



The College of Medical Laboratory Technologists of
Alberta

How to Renew Your CMLTA Registration

2025 Renewal Season

If you have any additional questions, don't
hesitate to get in touch with the Continuing
Competence Department

Somarly Siek
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Table of Contents

<u>Log into the Member Portal</u>	<u>Page 1</u>
<u>Profile Update.....</u>	<u>Page 3</u>
<u>Complete 2024 Learning Plan</u>	<u>Page 4</u>
<u>Create 2025 Learning Plan</u>	<u>Page 6</u>
<u>Complete The Jurisprudence Exam.....</u>	<u>Page 10</u>
<u>Answer Declaration Questions.....</u>	<u>Page 11</u>
<u>Pay MLT Registration Dues.....</u>	<u>Page 12</u>
<u>Renewal Requires CMLTA Review.....</u>	<u>Page 13</u>
<u>Confirm Registration.....</u>	<u>Page 14</u>
<u>Download and Print Registration.....</u>	<u>Page 15</u>

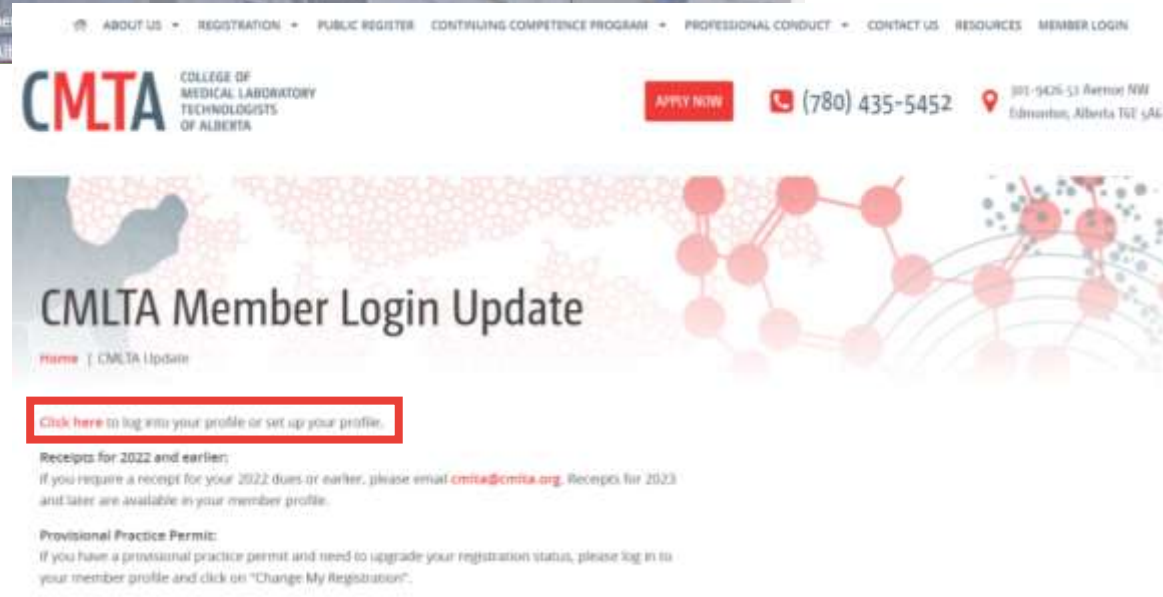
Log into the Member Portal

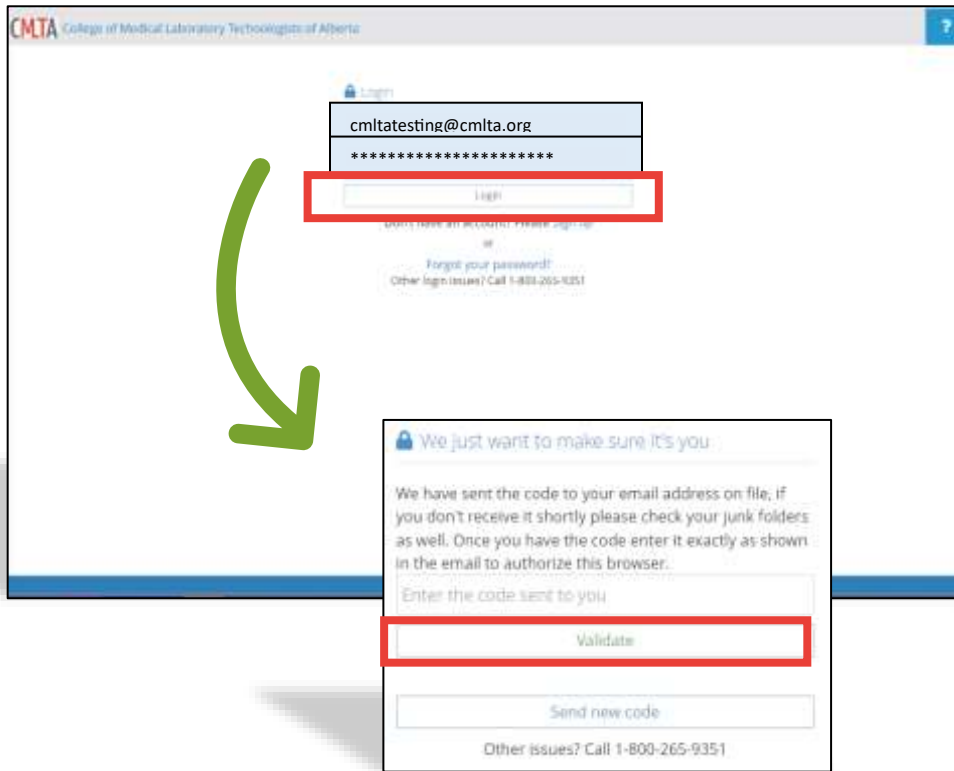


1 Visit the CMLTA Website
<https://www.cmlta.org/>

2 Click the **Member Login** on CMLTA homepage

3 Click on **Click Here** to log into your Profile



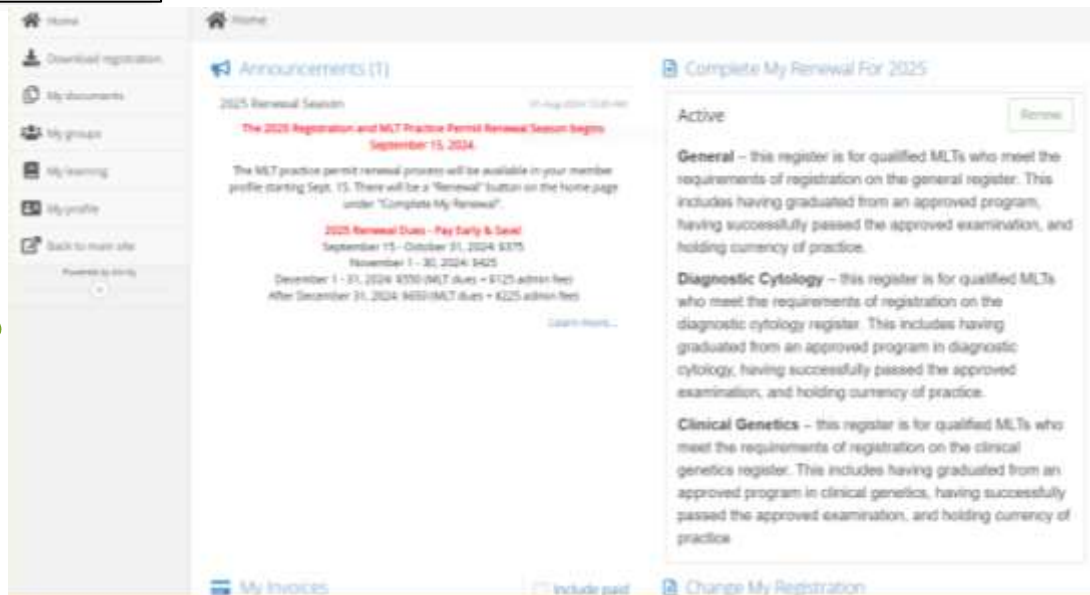


4 Enter Username and Password then click Login

Note: If you forget your password, you can reset your password by clicking **Forgot your password?**

