

Medical Laboratory Assistant NATIONAL CERTIFICATION EXAMINATION HANDBOOK

Effective with the October 2026 Exam Session

*This handbook contains information required to apply for and challenge
the CSMLS National MLA Certification Examinations*

Policy changes may occur and will be posted our website: www.csmls.org
under the Certification section

You are responsible for making sure you have the
current version of the Handbook

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Disclaimer

The Canadian Society for Medical Laboratory Science (CSMLS) is the national certifying body for Medical Laboratory Assistants (MLA) and the national professional association for Canada's Medical Laboratory Professionals (MLPs).

As such, to maintain fairness to all our candidates and clients, we **do not allow visitors at the Certification office nor do we accept documents at our door.**

The CSMLS is **not a regulatory body nor does it provide licensure to practice** in Canada, only regulatory agencies enabled by provincial legislation performs these duties.

Before applying for the CSMLS National MLA Certification Examination (Exam), the candidate **must read and understand** all the policies, procedures, and rules outlined in this handbook.

By completing the application form, the candidate agrees to all of these policies, procedures, and rules.

Failure to do so may result in a loss of eligibility to write the Exam or may result in the candidate's Exam not being marked.

Candidates are responsible for making sure they are using the most current version of any CSMLS documents. As soon as a document is printed or saved it is considered out of date.

The most current documents are found on the CSMLS website (www.csmls.org).

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General Information

Carefully Read the Entire Handbook at Least Three (3) Times Before Registering for an Exam.

The Canadian Society for Medical Laboratory Science (CSMLS) is the national professional association for Canada's Medical Laboratory Professionals (MLPs) and the national certifying body for Medical Laboratory Assistants (MLA) in Canada.

The CSMLS provides pan-Canadian Exam and Prior Learning Assessment (PLA) services for the MLA profession. CSMLS is also contracted to provide MLA Certification Examination services to Nova Scotia on behalf of the Nova Scotia College of Medical Laboratory Technologists (NSRMLS). NSRMLS recognizes the long history CSMLS has of providing a National Certification Examinations (since 1938 for MLT and 1972 for MLA) as an entry-to-practice requirement to work in the Canadian medical laboratory profession.

The CSMLS National MLA Certification Examination (referred to as “Exam”) is multi-disciplinary in nature.

Our Mission, Vision, and Values

The CSMLS' mission is to be the unified national voice of medical laboratory professionals across Canada, supporting our members in delivering high-quality health care.

Our vision is that every medical laboratory professional is thriving as a crucial part of Canadian health care.

Our values ground us and guide the decisions we make:

- *Our members are at the heart of everything we do—they inspire our mission and guide our work.*
- *We treat every individual with dignity, empathy, and respect.*
- *We believe big ideas drive progress—and we never stop reaching for the extraordinary.*
- *We embrace change with agility, continuously evolving to meet new challenges.*
- *We are committed, accountable, and follow through on our promises.*
- *We invest in continuous learning to grow our expertise and better serve others.*

Certification Standards

We promote, maintain and protect nationally or provincially accepted standards of the Medical Laboratory profession through periodic job analysis and ensuring certification quality assurance by which other health professionals and the public are assured of effective laboratory services.

Reciprocity

The CSMLS does not offer reciprocity with any university or college, or with any other country. The candidate's education, experience, or certification in another country do not automatically make them eligible to write the Exam.

Impartiality and Conflict of Interest

CSMLS understands the importance of impartiality in the certification of individuals, from creating Exam items to determining candidate eligibility to the release of Exam results, the CSMLS strives to ensure the objectivity of its certification activities.

All certification activities are carried out with the intent to be impartial and with consideration to direct, indirect, or perceived conflicts of interest.

The Canadian Provincial Medical Laboratory Professional Regulatory Authorities

Health related professions often require regulatory registration as one means of assuring their profession's quality of practice and patient safety.

In provinces where there is an MLA regulatory authority, the MLA regulatory authority registers applicants who meet provincial registration requirements and regulates the practice of the profession, as delegated by the provincial government.

In Canada, Nova Scotia is the only provincial jurisdiction to regulate the MLA profession. The CSMLS has an Exam service agreement with the NSRMLS regulatory authority recognizing the CSMLS MLA Competency Profile© and Exam as an entry-to-practice requirement for the Nova Scotian MLAs.

The NSRMLS regulatory authority may have different requirements to practice in their province than to be eligible to attempt the Exam. The CSMLS strongly suggests that all Nova Scotia Exam registrants/candidates, or potential registrants/candidates, review the Nova Scotia provincial regulatory requirements for practicing as an MLA in Nova Scotia available on the NSRMLS website.

CSMLS Membership

CSMLS membership has many benefits, including reduced Exam fees. CSMLS members are connected to a comprehensive network of peers, news and updates, almost 1000 hours of free continuing education (offering something for everyone), employment opportunities, and much more.

CSMLS annual membership expires on December 31 of each year and dues are prorated throughout the year (except student membership). Information about memberships can be found on the CSMLS website under "[Membership Categories & Fees](#)".

For questions about membership, please contact Member Services at memserv@csmls.org.



Exam Attempt Policy

Certification Time and Attempt Limits

The Exam policy determines when a candidate must attempt the Exam and the number of times any candidate can attempt it.

Candidates outside of Nova Scotia* have four (4) attempts at the Exam, in two (2) Exam cycles. The [First Exam Cycle](#) has five (5) [Initial Eligibility Routes](#) and is for a candidate's first attempt. The [Second Exam Cycle](#) is for candidate's who were not successful on their first attempt.

The First Exam Cycle allows one (1) attempt to challenge the Exam within five (5) years of receiving initial eligibility. Those who do not attempt their first Exam within this timeframe

will have lost the ability to attend the CSMLS MLA Exam, unless they can re-qualify under an alternate [Initial Eligibility Route](#).

The Second Exam Cycle allows those candidates, who reside outside of Nova Scotia* and were unsuccessful in their first attempt, another three (3) attempts that must be taken within the three (3) years following their first unsuccessful attempt.

Candidates who **do not attend their** allowed attempts within this timeframe, will forfeit all but one (1) additional Exam attempt. Attempts one (1) to three (3) may be recorded as failed attempts, and the candidate **will have to apply to reinstate eligibility for one (1) final exam attempt**.

Example: If a candidate becomes eligible to challenge the Exam on October 14, 2020, they are expected to attend their first attempt by October 2025, registering not later than August 31, 2025 (the registration deadline for exam sessions are available online under the [Certification Dates and Fees webpage](#)).

If this candidate is unsuccessful in October 2025, they must write their second, third, and fourth (final) attempts by October 2028.

If, for example, they do not attend any allowed additional attempts by October 2028, their second and third attempts are considered forfeited, and counted as failed attempts, but they may be able to apply for eligibility to be considered for one (1) additional AND final attempt, which will be considered their fourth attempt.

If, for example, they wait to attend their second attempt until October 2028, and fail again, they will have lost their third attempt, as they no longer have eligibility to the exam. These candidates will have to apply and pay the applicable fee to become eligible for one (1) final attempt (considered their fourth attempt). They will be told which exam session to attend and if they do not register and pay the registration fee for that session, they will have lost their eligibility again and will have to reapply for eligibility to attend a fourth attempt (if the exam attempt policy does not change).

Candidates who have had **four (4) unsuccessful Exam attempts** will have exhausted all Exam attempts permitted by CSMLS.

Candidates who would like to challenge the Exam again, and receive another two (2) exam cycles for a total of four (4) more Exam attempts, must apply for eligibility through an alternate [Initial Eligibility Route](#) than the one they came through originally.

*** Exception:** Candidates who reside in Nova Scotia are only allowed three (3) attempts at the MLA exam. If they fail attempts one (1) to three (3) they must contact NSRMLS to find out if they are allowed to attend/register for a fourth Exam attempt. These candidates must attend their second and third attempt (if required) within two (2) years of their first attempt.



