



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

Information Handbook

Prior Learning Assessment

2012

Policy changes may occur from time to time. We will post any changes on our website.

You are responsible for making sure you have the current version.

Check the CSMLS website for updates.

www.csmls.org

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General Information

Eligibility to write the CSMLS Examination

To work in Canada as a medical laboratory technologist (MLT) you must pass the exam. There are **two** ways you can become eligible to write the exam:

Option A	Option B
Successfully complete a Canadian Medical Association (CMA), accredited MLT education program.	Be declared equivalent through the CSMLS PLA process and meet our language requirement.

CSMLS MLT Certification

The CSMLS Prior Learning Assessment (PLA) program is available for general medical laboratory technology, clinical genetics or diagnostic cytology. The application process is the same for all of those assessments.

General Medical Laboratory Technologists must be competent in five disciplines: clinical chemistry, clinical microbiology, hematology, histotechnology (histopathology), and transfusion science (transfusion medicine, blood banking).

Clinical Genetics Technologists must be competent in both cytogenetics & molecular genetics.

Diagnostic Cytology Technologists must be competent in both gynaecological & non-gynaecological analysis.

Is the Prior Learning Assessment (PLA) process right for you?

Complete the **Personal Competency Rating Booklet (PCRB)** to decide if a PLA is right for you. Use the PCRB to rate and compare your experience to the Competency Profile. Be sure to send us your completed PCRB with your PLA application. Locate the PCRB on our website. www.csmls.org/pla

And, complete the **PLA Online Self Assessment (OSA)**. We recommend that you complete it **before** you apply for PLA. Access the PLA OSA at <http://csmls.protraining.com/index.cfm>

This test will help you identify knowledge gaps and give you valuable information to help you decide whether to pursue Canadian certification. If you choose to apply for PLA you are required to complete the OSA.

Your OSA score and technical report are for your information only and CSMLS will not use them to decide your PLA result. However, if you have little or no experience or education in **more than one** discipline (clinical chemistry, clinical microbiology, hematology, histotechnology or transfusion science), then you will not be able to qualify for the CSMLS exam through PLA.

If you decide that PLA is **not** right for you, we recommend you investigate other professional opportunities:

- Complete a CMA accredited MLT training program
- Consider CSMLS Certification as a MLA
- Research opportunities in the Biotechnology field (visit www.biotalent.ca for more information).

Have you Read the Competency Profile?

The competency profiles outline what is expected of an entry-level technologist. When you apply to the PLA process we review your education and experience to determine if you are equivalent to the competency profile. Exam development is based on the Competency Profile.

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

CSMLS Prior Learning Assessment

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

There are **two stages** in the PLA process:

- **Stage 1: Pre-assessment**
Starts when you apply for a PLA and ends when we have received all of your required documents.
- **Stage 2: Post-assessment**
Your post-assessment starts when we send your technical report to you.

Stage I: Pre-Assessment

Stage I: Pre-Assessment has three parts:

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

Read this handbook carefully before sending your application.

1. PLA Application and Fee

Complete the PLA Application at the back of this handbook.

The application fee is \$1000 (Cdn) per assessment (non-refundable).

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

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

2. Supporting Documents

You can find the list of the documents required on the “Required Documentation Checklist”. You must contact your educational institutions and employers to ask that they send the required documents directly to us.

We will send you an email when we receive your documents. If you would like us to update you on the status of your file, send a request by email to pla@csmls.org.

Translation Policy

Have your documents sent to us in English or French. If we receive your documents in a language other than English or French, we will send a copy to you so that you can have them translated by a Canadian-certified translator. Make sure that the copy we send to you is returned together with the official translation.

3. Assessment

When the CSMLS has received all of your required documentation, your PLA file will be forwarded to the assessment team for review. The assessment team will review your documentation to compare your experience to the competency profile. Once the review is completed, a technical report will be sent to you in the mail. It may take up to 6 weeks to complete your assessment.

Supporting Documents

Credential Evaluation (ICES/WES)

We require a credential evaluation for **all** of your medical laboratory technology education. We will only accept credential evaluations that are sent directly from ICES or WES.

