



College of Medical
Laboratory Technologists
of Ontario

CMLTO Submission Guideline

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Guarantor's Verification Form (GVF)

Registrant / Applicant information

Registrant / Applicant full name: _____

Previous name(s) *(if applicable)*: _____

CMLTO registration number *(if applicable)*: _____

Guarantor description and requirements

The College of Medical Laboratory Technologists of Ontario (CMLTO) requires a guarantor to certify that the documents provided in an individual's application for registration are valid and true. A guarantor is required to review and sign each document (where applicable).

A guarantor cannot be related to the Applicant. They must be a Canadian citizen or permanent resident. Retired guarantors are not eligible unless they are still licensed to practice. Additionally, they must belong to one of the professions listed below.

Full Name:	License (If Applicable):
Employer Name:	Employer Address:
Telephone Number:	Email:
Signature:	Date:

Guarantor's information (Please print)

<input type="checkbox"/> Medical doctor	<input type="checkbox"/> Dentist	<input type="checkbox"/> Veterinarian
<input type="checkbox"/> Pharmacist	<input type="checkbox"/> Laboratory director/manager/supervisor	<input type="checkbox"/> Chiropractor
<input type="checkbox"/> College faculty Post secondary professor	<input type="checkbox"/> Senior administrator in a university/college	<input type="checkbox"/> School principal
<input type="checkbox"/> Police officer	<input type="checkbox"/> Lawyer	<input type="checkbox"/> Judge/magistrate
<input type="checkbox"/> Notary public	<input type="checkbox"/> Signing officer at a bank or trust company	<input type="checkbox"/> Chartered accountant
<input type="checkbox"/> Minister authorized by law to perform marriages	<input type="checkbox"/> Chief of Indian Band	<input type="checkbox"/> Mayor

Verified documents (check all applicable documents)

General supporting documents required from all Applicants: Verified

1. **Proof of eligibility to work in Canada** (e.g., Canadian birth certificate, Canadian citizenship certificate, Canadian passport, landed immigrant document, or work permit)
2. **Canadian Criminal Record and Judicial Matters Check or Vulnerable Sector Check** obtained in the past six months per [RC Policy 16: Background Check of Applicants](#). If you do not already have a background check, please click [here](#) to complete the check.

3. Proof of active engagement:

Option 1:

Medical Laboratory Science (MLS) clinical placement in the preceding three years proven through submission of an HSO-accredited program degree/diploma, transcript, etc.

OR Option 2:

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 (3) years preceding their application.

OR Option 3:

Successful completion of [refresher courses](#) approved by the CMLTO within the three years preceding their application.

Additional documents based on application type:

HSO-Accredited educated Applicants only*: Verified

4. **MLT education completion:** HSO-Accredited MLT program degree/diploma, official transcript, or letter of completion
5. **CSMLS exam or CAMLPR field(s) of practice assessment(s):** result(s) or certificate(s)

Internationally or Non-HSO Accredited educated Applicants only:

4. **Language fluency:** Meet the Language fluency requirements per [RC Policy 03: Language Requirement Policy](#)
5. **Prior Learning Assessment (PLA):** An **equivalent** Canadian Society for Medical Laboratory Science (CSMLS) or Canadian Alliance of Medical Laboratory Professional Regulators (CAMLPR) PLA Report.
6. **CSMLS exam or CAMLPR field(s) of practice assessment(s):** result(s) or certificate(s)

Labour mobility Applicants & Interjurisdictional practitioners (licensed in another province) only:

4. **Letter of Standing** from a Canadian regulatory body in which they have current **Practising** or **Active** registration.
5. **Attestation form** (*applicable to those applying through As of Right*)

Emergency Applicants (available when an emergency is declared – confirm here) only:

4. **MLT education completion:** HSO-Accredited MLT program degree/diploma, official transcript, or letter of completion **OR equivalent** CSMLS or CAMLPR PLA for any non- HSO Accredited education.
5. **Supervision form:** A completed CMLTO Supervision form

*Note: A full list of HSO-Accredited MLT programs can be found [here](#). Additionally, if you are a former CMLTO Registrant, please contact the Registration Department to confirm the supporting documents present in your previous registration file.



Name change request for current CMLTO Registrant:

Verified

Proof of name change: Submit two pieces of government-issued identification with your revised name (i.e., Citizenship, marriage certificate, driver's license, health card)

Guarantor's declaration

I certify that I have seen all the original listed documents and that the copies being submitted with this form were made from the original documents.

Document Submission Method

The CMLTO registration process can take up to **three weeks (21 days)** after a completed application is received. A completed application includes the online application, application assessment fee payment, and submission of all supporting documents, including the GVF.

The CMLTO does not accept any supporting documents sent directly from an Applicants' email and/or fax. **There are four ways to submit your supporting documents:**

Option A: Upload documents in your application

- While completing your CMLTO online application, upload your signed GVF and verified supporting documentation.

Option B: Submission by mail

- Request the guarantor to compare the original documents and photocopies.
- Have the guarantor sign each photocopied document and complete the GVF.
- Mail the signed documents and complete GVF to the CMLTO. Documents may be sent through Canada Post, Express Post, Purolator, FedEx, and UPS.

CMLTO Address: Suite 2100 – 25 Adelaide Street East, Toronto, Ontario, Canada M5C 3A1

Option C: Submission through the guarantor's business email address

- Scan or take a photo of your supporting documents (.jpeg or .pdf format).
- Have the guarantor verify your documents and complete the GVF.
- Have the guarantor email the supporting documents and completed GVF to registration@cmlto.com. In the email, the guarantor must type the following statement:

"I hereby certify that, to the best of my knowledge, the attached documents are true and valid copies of original documents pertaining to the applicant."

Option D: Authentic copy from the original institution

- Request the institution or organization to send the original document directly to registration@cmlto.com. GVF is not required for this submission method.

If you have any questions about the application process or your application specifically, please contact the Registration Department by email at registration@cmlto.com.