



Canadian Society for Medical Laboratory Science
Société canadienne de science de laboratoire médical

Prior Learning Assessment

Medical Laboratory Assistant Information Handbook & Application 2017

Policy changes may occur. We will post any changes on our website.
You are responsible for making sure you have the current version of the
Handbook. Check the CSMLS website for updates.

csmls.org

Disclaimer

Before you apply for a Prior Learning Assessment (PLA), you must read and understand all the policies and regulations outlined in this handbook. By signing the application form, you are agreeing to all of these policies and regulations. Failure to do so may result in cancellation of your PLA application and a loss of your payment.

Contact Information

Canadian Society for Medical Laboratory Science

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Hamilton, ON
L8R 1M7

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pla@csmls.org

Website

csmls.org

The Canadian Society for Medical Laboratory Science (CSMLS) is the national certifying body for medical laboratory technologists and medical laboratory assistants, and the national professional society for Canada's medical laboratory professionals. As such, to maintain fairness to all our members we do not allow visitors at the CSMLS nor do we accept documents at our door.

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General Information

General Information

The Canadian Society for Medical Laboratory Science (CSMLS) is the national certifying body for medical laboratory technologists and medical laboratory assistants, and the national professional society for Canada's medical laboratory professionals. The society began in 1937 as the Canadian Society of Laboratory Technologists and now has over 14,000 members in Canada and in countries around the world.

Medical Laboratory Assistants (MLA) certification is quickly gaining recognition as the standard requirement in the profession. This voluntary national certification provides you with:

- A professional credential recognized by the Canadian Society for Medical Laboratory Science and the Professional Standards Council, and National Certification
- Recognition of your competence to practice within a set of national standards
- The foundation for a national professional culture that promotes pride, excellence and recognition

The national certification examination is open to recent graduates of formal MLA programs. Programs can be from both educational institutions and hospital-based programs. Current practitioners who have no formal training can also challenge the exam after being declared eligible through the CSMLS Prior Learning Assessment. The MLA exam is a competency based examination. The required competencies for MLAs are available in the Competency Profile.

CSMLS Purpose

To promote and maintain a nationally accepted standard of medical laboratory technology by which other health professionals and the public are assured of effective laboratory services. We also promote, maintain and protect the professional identity and interests of medical laboratory technologists and of the profession.

In each province where there is a regulatory body, the regulatory body oversees the practice of the profession. We work with provincial regulatory bodies to make sure that CSMLS qualifications can be used across the country. We have developed exam service agreements with some of them so that they use CSMLS certification as an admission requirement.

Reciprocity

CSMLS does not offer reciprocity with any university or college, or with any other country. Your education and experience in another country do not automatically make you eligible to write the certification exam.

Immigration

CSMLS does NOT get involved in immigration issues for PLA candidates. We provide you with two copies of your Technical Report should you need to submit it to immigration authorities or a Provincial Regulatory Body.

Professional Standards Council (PSC)

The Professional Standards Council (PSC) is the policy recommendation body for Certification, Prior Learning Assessment (PLA) and Standards of Practice. The PSC is responsible for all matters relating to certification and prior learning assessment standards and policies. It has member representatives from each provincial association and regulatory body and in non-regulated provinces, representatives from provincial associations.

Non-Discrimination

CSMLS does not discriminate for any reason, including age, gender, race, ethnic origin, colour, religion, sexual orientation or marital status.

CSMLS Membership

A CSMLS membership will provide you with many benefits that you can start taking advantage of right away.

We connect members to a comprehensive network of peers, news and updates, continuing education, employment opportunities and much more.

Certification and membership with CSMLS is portable across Canada. CSMLS membership:

- Saves you money by offering lower registration fees for LABCON, CSMLS's annual national conference and access to various membership discount programs
- Keeps you connected to the profession with bi-weekly eNEWS, the quarterly Canadian Journal of Medical Laboratory Science (CjMLS) and the new online discussion forum, Communities
- Is with you every step of your career, providing access to job postings and our new online Career Centre in addition to discounts on professional development and continuing education

At CSMLS, we believe that the medical laboratory profession deserves a voice that recognizes your valuable contribution to Canadian health care. Your membership with CSMLS will help make this voice stronger and demonstrate your commitment to your chosen profession.

If you have any questions about membership, please feel free to contact us by phone (905-528-8642 or 1-800-263-8277) or email (info@csmls.org).

More information about memberships can also be found on our website at csmls.org under "Join us".

Associate Non-Certified Membership

You can apply for an Associate Non-Certified Membership. Information about memberships can be found on our website at csmls.org under "Join us".