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

We accept the following credential evaluations:

International Credential Evaluation Service (ICES)

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

3700 Willingdon Ave
Burnaby, BC, Canada, V5G 3H2

ICES Telephone: (604) 432-8800
Fax: (604) 431-3382

Email: icesinfo@bcit.ca
Website: www.bcit.ca/ices

World Education Services, Canada (WES)

You must ask that the report include the **language(s) of instruction**.

We will accept **WES Course-by-course** (detailed) evaluation or a **WES ICAP** evaluation: If we receive verified copies of your transcripts with your WES ICAP report, you do not need to request a second set of transcripts from your education institution.

45 Charles St E, Ste 700
Toronto, ON, Canada, M4Y 1S2

WES Telephone: (416) 972-0070
Toll Free: (866) 343-0070
Fax: (416) 972-9004

Email: inquiryca@wes.org
Website: www.wes.org/ca

Language Proficiency Requirement

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

Was your education in English or French?

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

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

If your program of study was in more than one language, you must verify that your MLT instruction was in English or French.

The CSMLS has a two stage language proficiency requirement

If you need a language proficiency test, the issuing institution must send your test results directly to us.

Stage One: Technical Report

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

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

Stage Two: Equivalent and Eligible to Exam

You must meet these requirements to be eligible to write the exam

Test Section	TOEFL iBT	IELTS – AC	IELTS – GT	CanTest	MELA*
Listening	20	7.0	7.0	4.0	8
Reading	22	7.0	7.0	4.0	7
Writing	22	7.0	7.0	4.0	7
Speaking	24	7.0	7.0	4.0	8
Overall/Total	88	7.0	7.0	4.0	–

Medical Laboratory Technology Education

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

i. Official Educational Transcripts

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

ii. Course Outlines/Syllabus of Studies

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

Clinical Education (Practical Internship)

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

The official letter must include:

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

Include a complete list of all tests performed if you completed your clinical education within the last five years.

Continuing Education

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

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

Professional Development

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

Professional Certification

If you have received professional certification/licensure in medical laboratory technology from another country, contact your professional certification association and ask them to send proof of your professional certification.

Work Experience

An official representative from the laboratories where you worked within the last five years must send a letter directly to us describing your work experience as an MLT.

Official letters must:

- be printed on official letterhead
- be signed by the official representative of the laboratory
- include your dates of employment
- include department rotation if you worked in more than one department
- include the list of tests you performed
- include the equipment/methods you used to perform these tests
- include the frequency of testing (for example, daily or weekly)
- include the number of samples you processed on a weekly basis

Personal Competency Rating Booklet (PCRB)

Complete the PCRB to decide if PLA is right for you.

Use PCRB to rate and compare your experience to the Competency Profile.

Locate the PCRB on our website. www.csmls.org/pla

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

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

Online Self Assessment (OSA) - for General MLTs only

We recommend that you complete the OSA **before you apply for PLA** to help you decide if the PLA process is right for you. It will help you identify your strengths and weaknesses compared to the Canadian standard.

Read this Section Carefully Before You Purchase the OSA

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

There is **no minimum passing score** – the results are for your information only and CSMLS will not use them in your assessment.

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

How to Submit Proof of OSA Completion to CSMLS

- If you complete the OSA **before** you apply for PLA, record your OSA username on your PLA application so that CSMLS can confirm that you have completed it
- If you complete the OSA **after** you have applied for PLA, send an email to pla@csmls.org including the following information:
 - “OSA Complete” in the subject line of the email
 - Your full name
 - Your OSA username (this is the account username you set up to access the exam)
 - Your CSMLS reference number

Assessment

When the CSMLS has received all of your required documentation, the PLA file will be forwarded to the assessment team for review. The assessment team will review your documentation to assess your experience. Once the review is completed, a technical report will be sent to you in the mail. It may take up to 6 weeks to complete your assessment.

