



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
ssiek@cmlta.org





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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

CMLTA COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS OF ALBERTA

APPLY NOW (780) 435-5452 301-9426 51 Avenue NW Edmonton, Alberta T6E 5A6

COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS OF ALBERTA

The College of Medical Laboratory Technologists of Alberta (CMLTA) represents and advocates for medical laboratory technologists (MLTs) employed in Alberta.

ABOUT US REGISTRATION PUBLIC REGISTER CONTINUING COMPETENCE PROGRAM PROFESSIONAL CONDUCT CONTACT US MEMBER LOGIN

CMLTA COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS OF ALBERTA

APPLY NOW (780) 435-5452 301-9426 51 Avenue NW Edmonton, Alberta T6E 5A6

CMLTA Member Login Update

Home | CMLTA Update

Click here to log into your profile or set up your profile.

To view a guide on how to set up your new login, [click here](#).

To view a guide on how to create a learning plan, [click here](#).

To view a video on our new software and how to create a new learning plan, [click here](#).

If you require a receipt for your 2022 dues or earlier, please email cmlta@cmlta.org. Receipts for your 2023 dues are available in your member profile.

CMTA College of Medical Laboratory Technologists of Alberta

Login

cmltatesting@cmlta.org

Login

Don't have an account? Please sign up

or

Forgot your password?

Other login issues? Call 1-800-265-9351

4 Enter Username and Password then click **Login**

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

We just want to make sure it's you

We have sent the code to your email address on file, if you don't receive it shortly please check your junk folders as well. Once you have the code enter it exactly as shown in the email to authorize this browser.

Enter the code sent to you

Validate

Send new code

Other issues? Call 1-800-265-9351

CMTA College of Medical Laboratory Technologists of Alberta

Home

Download registration

My documents

My groups

My learning

My profile

Back to main site

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Complete My Renewal For 2024

Active Renew

General – this register is for qualified MLTs who meet the requirements of registration on the general register. This includes having graduated from an approved program, having successfully passed the approved examination, and holding currency of practice.

Diagnostic Cytology – this register is for qualified MLTs who meet the requirements of registration on the diagnostic cytology register. This includes having graduated from an approved program in diagnostic cytology, having successfully passed the approved examination, and holding currency of practice.

Clinical Genetics – this register is for qualified MLTs who meet the requirements of registration on the clinical genetics register. This includes having graduated from an approved program in clinical genetics, having successfully passed the approved examination, and holding currency of practice

Change My Registration

Announcements (1)

2024 Renewal Notice 23-Aug-2023 12:00 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: \$550 (MLT Dues + \$125 admin fee)
 After December 31, 2023: \$650 (MLT Dues + \$225 admin fee)

My Invoices Include paid

Date	Total	Due
0 invoice(s)		

My Exams

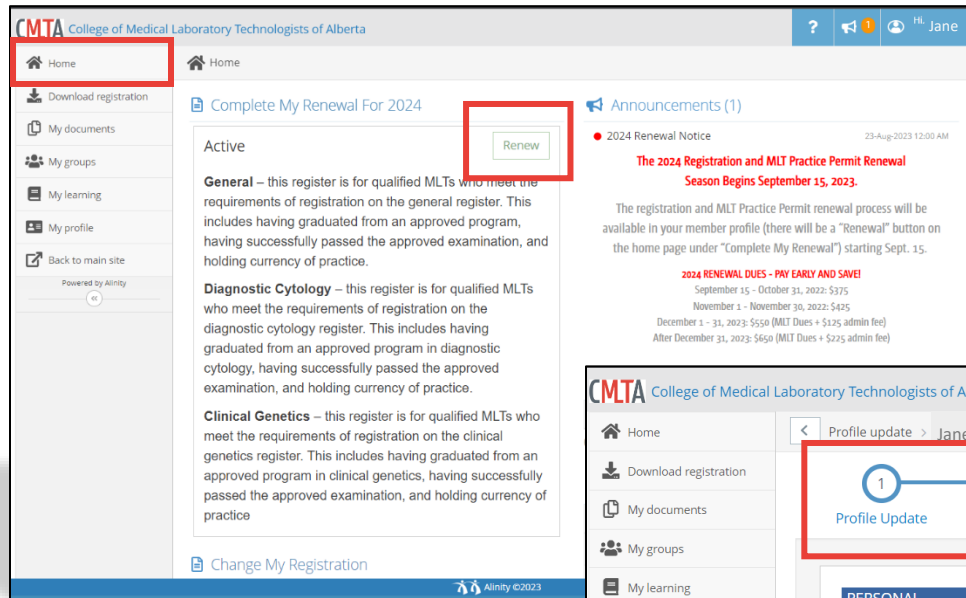
Exam	Date	Status
Jurisprudence Exam	-	Available