This type of membership is for someone who is not CSMLS certified, and is not eligible for membership under any other membership category. This is an annual membership that will expire on December 31st of each year. Membership fees are not prorated.

Continuing Education & Professional Development

CSMLS Learning Services offers two (2) styles of courses to accelerate your career path – Express and Intensive courses.

Browse through our Course Catalogue at csmls.org for a complete list of educational offerings. With over 100 courses available, there is something for everyone, designed specifically to fit your learning needs.

Assumptions about Medical Laboratory Assistants in Canada

Medical Laboratory Assistants (MLA) work under the supervision of Medical Laboratory Technologists (MLT), performing the practical components of sample analysis. MLAs sort, prepare and sometimes process samples that will be tested and analyzed by a MLT. MLAs often collect samples, such as blood, and are often the laboratory professional that interacts directly with patients.

The medical laboratory assistant is prepared to work in a variety of settings including, but not limited to, hospitals, private medical laboratories, community health departments, educational institutions, long term care facilities, correctional facilities, the home and bedside of the patient, and in private industry.

The medical laboratory assistant works in an environment that is dynamic and evolving, and uses technological equipment to provide information that must be processed accurately and in a timely manner.

The Medical Laboratory Assistant

- Upon completion of a training program, has developed a broad knowledge base that is assessed prior to the certification examination.
- Practices to ensure the safety of patients, colleagues, self, and the environment.
- Contributes to the health care of the public, promotes the welfare of the patient, respects the patient's dignity, and protects patient confidentiality.
- Is an integral member of the health care team who shares knowledge, promotes learning, and collaborates with other professionals in providing effective patient care.
- Is responsible and accountable for his/her professional actions and practices according to standards of practice as well as laws and regulations governing the profession.

The Patient/Client

- The client is any individual who interacts with the medical laboratory assistant, e.g. patient, patient representative, co-worker and other health care professionals.
- The patient is any individual requiring medical laboratory services.
- The medical laboratory assistant works with clients to procure and prepare specimens for testing.
- The medical laboratory assistant maintains effective verbal and written communication skills to facilitate interaction with clients in the provision of a high quality professional service.

CSMLS PRIOR LEARNING ASSESSMENT

Eligibility to Write the CSMLS Certification Examination

There are two (2) ways to become eligible to write the CSMLS Certification Exam for the first time.

Canadian Educated Candidate-Recent Graduate:

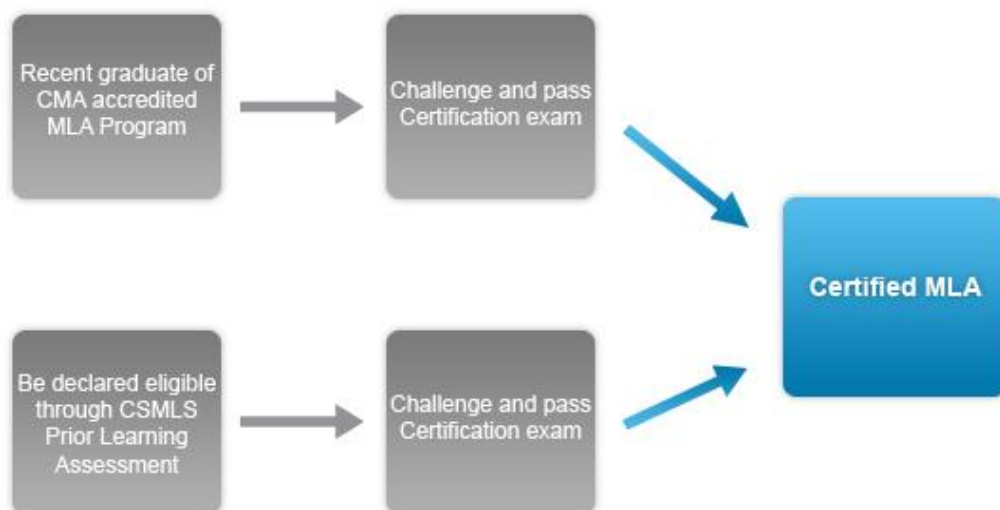
Successful completion (graduate) of a CMA-accredited Medical Laboratory Assistant (MLA) education program. This includes programs that have applied for accreditation. A CMA-accredited program is one that has met the requirements of the Conjoint Committee for Accreditation of Educational Programs in Medical Laboratory Technology for the Canadian Medical Association.

