



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

PRIOR LEARNING ASSESSMENT

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

Address

33 Wellington St N
Hamilton, ON
L8R 1M7

Telephone

(905) 528-8642 **or**
(800) 263-8277
Ext. 8507

Fax

(905) 528-4968

Email

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.

Table of Contents

General Information	1
General Information	2
CSMLS Purpose	2
Reciprocity	2
Immigration.....	2
Citizenship and Immigration Canada	2
Professional Standards Council (PSC).....	3
Non-Discrimination	3
Assumptions About Medical Laboratory Science in Canada	3
CSMLS Membership	4
Associate Non-Certified Membership.....	4
Continuing Education & Professional Development.....	4
CSMLS Prior Learning Assessment	5
Eligibility to write the CSMLS Certification Examination	6
CSMLS Prior Learning Assessment	7
CSMLS Prior Learning Assessment Process	8
Know the Facts	8
Is the Prior Learning Assessment Process Right for Me?.....	9
Steps to Take	9
If PLA is Not Right for You.....	11
What is an Alternate Career?	11
What are Benefits of an Alternate Career?	12
Why Should I Consider an Alternate Career?	12
Stage I: Pre-Assessment	13
Introduction	14
Stage I: Pre-Assessment	14
1) PLA Application and Fees	14
Cost of PLA.....	15
2)Supporting (Official) Documents.....	15
3)Assessment	16
Supporting (Official) Document Details	16
Personal Competency Rating Booklet (PCRB).....	16
Online Self-Assessment (OSA)-For General MLTs Only.....	17
Credential Evaluation	17
Language Proficiency Testing	18
Language Proficiency Testing Minimum Requirements	19
Medical Laboratory Technology Education	20
Clinical Education (Practical Internship)	20
Work Experience	20
Professional Certification	20

Continuing Education	20
Professional Development	21
Translation Policy	21
Alternate Documents Policy	21
Document Receipt and Retention Policy	21
Required Documentation Check List	22
PLA Stage II: Post Assessment	23
Introduction	24
Stage II: Post-Assessment	24
Technical Report	24
Learning Plan Policy	25
Learning Plans.....	25
Refresher and Comprehensive Courses-General MLT Only.....	25
Refresher Courses.....	26
Clinical Placement Option	26
Subject Specific.....	26
Comprehensive.....	26
MLT Bridging Programs-General MLTs Only	27
Diagnostic Cytology & Clinical Genetics Learning Plans.....	27
Other ways to Complete Your Learning Plan	27
Courses not on the Approved Lists	27
Clinical Practice	27
After you Complete your Learning Plan	28
Eligibility Statement	28
Supplemental Documentation and Appeal Policy	28
Supplemental Documentation	28
Appeal.....	28
Appendix I: Provincial Regulatory Bodies.....	29
Appendix II: Provincial Societies	30
Appendix III: Micro Loans for Internationally Trained Immigrants	31
CSMLS Application for Prior Learning Assessment (PLA)-MLT	34
Application for a Supplemental Documentation Review	38
Application for a Technical Report Appeal.....	39

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.

CSMLS remains committed to continuing to build a clearly focused and proactive advocacy strategy. Medical laboratory professionals deserve a voice that recognizes our profession's strong contribution to the core of Canadian health care. Our advocacy efforts are focused on two main audiences, the government and the general public.

Canadian medical laboratory technologists must be certified with the CSMLS throughout Canada, with the exception of Quebec. CSMLS certification is part of the entry-to-practice requirements for medical laboratory technologists who want to work in Canadian medical laboratories.

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.

Citizenship and Immigration Canada

The Government of Canada is committed to improving the process of foreign credential recognition to make it faster, fairer and more consistent across Canada. This will help new immigrants contribute to their full economic potential when they arrive in Canada.

Citizenship and Immigration Canada (CIC) has developed a promotional video entitled *Advancing Foreign Credential Recognition*. The video demonstrates how the International Qualifications Network (IQN) has successfully addressed the need for a centralized tool to promote and support the sharing of information related to the recognition and assessment of international qualifications in Canada, and to connect stakeholders and raise awareness of common issues. To see the video, go to <https://www.youtube.com/watch?v=yioylepq-iE>.

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.

Assumptions about Medical Laboratory Science in Canada

Medical laboratory technologists (MLTs) are the fourth largest groups of health care professionals in Canada. MLT professionals perform sophisticated laboratory investigations on the human body or on specimens taken from the human body. They also evaluate the technical sufficiency of the investigations and their results. The results of these tests provide important information that doctors or other health care professionals need to make decisions about their patients' health.

MLT professionals most often work in licensed laboratories, such as hospital labs, private labs, and government labs but may also work in areas such as medical research, forensics, education, community health, and industry.

MLTs may also work in areas such as laboratory information management (using laboratory data to improve health care outcomes), laboratory management, or point of care testing (performance of laboratory tests outside of the laboratory).

The Medical Laboratory Technologist

- Upon completion of an accredited program or deemed eligible through a CSMLS Prior Learning Assessment, has developed a broad knowledge base and practical skills that enable the medical laboratory technologist to analyze specimens, assess and report laboratory results according to institutional policies and professional standards.
- Applies critical thinking and problem solving strategies to ensure best practices.
- Practices and promotes the principles of quality management.
- Practices to ensure the safety of patients, colleagues, self, and the environment.
- Contributes to the health care and education of the public, promotes patient welfare and respects patient diversity, dignity, and confidentiality.
- Is an integral member of the health care team who shares knowledge that is essential to the prevention, diagnosis and treatment of disease, promotes learning, and collaborates with other professionals in providing effective patient care.
- Is responsible and accountable for professional acts and practices according to standards of practice as well as laws and regulations governing the profession. The medical laboratory technologist abides by the CSMLS Code of Professional Conduct.
- Uses effective interpersonal skills to maintain a professional relationship with colleagues, patients/clients and health care professionals.
- Is prepared to work in a variety of settings.

