

The College Of Medical Laboratory Technologists of Alberta (CMLTA)

How To Complete Your Learning Plan For The Current Year
In 7 Easy Steps



1 Access Registrant Portal



Through the CMLTA website:
www.cmlta.org

Through the direct link:
<https://cmlta.ca.thentiacloud.net/webs/cmlta/service/#>

2 Log Into Registrant Portal



Enter

- Username
- Password

Answer

- Security Question



3 Access CCP Learning Plan and Activity Log



Click

- Continuing Competence Program
- CCP Learning Plan and Activity Log

4 Add Activity



Select

- Year
- Learning Objective

Click

- Add Activity



5 Complete The CCP Learning Activity Information



Record required information indicated with an asterisks (*) on the CCP Learning Activity Information page

Refer to "Documentation Guidelines for Learning Activities" on CMLTA website

6 Complete the Learning Objective



Complete all Learning Objectives
Mark as Met (Yes) or Not Met (No)

NOTE: To mark a Learning Objective as met at least one activity must be logged



7 Confirmation



All activities are different and logged under the correct Learning Objectives



All Learning Objectives are marked as Met or Not Met (Yes/No)



At least 3 Learning Objectives are Met (Yes)

General Contact Information

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CMLTA

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