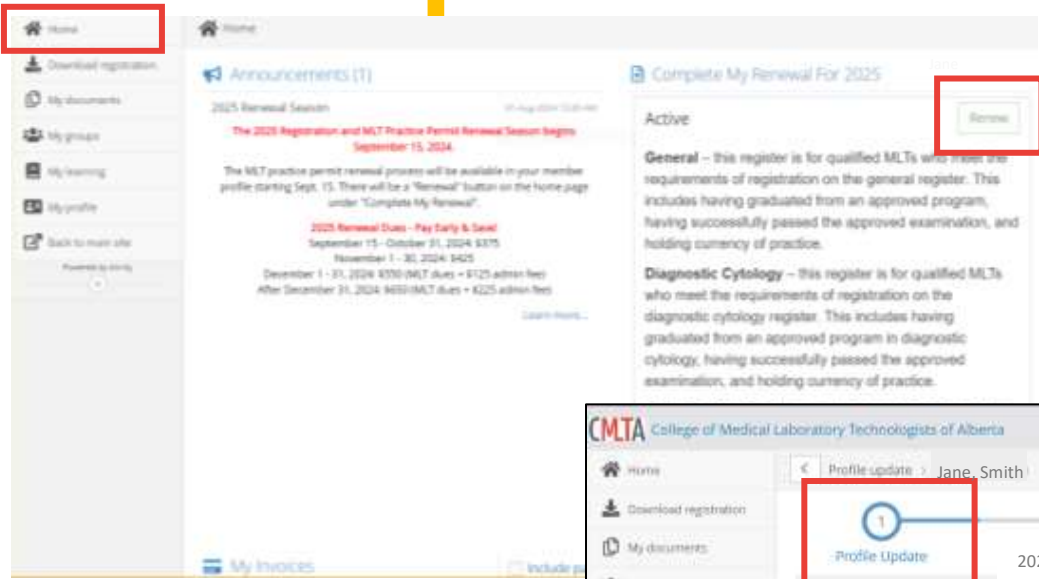
5 Two-Step Authentication: A code will be sent to your email, type the code and click **Validate**

6 Congratulations! You have successfully logged into the Member Portal



Profile Update

1 Click the **Renew** button on the Member Portal Home Screen

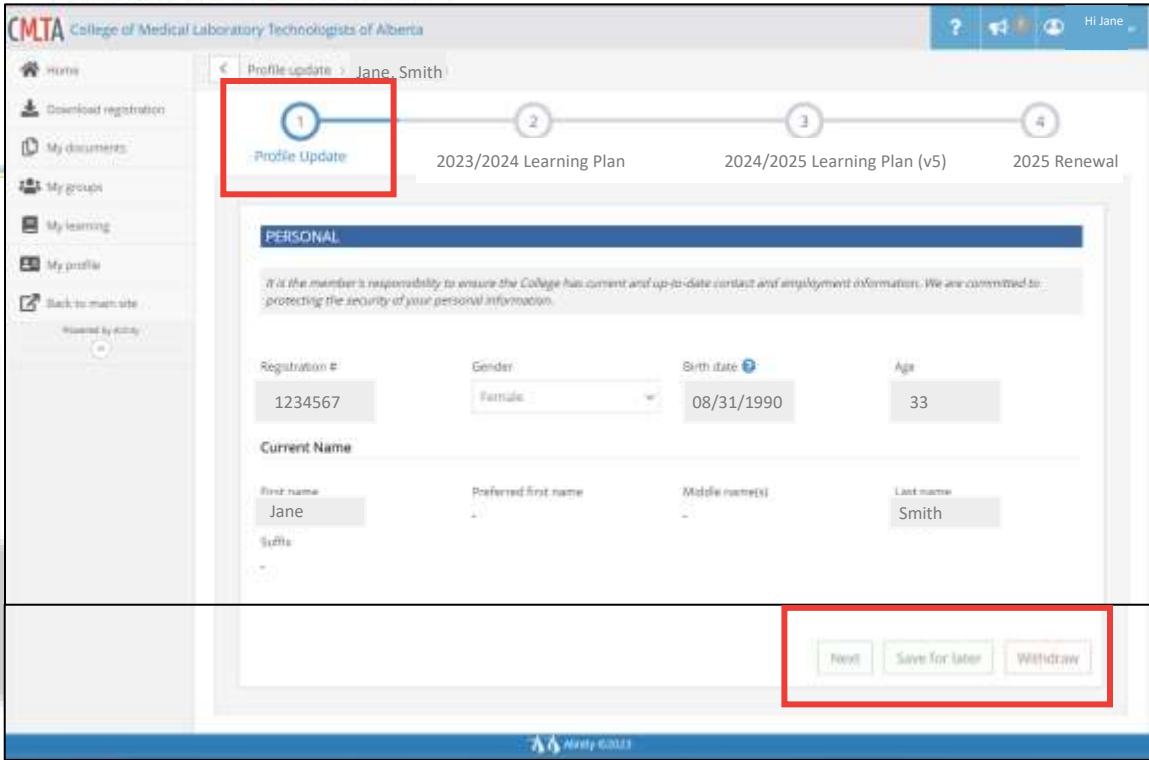


2 Update your Profile Information

- Last Name change
- Address change
- Phone/email contact information
- MLT education
- Employment information
- Practice hours