The Patient/Client

- Is any individual who interacts with the medical laboratory technologist (e.g. patient, patient representative, health care professionals, other laboratory professionals).

CSMLS Membership

A CSMLS membership will provide you with many benefits that you can start taking advantage of right away, including reduced prior learning assessment application fees.

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).

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.

CSMLS PRIOR LEARNING ASSESSMENT

Eligibility to Write the CSMLS Certification Examination

To work in Canada as a medical laboratory technologist (MLT) you must pass the CSMLS certification exam.

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

1. Canadian Educated Candidate:

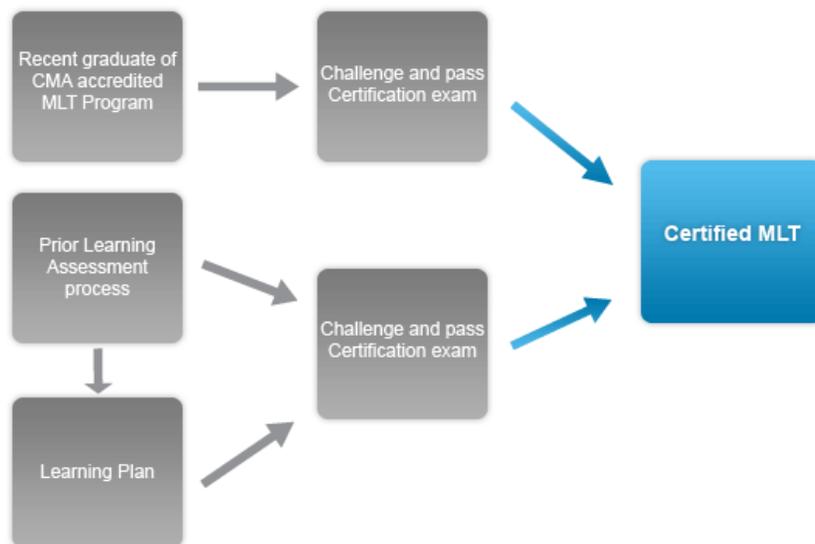
Successful completion (graduate) of a CMA-accredited Medical Laboratory Technologist (MLT) education program. This includes programs that have applied for accreditation. A CMA-accredited program is one that has met the requirements of the Conjoint Committee for Accreditation of Educational Programs in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

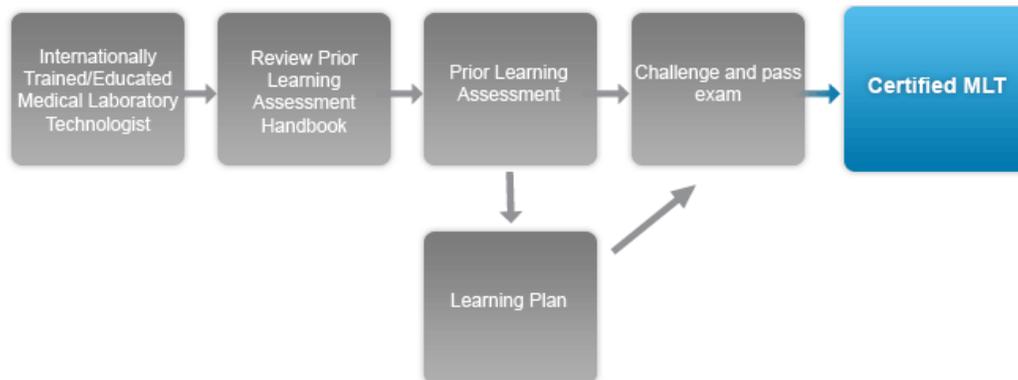
2. Internationally Educated Candidate:

Declared eligible (or equivalent to Canadian Standards) through a CSMLS Prior Learning Assessment (PLA) process for Medical Laboratory Technologists (MLTs). Have a valid (not expired) examination eligibility statement.



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**

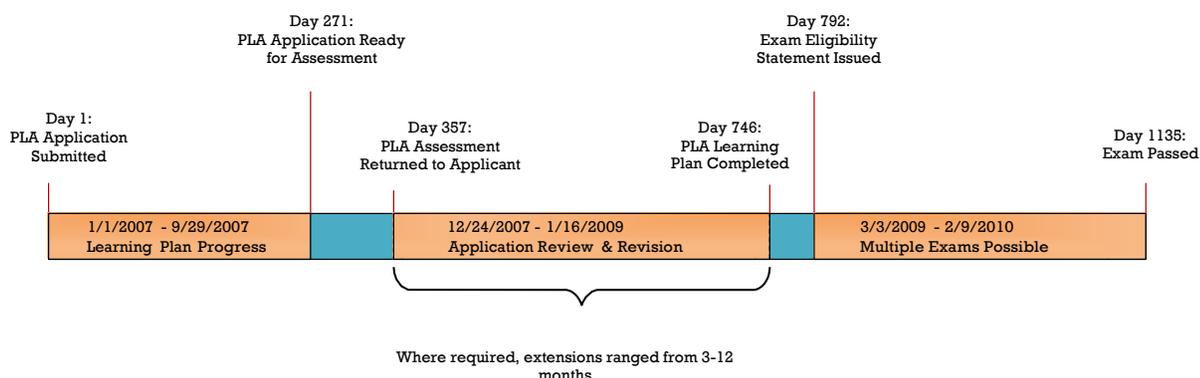
Your post-assessment starts when your PLA has been assessed and we send your Technical Report to you.