Eligibility Requirements

First Exam Cycle

The first Exam cycle is made up of one (1) Exam attempt.

If a candidate is not successful in their first attempt, they may have three (3) more attempts within three (3) years after their first unsuccessful attempt through their [Initial Eligibility Route](#), without having to re-establish eligibility.

Candidates are expected to come to their first Exam session within five (5) years of

receiving initial eligibility indicated in this section. However, registering for the first exam session available after receiving initial eligibility has shown to improve candidate outcomes. Those who wait, often perform worse on their Exam.

Those who would like to apply for [Initial Eligibility Routes](#) three (3) to five (5), are asked to **submit the application found on the CSMLS website, under the Certification webpages for Exam Forms.**

Please **apply for routes three (3) to five (5) at least two (2) months before registration opens** for the Exam session of your choice. If you apply less than two (2) months before registration opens or after registration opens for that Exam session we cannot guarantee that you will receive eligibility in time to register for it.

Anyone seeking eligibility through Initial Eligibility Routes three (3) to five (5) must:

- a) complete and submit the application with the **non-refundable** payment;
- b) have official documentation submitted to the Certification office (exam@csmls.org) directly from the organization issuing the official documents; and
- c) have received eligibility from the Certification office, before registering for an exam.

If these applicant's status is recognized by CSMLS, they will be issued an email indicating their eligibility to attend the MLA Exam. This allows them to register for the Exam session indicated in the eligibility email.

NOTE: CSMLS General MLT exam candidates will not be eligible to write the CSMLS MLA Exam after they pass the CSMLS General MLT Exam.

Initial Eligibility Routes

There are five (5) initial eligibility routes to write the MLA Exam:

1. [EQual™ Accredited* Canadian Medical Laboratory Educational Program \(EAP\)](#) Route

To be eligible to write the MLA Exam, these registrants must:

- successfully complete all EAP requirements (including all clinical placement rotations) a minimum of two (2) weeks before the first date of the Exam session and a maximum of five (5) years before the first day of the month of the Exam session the candidate hopes to attend**.
 - **The Certification office will verify these candidates' eligibility directly with their EAP on the candidate's behalf** to ensure the EAP has/had one of the EQual accreditation statuses* when the registrant successfully completes/completed their EAP; and
- have not previously registered for or attended the Exam, without written permission from the Certification office.

*EQual™ Accredited = Only those Medical Laboratory educational programs that are listed as "Accredited", "Accredited with Condition", or "Admitted" on the [Accreditation Canada](#) website.

If an EAP loses their accreditation status, is not admitted prior to a candidate's program completion, or obtains admitted status after a candidate completes their program, the candidate will not be eligible. They must complete a prior learning assessment (PLA) to gain eligibility to any Exam session.

** If Exam registrants have successfully completed their program requirements **more than 5-years or less than 2-weeks (or 14-days) before this required deadline**, they will **not be found eligible** to challenge the Exam in that Exam session, their Exam registration **will be cancelled**, and they **will be charged the applicable**

cancellation fees (see '[Cancellation of Exam Registration](#)' section). They must apply, pay for, and successfully complete a PLA for MLA.

2. CSMLS Prior Learning Assessment (PLA) Route

To be eligible to write the MLA Exam, these registrants must have successfully completed the CSMLS PLA (MLA) process and:

- hold a valid CSMLS MLA Exam Eligibility Statement.

To be valid, the Eligibility Statement must not expire before the first day of the month of the Exam session the candidate hopes to attend. Please contact exam@csmls.org if your Eligibility Statement is expired or will expire before you can attend an Exam session.

The PLA process for MLA is not available for internationally educated/trained MLAs at this time.

Those who are using **route two (2)** are **NOT to register for an Exam until** they have been **issued an Eligibility Statement**. If they register before this, their Exam **registration will be cancelled** and they will be **charged the applicable cancellation fee** (see '[Cancellation of Exam Registration](#)' section).

3. Provincially Certified MLA Route

The application for this route is found on the CSMLS website, under the Certification webpages for [Exam Forms](#).

To be eligible to write the MLA Exam, these registrants must have been certified by BCSLS or MLPAO less than five (5) years before the first day of the month of the MLA Exam session they hope to register for.

Those using **route three (3)** are **NOT to register for the Exam until** they have been **notified by the Certification office** that they can do so. If they register before this, their Exam **registration will be cancelled** and they will be **charged the applicable cancellation fee** (see '[Cancellation of Exam Registration](#)' section).

4. CSMLS or CAMLPR General MLT Client Route

CAMLPR clients must apply to be considered for this route. The application for this route is found on the CSMLS website, under the Certification webpages for [Exam Forms](#).

To be eligible to write the MLA Exam, these registrants must:

- receive recognition from CSMLS or CAMLPR as an internationally educated General MLT within five (5) years before the first day of the month of the MLA Exam session they hope to register for.
 - These registrants must have:
 - A learning plan, exam eligibility, or a combination of both that recognizes their education and clinical experience in all five (5) General MLT disciplines and recognition for education or training in phlebotomy and/or ECG/Holter monitors may be necessary. Without this recognition, these registrants may not be found eligible, and, in the case of phlebotomy and ECG/Holter monitors, may be required to submit additional documentation.
- have failed any General MLT exam (all five (5) disciplines) for any attempt (1, 2, 3 or 4) within five (5) years before the first day of the month of the MLA Exam session they hope to register for.

These registrants will not be eligible to write the CSMLS MLA Exam after they pass the CSMLS General MLT Exam or if they have passed all five (5) General MLT discipline CAMLPR exams.

Those using **route four (4)** are **NOT to register for the Exam until** they have been **notified by the Certification office** that they can do so. If they register before this, their

Exam **registration will be cancelled** and they will be **charged the applicable cancellation fee** (see '[Cancellation of Exam Registration](#)' section).

5. NSRMLS (Regulator) Approval Route

The application for this route is found on the CSMLS website, under the Certification webpages for [Exam Forms](#).

To be eligible to write the MLA Exam, these registrants must apply for eligibility within the timeframe they have NSRMLS approval for.

Those using **route five (5) are NOT to register for the Exam until** they have contacted exam@csmls.org for their next steps, once they are **notified by the Certification office** to register for their chosen exam session they can do so. If they register before this, their Exam **registration will be cancelled** and they will be **charged the applicable cancellation fee** (see '[Cancellation of Exam Registration](#)' section).

Attempt One (1)

A candidate's first attempt at the Exam depends on when they received initial eligibility as outlined in the [Initial Eligibility section](#).

Eligible

A candidate may register for their first exam attempt if they have:

- successfully completed, or are on-track to successfully complete an EAP **within the past five (5) years, to two (2) weeks prior** to the first day of the month of their chosen Exam session; or
- a valid, non-expired Eligibility Statement or eligibility email (CSMLS PLA Clients, provincially certified MLAs, acceptable CAMLPR clients, or failed General MLT candidates),
 - DO NOT register for an Exam session until you have this.

Ineligible

EAP candidates are not eligible to challenge the Exam if they:

- are scheduled to complete their program less than two (2) weeks (14 calendar days) before the first day of the Exam session they registered for (these candidates must wait to register for the next available Exam session); or
- have completed their program more than five (5) years before the first day of the month of the Exam session they hope to attend.
 - These candidates must apply for an alternate [Initial Eligibility Route](#).

CSMLS PLA, provincially MLA certified, CSMLS or CAMLPR General MLT, or NSRMLS candidates who have a CSMLS Eligibility Statement or an eligibility email for their first attempt in their First Exam Cycle that expires before the first day of the month of the MLA Exam session they hope to register for, will **not be eligible** to challenge the Exam. These candidates may be able to apply for a deferral (see the [Deferral section](#) for more information) or may have to apply for initial eligibility again.