3 Scroll to the bottom of the screen and click:

Next: to continue to Step 2
Save for Later: to pause the renewal process
Withdraw: to cancel renewal



Complete 2024 Learning Plan

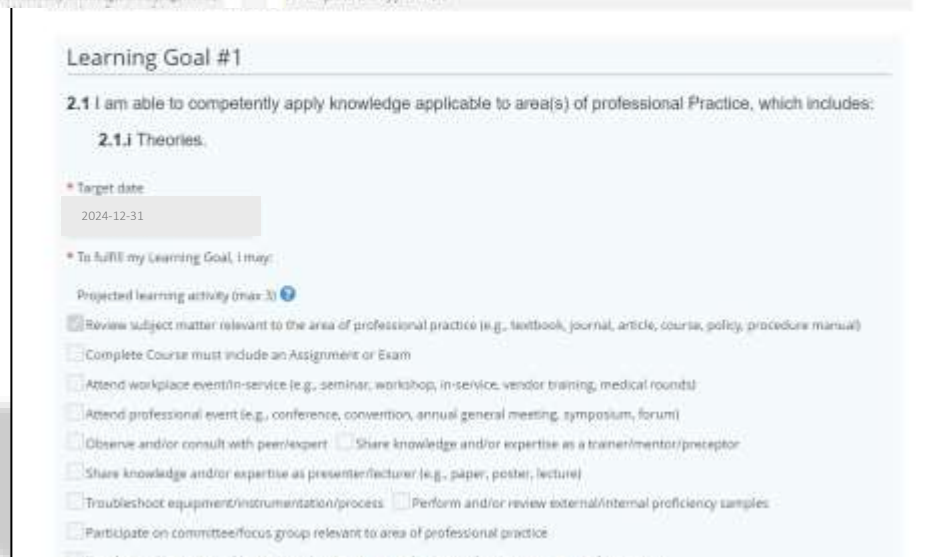


1 Review your Learning Plan Application



These are the goals that the Regulated Member created last renewal season (for 2024)

NOTE: The Learning Plan Application cannot be changed



Learning Activities and Professional Development Update

Learning Goal #1

2.1 I am able to competently apply knowledge applicable to area(s) of professional Practice, which includes:

2.1.i Theories:

* Select a learning claim type

* Other Learning Activity Category: Please Specify

* Nature of resource (type of learning) Activity date * Dedicated hours

* Topic of learning: * Impact on professional practice

* Supporting document to validate learning

Click here to upload your supporting document

Learning Goal #2

2 Complete the Learning Activities and Professional Development Update

Add at least 1 Learning Activity to at least 3 Learning Goals (All Learning Activities must be different)

Review the [Documentation Guidelines for Learning Activities](#) to determine the required additional activity information.

Learning Goal #3

2.2 I maintain and evolve continued competence through the advancement of knowledge and skills in:

2.2.iii Emerging techniques, technologies, and methodologies.

* Select a learning claim type

* Select a learning activity Learning activity details:

* Nature of resource Activity date * Dedicated hours

* Title of event * Topic of learning

* Name of presenter/provider/organisation * Impact on professional practice

Supporting document

Click here to upload your supporting document

Additional Activities Update

if you wish to report more activities on any of your learning goals, add them here.

Next Save for later

Regulated Members may add additional activities under the Additional Activities Update Section (Optional)

3 Scroll to the bottom of the screen and click:

Next: to continue to Step 3
or
Save for Later: to pause renewal process

Create a 2025 Learning Plan

Self-Assessment

The self-assessment is broken up into two parts. This enables full reflection within the MLTs' current/future professional practice and the standard set out by the CMLTA that represents the minimum level of performance expected of Regulated Members within the CMLTA Standards of Practice. The MLT must answer the reflective questions and select one of the standards of practice they wish to focus on for this.

Answer these fill-in-the-black questions regarding your current employment or, if not yet in the profession, base it on position you want to be a part of.

* What is your current/future professional job title?

* Describe your professional role.
(minimum 50 characters)

* Describe your practice setting(s). Eg. laboratory, classroom, research facility, etc.)

* Describe your intended service user and their needs.

NOTE: 'service user' refers to any individual who uses the MLTs services, including patients, clients, students, employees, or any other group.
(minimum 50, max 500 characters)

* Describe the trends (short and long term), challenges, changes, and/or risks in your practice role/setting/service users that will impact your practice, your competence, and/or learning needs now or in the future.
(minimum 50, max 500 characters)

* Based on my service users, the trends, the challenges, my expertise and interests, what knowledge and skills do I need to stay current in my practice?
(minimum 50, max 500 characters)

1

Complete the Self-Assessment of Practice

Note: Some of these questions have a minimum and maximum number of characters, so the regulated member must provide enough information for the CMLTA staff to understand during an audit.

