



College of Medical  
Laboratory Technologists  
of Ontario

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# CMLTO Submission Guideline

25 ADELAIDE STREET EAST, SUITE 2100  
TORONTO ONTARIO M5C 3A1  
T: 416 861 9605/1 800 323 9672  
F: 416 861 0934  
[www.cmlto.com](http://www.cmlto.com)

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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.

**If you are a former CMLTO Registrant, please contact the Registration Department to confirm which supporting documents are present in your previous registration file.**

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

### Guarantor's information (Please print)

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 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 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:

#### Accredited Program Applicants only\*:

Verified

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

#### Non-Accredited Program 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 and Eligibility letter.
- 6. CSMLS exam or CAMLPR field-of-practice exam(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:** EQual accredited MLT program degree/diploma, official transcript, or letter of completion **OR equivalent** CSMLS or CAMLPR PLA for any non-EQual accredited education.
- 5. Supervision form:** A completed CMLTO Supervision form

\*Note: A full list of EQual accredited MLT programs can be found [here](#).



**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](mailto: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](mailto: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](mailto:registration@cmlto.com).