CSMLS Prior Learning Assessment Process

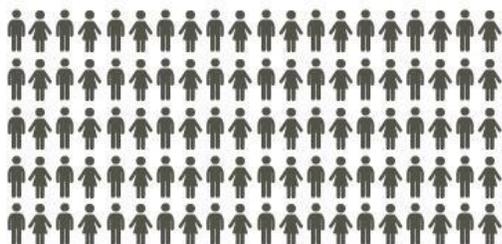
CSMLS provides a single point of access for prior learning assessment (PLA) to internationally educated medical laboratory technologists who are seeking Canadian certification.

The PLA process evaluates academic credentials, language proficiency, clinical training and work experience. Trained assessors from the CSMLS are responsible for evaluating work experience and clinical training. Evaluation of language proficiency and academic credentials are conducted by other agencies.

Many individuals find the PLA process to be a long and challenging journey. It requires a time commitment between 1-3 years before successfully writing the exam with significant expense.



Know the Facts



Out of 100 PLA Applicants



86 had their Applications Assessed



56 Attempted the Exam



37 Passed the Certification Exam

Note: The above data is based on a 2014 study conducted of 2007 PLA applicants

Is the Prior Learning Assessment Right for Me?

Medical Laboratory Technology education programs in Canada are accredited by the Canadian Medical Association (CMA). Any individual applying from non-accredited programs from around the world are required to undergo a prior learning assessment (PLA) process to determine the comparability of their education to the CSMLS competency profiles. The PLA program reviews your education, training and work experience to determine if they are equivalent to the national competency profile.

Over 80% of all applicants have gaps in their education that must be filled. For some applicants, this process can take several years to complete.

Therefore, it is very important to clearly understand the PLA process prior to application. CSMLS offers a number of resources that give you an opportunity to reflect on your previous professional experience and determine if a career as a certified MLT is right for you.

These resources will also give you a sense of how much upgrading may be required before you are eligible to write the certification exam. If your educational gaps are significant, it may be worthwhile to consider investigating an alternate career.

The CSMLS PLA program is available for:

General Medical Laboratory Technology

Technologists must be competent in the following disciplines:

- Clinical chemistry
- Hematology
- Clinical microbiology
- Transfusion Science
- Histotechnology

If you have little or no experience or education in more than one of the above disciplines (clinical chemistry, clinical microbiology, hematology, histotechnology or transfusion science), then you will not qualify for the CSMLS exam through PLA.

Diagnostic Cytology

Technologists must be competent in both gynecological and non-gynecological analysis.

Clinical Genetics

Technologists must be competent in both cytogenetics and molecular genetics.

Steps to Take

As an internationally educated medical laboratory technologist (IEMLT), 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)
3. Complete the Personal Competency Rating Booklet (PCRB)
4. Complete the PLA Online Self-Assessment (OSA)

(General MLT Applicants only)

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 at 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. The Self-Assessment Readiness Tools (SART) are found on our website at 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, compare your past education and experience to the required Competency Profile.

- Select the appropriate PCRB (General MLT, Clinical Genetics or Diagnostic Cytology)
- 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 two 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 document like your education and experience

4. Complete the PLA Online Self-Assessment (OSA)

Requirements for General MLT Applicants Only

Complete the PLA Online Self-Assessment (OSA). The OSA is intended to give you insight into medical laboratory practice in Canada and your readiness to the Canadian workforce. There is no minimum passing score – your OSA score and report are for your information only and CSMLS will not use them to decide your PLA result.

This test will give you valuable information to help you decide whether to pursue Canadian certification. It will provide you with feedback and help you to identify areas in which you may need more education, based on the Competency Profile, which is the national standard in Canada.

If you choose to apply for PLA you are required to complete the OSA.

- You **must** complete the 100 question test **before** you apply for PLA

- Access the PLA OSA at <http://csmls.protraining.com/index.cfm>

Your OSA score and diagnostic report are for your information only and CSMLS will not use them to decide your PLA result. This test will help you identify knowledge gaps and give you valuable information to help you decide whether to pursue Canadian certification. If you choose to apply for PLA, you are required to complete the OSA.

If PLA is Not Right for You

For many, becoming a licensed medical laboratory technologist (MLT) in Canada can be a long and difficult process. Over 80% of internationally educated applicants need to complete some form of upgrading of skills or education before they can write the CSMLS certification exam. This can be a costly and time-consuming process that can take several years to complete.

As a result, some individuals might consider pursuing an alternative to medical laboratory technology in which they could transfer their current skills, knowledge, education and work experience. For these individuals, alternate or related careers may be pursued while in the process of becoming a licensed MLT or as a permanent career option.

Choosing an alternate career could provide a rewarding employment future in Canada. Visit our Alternate Career website at <http://altcareers.csmls.org>. This website contains information on several potential alternate careers. These are professions related to medical laboratory technology but do not require a license to practice.

You will find links to information for eleven (11) alternate careers. We have gathered general information related to each career, including:

- The type of work environment
- Required qualifications expected from Canadian employers
- Employers' expectation of communication skills
- Average wages
- Opportunities for advancement
- Resources for more information

What is an Alternate Career?

An alternate career is a profession that requires many of the same skills and abilities as the intended career, but may involve fewer processes and /or qualifications to begin working. These careers may also be called related careers, alternate career options or alternative careers.

A large portion of Canadian educated individuals are currently employed in alternate careers. Many Canadians work in other fields than those for which they were originally trained.

Some individuals may choose to pursue an alternate career while they are in the process of becoming a certified MLT. Others may regard this as a permanent career option.

Many of our prior learning assessment clients have chosen an alternate career as a medical laboratory assistant while they complete their learning plans.

What are the Benefits of an Alternate Career?

There are a number of potential benefits associated with pursuing one of the alternate careers listed on our website.

- A professional license is not required in order to practice, so you can start working right away.
- Very little additional training or upgrading is required for most of the careers listed.
- The skills, knowledge and abilities you already possess are greatly valued by employers in these fields.

