



The College of Medical Laboratory Technologists of
Alberta

How to Renew Your CMLTA Registration

2024 Renewal Season

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

Natasha Kasongo
natasha@cmlta.org

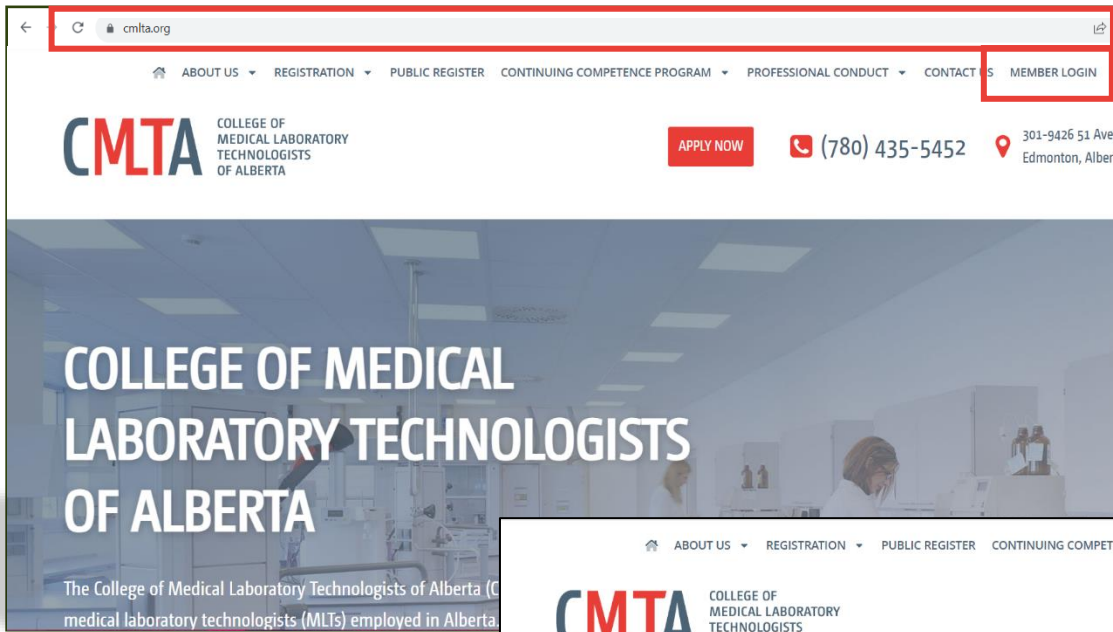




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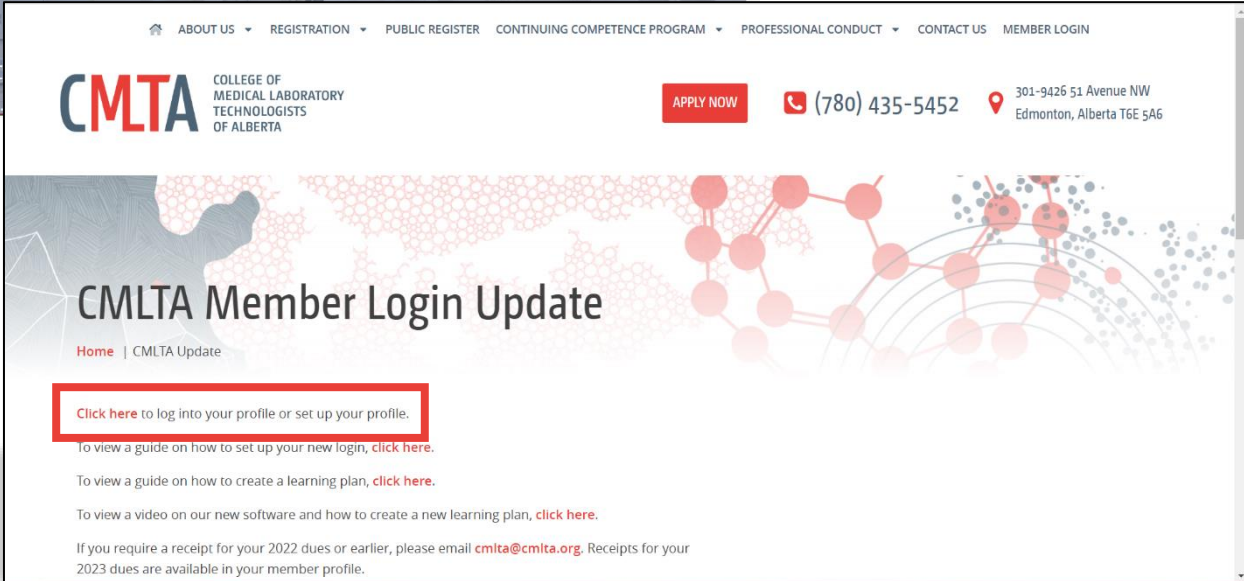
Log into the Member Portal



