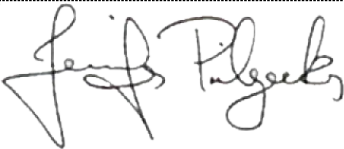




# THE COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS OF ONTARIO (CMLTO)

## RC 09

### Changing Class of Registration Registration Committee

<b>DATE APPROVED BY COMMITTEE</b>	:	April 7, 2004
<b>PUBLICATION DATE</b>	:	N/A
<b>DATE REVIEWED</b>	:	July 1, 2023
<b>DATE REVISED</b>	:	July 1, 2023
<b>NEXT REVIEW DATE</b>	:	July 2026
<b>REVIEW FREQUENCY</b>	:	3 years
<b>KEY WORDS</b>	:	
<b>LEGISLATIVE REFERENCES</b>	:	O. Reg. 207/94 under the <i>Medical Laboratory Technology Act, 1991</i>
<b>REFERENCE MATERIALS</b>	:	
<b>APPENDICES</b>	:	
<b>COLLEGE CONTACT</b>	:	Megan MacQuarrie, Senior Director, Regulatory Programs  John Tzountzouris, Registrar & CEO
<b>COMMITTEE CHAIR SIGNATURE</b>	:	  Jennifer Pilzecker July 13, 2023



## 1.0 INTRODUCTION

---

Section 1(1) of Ontario Regulation 207/94 (O.Reg. 207/94) under the *Medical Laboratory Technology Act, 1991*, defines the profession's certificates of registration. An applicant may apply for the applicable certificate in alignment to their practice needs. Whenever an individual becomes registered with the College, they may change their certificates of registration when the specific criteria are met.

## 2.0 BACKGROUND

---

### 3.0 THE POLICY

---

Below are the requirements and situations that may occur when registrants change their certificates of registration.

#### **Non-practising to Practising**

A Practising certificate of registration is required to work as a medical laboratory technologist in Ontario. A registrant may change their status from Non-practising to Practising by meeting the criteria set out in O. Reg. 207/94, and by paying the balance of the Practising annual fee. Active engagement is demonstrated through the following:

- Medical Laboratory Science clinical placement in the preceding three years proven through submission of an HSO-accredited program degree/diploma
- Employment letter(s) with employer address, job title, list of duties performed, practice hours, and dates employed demonstrating the applicant was engaged as a medical laboratory technologist in the three years preceding their application.
- Successful completion of refresher courses approved by the CMLTO within the three years preceding their application.

#### **Practising to Non-practising**

A registrant may change their status from Practising to Non-practising, but there will be no refund for registration fees already paid. Non-practising registrants cannot practice medical laboratory technology.

#### **Reinstatement and Revocation**

A registrant whose certificate of registration was suspended may apply to the Registrar & CEO for reinstatement of their registration at any time within three (3) years from the suspension date. Suspended registrants can only reinstate back to the previous registration class before the suspension and are required to pay all missing registration fees with late fee and reinstatement fee. If the suspension is not lifted within three (3) years, the certificate of registration shall be revoked.



## **Resignation**

A registrant may resign from the CMLTO at any time but there will be no refund issued for registration fees already paid. If a registrant resigns, and subsequently wishes to practice medical laboratory technology in Ontario, they must reapply and fulfill the registration regulation requirements in force at that time.

Those seeking changes in their certificates of registration with other classes or statuses (i.e., Emergency), are processed in alignment with the applicable Registration Committee policies.

The Public Register will note any changes in certificates of registration. This includes the previous and current certificate and the date the change was processed.

### **4.0 PURPOSE**

---

### **5.0 SCOPE**

---

This policy applies to all CMLTO registrants.

### **6.0 COMMITTEE PROCESS AND PROCEDURES *(If applicable)***

---

### **7.0 PRINCIPLES**

---

### **8.0 DEFINITIONS**

---

### **9.0 EXCEPTIONS**

---