CSMLS ⬤ SCSLM

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

RULES AND REGULATIONS

CERTIFICATE OF CONTINUING PROFESSIONAL STUDIES

Canadian Society for Medical Laboratory Science

March 2021

Foreword

Congratulations on your decision to become a part of continuing professional development!

The certificate of Continuing Professional Studies (CPS) provides formal recognition of expanded and advanced knowledge and skills gained after your initial certification and through continuing education. The CPS recognizes either general or specialized advancement making it both a flexible and feasible strategy to meet individual professional and career goals. A CPS *general option* shows advancement in a broad scope; a CPS *speciality or sub-specialty option* demonstrates advanced knowledge and skills in specific disciplines or areas of study.

The CSMLS firmly believes that this flexibility reflects the ever changing ways in which medical laboratory science is practised. The CPS program continues to be relevant as the dramatic and far reaching changes in technology and delivery of health care impact the laboratory community.

The CPS certificate is awarded for successful completion of advanced-level continuing education courses that add up to a total of 15 credits. CPS credits are based on a system where, when certain conditions are met, 15 hours of advanced laboratory study or laboratory-related study equals 1 credit. For more information on CPS credits please refer to the CSMLS Course Assessment Handbook, found on the Professional Developement page of www.csmls.org.

The CPS program **does not** have a work experience requirement. Many university courses are eligible for CPS credits.

You may elect to pursue a certificate of Continuing Professional Studies to meet immediate or future career goals. Whatever your strategy for planning your future, it is our belief that the CPS program presents a valuable avenue and resource for your career journey.

We would like to wish you the best with all your educational endeavours.

Learning Services

Frequently Asked Questions (FAQ's)

Q   **What will a CPS certificate do for me?**

A   This certificate recognizes the additional knowledge and skills you have obtained by pursuing advanced professional studies. This formal acknowledgement may help you perform your existing responsibilities better as well as make you more eligible for promotion or for a position in a specialized area.

Q   **Will a CPS certificate help me keep my job?**

A   While there are no guarantees, this added knowledge could give you a competitive edge in the job market.

Q   **Will my employer recognize my CPS certificate?**

A   Employers are informed about the CPS program. CSMLS certification is widely recognized and we believe the CPS certificate is gaining importance and acceptance in the laboratory community.

Q   **Do I have to be employed in order to pursue a CPS certificate?**

A   No, this program **does not** require a work experience component or current employment.

Q   **Can I do CPS in management? In education?**

A   Yes, provided that at least ten (10) of your CPS credits are for appropriate courses.

Q   **What about highly specialized areas such as coagulation or transplantation immunology?**

A   The CPS is a flexible strategy to meet individual professional goals in specialty or sub-specialty areas. The course requirements are not pre-set, meaning your CPS can accommodate your specific interests.

Q   **I already have my ART. What will CPS do for me?**

A   Even if you have your ART, you will benefit from obtaining a CPS certificate in a related specialty or sub-specialty, in management, or in a leading-edge technology.

Q   **I took a course two years ago. How do I know if it meets the criteria for CPS credit?**

A   The course may have already been assessed for CPS credit. Contact Learning Services for the list of approved courses, or look for it on the Professional Development Resources and Policies page of www.csmls.org. If the course has not been assessed, it can be submitted. Courses that are at least 5 hours in length, have a formal evaluation of student learning with pass/fail, have at least 60% of the content at the advanced level are eligible. The Course Assessment Handbook, with application, is also on the Learning Resources and Policies page.

Q   **What are the costs associated with CPS?**

A   The greatest cost will be for the courses you take to get the required credits for a CPS certificate and they vary depending on where the courses are offered. The cost for CSMLS to verify your credits and issue your certificate and special pin is $75.00.

Q   **Should I work for a CPS certificate or enrol in a university course?**

A   Why not do both! Many university courses can be used for a CPS certificate.

Q   **Is there a time limit on courses for CPS?**

A   Yes, courses for a CPS certificate must have been taken within the previous ten (10) years.

Q   **I'm a CSMLS Medical Laboratory Assistant. Can I apply for a CPS?**

A   Sorry, the Certificate of Professional Studies only applies to certified Medical Laboratory Technologists. However, you are eligible to apply for a PEP certificate. See the PEP Rules and Regulations for more information on that Professional Recognition Program.