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

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

3 Click **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 supports the interests of 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)		

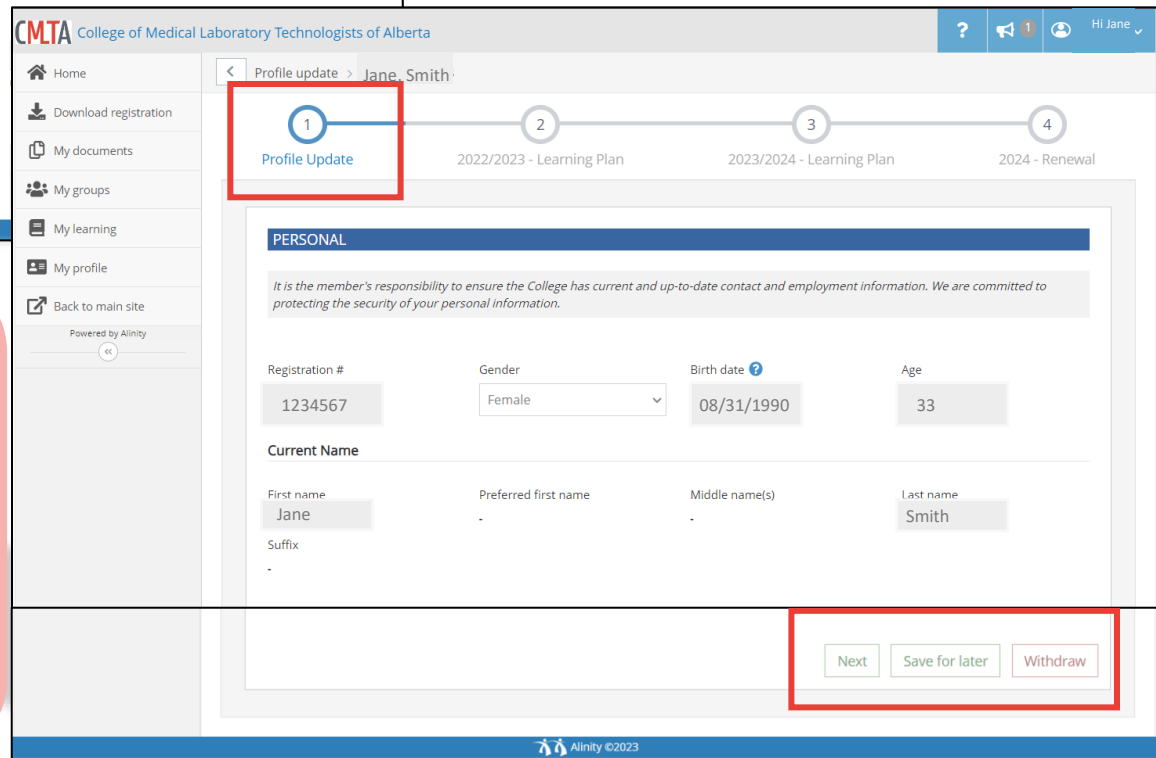
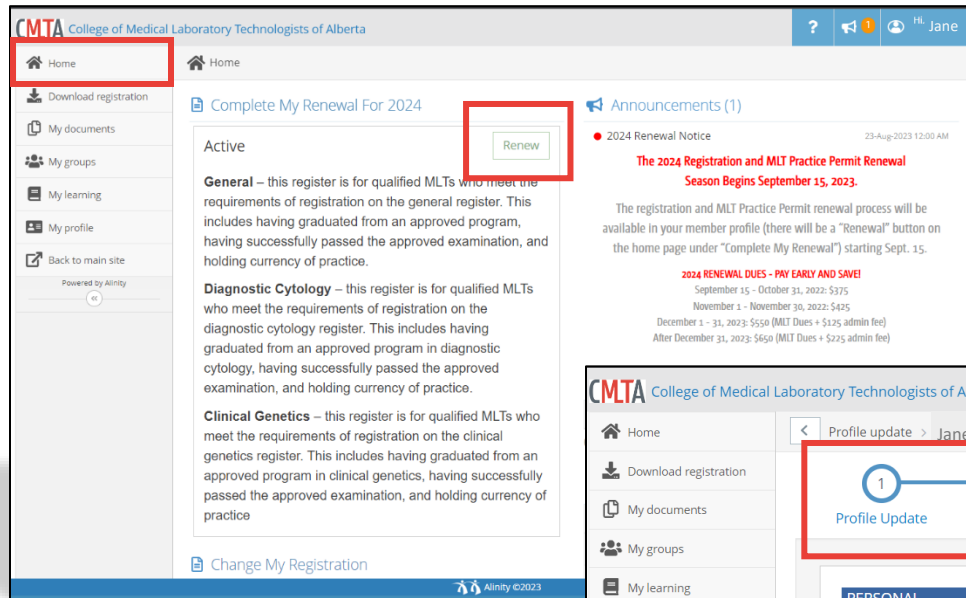
My Exams

