



## CMLTO Refresher Course Form

An individual applying for registration with the CMLTO, or a registrant upgrading from a Non-Practising to a Practising certificate of registration, who has not graduated from a Health Standards Organization (HSO) accredited Medical Laboratory Science program in the three years preceding the application, or who cannot otherwise demonstrate active engagement within the three years preceding the application, requires successful completion of a CMLTO approved refresher course(s) in the relevant specialties in laboratory science approved by the Registration Committee (RC).

Successful completion of a refresher course(s) shall be within the three years preceding the registration application or request for change of status to the Practising class.

The required number of refresher course hours depends on the number of years a member or applicant has been away from the medical laboratory technology profession. The number of required refresher course hours can be found [here](#).

To be approved, a refresher course:

- must have subject matter that is relevant to medical laboratory technology;
- must have a formal evaluated component(s) (e.g. proctored examination or other formal course assessment which qualifies for marks and/or credit) which the member has successfully completed; and
- should address the fundamentals of the subject matter.

### Instructions:

This form is to be used for courses that DO NOT appear on the CMLTO approved refresher course lists, but HAVE BEEN TAKEN from one of the following organizations:

- The Michener Institute for Education at UHN
- Canadian Society of Medical Laboratory Science
- LabCE

Please submit a separate form for EACH refresher course. Send this form to the Registration Department, along with the guarantor-signed proof of completion and completed guarantor's verification form, by following the current CMLTO submission guideline.



### CMLTO Refresher Course Form

Applicant / Registrant full name:

Registration Number (if applicable):

Organization offering the course:

Course name:

Course code (if applicable):

Number of hours:

Did the course have a formal evaluated  
component?

☐ Yes

☐ No

What was your final grade in the course?

Briefly describe why the subject matter of the course is relevant to your practice  
as a medical laboratory technologist

#### For Internal Use Only

Date received:

Approved:

☐ Yes

☐ No

#### Notes