Second Exam Cycle

Attempts Two (2), Three (3), and Four (4)

After **one (1) unsuccessful** attempt (whether attended or not), the candidate is placed into the Second Exam Cycle.

If the candidate was not successful on their first Exam attempt, they are eligible to write the Exam three* (3) more times within three (3) years from their first unsuccessful attempt in the First Exam Cycle (see "[Exam Attempt Policy](#)" section and Nova Scotia exception).

Candidates will be required to apply and pay for their next Exam by registering online or by sending in a manual application to exam@csmls.org with the correct fee.

If the candidate does not apply for their second, third, or fourth* attempt within this time frame they will have forfeited all but one (1) additional Exam attempt and attempts two (2) and three (3) will be **considered a fail**.

The candidate **will have to apply to reinstate eligibility for one (1) final exam attempt**.

Unsuccessful Fourth* Attempt

If a candidate is unsuccessful in their fourth* and final Exam attempt, they will have exhausted all Exam attempts.

***Exception:** Candidates who reside in Nova Scotia and fail attempts one (1) to three (3) must contact NSRMLS to find out if they can attend/register for a fourth and final Exam attempt. These candidates must attend their second and third attempt (if required) within two (2) years of their first attempt.

Re-Establishing Eligibility to the Exam

Those candidates* who have not taken their fourth and final Exam attempt within the required timeframe may have their final Exam attempt reinstated by applying and paying to Re-establish Exam eligibility. Please contact exam@csmls.org for more information.

For those candidates who have had four (4) unsuccessful Exam attempts (whether failed or missed attempts), and would like to challenge the Exam again may apply to Re-establish Eligibility to the Exam for two more Exam cycles, as follows.

- If their initial MLA eligibility was through an EAP, and they would like to take another full [EQual™ accredited/registered Canadian Medical Laboratory educational program](#), it must be a different EQual™ accredited Canadian medical laboratory educational institution than the one they previously attended.
- If their initial eligibility was through two (2), three (3), four (4), or five (5), they can apply to Re-establish Eligibility to the Exam for two more Exam cycles through a different eligibility route than their first, if applicable. There is a separate application for this process and those interested should contact exam@csmls.org.

The CSMLS does NOT assist candidates with regulator requests or program admission.

***Exception:** Candidates who reside in Nova Scotia and fail attempts one (1) to three (3) must contact NSRMLS to find out if they can attend/register for a fourth and final Exam attempt. These candidates must attend their second and third attempt (if required) within two (2) years of their first attempt.

Registered but Not Eligible for the Exam

Candidates will have their Exam registration cancelled by the Certification office ([see 'Cancellation of Exam Registration' section](#)), if they:

- have not successfully completed their EAP within the deadlines outlined in the [Initial Eligibility Routes](#) section; or
- have not received their CSMLS Eligibility Statement/email; or
- do not have a valid CSMLS Eligibility Statement/email.

There is a **non-refundable processing fee** for all Exam cancellations (see the [CSMLS Dates and Fees webpage](#) under 'Service Fees').

Verification of Eligibility for All Candidates

For candidates in the First Exam Cycle with initial eligibility through an EAP, the Certification office will contact your EAP directly on your behalf to verify your eligibility.

The eligibility of **ALL** Exam candidates is verified by the Certification office a minimum of 14-days prior to the beginning of each Exam session.

If candidates do not meet the eligibility requirements, they will be notified by the Certification office, their Exam registration will be cancelled, they may lose some or all of their registration fee, and may lose one Exam attempt (see “[Cancellations](#)” under the “Loss of Exam Attempts” section and the ‘[Cancellation of Exam Registration](#)’ section).

Candidates who are waiting for exam results ARE NOT to register for another attempt until their Exam results have been released. If they register before their results are released, their registration will be cancelled and they will only receive a partial refund.

There is a **non-refundable processing fee** for all Exam cancellations, whether the candidate requests it or the Certification office performs it due to the candidate being ineligible (see the [CSMLS Dates and Fees webpage](#) under ‘Service Fees’).

Loss of Exam Attempts

A candidate may lose an Exam attempt if they are not present at the Exam session they are expected to attend.

If any candidate fails to attend an exam they have registered for, they may also lose their full Exam fee, depending on when they notify the Certification office (exam@csmls.org).

Cancellations

Cancellation of a registered Exam may result in the loss of this exam attempt and be considered a fail, whether the candidate requests it or the Certification office performs it due to the candidate being ineligible (see the [CSMLS Dates and Fees webpage](#) under ‘Service Fees’).

- Cancelling **less than fourteen (14) days before** the registered Exam session means the candidate will **not** receive a refund.
- Cancelling **fourteen (14) days or more before** the registered Exam session means the candidate will receive a **partial refund**.

There is a **non-refundable cancellation processing fee** which is subject to change without notice (see the [CSMLS Dates and Fees webpage](#) under ‘Service Fees’).

Once a candidate has scheduled an Exam appointment with the testing vendor they **cannot** cancel their Exam date through the testing vendor. These candidates must contact the Certification office (exam@csmls.org) **immediately** to apply for an Exam cancellation (see ‘[Cancellation of Exam Registration](#)’ section). Any candidate that cancels the Exam through the testing vendor will lose all of their Exam fees and may lose that exam attempt.

Candidates who want to cancel their Exam and would like to be considered for an Exam attempt re-instatement, must have official documentation submitted to the Certification office to support this request. Official documentation must be submitted within ten (10) calendar days of submission of the candidate’s Cancellation form. See “[Submitting Official Documents](#)” section for more information about how official documents can be submitted to the Certification office.

These requests are considered on a case-by-case basis and submission of official documentation does not guarantee reinstatement of the cancelled Exam attempt.

Deferrals

Candidates who do not attend the Exam session they have registered for, will have forfeited both their Exam attempt (resulting in a failed attempt) and Exam fees. However, they may apply and pay for an Exam Deferral to be considered for a reinstatement of their Exam attempt.

Candidates who cannot attend the Exam they are expected at, due to circumstances beyond their control ([see 'Extraordinary Circumstances' section](#)) must contact the Certification office (exam@csmls.org) **immediately** to request an Exam Deferral.

Exam Deferral requests due to Extraordinary Circumstances are considered on a case-by-case basis specifically for a reinstatement of the Exam attempt. This will depend on the official documentation proving their deferral request, where required, submitted to the Certification office within the required timelines. These candidates may also receive a transfer of Exam fees to the next Exam session.

Submission of deferral application with fee payment and any required official documents that the Certification office requests, does not guarantee reinstatement of a missed attempt or a transfer of their Exam fee to the next Exam session.

Official documentation may include doctor's notes, the CSMLS Medical Form, death certificates, and/or other documents, as required.

Medical documentation must be current and include a formal diagnosis of the specific illness/disability made by a qualified physician/psychologist, and must be submitted directly to the Certification office by the qualified person on behalf of the candidate.

Routine pregnancy, family obligations, unpreparedness, or financial hardship may not be considered adequate reasons for granting a deferral.



Eligible Non-Residents of Canada

Non-residents of Canada eligible for the Exam will need to:

1. Send in a completed Exam Application by email, mail, or fax (do not apply online).
2. Pay the non-resident Exam fee.

A non-resident of Canada is someone who:

- normally, customarily, or routinely lives in another country and is not considered a resident of Canada; or
- does not have significant residential ties in Canada and lives outside Canada throughout the tax year; or
- stays in Canada for less than 183 days in the tax year.

Candidates will NOT be allowed to write the Exam if false information is given when registering for the Exam.

False information includes providing a Canadian address to avoid paying non-resident Exam fees.