To be eligible to write the exam:

- All program requirements must be completed two weeks before the exam date
- You must be a recent graduate: program completion must have occurred within the past twelve (12) months

Prior Learning Assessment Candidate:

Declared eligible (or equivalent to Canadian Standards) through the CSMLS Prior Learning Assessment (PLA) process for Medical Laboratory Assistants (MLAs). The Prior Learning Assessment (PLA) process for Medical Laboratory Assistants (MLAs) is intended for MLAs that are currently working in Canada, have graduated from a Canadian MLA program that has not been accredited by the Canadian Medical Association, or graduated from a MLA program more than twelve (12) months ago. Have a valid (not expired) examination eligibility statement.



CSMLS Prior Learning Assessment Process:

The PLA process evaluates academic credentials, clinical training and work experience. Trained assessors from the CSMLS are responsible for evaluating work experience and clinical training.

Is the Prior Learning Assessment Process Right for Me?

The Prior Learning Assessment (PLA) process for Medical Laboratory Assistants (MLAs) is intended for MLAs that are currently working in Canada or have graduated from a Canadian MLA program that has not been accredited by the Canadian Medical Association, or have graduated from a Canadian MLA program more than twelve (12) months ago.

The Prior Learning Assessment (PLA) process evaluates your education, training and work experience to determine if they are equivalent to the national competency profile.

Competency profiles outline the expectations of an entry-level Medical Laboratory Assistant in Canada. When you apply for a PLA, we review your education and experience to determine if you are equivalent to the Competency Profile. Exam development is based on the Competency Profile and the Examination Blueprint.

Steps to Take

As a Medical Laboratory Assistant trained or working in Canada, you have the opportunity to establish your eligibility to the CSMLS National Certification Examinations through the prior learning assessment process. Your education and experience in another country do not automatically make you eligible to write the certification exam.

1. Read about the PLA process and certification exam
2. Take the Self-Assessment Readiness Tool (SART) for MLAs
3. Complete the Personal Competency Rating Booklet (PCRB)

1-Read about the PLA Process and Certification Exam

Read this PLA Handbook completely. Read this PLA Handbook more than once; we recommend at least three (3) times as there is a large amount of information in this Handbook. You should also review the 2017 Certification Examination Guidelines found on our website, csmls.org

2-Go through the Self-Assessment Readiness Tools (SART)

The tools are designed to help internationally educated health professionals understand the requirements for medical laboratory science professions in Canada. Go through the Self-Assessment Readiness Tools (SART) found on our website, csmls.org.

The tools describe knowledge, skills and abilities that are expected of Canadian MLTs and MLAs, and provide information to support migration to Canada for those interested in the medical laboratory science field.

3-Complete the Personal Competency Rating Booklet (PCRB)

Complete the Personal Competency Rating Booklet (PCRB) to decide if a PLA is right for you. The Competency Rating Booklet is an excellent tool to help rate and compare your past education and experience to the required Competency Profile.

- Select the appropriate PCRB (MLA)
- Use the PCRB to rate and compare your experience to the appropriate CSMLS Competency Profile
- Send your completed PCRB with your PLA application
- Locate the PCRB on our website: csmls.org

This self-assessment tool has three (3) purposes:

1. You can compare your education and training to the standard for Canada to help you identify your gaps and decide if PLA is right for you
2. The CSMLS assessment team will use your ratings to help them complete your assessment. However, your ratings must be confirmed by your official supporting documents like your education and experience
3. Your employer(s) will complete a similar PCRB on your behalf

Cost of PLA

Carefully complete the PLA Application at the back of this handbook.

- The PLA fee is \$155 (non-refundable)

Payments must be in Canadian funds.

Acceptable forms of payment are Visa, MasterCard, American Express, Canadian cheque or Canadian money order. Make your cheque or money order payable to the Canadian Society for Medical Laboratory Science, or CSMLS.

If your payment is returned to us for insufficient funds, you will be charged a \$25.00 NSF fee.

CSMLS Prior Learning Assessment

The CSMLS Prior Learning Assessment (PLA) reviews your education, training and work experience to determine if you are equivalent to the Competency Profile.

There are **two (2) parts or stages** in the PLA process:

- **Pre-assessment**

Starts when we receive your application and process your **PLA Application Fee** and ends when we have received all of your required documents.

- **Post-assessment**

Your post-assessment starts when your PLA has been assessed and we send your Technical Report to you.