Detailed Documentation Required Check List

- Credential Evaluation:** The issuing credential evaluation service must send your evaluation directly to the CSMLS.
- Language Proficiency (if required):** The issuing institution must send your test results directly to the CSMLS.
- MLT Education:** Your educational institution(s) must send these documents directly to the CSMLS.
 - Official Educational Transcripts**
 - Course Outlines/Syllabus of Studies**
- Clinical Education (practical internship):** An official representative from your educational institution or laboratory must send documentation directly to the CSMLS
- Other Academic Education (if applicable):** Your educational institutions must send official transcripts and course outlines directly to the CSMLS.
- Continuing Education (if applicable):** Your educational institutions must send official transcripts and course outlines directly to the CSMLS.
- Professional Development (if applicable):** For seminars and workshops, you may submit copies of your certificates.
- Professional Certification (if applicable):** Your professional certification association must send proof of your professional certification and status.
- Work Experience:** Each of your **employing institutions** must send a detailed letter describing your work experience directly to the CSMLS.
- Personal Competency Rating Booklet:** You must send the original to the CSMLS.
- Online Self Assessment:** You must create an account online and complete the online self assessment. Once it is complete, you must forward your account username to the CSMLS.

Stage II: Post-Assessment

Technical Report

Once your PLA is complete, we will mail your technical report to you. Your technical report will indicate your next steps.

Your technical report will show one of three results:

1. You are **equivalent** to the Competency Profile and eligible to write both the MLT and MLA exams.
2. You are **not equivalent** to the MLT Competency Profile and you must complete a **Learning Plan** to be eligible to write the MLT exam. You may be granted eligibility to the MLA exam if you are required to complete a learning plan with Refresher or Subject Specific Gaps only. MLA exam eligibility will not be granted to individuals who require a Comprehensive Gap Learning Plan.
3. You are **not equivalent** and you must complete a full-time, CMA accredited MLT training program to be eligible to write the exam or consider other professional options. Investigate opportunities in Biotechnology (visit www.biotalent.ca for more information).

Learning Plans

You must successfully complete a **learning plan** to fulfill the gaps identified in your technical report before you will be deemed eligible to write the MLT exam.

Refresher Gaps:

A refresher gap is when you have not practised a discipline within the last five years, for example, clinical chemistry, clinical microbiology, hematology, histotechnology or transfusion science. You will need to take a course to bring you up to date with current Canadian practice.

Subject Specific Gaps:

A subject specific gap is when you have not practised a part of a discipline within the last five years, for example, you may be asked to complete a subject specific refresher course in Toxicology (part of Clinical Chemistry).

Comprehensive Gap:

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

Technical reports are valid for two (2) years.

Eligibility Statement

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

Eligibility Statements are valid for 12 months after your initial eligible examination date. (This date is provided on your PLA report.) This allows you three (3) **consecutive attempts** within twelve (12) months to pass the exam. Exam sessions are held in February, June and October. The Exam Handbook is located on our website.

Learning Plan Policy

You are required to complete a learning plan to qualify for the CSMLS Certification Exam. Your learning plan will address gaps in your knowledge identified in your PLA Technical Report. You have up to **two (2) years** to complete your learning plan. If you are unable to complete your Learning Plan by your deadline date, you may be required to complete more course work and/or pay additional fees. You can locate the application form on our website. www.csmls.org

Refresher & Comprehensive Courses

Find lists of courses you can take to complete your learning plan on our website.

www.csmls.org/Certification/Certification-Process/Learning-Plans

For every subject, you can choose from more than one course. You only need to choose one course for each subject. The courses are offered in a variety of formats, with different start and end dates, costs, and methods of evaluation.

Refresher Gaps – General Refresher Gaps

If your PLA requires you to take refresher courses in microbiology, clinical chemistry, hematology, transfusion science and histotechnology, you can choose your courses from the **List of Approved General Refresher Courses** on our website.

Example: If you must take a refresher course in histotechnology:

- Go to the list of approved general refresher courses on our website
- Find the listings for histotechnology

Refresher Gaps – Subject Specific Gaps

If your Prior Learning Assessment requires you to take subject-specific refresher courses, you can choose your courses from the **List of Approved Subject Specific Courses** on our website.

Example: If you must take a “subject specific” refresher course in histotechnology – “special stains”:

- Go to the list of approved subject specific courses on our website
- Find the listings for histotechnology – “special stains”

Comprehensive Gap

If your Prior Learning Assessment requires you to take a comprehensive course, you can choose your course from the **List of Approved Comprehensive Courses** on our website.