Proof of residency, a copy of a current tax form, or alternative documents may be required to prove Canadian residency. Please contact exam@csmls.org for more information.

Non-Residents of Canada MUST write their exam in person in a physical test center. Non-residents are not to use the remotely proctored testing modality.

If the non-resident candidate does not contact the Certification office before their Eligibility expires, they may not be eligible again, or may have to apply and pay for a CSMLS PLA.



Exam Information

NOTE: If a candidate has unsubscribed from CSMLS emails, they will NOT receive any communications from CSMLS about the exam or their results.

Exam Registration Statement

Registrants must read and complete this section of the Exam application; otherwise, their application will not be accepted.

By signing a manual Exam application or completing the online Exam registration, registrants agree that they have read and will abide by all the policies, procedures, rules, and eligibility requirements outlined in the CSMLS Exam Handbook.

Exam Application Requirements

Exam registrants are required to apply online or by email, fax, or mail.

All Exam registrants are responsible to ensure their Exam application is completed correctly and submitted within the required registration deadlines.

Manual applications must be filled out completely, include the correct Exam fee, and be signed and dated by the applicant. Manual applications can be submitted by email to exam@csmls.org or sent to the Certification office by postal mail or courier, using the CSMLS address.

Postal Mail/Courier Address
Canadian Society for Medical Laboratory Science Attn: Certification Department 33 Wellington St N Hamilton, ON L8R 1M7

Manual applications submitted by postal mail or courier will need to show a postmark or send date before the registration deadline or the application will not be processed. Manual applications submitted (email, postal mail, or courier) after the registration deadline will not be processed; the registrant will be notified by the Certification office with their next steps.

We are not responsible for lost or misdirected registration applications by email/postal mail/courier. We recommend that if a manual application is being submitted by postal mail it should be sent through their tracking system.

Current Exam fees and dates can be found on [our website under 'Dates and Fees'](#) and are subject to change without notice.

Submitting Official Documents

Postal mail or Courier: Official documents are accepted if they are sent directly in an untampered envelope that is sealed and stamped by the institution/organization (this can simply consist of the signature or initials of the person responsible). If these are being couriered to the Certification office, the sealed and stamped envelope must be placed inside the courier package/envelope. Any couriered

documents placed loose inside a courier package/envelope will not be accepted by the Certification office.

If an official document is received without appropriate packaging, the document will not be accepted and the Client must have it resubmitted correctly, delaying the process.

See example in [Figure 1 of Appendix 2](#).

Email: When official documents are submitted by this method, they are only accepted if sent directly by the issuing institution with an institutional email address to pla@csmls.org. Documents will not be accepted if they are emailed from public domain email addresses, such as gmail, yahoo, outlook, etc., regardless if this is all the issuing institution uses. In this case, the documents must be mailed/couriered to the Certification office.

Candidates must make sure the issuing institutions/organizations include the candidate's full name and/or CSMLS ID number on the official documents when they are sent to the Certification office. Also, all official documents must bear the official organizational letterhead and/or stamp or signature of an official representative of the institution/organization.

Exam Testing Accommodations (Disability, Religious, etc.)

Candidates requesting a testing accommodation must NOT register online.

If these candidates register online for an Exam session they will NOT be considered for an accommodation.

The **only purpose** of testing accommodations **is to remove barriers from accessing the exam** so that these candidates can participate equally (equity of access), and allow their Exam results to accurately reflect their competency level as a medical laboratory professional.

NOTE: Providing equity of access to the CSMLS Exam through an accommodation does not guarantee the candidate will perform well or complete the Exam.

The administration of testing accommodations is guided by federal and provincial human rights legislation, CSMLS policies, and professional standards, guidelines, and practices. The goal is to provide reasonable and appropriate accommodations to candidates with disabilities while maintaining the integrity of CSMLS certification, without providing undue hardship to CSMLS.

The CSMLS offers testing accommodations to exam candidates with official documented disabilities that affect mobility, communication, sensory perception, learning, physical or mental health, and other grounds or religious observations, to provide equal access to the exam. Each registrant is considered on a case-by-case basis.

In reviewing testing accommodation requests, the CSMLS must balance the rights of the individual Exam candidate with its mandate to protect the public interest through a fair, secure, valid, and reliable Exam.

The CSMLS has the right to approve or deny requests for testing accommodations, as availability may be limited in test centers, they may not be allowed with remote proctoring, or may cause undue hardship to CSMLS.

If a request is approved, a candidate may be required to take the Exam at a location determined by the Certification office. All related expenses to travel to this test centre will be borne by the candidate. If the candidate cannot travel to the available location, they may apply and pay for a deferral of this Exam attempt to the next Exam session. These requests

will be decided on a case-by-case basis, and may be denied. Deferral payments are non-refundable regardless of the outcome of the CSMLS decision.

Disability Considerations

A diagnosis of a disability does not automatically equate to testing accommodations. To be considered for testing accommodations, candidates must provide evidence of an officially diagnosed condition **with functional limitations** related to their disability(ies) that require modifications to the standard administration of the exam.

The disability must be shown to affect the candidate's ability to access the exam and participate in their daily life to receive access to testing accommodations (acute sickness due to a common ailment, like an infection, flu, cold, etc. are not considered disabilities under any disability legislation in Canada. Please see the [Extraordinary Circumstances Before or On Exam Day](#) section for more information.)

Examples of testing accommodations that may be requested include additional testing time, breaks, and access to assistive equipment, personnel, or personal items (e.g., medication, breast pumps, food, etc.).

Language

Language accommodations are NOT available as candidates are expected to be fluent in English or French.

Candidates must choose one official language to take their Exam in, they will not have access to both English and French Exams. (See [Choice of Language section](#).)

Exam Testing Accommodation Policy and Process

Candidates requesting an Exam accommodation must NOT register online.

If candidates seeking an Exam testing accommodation register online they will NOT be considered for a testing accommodation.

The **deadline to apply** for an Exam accommodation is **the last day BEFORE registration opens** for the desired Exam session. See [our Exam 'Dates and Fees' webpage](#) for these dates.

Late testing accommodation requests **received AFTER registration opens** but **BEFORE the late registration period begins** will be reviewed but may only partially granted or not be granted at all.

Requests received AFTER the late registration period begins or after registration closes will NOT be considered.

Exceptions to this policy will ONLY be considered on a case by case basis for a recent and acute diagnosis (e.g., accidents resulting in broken bones and/or concussions, illness requiring hospitalization, etc.).

Exam candidates seeking testing accommodations are **required to contact the CSMLS** at exam@csmls.org in writing **before an Exam session opens for registration**.

This request **must** include the candidate's:

- CSMLS identification number,
- first and last name,
- what type of accommodation they are seeking,
- what exam they hope to attend.

The CSMLS will then provide the candidate with the appropriate forms and information so that required official documentation can be submitted to prove they require the testing accommodations.

Required **documentation**, including the candidate's testing accommodation(s) request form, the exam registration form, and official documented proof for testing accommodation(s), **received AFTER registration opens** but **BEFORE the late registration period** will be reviewed, and **may not be granted or only be partially granted**.

Required **documentation received AFTER the late registration period begins will NOT be considered for that exam session**.

Exceptions to this policy will ONLY be considered on a case-by-case basis for a recent and acute diagnosis (e.g., accidents resulting in broken bones and/or concussions, illness requiring hospitalization, etc.) that occurs within enough time to apply for, submit documentation, and receive a testing accommodation. See the [Extraordinary Circumstances Before or On Exam Day](#) section.

Once a candidate has made a testing accommodation request, they are encouraged to return the completed forms to the CSMLS as soon as possible. If applying greater than six (6) months in advance of an exam session, candidates must take into consideration the age of their supporting documentation.

This includes the medical form and supplemental documentation (where applicable) which needs to be submitted directly to the CSMLS by your healthcare practitioner. Medical documentation will NOT be accepted if self-submitted.