Exam	Date	Status
Jurisprudence Exam	-	Available

Profile Update

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

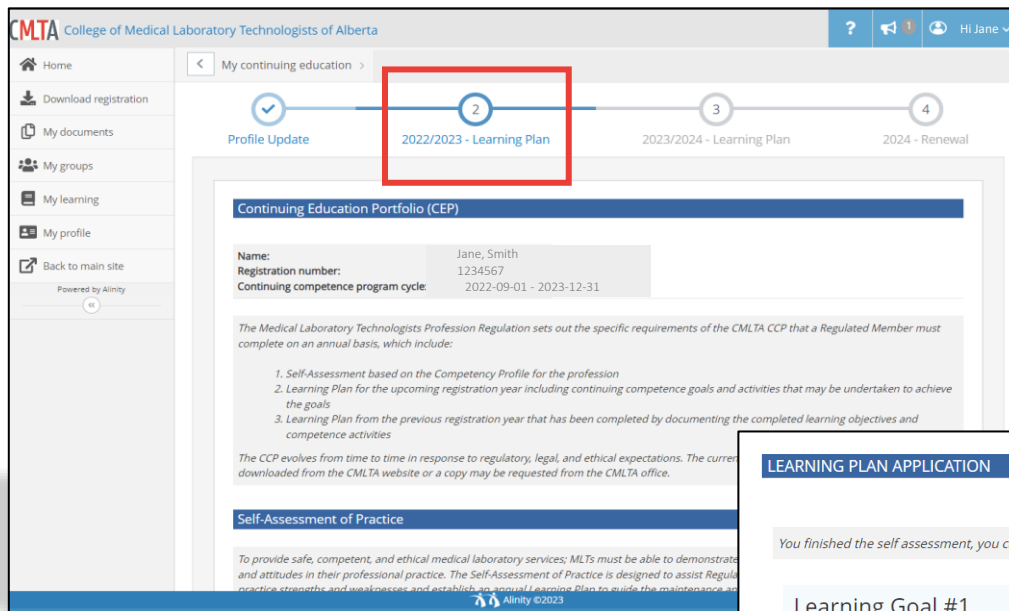
2 Update your Profile Information
-Last Name Change
- Address Change
-Phone/email contact Information
-MLT Education
-Employment Information
-Practice Hours



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

Complete 2023 Learning Plan



1 Review your Learning Plan Application



These are the goals that the Regulated Member created last Renewal Season (2023)

NOTE: The Learning Plan Application cannot be changed

LEARNING PLAN APPLICATION

You finished the self assessment, you can complete the application

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.