Example: If you must take a comprehensive course in histotechnology:

- Go to the list of approved comprehensive courses on our website
- Find the course listings for histotechnology - comprehensive

Other Ways to Complete Your Learning Plan

Courses Not on the Approved Lists

If you have located a course that is not on the pre-approved lists, you must ask the CSMLS to approve it for you. The course must be at the technologist level. You must provide the following information to the CSMLS:

- Course name, course number and name of school
- Course description or outline, if we request it

The assessment team will review the course and decide whether it is approved to fill your knowledge gap

Clinical Practice

If you have a chance to get a clinical rotation, you may ask the CSMLS to approve the clinical rotation for your learning plan. To approve your rotation, we need:

- Letter submitted directly to the CSMLS from the laboratory director/manager
- Letter should include a detailed outline of material to be covered, including length of time, who will be assessing the work, scope of material etc.

After You Complete Your Learning Plan

- Request official transcripts from the college or educational institution where you completed your courses
- The college or educational institution must send your transcripts directly to the CSMLS
- After the CSMLS receives proof that you successfully completed your learning plan and any other requirements (for example, Stage Two language proficiency) we will send you a Statement of Eligibility to the CSMLS Certification Exam

Supplemental Documentation and Appeal Policy

If you think that additional documents from your employer or academic institutions will change your PLA result, you must submit an **Application for Supplemental Documentation** within 90 days of the date on your PLA report. There is a non-refundable fee of \$100. We will only accept documents from employers or institutions that are included on your original PLA application.

If you disagree with your PLA result and want your file reviewed again, you must submit an **Application for Appeal** within 45 days of the date on your PLA report. There is a non-refundable fee of \$100. You can find the application forms for Supplemental Documentation and Appeal on our website.

Glossary of Terms

PLA	A Prior Learning Assessment (PLA) compares your education, training and work experience to the Competency Profile
Competency Profile	The competency profiles outline what is expected of an entry-level technologist. We will review your education and experience to determine if you are equivalent to the competency profile. Locate the competency profiles on our website.
Official Documents	Official documents are sent directly to the CSMLS from issuing institutions and become the property of the CSMLS. We will not send official documents to you. Faxed, emailed, or personally submitted documents are not considered for PLA.
Council on National Certification (CNC)	The Council on National Certification (CNC) is in charge of all matters relating to certification standards and policies. It has members from each provincial association and regulatory body. The CNC approves the competency profiles.
CMA	The Canadian Medical Association (CMA) uses the competency profiles to accredit MLT training programs. Visit the CMA website for more information. www.cma.ca

Disclaimers

Immigration	We do not get involved in immigration issues for PLA candidates. We provide you with two copies of your Technical Report should you need to submit it to immigration authorities or a Provincial Regulatory Body.
Regulatory Bodies	We provide you with two copies of your Technical Report should you need to submit it to for provincial licensure.

Summary of PLA Policies

<p>Eligibility to CSMLS Certification Examination</p>	<p>There are two ways you can become eligible to write the CSMLS Certification Exam:</p> <ol style="list-style-type: none"> 1. Successfully complete a CMA-accredited MLT education program. (A CMA-accredited program is one that has met the requirements of the Canadian Medical Association Committee on Conjoint Accreditation. See the CSMLS website under “Certification” for a list of programs). You must complete all diploma requirements before the exam date. <p>or</p> <ol style="list-style-type: none"> 2. Be declared eligible through the CSMLS Prior Learning Assessment.
<p>Submitting PLA Application and Documents</p>	<p>PLA fees are non-refundable and non-transferable.</p> <p>Official documents sent directly to the CSMLS by issuing institutions and agencies remain the property of the CSMLS. Faxed, emailed, or personally submitted documents are not considered for PLA.</p> <p>Once we have received your PLA application and fee, you have 12 months to make sure we receive the required documents. You will need to apply again if we have not received all your documents in that time.</p>
<p>Online Self-Assessment</p>	<p>Effective June 1, 2011, all new applicants for PLA must complete the Online Self-Assessment (OSA).</p> <p>The OSA is intended to give you valuable insight into medical laboratory practice in Canada and your readiness to the Canadian workforce. There is no minimum passing score – Your OSA score and report are for your information only and CSMLS will not use them to decide your PLA result.</p>
<p>Translations</p>	<p>Have your documents sent to us in English or French. If we receive your documents in a language other than English or French, we will send you a copy so that you can have them translated by a Canadian-certified translator.</p>
<p>Language Proficiency</p>	<p>If your credential evaluation from ICES or WES shows that your language of instruction was not English or French, you must take a language test to meet our language proficiency requirement.</p> <p>If your program of study was delivered in more than one language, you must verify that your MLT education was in English only. Ask your educational institution to send a separate letter confirming your language of instruction, along with your official transcript and course outlines, to your credential evaluation service and to the CSMLS.</p>