Stage I: Pre-Assessment

Stage I: Pre-Assessment

Pre-Assessment has three (3) parts:

1. PLA Application and Fee
2. Supporting Documents
3. Assessment

PLA Application and Fee(s)

Read this handbook carefully before sending us your application for a prior learning assessment (PLA) for medical laboratory assistants. Be sure to complete the PLA Application at the back of this handbook and include your PLA Application fees. Once we receive your application, we will open your PLA file and send your CSMLS ID number to you. We will also provide you with a list of the documents we have received and a list of documents we still need to receive.

- PLA fees are non-refundable and non-transferable
- You have **twelve (12) months** to make sure we receive the required documents
- You will need to apply again (reapply) if we have not received all your documents in that time
- Extensions can be requested if your application has not been expired for more than **twelve (12) months**
- If your application expires you may be subject to additional fees

Acceptable forms of payment are Visa, MasterCard, American Express, Canadian cheque or Canadian money order. Make your cheque or money order payable to the Canadian Society for Medical Laboratory Science, or CSMLS. If your payment is returned to us for insufficient funds, you will be charged a \$25.00 NSF fee.

Supporting (Official) Documents

Official documents are **sent directly** to the CSMLS from issuing institutions and become the property of the CSMLS. We will not send official documents back to you. Faxed, emailed, or personally submitted documents for MLA education and work experience will not be accepted to complete your prior learning assessment.

You must contact your educational institutions and employers to ask that they send the required official documents directly to us. Make sure they include your full name and/or CSMLS ID number when they send documents on your behalf. If documents arrive without your name or CSMLS ID number, they will be discarded. A “Required Documentation Checklist” can be found in this handbook to assist you.

You are responsible for all costs associated with supporting documentation.

We will send you an email when we receive your documents. If you would like us to update you on the status of your file, send a request by email to pla@csmls.org. It is helpful to include “Status Update Request” and your CSMLS ID number and full name in the subject line of your email.

The following documents may be required for your prior learning assessment process:

DOCUMENT	REQUIREMENT
Personal Competency Rating Booklet (PCRB) Self-Assessment	Document Required
MLA Education	Document(s) Required – if applicable
Work Experience	Document Required – if applicable
Personal Competency Rating Booklet (PCRB) Completed by Employer	Document Required – if applicable
Professional Certification	Not Required <ul style="list-style-type: none">• Sending in these documents may provide a better outcome in your PLA assessment
Continuing Education	Not Required <ul style="list-style-type: none">• Sending in these documents may provide a better outcome in your PLA assessment

See Supporting Document Details for more detailed information about document types and their requirements.

Assessment

When the CSMLS has received all of your required documentation, your PLA file will be forwarded to the assessment team for review. The assessment team will review your documentation to compare your experience, training and education with the competency profile.

It may take the assessment team up to four (4) to six (6) weeks to complete your assessment.

Supporting (Official) Document Details

Personal Competency Rating Booklet (PCRB)

There are two types of Personal Competency Rating Booklets

1. Applicant Self-Assessment

Personal Competency Rating Booklet

Use the Applicant Self-Assessment, Personal Competency Rating Booklet to rate and compare your experience to the CSMLS Competency Profile.

Locate the PCRB on our website: csmls.org

The PCRB will show the assessment team what knowledge and experience you have. The official documents in your PLA file must confirm the ratings you give yourself in this booklet.

Once you complete your Personal Competency Rating booklet, make a copy for your files and send the original to us with your PLA application.

2. Employer Assessment

Personal Competency Rating Booklet

Have past and present employers complete the Employer Assessment, Personal Competency Rating Booklet on your behalf. It is a vital tool necessary for our prior learning assessment team to adequately determine your work history and experience based on the CSMLS Competency Profile based on that job position.

Locate the PCRB on our website: csmls.org

Once your past or present employer completes the employer assessment Personal Competency Rating Booklet, they must sign it and mail it directly to the CSMLS. We do not accept copies, faxes or emailed versions. We cannot accept a personal submission of this document by you.

Have them also include a detailed job description and letter of employment that includes the start and end date (if applicable) of your employment. See work experience requirements on the next page.

Medical Laboratory Assistant Education

Contact your educational institutions and ask them to send official transcripts and course outlines directly to us.

I. Official Educational Transcripts

- Lists all the courses you took and shows the final grade you received for each course.

II. Course Outlines/Syllabus of Studies

- To evaluate your education thoroughly, the assessment team needs to see course outlines for the courses listed in your official transcripts
- Course outlines must include a detailed description of the content of each course

Clinical Education (Practical Internship)

An official representative from your educational institution or laboratory must send a letter to us describing your structured clinical education.