Why Should I Consider an Alternate Career?

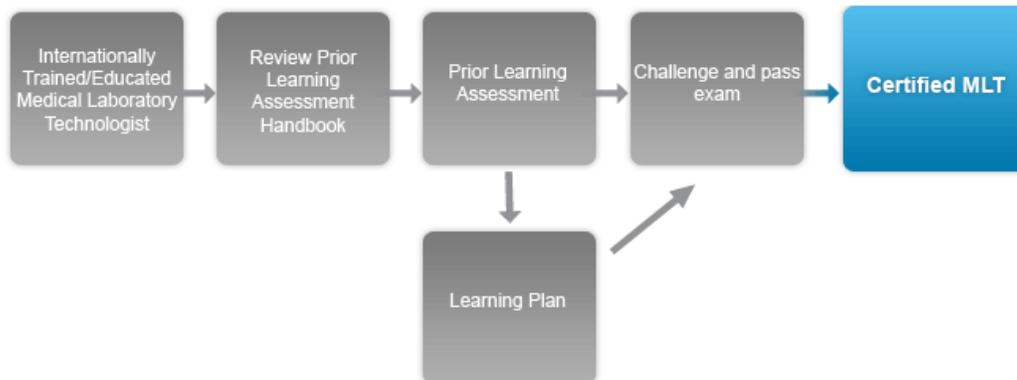
For some applicants, many exam attempts may be required before a passing mark is achieved. Recent statistics show that only 37% of international candidates pass the certification exam on their first attempt compared with 86% of those educated in Canada. As well, the practice of medical laboratory science in Canada may be quite different for some who have practiced in other parts of the world. As such, the job of a licensed/registered MLT may not be the most practical and fulfilling choice for these individuals.



STAGE I: PRE-ASSESSMENT

Introduction

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 1: Pre-Assessment

Pre-Assessment has three parts:

1. PLA Application and Fee(s)
2. Supporting Documents
3. Assessment

1) PLA Application and Fee(s)

Read this handbook carefully before sending your application. Complete the PLA Application at the back of this handbook. Be sure to include your PLA Application fee(s). Once we receive your application, we will open your PLA file and send your CSMLS ID number to you. We will 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 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

Cost of PLA

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

- The PLA fee is \$1540 for members and \$1850 for non-members (non-refundable).
- You can pay the PLA fee in full at the time of application, or in two parts as follows:

PLA Fee Schedule	Member	Non-Member
The PLA Application Fee must be paid at the time of application.	\$820	\$975
The PLA Technical Report Fee must be received before we assess your file. We will contact you when this payment is due.	\$720	\$875

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 you are outside of Canada, you must make your payment by credit card only; we accept Visa, MasterCard or American Express. Bank drafts or money orders will not be accepted and your application will be returned to you.**

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

2) 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 credential verifications, MLT education, language assessments, 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)	Document Required
Online Self-Assessment	Document Required for General MLT Applicants Only
Credential Evaluation	Document Required
Language Proficiency	Not Required if MLT Education is in English or French
MLT Education	Document(s) Required
Work Experience	Document Required Not needed if new graduate that has not yet worked in the MLT field
Professional Certification	Not Required Sending in these documents may provide a better outcome in your PLA assessment
Continuing Education	Not Required 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.

3) 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 and education with the competency profile. The **PLA Technical Report Fee** must be paid **before** we send your file for assessment. We will contact you when this payment is due if you have not already paid.

Supporting (Official) Document Details

Personal Competency Rating Booklet (PCRB)

Use the PCRB 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.

Online Self-Assessment (OSA)-for General MLTs only

This 100 question test will give you valuable information to help you decide whether to pursue Canadian certification. It will provide you with feedback and help you to identify areas in which you may need more education, based on the Competency Profile, which is the national standard in Canada.

If you choose to apply for PLA as a General MLT then you are required to complete the OSA. You **MUST** complete the OSA **BEFORE** you apply for PLA.

Read this Section Carefully Before You Purchase the OSA

- Cost is \$59.95 CDN plus applicable taxes (HST/GST)
- Access the PLA OSA at: <http://csmls.protraining.com/index.cfm>
- Visit the OSA website to create a username and password
- You cannot log on with your CSMLS ID number

From the OSA Main webpage select “**Learn More**” (<http://csmls.protraining.com/faq.cfm>) to review more information about this assessment.

How to Submit Proof of OSA Completion to CSMLS

- Record your OSA username on your PLA application so that CSMLS can confirm that you have completed the assessment
- If you did not include your OSA username on your PLA application, send an email to pla@csmls.org including the following information:
 - “OSA Complete” in the subject line of the email
 - Your full name and CSMLS ID number
 - Your OSA username (this is the account username you set up to access the exam)

Credential Evaluation

We require a credential evaluation for all of your medical laboratory technology education. We will only accept credential evaluations that are sent to the CSMLS directly from World Education Services, Canada (WES) or International Credential Evaluation Service (ICES). Contact information for both services is included below.

The purpose of the credential evaluation is to confirm that your education is authentic and to determine your language of instruction. Credential evaluation services do not review your professional ability or look at professional experience; that is what our PLA program does.

World Education Services, Canada (WES)

- You must ask that the report include the **language(s) of instruction**.
- Ensure that you request that your report is sent to the Canadian Society for Medical Laboratory Science. Do not use the acronym CSMLS.
- We will accept **WES Course-by-course** (detailed) evaluation or a **WES ICAP** evaluation
- If we receive verified copies of your transcripts with your WES ICAP report, you do not need to request a second set of transcripts from your educational institution.

World Education Services, Canada (WES)
2 Carlton Street, Suite 1400
Toronto, ON M5B 1J3
Website: www.wes.org/ca

Telephone: (416) 972-0070
Toll Free: (866) 343-0070
Fax: (416) 972-9004
Email: inquiryca@wes.org

International Credential Evaluation Service (ICES)

- We need the ICES “**comprehensive**” evaluation, which includes the **language(s) of instruction**.