Eligibility

All CPS candidates must be certified members in good standing with the CSMLS.

CPS Requirements

To obtain a CPS certificate, candidates must have earned 15 credits for acceptable continuing education courses taken within the last ten (10) years. Courses must be related to clinical laboratory science, except that a maximum of three credits may be obtained for elective courses, e.g., humanities. Examples of relevant humanities are psychology, sociology, organizational behaviour. Management courses can qualify as related courses, electives or even as a specialty area. Computer courses would be considered related courses. Topics such as economics could be submitted as electives. For more information, please see the Course Assessment Handbook.

There is no work experience component required for a CPS, nor is it necessary to be employed.

1.   **CPS general option**

	Minimum	Maximum
Clinical laboratory science	12 credits	15 credits
Other related courses	No minimum	5 credits
Electives (humanities, etc.)	No minimum	<u>3 credits</u>
		Total 15 credits

2.   **CPS specialty option**

	Minimum	Maximum
Specialty or subspecialty courses	10 credits	15 credits
Electives	No minimum	3 credits
Other related courses	No minimum	<u>5 credits</u>
		Total 15 credits

Specialty or Subspecialty

A specialty certificate can be obtained in any of the current established laboratory disciplines or in management or education. A subspecialty can be broad, e.g., coagulation, or fairly narrow. There is no predetermined list of subspecialties; you can adapt the CPS to match your unique professional development goals.

Eligibility of Courses

To be eligible for CPS credits, at least 60% of course content must be beyond the scope of the current CSMLS competency profiles and there must be a formal evaluation of student learning (including pass/fail).   Course topics must be medical laboratory, or medical laboratory-related. The CSMLS office maintains information on courses that have been evaluated and have received

CPS credits; this is available at www.csmls.org on the Professional Development Resources and Policies page.

Credit may be obtained for courses that have not been evaluated by the CSMLS by submitting detailed information on the course. Evaluation is only feasible if sufficient detail is available to assess the level of the course content and the evaluation of student learning. The Course Assessment Handbook provides more information and is available on our website (www.csmls.org)

Application Procedure

Application for a certificate of Continuing Professional Studies may be made once you have accumulated 15 credits. If you have taken a course which has not been evaluated for credits by CSMLS, submit it for evaluation before sending in your CPS application.

Complete the CPS application form, including details of courses taken and the credit assigned. A transcript or other proof of successful completion (pass) must be submitted for each course. Candidates must specify whether they are applying for a general or specialty option CPS and must indicate the specialty or subspecialty.

There is no CSMLS examination involved, since each course must have its own formal evaluation of student learning with pass or fail indicated in order to qualify for CPS credits.

Courses

If the course has been evaluated by the CSMLS and awarded CPS credits, fill in the CSMLS file # etc. on the course listing. An assessed course list, with information on courses that have been given CPS credit, is available on the CSMLS website. If a course is not listed, you may wish to check with Learning Services whether it has been submitted by the provider.

If a course has not been submitted for CSMLS evaluation, send details of course objectives and content, lecture hours, lab hours, a copy of any assignment questions/instructions and the final exam or other learning assessment. See the Course Assessment Handbook for more information. This handbook and the application form are available at www.csmls.org.

Transcripts

Original transcripts or other documents verifying successful completion (pass) of each course must be enclosed.

If the originals are difficult or impossible to replace you may submit photocopies; however each photocopy must be signed by your Director or Administrator verifying that it is a *true copy*. Please have your signatory include job title with signature.

Fees

The CPS fee is $75.00. This covers processing the application and evaluation of courses as well as the special certificate and pin that are awarded to CPS recipients.

Announcements

In order to obtain greater recognition for CPS recipients within their institution or work environment, a letter announcing the achievement will be sent to the laboratory director or manager and to senior administration where applicable. A brief announcement, suitable for publication in a hospital newsletter or community newspaper, will be available. Applicants are asked to provide the appropriate names and titles with the application.