Alinity ©2023

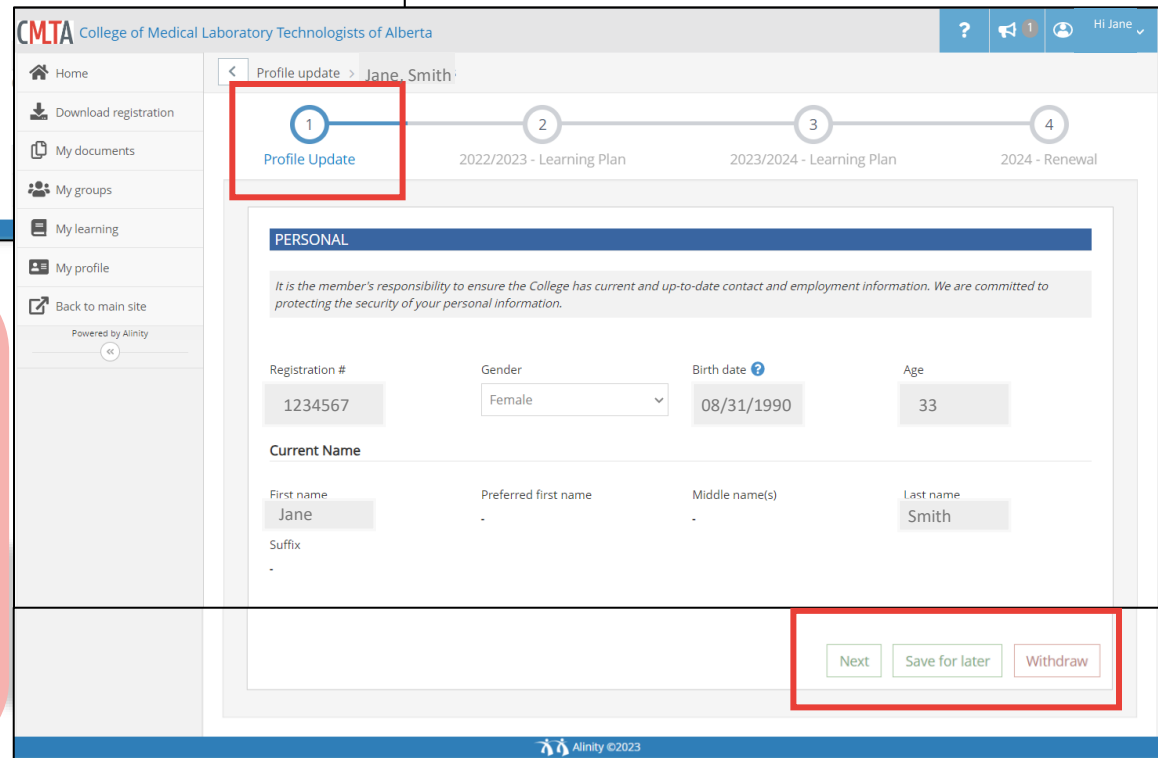
Profile Update

1 Click **Renew** 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: Continue to Step 2
or
Save for Later: Pause Renewal Process
or
Withdraw: Cancel Renewal



2024 Learning Plan

Profile Update 2023/2024 - Learning Plan 2024/2025 - Learning Plan (v5) 2025 - Renewal

Continuing Education Portfolio (CEP)

Name: Jane, Smith
Registration number: 1234567
Continuing competence program cycle: 2022-09-01 - 2023-12-31

The CMLTA Standards of Practice sets out the specific requirements of the CMLTA CCP that a Regulated Member must complete on an annual basis, which include:

1. Self-Assessment
2. Learning Plan
3. Activity Log

The CCP evolves from time to time in response to regulatory, legal, and ethical expectations. The current version of the CCP may be viewed or downloaded [here](#) or on the CMLTA website, or a copy may be requested from the CMLTA office.

