



College of Medical
Laboratory Technologists
of Ontario

CMLTO Voluntary Roster Submission Guideline

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Guarantor's Verification Form (GVF)

Affiliate / Applicant information

Affiliate / Applicant full name: _____

Previous name(s) (if applicable): _____

CMLTO Voluntary Roster 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.

Guarantor's information (Please print)

Full name: _____ License number (if applicable) _____

Employer name: _____

Employer address: _____

Telephone number: _____ Email: _____

Signature: _____ Date: _____

Medical doctor	Dentist	Veterinarian
Pharmacist	Laboratory director/manager/supervisor	Chiropractor
College faculty/ Postsecondary professor	Senior administrator in a university/college	School principal
Police officer	Lawyer	Judge/magistrate
Notary public	Signing officer at a bank or trust company	Chartered accountant
Minister authorized by law to perform marriages	Chief of Indian Band	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 (6) months. If you do not already have a background check, please click this [link](#) to complete a CMLTO-approved check.
3. **Proof of active engagement:**

Option 1: Medical Laboratory Assistant/Technician program completed in the preceding three years proven through submission of accredited program degree diploma or transcript.

OR

Option 2: Employment confirmation letter(s) verifying a minimum of 900 practice hours completed within the past three years, applicable if MLA education was completed more than three years ago.
Employment letter must include employer address, job title, practice hours, and dates employed.

Additional documents based on application type:

Canadian-educated Applicants only:

Verified

4. **MLT education completion:** MLPAO or HSO-accredited MLA program diploma, official transcript, or letter of completion OR equivalent CSMLS Prior Learning Assessment (PLA) for non-accredited programs.
5. **CSMLS or MLPAO statement of examination:** result(s) or certificate(s).

Internationally educated Applicants only:

4. **Language fluency:** meet the Language fluency requirements as per [CMLTO criteria](#).
5. **Prior Learning Assessment:** An **equivalent** CSMLS PLA Report.
6. **CSMLS or MLPAO statement of examination:** result(s) or certificate(s).

Name change request for current CMLTO VR Affiliate:

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 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 the Applicants' email and/or fax. **There are four ways to submit your supporting documents:**

Option A: Upload documents to 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).
- Email the supporting documentation and GVF to your guarantor.
- 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. The 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.