

The 2025 Registration and MLT Practice Permit Renewal Season Begins September 15, 2024.

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. Please access your profile by using the secure [Regulated Member Login](#).

2025 RENEWAL DUES - PAY EARLY AND SAVE!

September 15 - October 31, 2024: \$375

November 1 - November 30, 2024: \$425

December 1 - 31, 2024: \$550 (MLT Dues + \$125 admin fee)

After December 31, 2024: \$650 (MLT Dues + \$225 admin fee)

How to Renew for 2025: [Click here to view a PDF of the renewal steps.](#)

New CCP Version 5: The new CCP comes into effect Sept. 1, 2024. Therefore, anyone renewing their registration for 2025 must first complete their 2024 learning plan under the ‘old’ CCP version by indicating that at least 3 learning objectives are complete (by adding an activity under “Learning Activities and Professional Development Update”). Then, you need to create a new learning plan for 2025 using the new version 5 (v5) CCP. [Click here to view examples of how to complete your 2024 learning plan.](#)

The following resources will help you navigate the CCP v5:

- [CCP v5 Manual](#)
- [CCP v5 Introduction Video](#)
- [How to Create a Self-Assessment and Learning Plan v5 Guide](#)
- [How to Complete the Self-Assessment CCP v5 video](#)
- [How to Complete a Learning Plan and Activity Log CCP v5 video](#)

MLT Hours Worked: You can either enter the hours worked to date or if possible, please estimate the hours worked by December 31.

Employment Section: If the supervisor section is blank, you must click “yes” to the question “Do you need to make changes to the above employer?”. Start typing the last name of your supervisor. Select their name if they are listed, otherwise, click on “Can’t find?” and enter your supervisor’s name and email address.

Recent Graduates with Provisional MLT Practice Permits:

Before starting your renewal for 2025, please remember to upload a copy of your CSMLS Statement of Examination Results or CSMLS Certificate and a copy of your MLT diploma/degree in your member profile under “Change My Registration” to be upgraded to a full-standing Practice Permit. Official e-transcripts stating the date the MLT diploma/degree is awarded will be accepted in lieu of a diploma/degree.

Legislated Deadline for Registration and MLT Practice Permit Renewal:

Anyone who fails to renew by the December 31, 2024, deadline will have their practice permit immediately suspended and will not be able to work as an MLT until they renew. In this circumstance, the CMLTA will send a notification to the employer after January 1, 2025, indicating the individual must cease working as an MLT immediately until they are in possession of a valid registration and MLT Practice Permit and provide evidence of such to their employer.

Individuals who renew their practice permit late (on or after January 1, 2025) will be subject to a \$225 admin fee. Individuals practicing on or after January 1, 2025, without a 2025 registration and MLT Practice Permit are in contravention of the *Health Professions Act* and may be subject to a complaint of unprofessional conduct, including discipline sanctions.

Retiring/Moving Out of Province/Leave of Absence:

MLTs whose employment status has changed and will not be renewing their registration and MLT Practice Permit for 2025, must notify the CMLTA by submitting a Notice of Non-Practice through their member profile on their Home Page under “Change My Registration.”

REMINDERS:

- A completed renewal is submitted before payment is made. If the renewal meets our “auto-approved” requirements, you will be taken directly to the payment screen. If your renewal requires an admin review, you will not be required to submit a payment at the time of submission. Once your renewal is reviewed and approved, you will then be required to submit payment. If the CMLTA requires additional information regarding your renewal, the request will show in your profile when you log in, so please check your profile daily for messages regarding your renewal.
- If you have been using your work email address to log into your CMLTA profile, we recommend changing it to a personal email address as security settings tend to block CMLTA emails.
- Payment may only be made by VISA or MasterCard.
- Those choosing to renew mid-December, should not expect a 2025 registration and MLT Practice Permit by December 31, 2024.
- To ensure timeliness and fairness, and to meet fiduciary responsibilities, the CMLTA uses electronic means (email) as the primary source for all communication. All regulated members are responsible for receiving, reviewing, and where necessary, responding to all communications from the CMLTA.

NOTE: The CMLTA office will be closed from December 23, 2024, to January 3, 2025.

Renewal Questions: Direct all questions to cmlta@cmlta.org or consult the website: www.cmlta.org.