International Credential Evaluation Service
(ICES)
3700 Willingdon Ave
Burnaby, BC, Canada, V5G 3H2
Website: www.bcit.ca/ices

Telephone: (604) 432-8800
Toll Free: (866)-434-9197
Fax: (604) 435 7033
Email: icesinfo@bcit.ca

Language Proficiency Testing

We use your credential evaluation to determine if you require language proficiency testing. Ask your educational institution to send a separate letter confirming your language of MLT instruction with your official transcripts and course outlines to your credential evaluation service.

Was your education in English or French?

YES If your credential evaluation states your language of instruction was in English or French, you do not need to take a language test

NO If your language of instruction was **not** in English or French, you must take a language test to meet our language proficiency requirement.

If your program of study was in more than one language, you must verify that your MLT instruction was in English or French. Make sure the credential evaluation service adds this information to your report.

The CSMLS has a two-stage language proficiency requirement

If you need a language proficiency test, the issuing institution or testing facility must send your test results directly to the CSMLS. We do not accept faxed or emailed results.

Language Proficiency Evaluations:

- Will not be accepted if any test section has not been evaluated
- Must meet the minimum requirements in each stage (listening, reading, writing and speaking)
- Will not have any exceptions made if minimum requirements are not met
- Two or more test results cannot be combined to pass the requirements

Approved Language Proficiency Tests

We only accept the following English language proficiency tests:

- Michener English Language Assessment (MELA)
- Test of English as a Foreign Language (TOEFL)
 - TOEFL iBT
- International English Language Testing System (IELTS)
 - IELTS – AC
 - IELTS – GT
- Canadian Test of English for Scholars and Trainees (CanTEST)

We only accept the following standardized French language proficiency test:

- Canadian Test of French for Scholars and Trainees (TESTCan)

Language Proficiency Testing Minimum Requirements

Stage One: Technical Report

You must meet these **minimum requirements** to have your Technical Report completed by the assessment team

Test Section	TOEFL iBT	IELTS – AC	IELTS – GT	CanTEST
Listening	–	5.5	5.5	3.0
Reading	–	5.5	5.5	3.0
Writing	–	5.5	5.5	3.0
Speaking	–	5.5	5.5	3.0
Overall/Total	61-79			

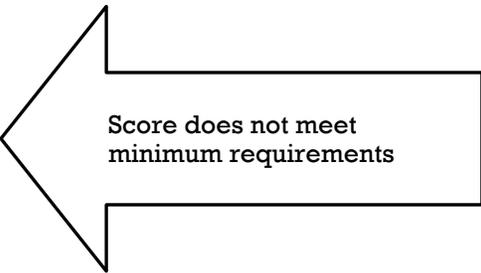
Stage Two: Equivalent and Eligible to Exam

You must meet these **minimum requirements in each test section** to be eligible to write the exam

Test Section	TOEFL iBT	IELTS – AC	IELTS – GT	CanTEST	MELA
Listening	20	7.0	7.0	4.0	8
Reading	22	7.0	7.0	4.0	7
Writing	22	7.0	7.0	4.0	7
Speaking	24	7.0	7.0	4.0	8

Example of not meeting requirements:

Test Section	CanTEST
Listening	4.0
Reading	3.8
Writing	4.0
Speaking	4.0



Medical Laboratory Technology Education

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

Official Educational Transcripts

Lists all the courses you took at a college or university, and shows the final grade you received for each course. If we receive verified copies of your transcripts with your WES ICAP report, you do not have to request a second set of transcripts from your educational institution.

Course Outlines/Syllabus of Studies

Used 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 relating to medical laboratory technology.

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 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

Work Experience

An official representative from the laboratories where you worked must send a letter directly to us describing your work experience as an MLT. The last five years of work experience are the most important to have for your prior learning assessment.

Official 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 tests you performed
- include the equipment/methods you used to perform these tests
- include the frequency of testing (for example, daily or weekly)
- include the number of samples you processed on a weekly basis
- mailed directly to the CSMLS

Professional Certification

If you have received professional certification/licensure in medical laboratory technology from another country, 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 MLT 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 MLT seminars and workshops taken within the last five years.

Translation Policy

Documents received in a language other than French or English will have to be translated. When we receive documents that are not in French or English, we will send you a copy to get translated.

- Documents must be translated by a Canadian-certified translator
- The copy of your documents that we send to you for translation must be returned together with the official translation
- Personally submitted translated documents will not be accepted
- Documents not translated by a Canadian certified translator will not be accepted

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 eligibility 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 of document

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 do not provide information about receipt or destruction of these documents.

Documents received at the CSMLS without identifiable measures (for example a client's name or identification number) are stored for six (6) months and then destroyed.