* Target date
2023-12-31

* To fulfill my Learning Goal, I may:

Projected learning activity (max 3) ?

- Review subject matter relevant to the area of professional practice (e.g., textbook, journal, article, course, policy, procedure manual)
- Complete Course must include an Assignment or Exam
- Attend workplace event/in-service (e.g., seminar, workshop, in-service, vendor training, medical rounds)
- Attend professional event (e.g., conference, convention, annual general meeting, symposium, forum)
- Observe and/or consult with peer/expert Share knowledge and/or expertise as a trainer/mentor/preceptor
- Share knowledge and/or expertise as presenter/lecturer (e.g., paper, poster, lecture)
- Troubleshoot equipment/instrumentation/process Perform and/or review external/internal proficiency samples
- Participate on committee/focus group relevant to area of professional practice
- Develop and present a subject matter presentation, seminar, symposium, or other course

Learning Goal #1

2.1 I am able to competently apply knowledge applicable to area(s) of professional Practice, which includes: Target completion date: 2023-12-31

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: Target completion date: 2023-12-31

2.2.iii Emerging techniques, technologies, and methodologies.

* Select a learning claim type

* Select a learning activity

Learning activity details:

I will learn about the Keistra urine app.

* Nature of resource

Activity date

* Dedicated hours

* Title of event

* Topic of learning

* Name of presenter/provider/organization

* 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: Continue to Step 3

or

Save for Later: Pause Renewal Process

Create 2024 Learning Plan

CMLTA College of Medical Laboratory Technologists of Alberta

Home | My continuing education >

Download registration | My documents | My groups | My learning | My profile | Back to main site

Powered by Alinity

Profile Update | 2022/2023 - Learning Plan | **2023/2024 - Learning Plan** | 2024 - Renewal

Continuing Education Portfolio (CEP)

Name: [redacted]
Registration number: [redacted]
Continuing competence program cycle: [redacted]

The Medical Laboratory Technologists Profession Regulation sets out the specific requirements of the CMLTA CCP that a Regulated Member must complete on an annual basis, which include:

1. Self-Assessment based on the Competency Profile for the profession
2. Learning Plan for the upcoming registration year including continuing competence goals and activities that may be undertaken to achieve the goals
3. Learning Plan from the previous registration year including continuing competence activities

The CCP evolves from time to time in response to changes in the profession and is updated and downloaded from the CMLTA website.

1

Complete the Self-Assessment of Practice

LEARNING PLAN APPLICATION

Step 1: Complete the Self Assessment

Step 2: Select a Minimum of 3 and a maximum of 6 Developing/Advancing/Expanding (DEV) Enabling Competencies to be your Learning Goals

Step 3: Provide additional information on how you aim to achieve the Learning Goals.

Self-assessment Click here to open a new tab to complete the self-assessment.

If you are already to complete your self-assessment, please click "Save for later" at the bottom of this form before clicking over to the self-assessment.

NOTE: Clicking Self Assessment will open a new tab where Regulated Members self-assess by selecting the Self-Assessment of Practice Statement which most accurately describes their abilities and circumstances for each Enabling Competency as derived from the Standard Practice

2

The Regulated Member will go through the Standards of Practice and Enabling Competencies, indicating if they are Competent (COM) or Developmental/Advancing/Expanding (DEV).

COM: I have self-assessed this enabling competency as competent because I have the necessary knowledge, skills, judgments, and attitudes to adequately meet all the requirements for this enabling competency.

DEV: I have self-assessed this enabling competency as developmental/advancing/expanding because I have identified weaknesses/gaps in my knowledge, skills, judgments, and attitudes in this enabling competency, and/or I would like to supplement my knowledge, skills, judgments, and attitudes in this enabling competency.

Instructions

Questions

Professional Accountability

The MLT must adhere to the legislative and professional requirements governing professional practice.

Question 1 of 45 1.1.i

1.1 I assume personal responsibility for my professional decisions and the impact of those decisions on the quality of my practice, including:

1.1.i The *Health Professions Act* and specifically Part 4 - Professional Conduct, *Medical Laboratory Technologists Profession Regulation*, *Health Information Act*, safety legislation, and privacy legislation.