The official letter must include:

- ☐ a detailed outline of the topics covered and tasks completed in training
- ☐ the amount of time spent in training
- ☐ the methods used to monitor your progress
- ☐ an explanation of how you were evaluated (graded)
- ☐ a complete list of all tasks performed

Work Experience

An official representative from the laboratories where you worked must send a letter directly to us describing your work experience as an MLA. The last five (5) years of work experience are the most important to have for your prior learning assessment. It is also helpful if you include a job description.

Official work experience letters must:

- ☐ be printed on official letterhead
- ☐ be signed by the official representative of the laboratory
- ☐ include your dates of employment
- ☐ include department rotation if you worked in more than one department
- ☐ include the list of tasks you performed
- ☐ include the equipment/methods you used to perform these tasks
- ☐ include the frequency (for example, daily or weekly)
- ☐ be mailed directly to the CSMLS
- ☐ include a signed Employer Assessment, Personal Competency Rating Booklet

Professional Certification

If you have received professional certification/licensure as a medical laboratory assistant, contact your professional certification association and ask them to send proof of your professional certification directly to the CSMLS.

Continuing Education

Contact your educational institutions and ask them to send **official** transcripts directly to us for MLA courses taken within the last five years, (e.g.) refresher courses.

If you are taking a course now, send us proof of enrolment and the expected date of completion.

Professional Development

You may submit copies of your certificates for MLA seminars and workshops taken within the last five years.

Alternate Documents Policy

In the event you are unable to provide official documents as requested in the CSMLS Prior Learning Assessment (PLA) policy, the CSMLS may allow the submission of alternate documents. Your situation will be assessed on a case by case basis.

The following alternate documents may be considered in the assessment:

- Original documents from you or notarized copies
- Third party verification of university degrees from WES or ICES
- Sworn affidavit in cases where you have no or insufficient documents to proceed with an evaluation
- Valid third party verification

The CSMLS must balance the duty to provide a fair and transparent process with its obligation to ensure that the integrity of the examination is protected.

Document Receipt and Retention Policy

We do not accept any documents at CSMLS unless you have applied for a Prior Learning Assessment (PLA).

Documents sent to the CSMLS from individuals who have not yet applied for a Prior Learning Assessment will be destroyed after six (6) months.

We are not responsible for any costs associated with the receipt or destruction of documents.

Required Documentation Check List

- **Personal Competency Rating Booklet (Self-Assessment):** You must send the original to the CSMLS.
- **MLA Education:** Your educational institution(s) must send these documents directly to the CSMLS.
 - **Official Educational Transcripts**
 - **Course Outlines/Syllabus of Studies**
- **Clinical Education (practical internship):** An official representative from your educational institution or laboratory must send documentation directly to the CSMLS.
- **Other Academic Education (if applicable):** Your educational institutions must send official transcripts and course outlines directly to the CSMLS.
- **Continuing Education (if applicable):** Your educational institutions must send official transcripts and course outlines directly to the CSMLS.
- **Professional Development (if applicable):** For seminars and workshops, you may submit copies of your certificates.
- **Work Experience:** Each of your employing institutions must send a detailed letter describing your work experience directly to the CSMLS and complete a Employer Assessment, Personal Competency Rating Booklet.

Stage II: Post-Assessment

Stage II: Post-Assessment

Technical Report

Once your PLA is complete, we will mail your technical report to you. Your technical report is valid for two (2) years.

Your technical report will show one of two results:

1. You are **equivalent** to the Competency Profile and eligible to write the MLA exam.
2. You are **not equivalent** and you must complete a full-time, CMA accredited MLA training program to be eligible to write the exam.

Eligibility Statement

We will issue you an Eligibility Statement for the CSMLS Certification exam if you are declared “Equivalent” in your technical report.

Eligibility Statements are valid for twelve (12) months after your initial eligible examination date; this date is included on your PLA report. This allows you two (2) **consecutive attempts** at the CSMLS certification examination within twelve (12) months to pass the exam. Exam sessions are held in February, June and October. The Exam Handbook is located on our website. Please see the handbook for more information.

Supplemental Documentation and Appeal Policy

Supplemental Documentation:

If you received a “Not Equivalent” prior learning assessment report and think that additional documents from your employer or academic institutions will change your PLA result, you must submit an **Application for Supplemental Documentation** within ninety (90) days of the date on your PLA report.

Your application form must indicate which documents will be sent to us. There is a non-refundable fee of \$50 (for members) and \$100 (for non-members). We will only accept documents from employers or institutions that are included on your original PLA application. We will send a revised assessment report within forty-five (45) days of receiving all the documents.

