

For Canadian educated applicants, the following guarantor signed supporting documentation is required for the CMLTO to process your application.

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You must provide proof of Canadian citizenship or immigration status.



8:18

Proof of graduation from an accredited medical laboratory science program, which is usually in the form of a letter that is issued by the educational institution, verifying successful completion of the program.

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Proof of successful completion of the CSMLS certification exam, in the form of the Statement of Pass Certificate, and a criminal records and judicial matters check.

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With regards to proof of active engagement, the requirement, as defined in the regulations, are fulfilled by the clinical component of an accredited medical laboratory science program. However, it is highly recommended that graduates apply within two years of graduation to ensure that they fulfill the actively engaged within the preceding three years' requirement, as defined in the registration regulation.

9:09

Proof of language fluency is also fulfilled by the successful completion of an accredited medical laboratory science program.

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Therefore, for Canadian educated applicants, no further documentation related to active engagement or language fluency is required.

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There are two classes of registration defined in the registration regulation: Practising and Non-Practising certificates of registration.

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You must hold a Practising certificate of registration to be able to work as a medical laboratory technologist in Ontario.

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In some cases, new applicants choose to apply for a Non-Practising certificate of registration.



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Members with Non-Practising certificate of registration may not practice medical laboratory technology in Ontario, and must upgrade to a Practising certificate of registration, before starting to work as an MLT.

10:07

Practising and Non-Practising registrant's may call themselves a medical laboratory technologist or MLT in Ontario, as both medical laboratory technologist and MLT are protected titles as defined in the Medical Laboratory Technology Act.

10:27

When you are ready to start the online application process, you simply go to www.cmlto.com and on the left-hand side, you'll see a button that says Applicants, How to Become an MLT.

10:44

Clicking on that opens up the menu where you can choose to click on either Canadian or internationally educated applicants.

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Clicking on the Canadian educated applicant button opens up a separate webpage that defines the registration requirements as outlined in this presentation and also provides you with links to the proper application, online application process and necessary forms.

11:15

Once you are ready to start the online application process, you go to our CMLTO Online Services Website through one of the links on the CMLTO website.

11:26

And you click on the New Applicants area.

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Clicking on that takes you to the beginning of the application process.



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We have not included all the screens in the application process in this presentation.

11:43

However, to start, you need to create a login and a password.

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Once you have completed the login process, you will be taken to the main application page.

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There are numerous sections of the online application that need to be completed, including information about your demographic profile, your certifications, education, and work history and some final steps including access to the guarantor form and payment of the online application assessment fee.

12:16

All information collected during the online application process is kept private and confidential and is collected as per Ministry of Health guidelines.

12:30

The guarantor form can be accessed through the online application process. All supporting documentation must be signed by a guarantor.

12:41

The guarantor verification form looks like this.

12:45

Once completed by your guarantor, the form needs to be mailed to the CMLTO office, and your guarantor signed documentation also needs to be mailed to the office. CMLTO cannot accept documentation supporting an application that is sent by fax.

13:06

As part of the online application process, there are certain declarations that applicants need to respond to.



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First, are the conduct declarations.

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There are a series of declarations related to your past professional conduct, convictions, et cetera, as applicable, that are included in the online application process.

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Answering any of these questions may require further documentation to be submitted in support of your application.

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Applicants are also asked to declare their understanding that should their registration be approved, they will be required to obtain professional liability coverage prior to engaging in the practice of medical laboratory technology.

13:53

The professional liability insurance, or PLA, requirements are defined in the CMLTO Consolidated Bylaws and further information can be found on the CMLTO website.

14:07

There are two registration fees that need to be submitted as part of your application.

14:12

The first is the non-refundable registration application assessment fee of one hundred and fifty dollars plus HST, for a total of one hundred and sixty-nine dollars and fifty cents.

14:24

That is submitted as part of the online application process.

14:28

Once CMLTO has received all your supporting documentation, a completed application form, and your application assessment fee, we process your application,



14:39

and if you are successful, in registering as a Practising or Non-Practising member of the College, you receive written confirmation and are requested to pay the prorated registration fee.

14:53

The registration fee is only prorated in your first year of membership with the College.

14:59

In other words, if you are approved for registration in January, you would be required to pay the full annual registration fee of three hundred and eighty-four dollars and twenty cents. However, if your application for registration is approved in July, you would only be required to pay for six months' worth of registration, or one hundred and ninety-two dollars and ten cents. Please note that this prorated registration fee only applies to your first year.

15:29

All members of the College are required to renew their membership with the College on an annual basis and pay the full registration fee annually.

15:41

A few notes and considerations about the application process that we would like to bring to your attention.

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A completed application is processed normally within three weeks.

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The actual turnaround time is usually much shorter if we have all guarantor signed documentation.

16:02

If you have a letter of employment or an offer of employment, please let the registration team know.



16:08

In many cases, if you are waiting for your registration with the CMLTO to become employed, we can expedite the process, again, assuming that we have all your guarantor signed documentation and that you've finished the online application process and paid the application assessment fee.

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In some cases, individuals are offered jobs as an MLT prior to becoming registered as a Practising member.

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Please note that you cannot work as an MLT, even under supervision, until all of the registration requirements are met and you are a member of the CMLTO.

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And finally, please note that you are not a full member of the CMLTO until your annual fee is paid.

16:57

Once you become a member of the CMLTO, you have certain professional obligations.

17:03

The first are the quality assurance obligations.

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In becoming a regulated health professional, each medical laboratory technologist makes a commitment to continuous quality improvement.

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The CMLTO has a Quality Assurance Committee that develops and maintains a program to ensure MLTs perform to best practice standards. All Practising registrant's must participate in the quality assurance program.



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Once your application for registration with the CMLTO is approved, we will send you further information about the Quality Assurance Program and your obligations.

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All MLTs, regardless of the registration status, in other words, whether you're a Practising or Non-Practising member of the College, have an obligation to always keep their information up to date. In particular, your employment information and your contact information so that the CMLTO can contact you. The CMLTO

18:02

Consolidated Bylaws require that all members update their information within thirty days of any changes and those updates can be done through CMLTO Online Services once you have become registered with the CMLTO.

18:21

That concludes this presentation. Thank you for watching. At the time of your application for registration with the CMLTO, please feel free to contact our registration team with any questions by e-mail at registration@cmlto.com.