Requests for Exam testing accommodations will be reviewed by the CSMLS once all the required documents have been received.

Once this review is complete, the CSMLS will communicate with the candidate, by email, regarding the status of their request.

Granted accommodations are valid for one Exam session only.

Candidates must submit a new accommodation application for any future Exam sessions.

Supporting Documentation Requirements for Testing Accommodations

Documentation must be legible, complete, and provided by the appropriate licensed healthcare practitioner(s), or other professional(s) who have specific training, expertise, and experience in the diagnosis and treatments of conditions for which the certification exam accommodation is being requested.

Supporting documentation must not be more than six (6) months old for psychiatric and recent physical disabilities, or five (5) years for long-term disabilities, and three (3) years for all other disabilities (including ADD and ADHD).

Following recommendations from the Government of Canada's "Guide for Assessing Persons with Disabilities" (July 2007, accessed in December 2025), **assessments completed before age 18 are not considered up-to-date if more than three years have passed since the assessment**, as the abilities and skills of individuals are still changing and developing during these years.

Regardless of the age of the documentation, it must reflect the candidate's **current functioning and functional limitations** with regards to the testing accommodation request.

Exam Registration Payments

Exam candidates must submit their full Exam fees in Canadian funds with their Exam application.

Online Exam application payments are made by credit card* only (Mastercard, Visa or AMEX).

Manual Exam application payments can be made by credit card* (Mastercard, Visa or AMEX) or if submitted by postal mail or courier, can also be made using a Canadian cheque or Canadian money order.

*Due to PayPal security restrictions we are unable to accept credit card payments from some countries. If required, contact info@csmls.org for assistance.

Canadian cheques or Canadian money orders are only accepted with paper-applications mailed to the Certification office and are made payable to the “Canadian Society for Medical Laboratory Science” or “CSMLS”. Registrants whose payments by cheques that are returned for insufficient funds will be charged an NSF fee. The Certification office will notify candidates of insufficient funds and their full payment must be received within fifteen (15) days of this notification.

Other methods of payment are not accepted.

Please allow at least five (5) business days for fee processing.

Exam Appointment Scheduling

Once candidates have registered for the Exam, they will receive a CSMLS Exam Registration Confirmation email which provides them with their Exam eligibility ID number, instructions on how and when to schedule their Exam appointment, and a link to the [CSMLS-Prometric webpage](#).

Candidates are responsible for scheduling their exam appointment in one of two (2) testing methods, in-person testing (IPT) or remote proctored testing (RPT), this includes the time, and location (applicable to IPT only). **Candidates may have to wait up to four (4) days** from receiving their CSMLS registration confirmation email **before** trying to schedule their Exam appointment.

Prometric does not have French-speaking proctors for RPT. French-speaking candidates must be willing to check-in for the exam with English-speaking proctors or choose IPT at a Prometric test centre where French-speaking Test Centre Administrators are available. In both cases, the exam questions and exam platform are in French.

Candidates are responsible to ensure their testing time. If a candidate does not attend their scheduled day or time as stated in the appointment confirmation email from Prometric, this can result in a loss of exam fees and a lost attempt.

For those scheduling an IPT Exam appointment, there are various Testing Centre locations across Canada. Space may be limited at some locations and **the Certification office cannot guarantee preferred testing locations and times**. Registering early will help candidates schedule the best testing appointment location and time.

IPT candidates are responsible for finding their own way to the Testing Centre locations and are responsible for parking and any other associated costs.

CSMLS is not responsible for any travel/accommodation arrangements made by candidates.

The CSMLS reserves the right to:

- cancel or not open a testing site if there are fewer than five (5) candidates;
- assign candidates to a testing site; and
- monitor all testing appointments and/or sites.

For those scheduling an RPT Exam appointment, you are directly responsible for ensuring that your system meets the minimal requirements when you schedule. Additionally, CSMLS and Prometric are NOT responsible if you have any technical issues with your equipment and/or internet on Exam day. **Technical issues MUST be brought to the attention of**

Prometric through the chat feature link: go.prometric.com/chat.

If you are unable to challenge your Exam, you will be responsible to contact the Certification office at exam@csmls.org immediately with your CSMLS ID number, full name, what occurred, and the ticket number from Prometric given after you contacted Prometric for technical help through their chat feature. Once your message has been reviewed, you may be offered the chance to apply and pay for a deferral to the next Exam session without a loss of attempt.

Some candidates may be told by the Certification office that their exam **must be** scheduled as an IPT appointment and non-Canadian resident candidates are required to schedule an IPT appointment at a test center. If candidates required to write IPT are found to have scheduled/rescheduled to an RPT appointment, they will receive notification to change their exam back to an IPT appointment at a test centre location of their choosing (see “[Rescheduling an Exam Appointment’s Testing Mode \(IPT or RPT\), Time, or Location](#)” section).

Failure to reschedule to an IPT appointment from an RPT appointment will result in the Certification office rescheduling the candidate’s testing appointment where there is availability or cancelling their exam where there is none, with applicable non-refundable fees withheld.

All associated costs for travel and lodging accommodations will be the responsibility of the candidate. If there is no seat available at that time, the registrant may be allowed to apply and pay for a deferral to the next Exam session, or their attempt will be a missed attempt, considered a fail.

Rescheduling an Exam Appointment’s Testing Mode (IPT or RPT), Time, or Location

DO NOT cancel an Exam appointment on the Prometric system, this is considered a full attempt cancellation and candidates will be charged the applicable cancellation fees (see ‘[Cancellation of Exam Registration](#)’ section) and may lose their exam attempt.

Candidates can ONLY reschedule their exam’s date, time, and/or location within the same Exam session, they cannot reschedule their Exam to a different Exam session. If a candidate does this through the Prometric website, it will be considered an unauthorized cancellation and the candidate will lose their Exam fees and may lose their Exam attempt.

If candidates want to cancel their Exam session, or reschedule to a different session, they must contact the Certification office at exam@csmls.org, please see the ‘[Cancellation of Exam Registration](#)’ and ‘[Loss of Exam Attempts](#)’ sections for more information .

Candidates who want to reschedule the Exam testing mode (switching between IPT and RPT), or the time or location of their Exam appointment only within the same Exam session, may do so while there are alternate Exam appointments available on the Prometric scheduling system. These candidates can go to the [CSMLS-Prometric webpage](#), click ‘Reschedule’, and proceed to enter the correct information.

There may be fees associated with rescheduling the testing mode, time, or location of an Exam appointment. Please see the [CSMLS ‘Service Fees’](#) found at the bottom of the CSMLS Dates and Fees webpage.

International candidates with approval to challenge the MLA exam at one of our international locations must schedule an IPT appointment at a test center.

Some candidates may be told by the Certification office that their exam **must be** scheduled as an IPT appointment and all non-resident candidates are required to schedule an IPT appointment at a test center. If candidates required to write IPT are found to have scheduled/rescheduled to an RPT appointment, they will receive notification to change their

exam back to an IPT appointment at a test centre location of their choosing.

Failure to reschedule to an IPT appointment from an RPT appointment will result in the Certification office rescheduling the candidate's testing appointment where there is availability, or cancellation of their exam where there is none, with applicable non-refundable fees withheld.

All associated costs for travel and lodging accommodations will be the responsibility of the candidate. If there is no seat available at that time, the registrant will be allowed to apply and pay for a deferral to the next Exam session, or their attempt will be a missed attempt, considered a fail.

Exam Day

What to Bring

All candidates must bring valid, non-expired, government-issued photo identification with a signature, e.g. driver's license or passport, please review the webpage "[On Exam Day](#)".

Candidates will NOT be admitted to the Exam without presenting valid, non-expired government issued ID.