2

The Regulated Member will go through the Standards of Practice and the Code of Ethics and select ONE in which they would like to focus on for the CCP cycle.

* Select one Standard of Practice your wish to create a learning plan for.

- Code of Ethics
- Communication and Collaboration
- Confidentiality and Record Maintenance
- Consent
- Culturally Safe Practice
- Legislative Responsibility
- Professional Accountability
- Professional Knowledge
- Safety and Quality

Learning Plan

By the end of 2025, I will advance my current knowledge, skill, attitude, and judgments related to:

MLTs must:

- 1. Accurately communicate the outcomes of medical laboratory services and document them in the health record in a timely manner.*
- 2. Communicate and collaborate with other health professionals, colleagues, and service users in a manner that facilitates mutual understanding and respect.*
- 3. Ensure all styles of communication are delivered in a way that suits the needs of the intended audience and change communication styles when necessary to account for differences, including but not limited to age, ethnicity, culture, disability, socioeconomic status, gender, and religious and spiritual beliefs, all which may affect which communication style is appropriate.*



Additional information will auto-populate within the Learning Plan section regarding the selected Standard of Practice or Code of Ethics.

Learning Plan

By the end of 2025, I will advance my current knowledge, skill, attitude, and judgments related to:

MLTs must:

1. Accurately communicate the outcomes of medical laboratory services and document them in the health record in a timely manner.
2. Communicate and collaborate with other health professionals, colleagues, and service users in a manner that facilitates mutual understanding and respect.
3. Ensure all styles of communication are delivered in a way that suits the needs of the intended audience and change communication styles when necessary to account for differences, including but not limited to age, ethnicity, culture, disability, socioeconomic status, religious and spiritual beliefs, all which may affect which communication style is appropriate.

* Please provide a reason why you want to learn about this Standard of Practice.

Questions to consider:

- What impact will it have on your professional practice?
- Who will be impacted by this knowledge?

* I hope to accomplish this goal by:

- Attended a professional event
- Attended workplace event/in-service
- Completed Formal Course
- Develop/Revise Subject Matter
- Observe/consult with peer/expert
- Other (must specify)
- Participated in committee/focus group
- Performed and/or reviewed external/internal proficiency samples
- Reviewed subject matter relevant to professional practice
- Share Knowledge/Expertise as Presenter/Lecturer
- Shared knowledge/Expertise as a trainer/mentor/preceptor
- Troubleshoot Equipment/Instrumentation/Process

Next

Save for later

3

Provide a reason as to why this Standard or Practice or Code of Ethics was selected.

4

Select a maximum of 3 potential Learning Activities

5

Click **Next**

NOTE: Once a regulated member completes the final renewal step and submits their renewal, the Learning Plan will be saved and locked and cannot be changed

Learning Plan

By the end of 2025, I will advance my current knowledge, skill, attitude, and judgments related to:

MLTs must:

1. Accurately communicate the outcomes of medical laboratory services and document them in the health record in a timely manner.
2. Communicate and collaborate with other health professionals, colleagues, and service users in a manner that facilitates mutual understanding and respect.
3. Ensure all styles of communication are delivered in a way that suits the needs of the intended audience and change communication styles when necessary to account for differences, including but not limited to age, ethnicity, culture, disability, socioeconomic status, gender, and religious and spiritual beliefs, all which may affect which communication style is appropriate.

* Please provide a reason why you want to learn about this Standard of Practice.

Questions to consider:

- What impact will it have on your professional practice?
- Who will be impacted by this knowledge?

There is a new Standard of Practice and Code of Ethics the CMLTA released therefore, I want to review these documents so I know what I am accountable for in my professional practice. I know that if I do not follow these Standards and Codes, I could have a complaint filed against me.

