

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

2024 RENEWAL DUES - PAY EARLY AND SAVE!

September 15 - October 31, 2022: \$375
November 1 - November 30, 2022: \$425
December 1 - 31, 2023: \$550 (MLT Dues + \$125 admin fee)
After December 31, 2023: \$650 (MLT Dues + \$225 admin fee)

Renewal Information: A helpful renewal guide and video are available on our [website](#).

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

Email Address: If you have been using your work email address to log into your CMLTA profile, we recommend changing it to a personal email address, especially if you are using a DynaLIFE email address.

Insurance: As noted in emails sent in July 2023, professional liability insurance (PLI) is now a registration requirement. You will be required to have PLI starting January 1, 2024, and there will be a declaration in the renewal process regarding this.

Recent Graduates with Provisional MLT Practice Permits:

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, 2023, deadline will have their practice permit immediately suspended and will not be able to practice until they renew. In this circumstance, the CMLTA sends a notification to the employer after January 1, 2024, 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, 2024) will be subject to a \$225 admin fee. Individuals practicing on or after January 1, 2024, without a 2024 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 2024, must notify the CMLTA by submitting a Notice of Non-Practice through their member profile on their Home Page under “Change My Registration.”

REMINDERS:

- You must complete your 2023 learning plan by indicating that at least 3 learning objectives are complete. To do this, you must first add an activity under “Learning Activities and Professional Development Update”. Please review our CCP learning plan guide on [our website](#).
- You must complete a new self-assessment and create a learning plan for 2024.
- 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.
- Online payment may only be made by VISA or MasterCard.
- Those choosing to renew mid-December, should not expect a 2024 registration and MLT Practice Permit by December 31, 2023.
- 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 25, 2023, to January 1, 2024.

Renewal Questions:

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