Candidate should have both their CSMLS ID and Prometric confirmation numbers. This is especially important for those with an RPT appointment to log on to the testing platform.

NOTE: Identification must have identical first and last names as listed in the registrant's CSMLS account. Middle names are not required for identification to be admitted to an Exam.

Arrival Time for a Testing Appointment

Arrive (IPT)/log on (RPT) at least 30 minutes before the scheduled appointment to allow time for check-in procedures.

The Remote Testing Environment

Candidates with an RPT appointment must write in a room (bathrooms are not appropriate) with four solid walls (no glass walls), a closed door, and all windows must be covered.

Candidates must remove all personal items from the Exam room except:

- a flat surface to place the computer. e.g. table or desk
- a chair (not a couch/sofa or a bed),
- one monitor, one web camera, and microphone (if applicable), these MUST be wired directly to your computer,
- water in a clear colourless container,
- two (2) tissues, and
- government issued photo identification with a signature, e.g. driver's license, passport.

NOTE: Under no circumstance may another person or a pet be present in or enter the Exam room for any part of the Exam, including the check-in process, whether intentional or accidental. If this occurs, the candidate's Exam session may be terminated, their results may be invalidated, and they may lose their attempt.

For more Remote Testing information, see the CSMLS webpage '[Remote Proctoring for Computer-Based Examinations](#)'.

Cancellation of Exam Registration

If registered candidates want to cancel their registration, they must complete and submit the [Request for Exam Cancellation form](#) to the Certification office (exam@csmls.org), at least fourteen (14) days before the Exam date to receive a partial refund of the Exam fee.

Cancelling an Exam attempt may also result in the loss (fail) of that Exam attempt. Please see [‘Loss of Exam Attempts’](#) section for more information.

Candidates are NOT ALLOWED to cancel their Exam on the Prometric website.

Candidates who do this will be charged the applicable cancellation fees (see [‘Cancellation of Exam Registration’](#) section) **and may lose their exam attempt.**

Current CSMLS Cancellation processing fees are found at the bottom of the [CSMLS Dates and Fees webpage](#) under ‘Service Fees’.

Late Arrival or Missed Appointment

Candidates who arrive late, **less than thirty (30) minutes after** the scheduled Exam start time, may NOT be given extra time to finish the Exam.

Those who arrive **more than thirty (30) minutes after** the scheduled Exam start time or who miss their scheduled appointment, for any reason, will be considered a “no-show”. These candidates will forfeit their entire Exam fee and will lose one (1) Exam attempt, which will be considered a failed Exam attempt.

No-show candidates must reapply with the Certification office for a future Exam attempt. Candidates cannot reschedule a missed appointment for another Exam date. Please see [‘Loss of Exam Attempts’](#) section for more information.

If a candidate needs to contact the Certification office, please email exam@csmls.org as soon as possible.

Unforeseen Circumstances

If an Exam is disrupted through circumstances beyond the control of the test provider, such as power failure or extreme weather, the test provider will contact the Certification office about adjusting the timing of the Exam.

DO NOT change your exam appointment at the Test Centre if there is a disruption. Always contact the Certification office at exam@csmls.org first, a candidate IS NOT to reschedule on their own. This is considered a cancellation of an exam attempt by the Exam candidate and candidates who do this will be charged the applicable cancellation fees (see [‘Cancellation of Exam Registration’](#) section) **and may lose their exam attempt.**

Extraordinary Circumstances Before or On Exam Day

On Exam day, if candidates cannot reach the Testing Centre because of circumstances beyond their control or they are ill, they must contact the Certification office **immediately, BEFORE** the Exam begins, if possible. The Certification office can be contacted at exam@csmls.org.

Before Exam day, candidates who are ill or have extraordinary circumstances (including bereavement but excluding routine pregnancy) must contact the Certification office **as soon as possible, BEFORE** the Exam at exam@csmls.org. This includes candidates who are unable to challenge the Exam remotely due to system or internet problems.

During Exam, if a candidate experiences a negative situation or condition that may have

seriously affected their exam performance or ended it prematurely, they must contact the Certification office immediately **AFTER** the occurrence. The Certification office can be contacted at exam@csmls.org. Candidates must provide full details which include at a minimum, the date and time of the occurrence, what occurred, who was involved, what steps were taken to correct the situation (if any), were all questions on the Exam answered, and how the situation has negatively affected their Exam performance.

In addition to the above requirement, candidates writing the Exam at a Test Center must also make a formal complaint at the Test Center **BEFORE** they leave. Candidates writing the Exam through RPT must also submit a detailed email including their confirmation number to the ProProctor team at pro-proctor@prometric.com and exam@csmls.org. These actions must be taken **immediately AFTER** the occurrence.

DO NOT change your exam appointment at the Test Centre if there is a disruption. Always contact the Certification office at exam@csmls.org first. As a candidate IS NOT to reschedule on their own. This is considered a cancellation of an exam attempt by the Exam candidate and candidates who do this will be charged the applicable cancellation fees (see '[Cancellation of Exam Registration](#)' section) and may lose their exam attempt.

If deemed applicable, based on a review of the occurrence, these candidates will receive an Exam Deferral Request form, which may allow these candidates the re-instatement of their Exam attempt, a partial or full refund, or a transfer of their Exam fees to the next Exam date. Candidates must submit the deferral form, with payment of the associated fee, and any evidence requested by CSMLS to support their request.

If the candidate's circumstance occurred ON the day their Exam is scheduled for OR within the Exam session, whichever comes first, the deferral application must be submitted to the Certification office within seven (7) calendar days from notifying the Certification office. Any official documents required by the Certification office to prove the reason for the deferral must be submitted to the Certification office directly by the issuing institution/organization within 10 calendar days from the candidate's notification. See "[Submitting Official Documents](#)" section for more information about how official documents can be submitted to the Certification office.

If the candidate's circumstance occurred BEFORE the Exam date, the deferral form and required official documents must be submitted within 10 calendar days of notifying the Certification office.

Deferral requests are considered on a case-by-case basis and submission of the documents and fee does not guarantee reinstatement of the missed attempt.

Official documentation may include doctor's notes, the CSMLS Medical Form, death certificates, and/or other documents, as required.

Medical documentation must be current and include a formal diagnosis of the specific illness/disability made by a qualified physician/psychologist, and must be submitted directly to the Certification office by the qualified person on behalf of the candidate.

Routine pregnancy, family obligations, or financial hardship may not be considered an "extraordinary circumstance".

Change of Information

Candidates must check their information in their CSMLS account **BEFORE** they register for an Exam and ensure it is up-to-date.

If candidates change their name after Exam registration, notification must be sent to the Certification office in writing as soon as possible using the Change of Name Request form.

This can be found on the '[Exam Forms](#)' webpage. Official supporting documentation must be provided with this form.

All other information (address, telephone number, or email) may be updated through the candidates CSMLS portal.

Choice of Language

Candidates can take the MLA Exam in either English or French but not both.

- Indicate the language required on the application;
- The candidate will ONLY have access to the language indicated on their Exam registration/application form.

French-speaking proctors for RPT are not available. French-speaking candidates must be willing to check in and take the exam with English-speaking proctors. The exam questions and exam platform are in French.

If a change of language is required, the candidate must contact the Certification office (exam@csmls.org) **before Exam registration closes**. A change of language preference **will not be considered after Exam registration closes**.

Exam Service Fees

The CSMLS has several non-refundable processing or service fees that may apply to candidates.

'[Service Fees](#)' are found at the bottom of the [CSMLS Dates and Fees webpage](#).

Discrimination Policy

The CSMLS is committed to providing an Exam process that is free from any type of discrimination, which supports the productivity and dignity of Exam candidates.