* I hope to accomplish this goal by:

- Attended a professional event
- Attended workplace event/In-service
- Completed Formal Course
- Develop/Revise Subject Matter
- Observe/consult with peer/expert
- Other (must specify)
- Participated in committee/focus group
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- Share Knowledge/Expertise as Presenter/Lecturer
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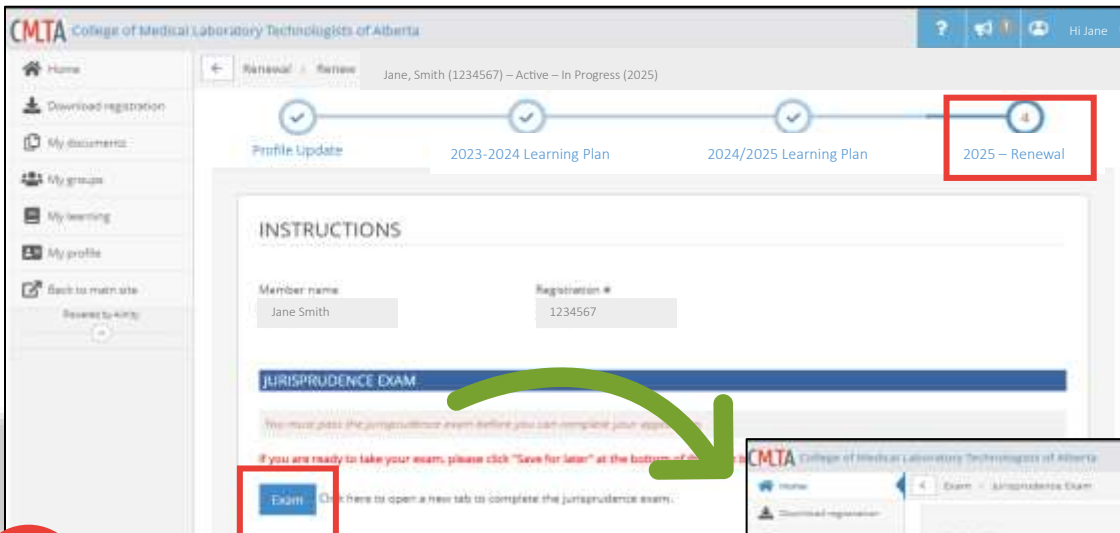
Complete the Jurisprudence Exam

1

Review the Jurisprudence Learning Material.

Click [here](#) to review the Jurisprudence Learning Module on the CMLTA website.

Click [here](#) to review Bill 21 information.

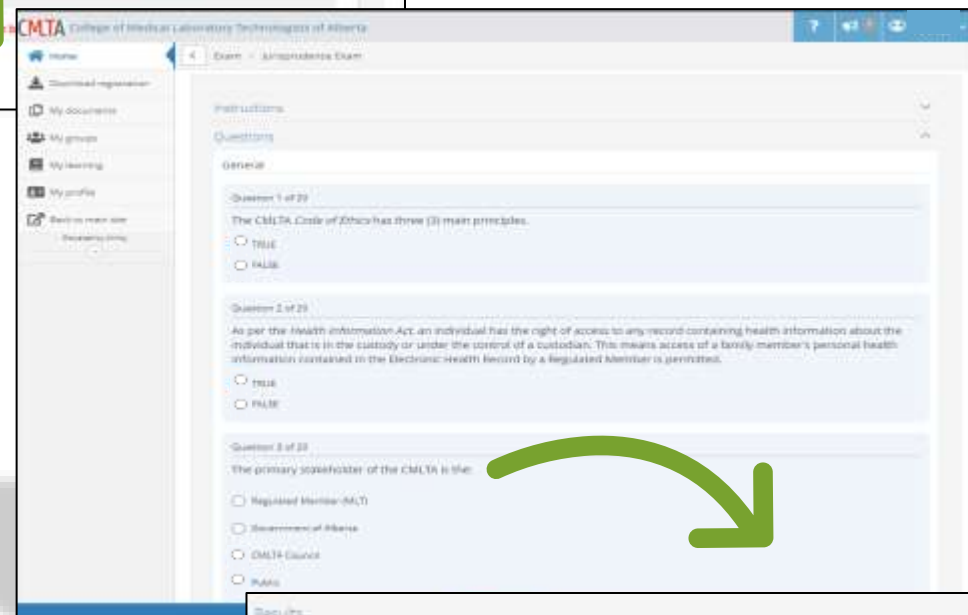


2

Complete the Jurisprudence Exam
Click **Exam**

3

Upon completion of the Exam:
If a passing grade is achieved, you can return to the dashboard and complete the form you have begun.
If a failing grade is achieved, you will have 6 attempts at this exam. If you fail all 6, you will not be able to submit the renewal application and must contact the CMLTA.