Appeal:

If you disagree with your PLA result and want your file reviewed again, you must submit an **Application for Appeal** within forty-five (45) days of the date on your PLA report. We will assign additional experts to review your file and will send you an updated report within forty-five (45) days.

There is a non-refundable fee of \$50 (for members) and \$100 (for non-members) for the Appeal Process. You can find the application forms for Supplemental Documentation and Appeal on our website.

You can find the application forms for Supplemental Documentation and Appeal in this handbook.

Appendix I:

Provincial Regulatory Bodies

College of Medical Laboratory Technologists of Alberta (CMLTA)

301-9426 51 Avenue NW
Edmonton, AB T6E 5A6
Telephone: 780-435-5452 ext.225
Fax: 780-437-1442
www.cmlta.org

Saskatchewan Society of Medical Laboratory Technologists (SSMLT)

<u>Courier Address</u>	<u>Mailing Address</u>
201-2124 Broad ST Regina, SK S4P 1Y5	P.O. Box 3837 Regina, SK S4P 3R8
Phone/Fax: (306)-352-6791 www.ssmlt.ca	

College of Medical Laboratory Technologists of Manitoba (CMLTM)

245 Lilac Street
Winnipeg, MB R3M 2S2
Telephone: 204-231-0311
Fax: 204-489-7300
www.cmltm.ca

College of Medical Laboratory Technologists of Ontario (CMLTO)

25 Adelaide Street East, Suite 2100
Toronto, ON M5C 3A1
Telephone: 416-861-9605
Toll Free: 800-323-9672
Fax: 416-861-0934
www.cmlto.com

Ordre Professionnel des Technologistes Médicaux du Québec (OPTMQ)

281 Avenue Laurier East
Montréal, QC H2T 1G2
Telephone: 514-527-9811
Toll Free: 800-567-7763
Fax: 514-527-7314
www.optmq.org

New Brunswick Society of Medical Laboratory Technologists (NBSMLT)

489 Acadia Avenue, Suite 206
Dieppe, NB E1A 1H7
Telephone: 506-855-0547
Fax: 506-758-9956
www.nbsmlt.nb.ca

Nova Scotia College of Medical Laboratory Technologists (NSCMLT)

380 Bedford Highway, Suite 202
Bedford, NS B3M 2L4
Telephone: 902-453-9605
Fax: 902-454-3535
www.nscmlt.org

Newfoundland and Labrador College of Medical Laboratory Sciences (NLCMLS)

P.O. Box 39057
St. John's, NL A1E 5Y7
Telephone: 709-754-8324
Fax: 709-945-5158
www.nlcmls.ca

Appendix II:

Provincial Societies

**BC Society of Laboratory Science
(BCSLs)**

720-999 W Broadway Ave
Vancouver, BC V5Z 1K5
Telephone: 604-714-1760
Toll Free: 800-304-0033
Fax: 604-738-4080
www.bcsls.net

**Ontario Society of Medical
Technologists (OSMT)**

234 Eglinton Ave East, Suite 402
Toronto, ON M4P 1K5
Telephone: 416-485-6768
Toll Free: 800-461-6768
Fax: 416-485-7660
www.osmt.org

**Manitoba Association for Medical
Laboratory Science (MAMLS)**

585 London Street
Winnipeg, MB R2K 2Z6
Telephone: 204-669-9050
Fax: 204-667-1747
www.mamls.ca

**Prince Edward Island Society of
Medical Technologists (PEISMT)**

C/o Queen Elizabeth Hospital
Attn: Marietta MacCormack
P.O. Box 6600
Charlottetown, PEI C1A 8T5
www.peismt.com

Applications

CSMLS APPLICATION FOR PRIOR LEARNING ASSESSMENT (PLA)-MLA

Former Name:		Date of Birth:		CSMLS ID#:	
<input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Mr.					
Last Name (please print):		First Name		Middle Name	
Address					
City:		Province:		Postal Code:	
				Country:	
Telephone No:			Email:		

☐ I am requesting an evaluation of my medical laboratory assistant education, training and experience to see if I am equivalent to the CSMLS Competency Profile, outlining the competencies expected of an entry-level medical laboratory assistant in Canada.