Discrimination is unequal treatment on the basis of prohibited grounds which may include age, race, sex, religion/creed, sexual orientation, physical or mental handicap, ancestry, place of origin, colour, ethnic origin, citizenship, marital or family status, and record of offences.



Exam Conduct

Candidate behaviour before, during and after the Exam cannot disturb other candidates or cause them anxiety.

Candidates are required to follow all requirements/instructions from invigilators at a test center or through remote proctoring. Candidates are not to make disruptive comments during the Exam, unnecessarily question Exam items, policies and procedures, or engage in other behaviour that could disturb other candidates at the Exam session or insult the invigilators.

Poor or disruptive behaviour will not be tolerated and may result in removal from the Exam session. If a candidate is removed from the Exam, they will lose that Exam attempt and their Exam registration fees.

Unscheduled Breaks

Unscheduled breaks are not allowed in the RPT environment and can only be taken in the IPT environment, strictly for restroom use ONLY, unless the candidate has a testing accommodation (see “[Exam Testing Accommodations](#)” section).

IPT candidates can take an unscheduled break of up to 10 minutes for the purpose of using the washroom/restroom ONLY. The Exam timer will not stop for the unscheduled break.

IPT candidates taking an unscheduled break MUST NOT access prohibited items during the unscheduled break. This includes, but is not limited to, technology, devices, notes, or food.

IPT candidates MUST receive permission from the invigilator prior to taking an unscheduled break otherwise the Exam will be terminated.

IPT candidates who exceed the permitted 10-minute unscheduled break time limit will have their exam session terminated and will be subject to an investigation.

CSMLS will not authorize these candidates’ return to the Exam for failing to meet the unscheduled break time limit and the attempt may be considered a fail.

All IPT candidates will have to complete the security check-in process again upon return from the unscheduled break before restarting the Exam.

Cheating

Cheating will not be tolerated and will result in removal from the Exam. If a candidate is removed from the Exam, they will lose that Exam attempt and their Exam registration fees.

It is assumed that candidates are writing the Exam in good faith or in an honest attempt to pass the Exam. Any actions or behaviours violating this assumption will be considered “cheating”.

This includes anything that could affect any current or future candidate results. It also includes, but is not limited to, the following examples:

- Non-eligible and non-registered individuals posing as registered and eligible Exam candidates;
- Bringing study materials into the testing room, or any other material that has not been expressly permitted;
- Giving or receiving help during the Exam;
- Engaging in any conduct during the Exam that disturbs or is disrespectful towards other candidates or Exam proctors or Testing Centre staff;
- Removing or trying to remove Exam materials from the Exam site;
- Modification of documents in order to give the false impression of having passed the Exam;
- Any activity that would be considered illegal, such as assault, harassment, or theft.

Actions in the Event of Suspected Cheating

If the IPT or RPT staff suspect that a candidate is cheating, the staff may remove them from the Exam. Suspected cheating will be reported to the Certification office by the testing provider.

The Certification office conducts investigations into all suspected cheating incidents. The candidate will have the opportunity to submit a written response to the suspicion of cheating via regular post or email.

A formal investigation and review process will take place. The candidate may be required to

provide additional information during the investigation and review process.

Once a decision has been made, the candidate will be informed by email. The decision may include, but is not limited to, the following actions:

- Exam is marked as usual;
- Exam candidate receives eligibility to next Exam without charge;
- Exam is not marked and the candidate loses this Exam attempt;
- Exam candidate is permanently banned from writing the Exam;
- Exam candidate faces legal action.

The CSMLS reserves the right to begin an investigation into suspected cheating at any time before, during, or after the Exam is administered.



After the Exam

NOTE: If a candidate has unsubscribed from CSMLS emails, they will NOT receive any communications from CSMLS about the exam or their results.

There are hundreds of CSMLS candidates writing the Exam at each Exam session. All discrepancies and Remote Testing/Training Centre or candidate concerns during the session must be investigated before any Exam can be marked.

The Certification office performs numerous quality assurance checks and analyses Exam and candidate performance statistics based on each Exam question to ensure accuracy. Finally, when quality assurance is complete, we will release Exam results to the candidates and the Canadian provincial regulators, as required.

Candidates must ensure that their CSMLS account is up-to-date with both their:

- current email address
- current residential address (including apartment number, if applicable)

Candidates will not receive notification of the availability of their Exam results on the CSMLS Results Portal or their official Statement of Examination Results (SER) if their email and residential addresses are not current/up-to-date or if they have unsubscribed from CSMLS emails.

If a candidate's information needs to be updated/changed, please follow the instructions found under the '[Change of Information](#)' section.

Candidates who have passed the Exam will only receive results that indicate 'Pass' and the overall Exam pass mark. Unsuccessful candidates will receive both their actual Exam score and the overall Exam pass mark.

The MLA Exam results for Nova Scotia candidates may be shared with the contracted provincial MLA regulator, NSRMLS. This can include the number of Exam attempts a candidate has had.

Exam Results Release

Candidates who are waiting for exam results ARE NOT to register for another attempt until their Exam results have been released. If they register before their results have been released, their registration will be cancelled and they will only receive a partial refund.

The Exam results release dates are indicated on the [Dates and Fees webpage](#). The

Certification office strives to release Exam results within 45-days **after** the last day of the Exam session.

When Exam results are ready, candidates will receive an email indicating they can logon to the CSMLS Results Portal to view their results and can download an unofficial Statement of Exam Result (SER).

Candidates will be required to pay a service fee for official SER copies from the Certification office.

Under no circumstances will Exam results be given out over the phone.

Exam Result Validation Request

Candidates can apply and pay for an Exam Result Validation of their Exam score; however, before Exam results are released, many rigorous quality control and assurance checks are completed to ensure Exam results are accurate. An error in a candidate's Exam result is unlikely.

If a candidate fails the Exam, they complete and submit a [Validation of Individual Exam Score \(VIES\) application](#), paying the required, non-refundable fees.

The VIES application must be received by the Certification office no later than sixty (60) calendar days after the first day of the Exam session with the applicable payment. Once processed, the review can take four (4) to six (6) weeks to complete.

Candidates who have failed their first attempt should register for their second exam attempt before the VIES is complete. It is likely that the next Exam session registration will be closed before the review is complete and these candidates will not be able to register for the next Exam session, should the VIES be unfavourable.

CSMLS Certificants

If candidates pass the Exam, they will receive an invitation to become a professional member of the CSMLS. For information on the benefits of CSMLS membership, please visit the CSMLS website under the '[Become a Member](#)' tab.

CSMLS Certificates are only allowed to be held by CSMLS professional members in good standing.

For a limited time, the CSMLS Certificate is free with paid professional membership (approximately 2 months after the last Exam date in that session) once certification is achieved.

Applying for CSMLS Membership can be done through the CSMLS Exam Results Portal, by reinstating through their CSMLS account or by contacting memserv@csmls.org.