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

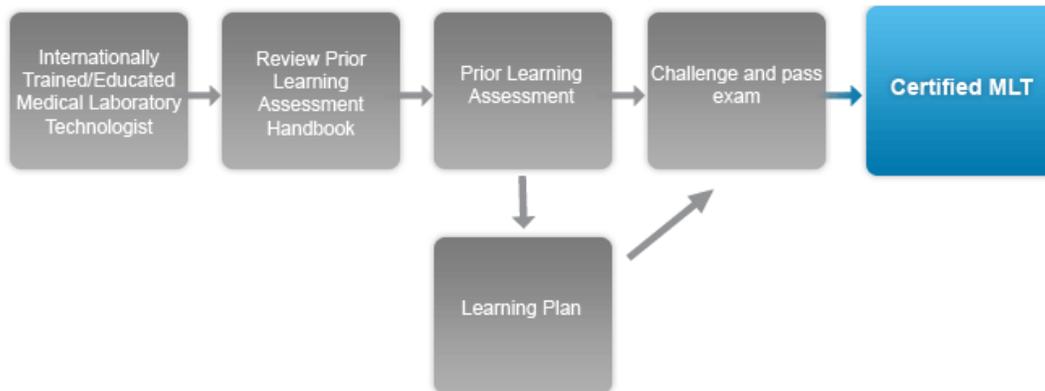
Required Documentation Checklist

- Personal Competency Rating Booklet:** You must send the original to the CSMLS.
- Online Self-Assessment (General MLT Only):** You must create an account online and complete the online self-assessment. Once it is complete, you must forward your account username to the CSMLS.
- Credential Evaluation:** The issuing credential evaluation service must send your evaluation directly to the CSMLS (WES or ICES).
- Language Proficiency (if required):** The issuing institution must send your test results directly to the CSMLS.
- MLT 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.
- Professional Certification (if applicable):** Your professional certification association must send proof of your professional certification and status, directly to the CSMLS.
- Work Experience:** Each of your **employing institutions** must send a detailed letter describing your work experience directly to the CSMLS.

PLA STAGE II: POST-ASSESSMENT

Introduction

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 II: Post-Assessment

Technical Report

The PLA Technical Report Fee must be paid before we assess your file. \$720 (members) \$875 (non-members)

Your technical report will list the experience we found in your documentation and will include one of three outcomes:

1. You are **equivalent** to the Competency Profile and eligible to write both the MLT and MLA exams.
2. You are **not equivalent** to the MLT Competency Profile and you must complete a **Learning Plan** to be eligible to write the MLT exam. You may be granted eligibility to the MLA exam (for individuals with a learning plan that has Refresher or Subject Specific course requirements only). MLA exam eligibility will not be granted to individuals who require Comprehensive course requirements.
3. You are **not equivalent** and you must complete a full-time, CMA accredited MLT training program to be eligible to write the exam or consider other professional options.
 - Consider CSMLS Certification as a MLA
 - Research opportunities in the biotechnology field (<http://www.biotalent.ca/eportfolio>).

- Complete a full time, CMA accredited MLT training program

Technical reports are valid for two (2) years.

Learning Plan Policy

If you are required to complete a learning plan to qualify for the CSMLS Certification Exam you must follow the learning plan policy. Your learning plan will address the gaps in your knowledge identified in your PLA Technical Report. You have up to **two (2) years** to complete your learning plan.

If you are unable to complete your learning plan by your deadline date, you may be required to complete more course work and/or pay additional fees.

You cannot take the same course(s) or program again to re-establish your eligibility to the CSMLS exam.

Learning Plans

You must successfully complete a **learning plan** to fulfill the gaps identified in your technical report before you are deemed eligible to write the MLT exam. A learning plan might consist of any of the following:

Refresher: A learning plan with Refresher coursework will be required when you have not practised a discipline (i.e. clinical chemistry, clinical microbiology, hematology, histotechnology or transfusion science) within the last five years. You will need to take a course to bring you up to date with current Canadian practice.

Subject Specific: A learning plan with Subject specific coursework will be required when you have not practised part of a discipline within the last five years; for example, you may be asked to complete a subject specific refresher course in Toxicology (part of Clinical Chemistry).

Comprehensive: A learning plan with comprehensive coursework will be required when there is an area in which you have little or no education, clinical internship and/or work experience. If you have **more than one** comprehensive gap, you cannot qualify for the CSMLS exam through PLA. We will direct you to complete a full-time training program and suggest other options such as exploring opportunities in Biotechnology (visit www.biotalent.ca for more information).

Note: MLA eligibility is available for individuals with a Learning Plan that have refresher or subject specific course requirements only. MLA exam eligibility will not be granted to individuals requiring comprehensive course (s) until they have successfully completed their learning plan and are eligible to the MLT exam.

Refresher and Comprehensive Courses-General MLT Only

Find the list of approved courses to complete your Learning Plan on our website. csmls.org

You can complete a course option from the approved course list to complete your Learning Plan requirements. For every subject (discipline), you can choose from more than one

course option. You only need to choose one course option for each subject. The courses are offered in a variety of formats, with different start and end dates, costs, and methods of evaluation. Most of the courses on the list are home study courses. You must contact the course providers directly for more information; this includes courses from the CSMLS. Course provider contact information can be found on our website under Learning Plans.

General Refresher Courses

If your PLA Technical Report indicates that you must take **refresher** course work in microbiology, clinical chemistry, hematology, transfusion science and histotechnology, you can choose your course option(s) from the list of approved refresher courses located on our website.

Example: If you must complete refresher course work in histotechnology:

- Go to the list of approved refresher course list on our website
- Find the listings for histotechnology
- Choose an option to complete

Clinical Placement Option

You can choose to complete one or more supervised clinical placement(s) to complete your refresher course Learning Plan requirements. The Clinical Placement Blueprint is on our website under Learning Plans. It describes the specific activities you will need to complete under supervision for each of the five (5) disciplines.

All activities for the disciplines identified in your Learning Plan must be completed before you become eligible to write the CSMLS certification exam.

It is your responsibility to find and secure a clinical placement. Potential sites include hospitals and private clinics. It is possible that not all activities can be completed in a single location. Therefore you may need to secure one or more sites to complete the requirements of your clinical placement. Please complete one Blueprint for each site used as part of your clinical placement. CSMLS is not responsible for securing a placement for you.

Subject Specific Courses

If your PLA Technical Report indicates that you must complete **subject specific** courses, your options will be included with your PLA Technical Report. These course options can be found on our website.

Comprehensive Courses

If your PLA Technical Report indicates that you must complete **comprehensive** coursework, your options will be included with your PLA Technical Report and options for Histotechnology and Transfusion Science can be found on our website. Those having to complete comprehensive course work in Microbiology, Clinical Chemistry or Hematology must contact the CSMLS directly.