CEP NOT REQUIRED

You do not need to fill out a Continuing Education Portfolio (CEP).

Next Save for later

1 Because you have applied after September 1, 2024, you will not be required to complete a 2023/2024 Learning Plan.

2 Scroll to the bottom of the screen and click.
Next: Continue to next step
or
Save for Later: Pause renewal process

Create 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 MLT's services, including patients, clients, students, employees, or any other group.
(minimum 50, max 250 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 250 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 250 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 you 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

Submit

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 **Submit**

NOTE: Once a regulated member clicks submit, 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.*
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* 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
- Performed and/or reviewed external/internal proficiency samples
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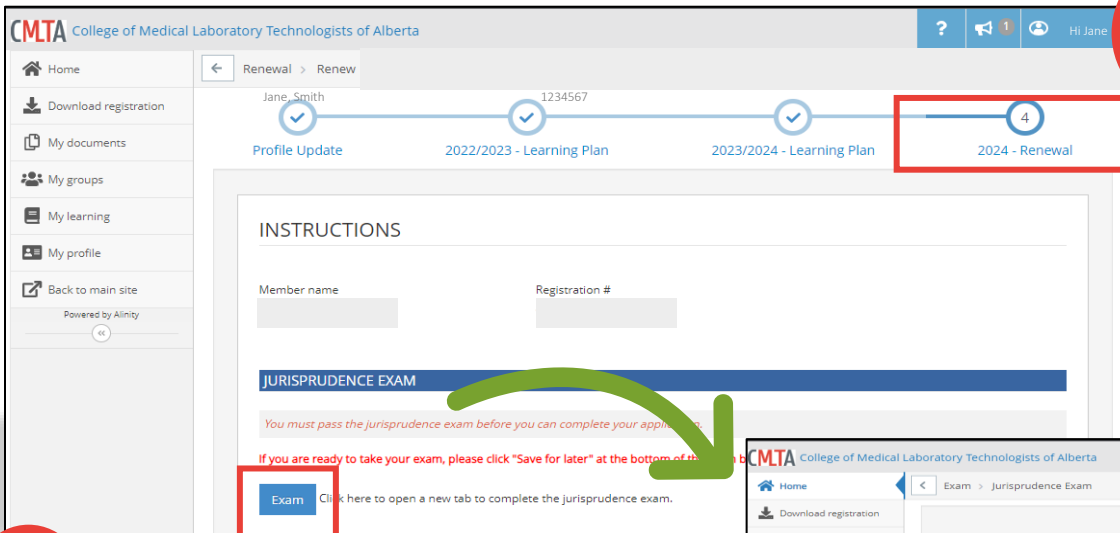
Complete the Jurisprudence Exam

1

Review the Jurisprudence Learning Module.

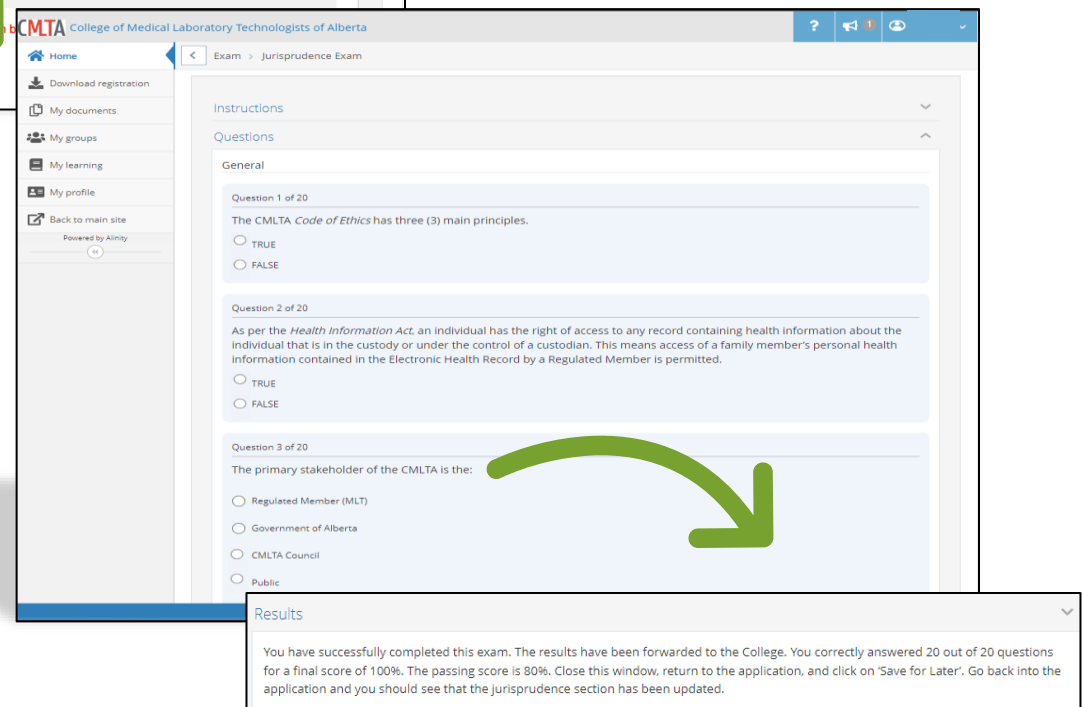
Click [here](#) to review the Jurisprudence Learning Module on the CMLTA website.