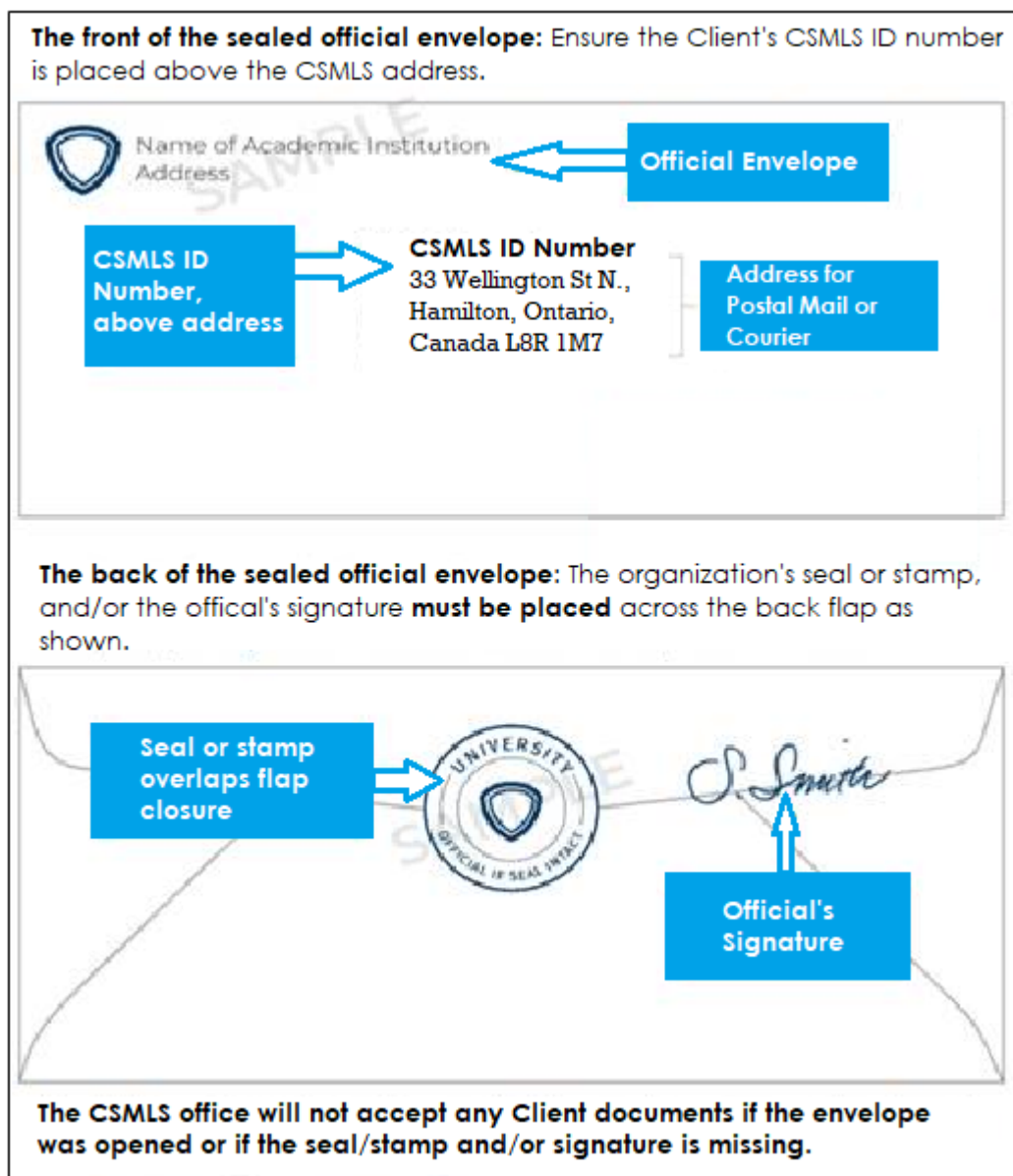
The CSMLS certificate will be sent after CSMLS professional membership payment has been processed, usually within five to six (5-6) weeks.

Holding a certificate is a privilege of professional CSMLS membership. If membership is not renewed, the CSMLS certificate must be returned to the CSMLS, as written in the CSMLS bylaws.

For any questions about membership, candidates may contact the Membership office at memserv@csmls.org.

Appendix 1: Example of Official Envelope Requirements

Figure 1. Sealed Official Envelope Requirements



Appendix 2: Exam Format

The following Multiple-Choice Question rules apply to all Exams:

- ONE answer is acceptable – choose the BEST one
- ONE mark will be allotted for each correct answer
- NO choices with – a & b, c & d, all of the above, or none of the above
- All Exams may include validation questions

Length of Exam	Number of Questions	Type of Questions
2 hours total 10 minutes in the introduction section 103 minutes in the exam content section	115	<ul style="list-style-type: none">• Multiple-choice questions• Images may be included

Appendix 3: Exam Testing Rules

CSMLS Exam Testing Rules

By participating in the CSMLS competency-based Exam, the candidate agrees to the following rules:

- The Exam and its contents are the exclusive property of the CSMLS
 - The content of the Exam is to be kept confidential by the candidate as it has been made available to the candidate solely for the purpose of assessing minimal entry-level competency in the medical laboratory profession
 - Candidates are **expressly prohibited from memorizing, discussing, recording, copying, reproducing, disclosing, publishing, or transmitting this examination or any question or answer, in whole or in part, in any form, or by any means, verbal or written, electronic or mechanical, for any purpose**
- The candidate will not be allowed entry to the Exam without valid, government issued photo ID;
- The candidate must sign into the Exam session and go through a security check, **plan to arrive early**;
- The candidate must not bring in items, like pens, pencils, highlighters, pencil cases, gum, food, beverages (exception: water in a clear colourless container), cell phones, textbooks, notes, personal digital assistants (PDAs), pagers, eyeglasses with an embedded camera, watches, or any devices with Bluetooth capability into the Exam room. Failure to do so may result in removal from the Exam and an Exam attempt loss;
- The candidate will not be allowed to wear a hat or coat during the Exam, but can wear a sweater or hoodie without pockets;
- All items, including purses and backpacks, must be left outside of the Exam room. For IPT there may be lockers provided by the Testing Centre;
- The candidate and their personal items may be subject to a search at any time by testing staff;
- The candidate must accept the Exam Security Agreement before beginning the Exam, please read carefully. **The candidate will NOT be able to begin the Exam if they do not accept this**;
- Once in the Exam room, talking out loud is not permitted;
- If the candidate is found using notes or reference material of any kind, they will be sent out of the Exam immediately, their Exam will not be marked, they may lose their Exam fees and their Exam attempt, they may be barred from taking the Exam again, or be issued a combination of these outcomes;
- The candidate is constantly supervised at each Exam session and is subject to video surveillance;
- If the candidate arrives more than 30 minutes late, they will not be allowed into the Exam and which may result in a loss of their Exam attempt;
- Use of the washroom during the Exam is considered an unscheduled break and the countdown timer on the Exam will not stop. Candidates will have to sign out of and into the Exam room with the testing staff, and they will be subject to another security check;
- The candidate's computer will lock them out of the Exam automatically when the Exam timer has run out.

Appendix 4: How the Exam is Scored

The pass mark is established individually for each Exam; therefore, the success criteria will be different for each Exam.

Each Exam pass mark is the total percentage score that a candidate must reach to pass. Anyone who achieves this mark passes the Exam, and there is no limit to the number of candidates who can pass.

The pass mark, which is set by the Angoff method, varies from Exam to Exam depending on the difficulty of that particular Exam. The CSMLS uses the legally defensible Double Modified Angoff Process that requires demographically selected expert judges to discuss the issues involved in determining a pass mark and to evaluate the Exam by using a well-defined and rational procedure.

The purpose of the Angoff process is to determine the pass mark (also known as the cut score) required to identify a **minimally competent** MLA for each Exam used in a particular Exam session. Determination of an appropriate pass mark is essential to the effectiveness of the process.

In this process, the Exams have been reviewed and accepted by the MLA Exam Panel (a voluntary panel of industry experts with geographical representation from across Canada) first. Then another group of volunteers (i.e., experts in the field of practice), trained by the Certification office to be Angoff judges, set the pass mark for each Exam form.

The pass mark determination is a judgment made by the Angoff judges, arrived at through a rational discussion of the field of practice and an awareness of the consequences involved when making a decision that affects future practitioners. This sets the standard of performance on which decisions will be made about an individual's level of competence in an MLA's field of practice through the use of a particular Exam form. Additional Exam structure information can be found on our website under '[Exam Structure](#)'.

If candidates pass the Exam, they will receive an invitation to become a certified member of the CSMLS. For information on the benefits of CSMLS membership, please see the website under '[Become a Member](#)'.