Medical Laboratory Technology (MLT) Bridging Programs-General MLT Only

Bridging programs allow internationally trained medical laboratory technologists a way to complete discipline specific educational gaps needed to become eligible to challenge the CSMLS national certification examination. When a full program is taken, it covers refresher gaps in all five (5) disciplines required for a General MLT.

The Bridging programs provide support and education for internationally trained medical laboratory technologists (IEMLTs) to assist them with integration into the Canadian health care system. These programs are not mandatory for internationally trained medical laboratory technologists to take, but it has been shown that IEMLT's are more successful with the CSMLS exam if they have completed a full bridging program. Participation in a bridging program may help reduce feelings of isolation and anxiety, and provide participants with an enhanced sense of community while developing increased professional networking opportunities.

Diagnostic Cytology & Clinical Genetics Learning Plans

The CSMLS does not maintain a list of acceptable courses or options to complete Diagnostic Cytology or Clinical Genetic Learning Plans. You are responsible for finding courses or clinical placements to fill your learning plan requirements. Once you have decided on a learning plan, please submit this plan to the CSMLS for review and approval.

Other Ways to Complete Your Learning Plan

Courses not on the Approved Lists

If you have located a course that is not on the pre-approved list, you must ask the CSMLS to approve it for you. The course must be at the technologist level. The assessment team will review the course and decide whether it is approved to fulfill your Learning Plan requirements. You must provide the following information to the CSMLS:

- Course name, course number and name of school
- Course description or course outline

Courses recently taken off the approved refresher course list cannot be approved to fulfill your learning plan unless they have been recently revised.

After You Complete Your Learning Plan

After you complete each course, request an official transcript from the college or educational institution where you completed your course. The college or educational institution must send your transcripts directly to the CSMLS. We cannot accept faxed or emailed transcripts.

All Learning Plan requirements **must** be completed before you can become eligible to write the CSMLS certification exam.

After the CSMLS receives proof that you successfully completed your Learning Plan and any other requirements (for example, Stage Two language proficiency), we will send you a Statement of Eligibility (**Eligibility Statement**) to the CSMLS Certification Exam. You cannot apply for a CSMLS Certification Exam until you receive an Eligibility Statement.

Eligibility Statement

We will issue you an Eligibility Statement for the CSMLS Certification exam once you are declared “Equivalent” in your Technical Report and meet our language requirement.

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 months to pass the exam. Exam sessions are held in February, June and October. The 2017 Certification Examination Guideline is located on our website. Please see this guideline for more information.

Supplemental Documentation and Appeal Policy

Supplemental Documentation

If you received a “Not Equivalent” prior learning assessment result 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 for supplemental documentation must indicate which documents will be sent to us. There is a non-refundable fee of \$155 (for members) and \$205 (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 \$155 (for members) and \$205 (for non-members) for the Appeal Process. You can find the application forms for Supplemental Documentation and Appeal on our website: csmls.org

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

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

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

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

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 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

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

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

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

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

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

Appendix III

Micro Loans for Internationally Trained Immigrants

As an Immigrant to Canada you may be eligible to get a loan to help if you are a newcomer and struggling to pay for the costs of the Canadian accreditation or training you need so you can work in your pre-immigration career. Please feel free to contact one of the programs listed in the attached document for more information and to see if you qualify.

ALBERTA



In Calgary
Cidalia
IAF Program Assistant Momentum
16, 2936 Radcliffe Drive SE
Calgary, AB T2A 6M8
Phone: 403-204-2667
Toll Free: 1-855-423-2262
Email: jimena@iafcanada.org

In Edmonton
Edith Ebakole-Ukhun
Administrative Assistant

Office Address
45, 9912-106 Street
Edmonton, AB T5K 1C5

Mailing Address
Baker Centre Postal Outlet
P.O. Box 40039
Edmonton, AB T5J 4M9

Phone: 780-756-3023 ext.301
Toll Free: 1-855-423-2262
Fax: 780-756-3277
Email: edith@iafcanada.org

GREATER MONTRÉAL, QUEBEC

Association communautaire d'emprunt de Montréal (ACEM)

Indu Krishnamurthy
Program Coordinator
Email: info@acemcreditcommunautaire.qc.ca
Phone: 514-843-7296
Visit: www.acemcreditcommunautaire.qc.ca

SASKATCHEWAN



In Saskatoon
Jimena Lerma
Administrative/Loan Program Assistant
#2A-511 1st Avenue North
Saskatoon, SK S7K 1X5
Phone: 306-974-4856 ext. 200
Fax: 306-974-4932
Email: jimena@iafcanada.org

In Regina
Musenga Simwawa
Loan Facilitator Regina
2080 Rae Street
Regina SK, S4T 2E5
Phone: 306-545-5010
Email: musenga@iafcanada.org

BRITISH COLUMBIA



S.U.C.C.E.S.S. Foreign Credential Recognition Loan Project offers a competitive low-interest rate loan to residents of B.C. who are internationally trained to help them pursue FCR and obtain employment in their field in Canada.

Shalaleh Najafy
Program Manager
Email: shalaleh.najafy@success.bc.ca
Phone: 604-232-1100 ext.110
Visit: www.success.bc.ca/FCRloan

In Metro Vancouver
MOSAIC
Nora Maldonado, Program Manager
Email: nmaldonado@mosaicbc.com
Phone: 604-254-9626 ext.492
Visit: www.mosaicbc.com/settlement-services/settling-canada/micro-loans-program

MANITOBA



Recognition Counts! is a program that provides accessible, low interest loans to assist skilled immigrants to Manitoba with qualification recognition, upgrading and/or training needed for employment in the fields for which they have education and experience obtained outside of Canada.