Answer Declaration Questions

CMLTA College of Medical Laboratory Technologists of Alberta

Home | Download registration | My documents | My groups | My learning | My profile | Back to main site | Powered by Arity

Renewal > Renew

Profile Update | 2023-2024 Learning Plan | 2024/2025 Learning Plan | **2025 - Renewal**

INSTRUCTIONS

Member name: Jane Smith | Registration #: 1234567

JURISPRUDENCE EXAM

You have passed the CMLTA Jurisprudence exam on 20-Aug-2023 with a score of 90%

GOOD STANDING DECLARATIONS

Please answer the following declarations based on the timeline since your last MLT Practice Permit application (initial, reappointment, or renewal):

Have you ever been charged with, pleaded guilty to, or been found guilty of (i) a criminal offence or similar offence in Canada or (ii) an offence of a similar nature in a jurisdiction outside of Canada? Yes No

Have you ever had a criminal record?

Have you ever received a full or partial pardon for a criminal or similar offence in Canada or elsewhere?

Have you ever been the subject of a Regulated Member undertaking, a complaint, or appeal related to unprofessional conduct under Part 4 of the Health Professions Act (regulated a profession in Alberta or elsewhere)?

Have you ever been disciplined by any regulatory body responsible for the regulation of Technologists or for another profession?

Arity 8/2025

1 Answer Good Standing Declaration Questions

NOTE: If any declaration questions are answered YES, provide a brief explanation

2 Acknowledge General, Communication, Professional Liability Insurance Declarations

3 Scroll to the bottom of page and click:
Submit: Submit Renewal
or
Save for Later: Pause Renewal Process
or
Withdraw: Cancel Renewal

CMLTA College of Medical Laboratory Technologists of Alberta

I understand that all CMLTA CCF records are subject to review and I may be required to participate in a Compliance Audit and submit up to five (5) years of records or other relevant information to substantiate my Learning Plan and CCF compliance.

I agree that I apply the knowledge, skills, judgments, and attitudes necessary for my current area of professional practice.

I am aware that any false or misleading statements made by me or contained in documents provided by me may be grounds for referral to the Complaints Director for further investigation and may constitute unprofessional conduct under the Health Professions Act and could be the subject of a hearing Tribunal hearing.

I acknowledge and accept the above declaration.

Communication:

I understand and agree that it is a Regulated Member's responsibility to provide the CMLTA with a valid contact address and to promptly update this and all other contact information (including change of employers or employer) when changes occur.

I understand and agree that the CMLTA requires a Regulated Member's email address for the purpose of issuing CMLTA opinions and fulfilling its mandate pursuant to the Health Professions Act and the Medical Laboratory Technologists Profession Regulation.

I understand and agree that all CMLTA emails will pertain to the regulation of the Medical Laboratory Technologist (MLT) profession and should be regarded as important CMLTA information, such as the notification of registration, annual MLT Practice Permit renewal, the Continuing Competence Program (CCP) Compliance Audit, and similar regulatory matters.

I understand and agree that all CMLTA emails must be opened and responded to promptly.

I consent to the CMLTA providing information to employers and prospective employers regarding my MLT registration status, MLT Practice Permit status, or both.

I acknowledge and accept the above declaration.

Professional Liability Insurance:

As of January 1, 2024, I will have professional liability insurance directly or through my employer at a minimum of \$5,000,000 per occurrence and can provide proof of valid insurance if requested by the CMLTA.

I acknowledge and accept the above declaration.

WARNING: Please make sure that all information entered is accurate before your final submission.

Arity 8/2025

Pay MLT Registration Dues

Invoice 123456789
Reference: -

From To

301-9426 51 Avenue NW
Edmonton, Alberta
T6E 5A6

Jane, Smith
301-9426 51 Avenue NW
Edmonton, Alberta T6E 5A6

Description		Total
2024 MLT Registration Dues		\$375.00
	Subtotal	\$375.00
	GST	\$0.00
	PST	\$0.00
	Total due	\$375.00

[Download receipt](#) [Pay](#)

1 Click Pay

2 Provide billing information

2 Click Pay Again



Invoice For

123456789 Jane Smith

Total charge
\$375.00

* First name on card * Last name on card

* Credit card # * Expiry * Security code

* Please note that Alinity does not store your credit card details on their servers

* Home # and street only (for account, no apt #)

* Postal/ZIP code

[Pay](#) [Cancel](#)

Renewal Requires CMLTA Review

Payment cannot be accepted for your Renewal at this time.

Thank you for submitting your renewal form.

Your renewal form requires review and approval by the College as the next step. If additional information is required, you will be notified by email. Once approved you will be notified by email to return to this site to make payment. Please be sure to check your Junk/Spam email folder for messages.