DEV
 COM

Question 2 of 45 1.2.i

1.2 I understand professional standards and apply to practice in a manner consistent with:

1.2.i The *CMLTA Standards of Practice*, *CMLTA Code of Ethics*, practice advisory statements, and other doctrines applicable to professional practice.

DEV
 COM

Question 3 of 45 1.3.i

1.3 I assume personal responsibility for my professional decisions and the impact of those decisions on the quality of my practice, including:

1.3.i Accepting responsibility for the consequences of my actions and/or inactions.

DEV
 COM

Learning Goals

Learning plan
2023/2024 - Started (not submitted)

Please select between 3 and 6 goals for your learning plan
Show Recommended All

- * 1.1.i 1.1.i
The *Health Professions Act* and specifically Part 4 - Professional Conduct, *Medical Laboratory Technologists Profession Regulation*, *Health Information Act*, safety legislation, and privacy legislation.
- * 1.2.i 1.2.i
The CMLTA *Standards of Practice*, CMLTA *Code of Ethics*, practice advisory statements, and other doctrines applicable to professional practice.
- * 1.3.i 1.3.i
Accepting responsibility for the consequences of my actions and/or inactions.
- * 1.3.vi 1.3.vi
Taking appropriate action in responding to and mitigating situations which jeopardize the care of clients or brings harm to the profession.

Save goals

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3 Submit your Self-Assessment

4 Select a minimum of 3 maximum of 6 Enabling Competencies to be 2024 Learning Goals.

5 Click Save Goals

The Regulated Member will then be brought back to the Member Portal Home Screen

6 Click Update Learning Plan

CMLTA College of Medical Laboratory Technologists of Alberta

Hi Jane

Home

Download registration

My documents

My groups

My learning

My profile

Back to main site

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Complete Form

Profile Update

2022/2023 - Learning Plan

2023/2024 - Learning Plan

2024 - Renewal

Open Form

Letter of Standing

Status: New Last updated: 25-Aug-2023

My forms

Volunteer Resource Application

If you are interested in volunteering with the CMLTA, please submit this form.

Active Permit

Active (General)

Effective: 01-Jul-2023 Expires: 31-Dec-2023

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)

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CMTA College of Medical Laboratory Technologists of Alberta

Hi Jane

LEARNING PLAN APPLICATION

You finished the self assessment, you can complete the application

Learning Goal #1

1.1 I assume personal responsibility for my professional decisions and the impact of those decisions on the quality of my practice, including:

1.1.i The *Health Professions Act* and specifically Part 4 - Professional Conduct, *Medical Laboratory Technologists Profession Regulation*, *Health Information Act*, safety legislation, and privacy legislation.

* Target date
yyyy-mm-dd

* To fulfill my Learning Goal, I may:

Projected learning activity (max 3)

- Review subject matter relevant to the area of professional practice (e.g., textbook, journal, article, course, policy, procedure manual)
- Complete Course must include an Assignment or Exam
- Attend workplace event/in-service (e.g., seminar, workshop, in-service, vendor training, medical rounds)
- Attend professional event (e.g., conference, convention, annual general meeting, symposium, forum)
- Observe and/or consult with peer/expert Share knowledge and/or expertise as a trainer/mentor/preceptor
- Share knowledge and/or expertise as presenter/lecturer (e.g., paper, poster, lecture)
- Troubleshoot equipment/instrumentation/process Perform and/or review external/internal proficiency samples

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7 The Regulated Member then provides additional information in how they plan on achieving each Learning Goal

Complete the following for all Learning Goals:

- Target Date
- Projected Learning Activity (maximum 3)
- Learning Activity Details
- Projected Professional Development (maximum 3)
- Professional Development Details

7 Scroll to the bottom of the screen and click:
Next: Continue to Step 4
 or
Save for Later: Pause Renewal Process

Projected learning activity (max 3)