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Application for CPS Certificate

Name: _____   **CSMLS ID #** ☐☐☐☐☐☐☐

(print your name as you wish it to appear on your certificate)

CSMLS certification   Initial ☐   ART ☐   FCSMLS ☐

Home Address:

_____

_____

_____

Contact Information:

	Home	Work
Phone		
Email		

Employment Information (It is not necessary to be employed to apply for a CPS)

Employer _____

Work Address _____

Application

I wish to apply for a certificate of Continuing Professional Studies (CPS).

Option: ☐ General   ☐ Specialty or subspecialty (Please specify) _____

I have enclosed original documents verifying that I successfully completed all courses listed.

The fee of $75 accompanies this application.

Payment Method: ☐ Cheque   ☐ MasterCard   ☐ Visa   ☐ Amex

Credit Card #: _____   Expiry Date: _____

Cardholder Name: _____   Signature: _____

☐M ☐M ☐D ☐D ☐Y ☐Y

FOR CSMLS USE	
Date received:	Membership status:
Fee:	Approved:
Transcripts & credits checked:	Pin,certificate & announcements sent:

March 2021

Announcement Information

<table>
<tr><td colspan="2">1.   Laboratory Director/Manager</td></tr>
<tr><td>Name:</td><td></td></tr>
<tr><td>Title:</td><td></td></tr>
<tr><td>Mailing Address:</td><td></td></tr>
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<tr><td colspan="2">2.   Senior Administration (e.g., Hospital CEO or VP/Director responsible for the laboratory)</td></tr>
<tr><td>Name:</td><td></td></tr>
<tr><td>Title:</td><td></td></tr>
<tr><td>Mailing Address:</td><td></td></tr>
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3. I would like a publication announcement sent to:

- ❑ me
- ❑ my name being displayed/published publicly by CSMLS
- ❑ the person named below

<table>
<tr><td>Name:</td><td></td></tr>
<tr><td>Title:</td><td></td></tr>
<tr><td>Mailing Address:</td><td></td></tr>
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4. I would like my provincial organization/regulatory body to be informed that I have achieved my CPS certificate.

☐ No ☐ Yes Provincial organization/regulatory body _____

List of Completed Courses

☐☐☐☐☐☐☐

Provider: _____

_____

_____

CSMLS file # _____ - _____

    Topic Code: _____

    Year Taken: _____   Credits: _____

Course Name: _____

_____

_____

Type of Course:

  Specialty   ☐   Elective   ☐

  General MLS   ☐   Other   ☐

Provider: _____

_____

_____

CSMLS file # _____ - _____

    Topic Code: _____

    Year Taken: _____   Credits: _____

Course Name: _____

_____

_____

Type of Course:

  Specialty   ☐   Elective   ☐

  General MLS   ☐   Other   ☐

Provider: _____

_____

_____

CSMLS file # _____ - _____

    Topic Code: _____

    Year Taken: _____   Credits: _____

Course Name: _____

_____

_____

Type of Course:

  Specialty   ☐   Elective   ☐

  General MLS   ☐   Other   ☐

Provider: _____

_____

_____

CSMLS file # _____ - _____

    Topic Code: _____

    Year Taken: _____   Credits: _____

Course Name: _____

_____

_____

Type of Course:

  Specialty   ☐   Elective   ☐

  General MLS   ☐   Other   ☐

List of Completed Courses

Provider: _____

_____

_____

CSMLS file # _____ - _____

Topic Code: _____

Year Taken: _____   Credits: _____

Course Name: _____

_____

_____

Type of Course:

Specialty ☐   Elective ☐

General MLS ☐   Other ☐

Provider: _____

_____

_____

CSMLS file # _____ - _____

Topic Code: _____

Year Taken: _____   Credits: _____

Course Name: _____

_____

_____

Type of Course:

Specialty ☐   Elective ☐

General MLS ☐   Other ☐

Provider: _____

_____

_____

CSMLS file # _____ - _____

Topic Code: _____

Year Taken: _____   Credits: _____

Course Name: _____

_____

_____

Type of Course:

Specialty ☐   Elective ☐

General MLS ☐   Other ☐

Provider: _____

_____

_____

CSMLS file # _____ - _____

Topic Code: _____

Year Taken: _____   Credits: _____

Course Name: _____

_____

_____

Type of Course:

Specialty ☐   Elective ☐

General MLS ☐   Other ☐