Technical Report	Assessments are valid for two (2) years.
Eligibility Statement	Statements are valid for 12 months after your initial eligible examination date. This allows you three (3) attempts to pass the exam. Exam sessions are held in February, June and October.
Learning Plans	<p>You may need to complete a learning plan to become “Equivalent” to the Competency Profile. Your learning plan outlines how you will fill the gaps identified in your technical report. You have up to two (2) years to complete your learning plan. If you are unable to complete your Learning Plan by your deadline date, you may be required to complete more course work and/or pay additional fees.</p> <p>Refresher Gaps – If you have generic refresher gaps, you must choose suitable courses from the list of approved refresher courses on our website.</p> <p>Subject Specific Gaps – If you have subject specific gaps, you must choose from the list of approved subject specific refresher courses on our website.</p> <p>Comprehensive Gap (one) – If you have one comprehensive gap, you must choose a comprehensive course from the list of approved comprehensive courses on our website.</p>
Supplemental Documentation	<p>If you receive a Not Equivalent assessment report and you want to submit additional documents for review, you have 90 days after the date on the assessment report to send the Application for Supplemental Documentation and fee of \$100 (Cdn). Your form must indicate which documents will be sent to us.</p> <p>We will accept supplemental documents only from the institutions you included on your original PLA application. We will send a revised assessment report within 45 days of receiving the documents.</p>
Appeal	If you receive a Not Equivalent assessment report but you believe that the assessment is not accurate, you have 45 days after the date on the assessment report to submit an appeal. Send the Application for Appeal and fee of \$100 (Cdn). We will assign additional experts to review your file and will send you an updated report within 45 days.
Non-Discrimination	We do not discriminate for any reason, including age, gender, race, ethnic origin, colour, religion, sexual orientation or marital status.

Provincial Regulatory Bodies

Alberta College of Medical Laboratory Technologists, (ACMLT)

301-9426 51 Avenue NW
Edmonton, Alberta T6E 5A6
Telephone: (780) 435-5452 or (800) 265-9351
Fax: (780) 437-1442

www.acmlt.org

New Brunswick Society of Medical Laboratory Technologists, (NBSMLT)

PO Box 1812
Moncton, NB E1C 9X6
Telephone: (506) 758-9956
Fax: (506) 758-9963

www.nbsmlt.nb.ca

Saskatchewan Society of Medical Laboratory Technologists, (SSMLT)

<u>Courier Address</u>	<u>Mailing Address</u>
201-2124 Broad St Regina, SK S4P 1Y5	PO Box 3837 Regina, SK S4P 3R8

Phone/Fax: (306) 352-6791

www.ssmlt.ca

College of Medical Laboratory Technologists of Manitoba (CMLTM)

146 – 2025 Corydon Ave
Winnipeg, MB R3P 0N5
Telephone: (204) 231-0311
Fax: (204) 489-7300

www.cmltm.ca

College of Medical Laboratory Technologists of Ontario, (CMLTO)

36 Toronto St, Suite 950
Toronto ON M5C 2C5
Telephone: (416) 861-9605 (800) 323-9672
Fax (416) 861-0934

www.cmlto.com

Ordre Professionnel des Technologistes Médicaux du Québec, (OPTMQ)

281, av. Laurier Est
Montréal, QC H2T 1G2
Telephone: (514) 527-9811 or (800) 567-7763
Fax (514) 527-7314

www.optmq.org

Nova Scotia College of Medical Laboratory Technologists, (NSCMLT)

205 - 25 Wentworth St
Dartmouth, NS B2Y 2S7
Telephone: (902) 453-9605
Fax: (902) 454-3535

www.nscmlt.org

Provincial Societies

BC Society of Laboratory Science, (BCSLs)