Thank you

NOTE: If your renewal requires CMLTA review, the Regulated Member will see this message

Once reviewed by the CMLTA and if approved, the Regulated Member will see an invoice on the Member Portal homepage.

Click on the invoice and pay as shown on page 12 of this document.

The screenshot shows the CMLTA Member Portal homepage. At the top, there is a navigation bar with the CMLTA logo and the text 'College of Medical Laboratory Technologists of Alberta'. Below the navigation bar, there is a 'Complete Form' section with a progress bar showing four steps: 'Profile Update', '2024/2024 - Learning Plan', '2024/2025 - Learning Plan (M)', and '2025 - Renewal'. The '2025 - Renewal' step is currently active and has a 'Pay' button next to it. Below this, there is a 'My forms' section with a 'Letter of Standing' form and a 'Volunteer Resource Application' form. The 'Letter of Standing' form has a '100 in' status. Below the forms, there is an 'Active Permit' section with a table showing the permit status: 'Active (General)', 'Effective: 01-Jan-2023', and 'Expires: 31-Dec-2023'. At the bottom right, there is a 'My invoices' section with a table showing one invoice for \$375.00. The table has columns for 'Date', 'Total', and 'Due'. The invoice is dated '25-Aug-2023' and has a total of '\$375.00' and a due date of '\$375.00'. The invoice is highlighted with a red box.

Date	Total	Due
25-Aug-2023	\$375.00	\$375.00

Confirm Registration

1 Return to the Member Portal Home Screen

2 Confirm Registration for 2025

CMLTA College of Medical Laboratory Technologists of Alberta

Home

Open Form

Letter of Standing
Status: New
Last updated: 25-Aug-2023

My forms

Volunteer Resource Application
Fill in

Active and Future Permit

Active (General)
Effective: 01-Jan-2023
Expires: 31-Dec-2024

Active (General)
Effective: 01-Jan-2024
Expires: 31-Dec-2025

Announcements (1)

2024 Renewal Notice
23-Aug-2023 11:00 AM

The 2024 Registration and MLT Practice Permit Renewal Season Begins September 15, 2023.

The registration and MLT Practice Permit renewal process will be available in your member profile (there will be a "Renewal" button on the home page under "Complete My Renewal") starting Sept. 15.

2024 RENEWAL DUES - PAY EARLY AND SAVE!

September 15 - October 31, 2023: \$375
November 1 - November 30, 2023: \$425
December 1 - 31, 2023: \$520 (MLT Dues + \$125 admin fee)
After December 31, 2023: \$590 (MLT Dues + \$125 admin fee)

My Invoices

0 Invoice(s)

My Exams

Exam	Date	Status
Jurisprudence Exam	25-Aug-2023	Passed
Jurisprudence Exam	25-Aug-2023	Failed
Jurisprudence Exam	25-Sep-2022	Passed

My Self Assessments

Assessment	Date	Status
------------	------	--------

Download and Print Registration

CMLTA College of Medical Laboratory Technologists of Alberta

Home

Download registration

My documents

My groups

My learning

My profile

Back to main site

Powered by Ability

Open Form

Letter of Standing

Status: New

Last updated: 25-Aug-2023

Update

My forms

Volunteer Resource Application

Fill in

Active and Future Permit

Active (General)

Effective: 01-Jan-2023

Expires: 31-Dec-2023

Download

Tax receipt

Active (General)

Effective: 01-Jan-2024

Expires: 31-Dec-2024

Download

Tax receipt

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November 1 - November 30, 2022: \$425
December 1 - 31, 2022: \$520 (MLT Dues + \$125 admin fee)
After December 31, 2022: \$620 (MLT Dues + \$125 admin fee)

1 On the Member Portal Home Screen click Download Registration

2 Click Download

Active (General)

Effective: 01-Jan-2024

Expiry: 31-Dec-2024

Download

Tax receipt

Active (General)

Effective: 01-Jan-2025

Expiry: 31-Dec-2025

Download

Tax receipt

Active (General)

Effective: 01-Jan-2023

Expiry: 31-Dec-2023

Download

Tax receipt

3 Print Document

CMLTA COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS OF ALBERTA

2025 MLT General Practice Permit

Jane Smith

Effective: 01-Jan-2025 Expiry: 31-Dec-2025

Reg #: 1234567

Issued pursuant to the authority of the Health Professions Act and the Medical Laboratory Technologists Profession Regulation

Signature

Toll Free: 1-800-265-9351 Fax: 780-437-1442

Website: www.cmlta.org Email: cmlta@cmlta.org