By signing this application, I declare that I have read and agree to abide by the PLA

Handbook: policies, procedures, rules and requirements:

- I understand that I have twelve (12) months to gather the required documents for PLA.
- I understand that my CSMLS PLA Technical Report is valid for two (2) years
- I declare that the information given on this application is true
- I understand that if any information is found to be incorrect, my assessment will be invalid
- I understand that I will need to re-apply for PLA if documentation is not received within twelve (12) months
- I understand that additional fees may apply if I need to re-apply for PLA

Signature: _____

Date: _____

PLA FEES

- ☐ The full PLA fee of \$155 is enclosed with my application
- ☐ I understand that this fee is non-refundable and non-transferable

<input type="checkbox"/> Cheque <input type="checkbox"/> Money Order <input type="checkbox"/> Master Card <input type="checkbox"/> Visa <input type="checkbox"/> AMEX	CSMLS USE ONLY Date Received: _____ Date File Opened: _____
Credit Card:	
Exp. Date:	

Payments must be in Canadian funds.

Acceptable forms of payment are Visa, MasterCard, American Express, Canadian cheque or Canadian money order. Make your cheque or money order payable to the Canadian Society for Medical Laboratory Science (CSMLS). If your payment is returned for insufficient funds, you will be charged a \$25.00 NSF fee.

MEMEBERSHIP

If you want to take advantage of the member rates, you need to submit an application for **Associate Non-Certified Membership**. Information for this membership can be found at our website, csmls.org.

APPLICANT SELF-ASSESSMENT**PERSONAL COMPETENCY RATING BOOKLET (PCRB)**

My Personal Competency Rating Booklet is:

- ☐ enclosed
☐ coming separately

MEDICAL LABORATORY ASSISTANT (MLA) EDUCATION:

Have your academic institution listed below send directly to the CSMLS your:

- Official Transcripts that list all the courses you took and shows your final grades
- Course Outlines/Syllabus of Studies from your medical laboratory assistant program that include a detailed description of the content of each course relating to medical laboratory technology

MLA Academic Education Institution:		Province:
Dates Attended:	From:	To:

MLA Academic Education Institution:		Province:
Dates Attended:	From:	To:

CLINICAL EDUCATION (PRACTICAL INTERNSHIP):

Have an official representative from your educational institution or laboratory send directly to the CSMLS a letter describing your structured clinical education.

The official letter must include:

- a detailed outline of the topics covered and tests completed in training
- the amount of time spent in training
- the methods used to monitor your progress
- an explanation of how you were evaluated (graded)
- a complete list of all tests performed

MLA Clinical Education/Practical Internship:		Province:
Dates Attended:	From:	To:

MLA Clinical Education/Practical Internship:		Province:
Dates Attended:	From:	To:

OTHER RELEVANT EDUCATION:

CSMLS ID #:

Have your academic institution listed below send directly to the CSMLS your:

- Official Transcripts that list all the courses you took and shows your final grades
- Course Outlines/Syllabus of Studies from your program that include a detailed description of the content of each course relating to medical laboratory technology

Academic Education Institution:		Province:
Dates Attended:	From:	To:

Academic Education Institution:		Province:
Dates Attended:	From:	To:

PROFESSIONAL CERTIFICATION:

Have proof of professional certification/licensure sent directly to the CSMLS.

Certification:	Province:	Date:
Certification:	Province:	Date:

CONTINUING EDUCATION:

Have **official** transcripts sent directly to us for MLA courses taken within the last five years, (e.g.) refresher courses. If you are taking a course now, send us proof of enrolment and the expected date of completion. Additional continuing education courses can be added on a separate paper and attached to this application.

Course:	Date:
Course:	Date:
Course:	Date:
Course:	Date:
Course:	Date:

PROFESSIONAL DEVELOPMENT:

Submit copies of certificates for MLA seminars and workshops taken within the last five years. If you are taking a professional development course now, send us proof of enrolment and the expected date of completion. Additional professional development courses can be added on a separate paper and attached to this application.

Course:	Date:
Course:	Date:
Course:	Date:
Course:	Date:
Course:	Date:

WORK EXPERIENCE: (starting with most recent)

Work experience must come to the CSMLS directly from the employing institutions. The last five years of work experience are the most important to have for your prior learning assessment. We require an official letter to be:

- printed on official letterhead
- signed by the official representative of the laboratory
- include your dates of employment
- include department rotation if you worked in more than one department
- include the list of tests you performed
- include the equipment/methods you used to perform these tasks
- include the frequency of tasks (for example, daily or weekly)
- mailed directly to the CSMLS
- include a signed Employer Assessment, Personal Competency Rating Booklet

Name of Employer:	Province:	
Position Held:	Start (Month/Year)	Finish (Month/Year)
Name of Employer:	Province:	
Position Held:	Start (Month/Year)	Finish (Month/Year)
Name of Employer:	Province:	
Position Held:	Start (Month/Year)	Finish (Month/Year)