720-999 W Broadway Ave
Vancouver, BC V5Z 1K5
Telephone (604) 714-1760 or (800) 304-0033
Fax: (604) 738-4080

www.bcsls.net

Prince Edward Island Society of Medical Technologists (PEISMT)

C/o Queen Elizabeth Hospital
Attn: Marietta MacCormack
PO Box 6600
Charlottetown, PEI C1A 8T5

www.peismt.org

Newfoundland and Labrador Society of Laboratory Technologists (NLSLT)

PO Box 39057
430 Topsail Rd
St. John's, NF A1E 5Y7
Telephone: (709) 754-8324

www.nlsmls.ca

Ontario Society of Medical Technologists, (OSMT)

234 Eglinton Ave East, Suite 402
Toronto, ON M4P 1K5
Telephone: (416) 485-6768 or (800) 461-6768
Fax (416) 485 7660

www.osmt.org

Medical Laboratory Science Association of Yukon (MLSAY)

c/o Laboratory, Whitehorse General Hospital
5 Hospital Rd
Whitehorse, YK Y1A 3H7
President@mlsay.org

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



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F: (905) 528-4968
E: pla@csmls.org
www.csmls.org

Application for Prior Learning Assessment (PLA)

Miss Mrs. Ms. Mr.

Former Name: _____

Last Name (please print above)	First Name	Middle Initial
--------------------------------	------------	----------------

Address _____

City	Province	Postal Code	Country
------	----------	-------------	---------

Telephone No.	Email
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I request an evaluation of my medical laboratory technology education, training and experience to see if I am equivalent to the Competency Profile outlining the competencies expected of an entry level technologist.

Type of Assessment (check only one):

- General Medical Laboratory Technologist**
- Clinical Genetics**
- Diagnostic Cytology**

- I have read and agree to abide by the PLA Handbook: policies, procedures, rules and requirements
- I understand that I have 12 months to gather the required documents for PLA.
- I will need to re-apply for PLA If the required documentation is not received by the CSMLS within 12 months
- I understand that my CSMLS PLA Technical Report is valid for two (2) years
- I declare that the information given on this application is true
- I understand that if any information is found to be incorrect, my assessment will be invalid

Signature	Date
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~ Once the PLA application is received by the CSMLS, processing will take 4-6 weeks ~

Acceptable forms of payment: **Canadian cheque, Canadian money order, Visa, MasterCard or American Express only.**
Any other form of payment will be rejected and your application/fee returned to you.

Please find Exam fee enclosed : _____

Cheque Money Order Master Card Visa

Credit Card: / / /

Exp. Date: /

Signature: _____

CSMLS USE ONLY

Date Received: _____

Acknowledgment Email: _____

Fee Processing Date: _____

CSMLS ID #: _____

Credential Evaluation: to be sent to the CSMLS directly from ICES or WES

Language Proficiency: to be sent to the CSMLS directly from issuing institutions

Medical Laboratory Technology Education: official transcripts and course outlines/syllabus of studies to be sent to the CSMLS directly from the academic institution.

Academic Education Institution	Dates (Month/Year)	
	From:	To:

Clinical Education	Dates (Month/Year)	
	From:	To:

Other Relevant Education: official transcripts and course outlines/syllabus of studies to be submitted to CSMLS directly from issuing institutions

Academic Education Institution	Dates (Month/Year)	
	From:	To:

Continuing Education (if applicable): official transcripts and course outlines to be submitted to CSMLS directly from issuing institutions.

Professional Development (if applicable): you may submit copies of your certificates from seminar and workshops.

Professional Certification: official confirmation to be submitted to CSMLS directly from issuing institutions.

Work Experience: (starting with most recent) to be submitted to the CSMLS directly from the employing institutions.

Name of Employing Institution	Position Held	Start (Month/Year)	Finish (Month/Year)

~ Supplemental document requests will not be accepted if they are not declared on this application. ~

Personal Competency Rating Booklet: enclosed coming separately

Online Self Assessment:

I have completed the online self assessment my user name is: _____

I have not yet completed the online self assessment - I will send my username by email later