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

1 Answer Good Standing Declaration Questions

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

2 Acknowledge General, Communication, and 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

1 Answer Good Standing Declaration Questions

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

2 Acknowledge General, Communication, and 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

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, you 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 interface. At the top, the user is logged in as 'Jane'. A progress bar indicates the following steps: Profile Update (Completed), 2022/2023 - Learning Plan (Completed), 2023/2024 - Learning Plan (Update), and 2024 - Renewal (Approved (not paid)). Below the progress bar, there are sections for 'My forms' (Letter of Standing, Volunteer Resource Application) and 'Active Permit' (General, Effective 01-Jan-2023, Expires 31-Dec-2023). The 'My Invoices' section is highlighted with a red box and contains the following table:

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

Below the table, it indicates '1 invoice(s)'. The 'My Exams' section shows a 'Jurisprudence Exam' completed on 25-Aug-2023.

Confirm Registration

1 Return to the Member Portal Home Screen

2 Confirm Registration for 2024

CMLTA College of Medical Laboratory Technologists of Alberta

Home

Download registration

My documents

My groups

My learning

My profile

Back to main site

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Open Form

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

My forms

Volunteer Resource Application
[Fill in]
If you are interested in volunteering with the CMLTA, please submit this form.

Active and Future Permit

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

Announcements (1)

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After December 31, 2023: \$650 (MLT Dues + \$225 admin fee)

My Invoices
[Include paid]

Date	Total	Due
0 invoice(s)		

My Exams

Exam	Date	Status
Jurisprudence Exam	25-Aug-2023	Passed
Jurisprudence Exam	25-Aug-2023	Failed
Jurisprudence Exam	21-Sep-2022	Passed

My Self Assessments

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

Download and Print Registration

CMLTA College of Medical Laboratory Technologists of Alberta

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My profile

Back to main site

Powered by Ainity

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

Permit Tax receipt

Active (General)

Effective: 01-Jan-2024

Expires: 31-Dec-2024

Permit Tax receipt

Announcements (1)

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Effective	Expiry	Download	Tax receipt
01-Jan-2023	31-Dec-2023	Download	Tax receipt
01-Jan-2024	31-Dec-2024	Download	Tax receipt
01-Jan-2022	31-Dec-2022	Download	
01-Jan-2021	31-Dec-2021	Download	

1 On the Member Portal Home Screen click Download Registration

2 Click Download

Effective	Expiry	Download	Tax receipt
01-Jan-2023	31-Dec-2023	Download	Tax receipt
01-Jan-2024	31-Dec-2024	Download	Tax receipt
01-Jan-2022	31-Dec-2022	Download	
01-Jan-2021	31-Dec-2021	Download	

3 Print Document

CMLTA COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS OF ALBERTA 1234567

2024 MLT General Practice Permit

Jane Smith

Effective: 01-Jan-2024 Expiry: 31-Dec-2024

Reg #: 1004249

Signature

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

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