Sandra Leone, Project Manager
Email: Sandra@seedwinnipeg.ca
Phone: 204-594-0549
Visit: <http://seedwinnipeg.ca/programs/detail/recognition-counts>

NEW BRUNSWICK

New Brunswick Multicultural Council (NBMC)
Tanya Billings, Project Coordinator
Email: Tanya.billings@nb-mc.ca
Phone: 506-453-1091 ext.6
Visit: www.nb-mc.ca/index.php/en/newcomers/working_in_nb/

SW ONTARIO (excl. GTA)



WIL Employment Connections

The Internationally Trained Worker Loan Program provides ITWs (residing in southwestern Ontario) access to the funds necessary to achieve foreign credential recognition and employment outcomes commensurate with their international education, skills and experience. Loans operate as a flexible line of credit to assist ITWs in covering the direct and indirect costs related to foreign credential recognition.

Sanjiv Inamdar
Employment Counsellor/Loan Advisor, Access Centre for Regulated Employment

Email: sanjivi@accesscentre.ca

Phone: 519-858-2348

Visit: www.wil.ca/immigrants-newcomers/skilled-immigrant-loan-program

PRINCE EDWARD ISLAND



Canada Microcredit Educators Group (CMEG)

Canada Microcredit Educators Group invites inquiries and applications from internationally trained people of all occupations living in Prince Edward Island. CMEG is committed to your prosperity.

Patrick O'Neill, Program Manager

Email: patoneill@microloanscanada.ca

Phone: 902-388-4499

Visit: www.microloanscanada.ca

NOVA SCOTIA

Immigrant Settlement and Immigration Services (ISIS)

Kapila Dimantha

Project Coordinator

Email: kdimantha@isisns.ca

Phone: 902-406-8686

Visit: www.isisns.ca

NEWFOUNDLAND AND LABRADOR



Acquiring eXperience; Integrating Skills (AXIS) Employment Services

Axis Career Services, the employment division of the Association for New Canadians, has established a targeted Small Loans Program to support and expedite the integration of Internationally Educated Professionals into the Newfoundland and Labrador workforce. To determine if you are eligible for assistance, visit www.AXIScareers.net.

CSMLS APPLICATION FOR PRIOR LEARNING ASSESSMENT (PLA)-MLT

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:		
The following person has my permission to communicate directly with the CSMLS about my file and its contents:					
Name:			Relationship:		

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

- Type of Assessment (Check only one):
- General Medical Laboratory Technologist
 - Clinical Genetics
 - Diagnostic Cytology

By signing this application, I declare that I have read and agree to abide by the PLA Handbook's 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 PLA fee is \$1540 for members and \$1850 for non-members (non-refundable).
- You can apply for an **Associate Non-Certified Membership** and take advantage of reduced rates
- You can pay the PLA Fee in full at the time of application, or pay it in two parts

At this time I choose to pay (check one):

	Member	Non-Member
The Full PLA Fee is enclosed with my application	<input type="checkbox"/> \$1540	<input type="checkbox"/> \$1850
The PLA Application Fee is enclosed with my application. I will send the remaining PLA Technical Report Fee (\$720 for members or \$875 for non-members) when my file is ready for assessment.	<input type="checkbox"/> \$820	<input type="checkbox"/> \$975

Cheque Money Order Master Card Visa AMEX

Credit Card:

Exp. Date:

CSMLS USE ONLY

Date Received: _____

Date File Opened: _____

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 you are outside of Canada, you must make your payment by credit card only. Bank drafts or money orders will not be accepted and your application will be returned to you.** 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: csmls.org

PERSONAL COMPETENCY RATING BOOKLET (PCRB)

My Personal Competency Rating Booklet is:

- enclosed
- coming separately

ONLINE SELF-ASSESSMENT (OSA)

- I have completed the online self-assessment and my user name is:
- I have applied for an assessment in Clinical Genetics or Diagnostic Cytology and I am not required to complete the OSA

CREDENTIAL EVALUATION

- I have applied for an evaluation with World Education Services, Canada (WES)
- I have applied for an evaluation with International Credential Evaluation Service (ICES)

LANGUAGE PROFICIENCY TESTING

- My medical laboratory technology education was in English
- My medical laboratory technology education was in French
- My medical laboratory technology education was in the following language: _____ and I require language proficiency testing

MEDICAL LABORATORY TECHNOLOGY (MLT) EDUCATION:

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

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

MLT Academic Education Institution:		Country:
Dates Attended:	From:	To:

MLT Academic Education Institution:		Country:
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

MLT Clinical Education/Practical Internship:		Country:
Dates Attended:	From:	To:

MLT Clinical Education/Practical Internship:		Country:
Dates Attended:	From:	To:

OTHER RELEVANT EDUCATION:

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

- Official Transcripts that list all the courses you took at a college or university 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:		Country:
Dates Attended:	From:	To:

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

PROFESSIONAL CERTIFICATION:

Have proof of professional certification/licensure in medical laboratory technology from another country sent directly to the CSMLS.

Certification:	Country:	Date:
Certification:	Country:	Date:

CONTINUING EDUCATION:

Have **official** transcripts sent directly to us for MLT 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:

PROFESSIONAL DEVELOPMENT:

Submit copies of certificates for MLT 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:

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 tests
- include the frequency of testing (for example, daily or weekly)
- include the number of samples you processed on a weekly basis
- mailed directly to the CSMLS

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

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

APPLICATION FOR A TECHNICAL REPORT APPEAL

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

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

Address: _____

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: \$155 (member) \$205 (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 <input type="checkbox"/> AMEX	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 (CSMLS). **If you are outside of Canada, you must make your payment by credit card only. Bank drafts or money orders will not be accepted and your application will be returned to you.** 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.

The logo for the Government of Canada, featuring the word "Canada" in a serif font with a small Canadian flag icon above the letter "a".