*Be sure to complete this application fully because supplemental document requests will **NOT** be accepted if they are not originally declared on this application.*



Canadian Society for Medical Laboratory Science
Société canadienne de science de laboratoire médical

APPLICATION FOR A SUPPLEMENTAL DOCUMENTATION REVIEW

☐ Mr. ☐ Miss ☐ Mrs. ☐ Ms. CSMLS ID#: _____

Name: _____

Address: _____
First Last Middle Initial Former Name (if applicable)

City: _____ Province: _____

Country: _____ Postal Code: _____

Telephone #: _____ Email: _____

If you receive a Not Equivalent assessment report and you think that submitting additional documents may change your result, you have ninety (90) days from the date on your report to send in this application.

We will accept supplemental documents ONLY from the institutions you included on your original prior learning assessment (PLA) application form.

List which additional documents the issuing institutions will send to us. We must receive the documents within ninety (90) days of receiving this application. If we do not receive the listed documents within ninety (90) days after we receive your application, we will cancel this application for a review of supplemental documentation.

We will send a revised assessment report within forty-five (45) days of receiving all the listed documents.

☐ YES, I would like to submit the following additional document(s):

1. _____
2. _____
3. _____
4. _____

Note: Additional supporting information can be provided as an attachment to this application form.

Applicant Statement:

By signing this application form I declare the following:

- I have enclosed the **non-refundable** fee of: ☐ \$50 (member) ☐ \$100 (non-member)
- I understand that I am required to abide by the current CSMLS policies and procedures

Signature: _____ Date: _____

<input type="checkbox"/> Cheque <input type="checkbox"/> Money Order <input type="checkbox"/> Master Card <input type="checkbox"/> Visa	CSMLS USE ONLY
Credit Card: _____	Date Received: _____
Exp. Date: _____	Extension: <input type="checkbox"/> Approved <input type="checkbox"/> Declined

Payments must be in Canadian funds. Acceptable forms of payment are Visa, MasterCard, American Express, Canadian cheque or Canadian money order. Make your cheque or money order payable to the Canadian Society for Medical Laboratory Science, or CSMLS. If your payment is returned to us for insufficient funds, you will be charged a \$25.00 NSF fee.



Canadian Society for Medical Laboratory Science
Société canadienne de science de laboratoire médical

APPLICATION FOR A TECHNICAL REPORT APPEAL (MLA)

☐ Mr. ☐ Miss ☐ Mrs. ☐ Ms. CSMLS ID#: _____

Name: _____

Address: First Last Middle Initial Former Name (if applicable)

City: _____ Province: _____

Country: _____ Postal Code: _____

Telephone #: _____ Email: _____

If you receive a Not Equivalent technical report but you believe that the assessment is wrong, you can challenge your result by submitting an appeal. You have forty-five (45) days from the date on your assessment report to send in this application.

We will assign additional experts to review your file, and will update you within forty-five (45) days.

☐ YES, I would like to appeal my Technical Report based on the following reason(s):

Note: Additional supporting documents can be provided as an attachment to this application form.

Applicant Statement:

By signing this application form I declare the following:

- I have enclosed the non-refundable fee of: ☐ \$50 (member) ☐ \$100 (non-member)
- I understand that I am required to abide by the current CSMLS policies and procedures

Signature: _____ Date: _____

<input type="checkbox"/> Cheque <input type="checkbox"/> Money Order <input type="checkbox"/> Master Card <input type="checkbox"/> Visa	CSMLS USE ONLY
Credit Card: _____	Date Received: _____
Exp. Date: _____	Extension: <input type="checkbox"/> Approved <input type="checkbox"/> Declined

Payments must be in Canadian funds. Acceptable forms of payment are Visa, MasterCard, American Express, Canadian cheque or Canadian money order. Make your cheque or money order payable to the Canadian Society for Medical Laboratory Science, or CSMLS. If your payment is returned for insufficient funds, you will be charged a \$25.00 NSF fee.

MAIL, FAX OR EMAIL YOUR APPLICATION TO:

CANADIAN SOCIETY FOR MEDICAL LABORATORY SCIENCE

33 Wellington St N, Hamilton, ON L8R 1M7

T: (905) 528-8642 or (800) 263-8277 ext. 8507

F: (905) 528-4968

Email: pla@csmls.org

csmls.org

The CSMLS revised this document according to plain language principles with funding from the Government of Canada's Foreign Credential Recognition Program.

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