



Register on-line at [www.csmls.org/CE](http://www.csmls.org/CE) or by printing and submitting these completed forms

## PROFESSIONAL CONTINUING EDUCATION REGISTRATION FORM

CSMLS # \_\_\_\_\_

**Name** (please print) \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

**E-mail address** \_\_\_\_\_

Please indicate the course(s) in which you wish to register (include starting dates):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** 1) *If you are registering in a course that requires either a slide deposit or textbook, be sure to include the additional fee*

2) *A signed Academic Dishonesty Policy **MUST** accompany the registration for EACH course*

3) **CHEQUE, PURCHASE ORDER OR CREDIT CARD # MUST ACCOMPANY APPLICATION**

Total amount \$ \_\_\_\_\_ Cheque  Purchase order #  MasterCard  Visa

Credit card # \_\_\_\_\_ Expiry date \_\_\_\_\_

SIGNATURE \_\_\_\_\_ Telephone # \_\_\_\_\_

This is my first CSMLS home study course. Yes  No

<b>Mail or Fax to:</b> Canadian Society for Medical Laboratory Science PO Box 2830 LCD 1 Hamilton ON L8N 3N8	<b>Telephone:</b> (905) 528-8642 ext. 13 <b>Email:</b> coned@csmls.org <b>Fax:</b> (905)528-4968
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### FOR CSMLS USE ONLY:

Date rec'd: \_\_\_\_\_ Ack.: \_\_\_\_\_

Fee rec'd: \_\_\_\_\_ Course mailed: \_\_\_\_\_

Policy rec'd per course: \_\_\_\_\_

# CSMLS Academic Dishonesty Policy Continuing Education

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**CSMLS course registrants must accept the terms and conditions of the policy.  
Failure to do so will result in a grade of zero.**

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## ***Preamble***

The CSMLS is committed to promoting the high ethical and professional values practised by our members throughout Canada and the world. One of the four cornerstones upon which these values are built is integrity. Engaging in academic dishonesty contravenes the CSMLS Code of Professional Conduct and the Standards of Practice, and undermines the integrity of the profession.

## ***Policy***

The CSMLS Board of Directors takes the issue of academic dishonesty very seriously. Anyone who engages in academic dishonesty while taking a CSMLS continuing education course may be subject to sanction including, but not limited to:

- Issuing of a failing grade
- Barring the individual from taking CSMLS continuing education courses for a period of 12 consecutive months.
- Reporting of the sanction to a Regulatory Body (where applicable)
- Applying further disciplinary action in compliance with the CSMLS By-laws

## ***Definition***

Academic dishonesty occurs when a course registrant (student) knowingly and deliberately seeks to obtain an unfair advantage for him/herself or another person on an assignment, test or examination.

Here are some examples of academic dishonesty:

- Copying homework assignments from another student
- Copying or allowing someone else to copy from your work during an examination
- Submitting an assignment prepared by someone else
- Unacknowledged use of information or ideas (Plagiarism)
- Working with another student on a take-home test or assignment without prior consent of the instructor.
- Falsifying or altering data
- Looking at notes, books or other written material during an examination without prior consent of the instructor
- Selling your work to another person who intends to submit it as their own
- Obtaining examination questions through theft, bribery, collusion or purchase

This list is not comprehensive. If you are ever in doubt as to whether a particular act constitutes academic dishonesty, you should contact the CSMLS Director of Educational Development.

The CSMLS reserves the right to require any assignment be electronically checked for plagiarism.

Signing this document indicates that you understand and agree to abide by the terms of this policy.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Please print)

Course name: \_\_\_\_\_ Date: \_\_\_\_\_

# CSMLS Academic Dishonesty Process Map