- Review subject matter relevant to the area of professional practice (e.g., textbook, journal, article, course, policy, procedure manual)
- Complete Course must include an Assignment or Exam
- Attend workplace event/in-service (e.g., seminar, workshop, in-service, vendor training, medical rounds)
- Attend professional event (e.g., conference, convention, annual general meeting, symposium, forum)
- Observe and/or consult with peer/expert Share knowledge and/or expertise as a trainer/mentor/preceptor
- Share knowledge and/or expertise as presenter/lecturer (e.g., paper, poster, lecture)
- Troubleshoot equipment/instrumentation/process Perform and/or review external/internal proficiency samples
- Participate on committee/focus group relevant to area of professional practice
- Develop and/or revise subject matter (e.g., program, policy, procedure, process, curriculum, course)

* Learning activity details

I may attend a work, college, or association presentation but I may need to read an article regarding professional communication

* By completing the Learning Goal, I may:

Projected professional development (max 3)

- Acquire new skill/aptitude/attitude Develop program/policy/procedure/process Enhance accountability
- Enhance critical thinking/dec Improve communication skills Improve program/policy/procedure/process
- Improve work environment Increase awareness/understanding Increase confidence Increase knowledge
- Other: must specify

* Professional development details

Along with improving my communication skills among fellow MLTs this activity improved my communication skills with the diverse healthcare professional I work with on a daily basis

Next Save for later

Alinity ©2023

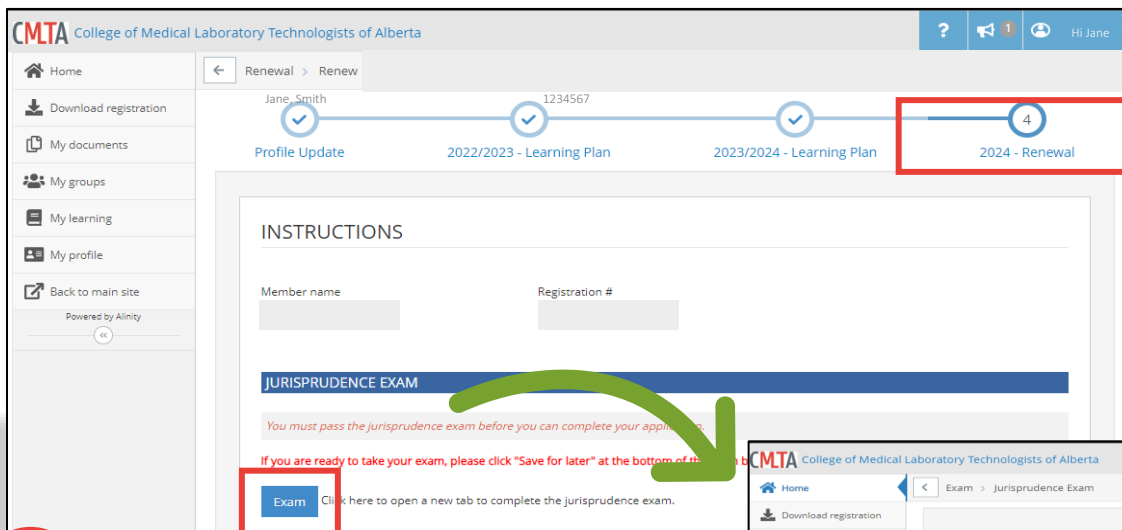
Complete the Jurisprudence Exam

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.

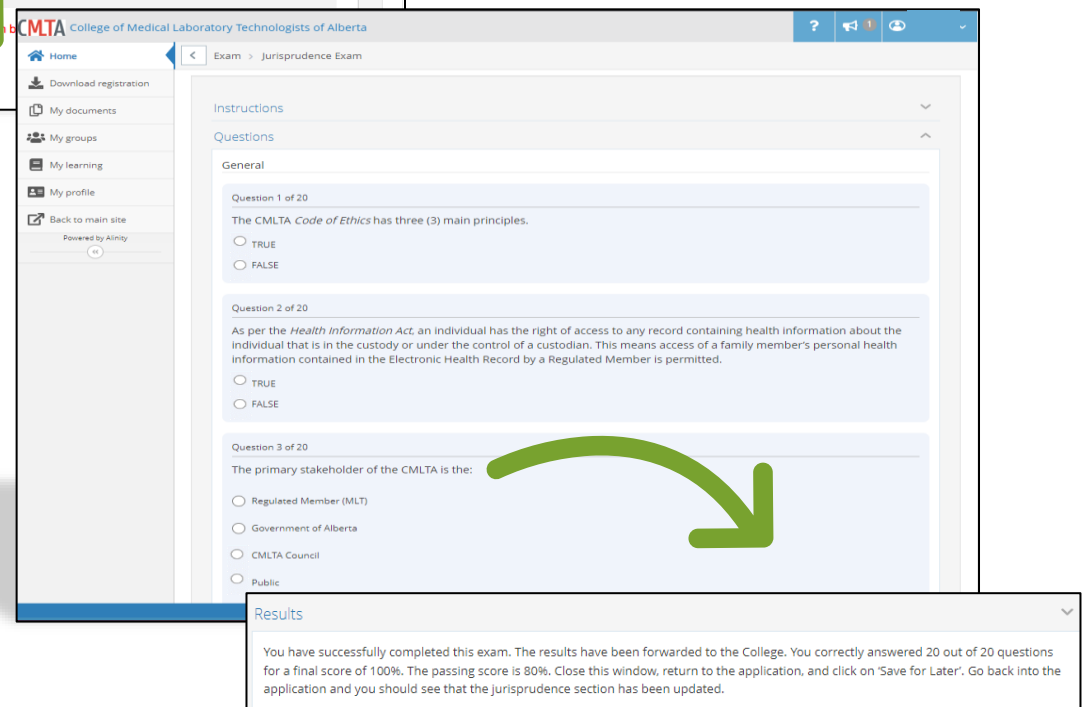


2

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 | Renewal > Renew >

Profile Update | 2022/2023 - Learning Plan | 2023/2024 - Learning Plan | **2024 - Renewal**

INSTRUCTIONS

Member name: Jane Smith | Registration #: 1234567

JURISPRUDENCE EXAM

You have passed the CMLTA jurisprudence exam on 25-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, reinstatement, 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?

Have you ever been the subject of a Regulated Member undertaking, a complaint, an appeal related to unprofessional conduct under Part 4 of the Health Professions Act regulates 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?

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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 CCP 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 CCP 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 email address and to promptly update this and all other contact information (including change of employment or employer) when changes occur.

I understand and agree that the CMLTA requires a Regulated Member's email address for the purposes of executing CMLTA operations 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 Technologists (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.

Alinity ©2023

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 interface. At the top, the user is logged in as 'Jane'. The main content area features a 'Complete Form' progress bar with four steps: Profile Update, 2022/2023 - Learning Plan, 2023/2024 - Learning Plan, and 2024 - Renewal. Below this, there are sections for 'My forms' (Letter of Standing, Volunteer Resource Application) and 'Active Permit' (General). A '2024 Renewal Notice' is displayed, stating that the renewal process begins on September 15, 2023. A 'My Invoices' table is visible, with one invoice highlighted in red:

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

Below the table, it indicates '1 invoice(s)'. The footer of the page shows 'Alinity ©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

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)	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

Home

Download registration

My documents

My groups

My learning

My profile

Back to main site

Powered by Alinity

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-2023

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

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Active (General)	Download	Tax receipt
Effective: 01-Jan-2023 Expiry: 31-Dec-2023		
Active (General)	Download	Tax receipt
Effective: 01-Jan-2024 Expiry: 31-Dec-2024		
Active (General)	Download	
Effective: 01-Jan-2022 Expiry: 31-Dec-2022		
Active (General)	Download	
Effective: 01-Jan-2021 Expiry: 31-Dec-2021		

1 On the Member Portal Home Screen click Download Registration

2 Click Download

Active (General)	Download	Tax receipt
Effective: 01-Jan-2023 Expiry: 31-Dec-2023		
Active (General)	Download	Tax receipt
Effective: 01-Jan-2024 Expiry: 31-Dec-2024		
Active (General)	Download	
Effective: 01-Jan-2022 Expiry: 31-Dec-2022		
Active (General)	Download	
Effective: 01-Jan-2021 Expiry: 31-Dec-2021		

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

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

