

The College of Medical Laboratory Technologists of Alberta

How to Renew Your CMLTA Registration

2026 Renewal Season

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

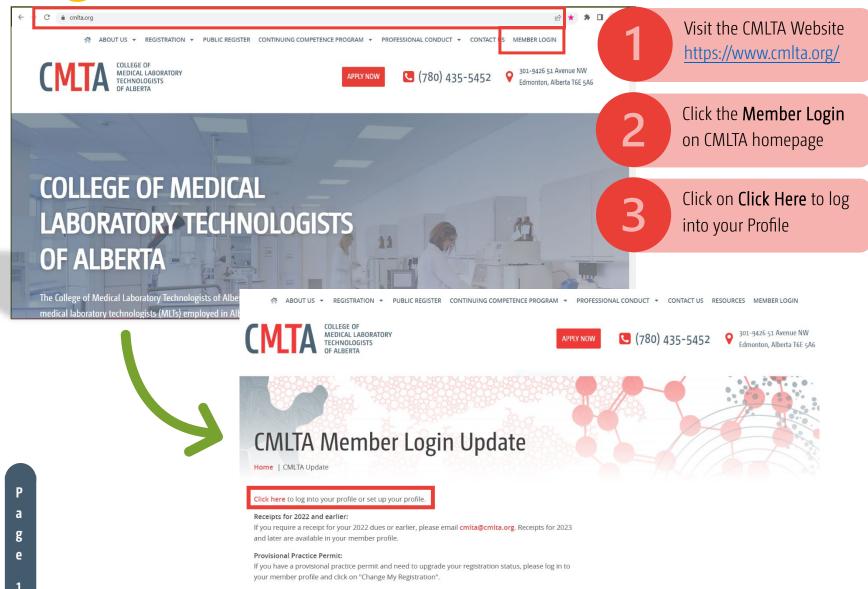
Somarly Siek ssiek@cmlta.org

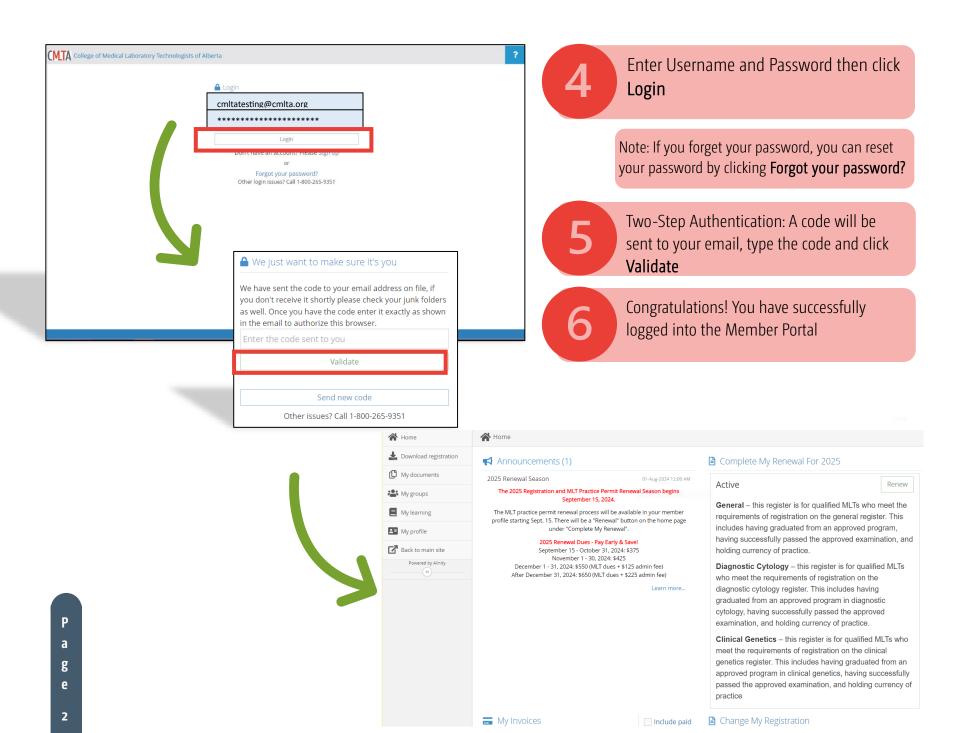


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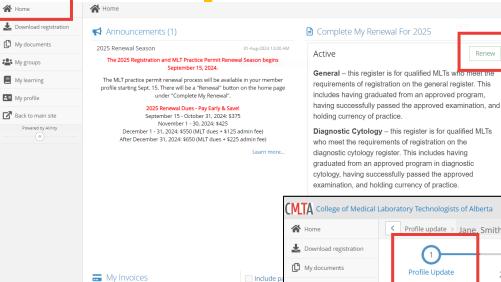
Log into the Member Portal





Profile Update

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

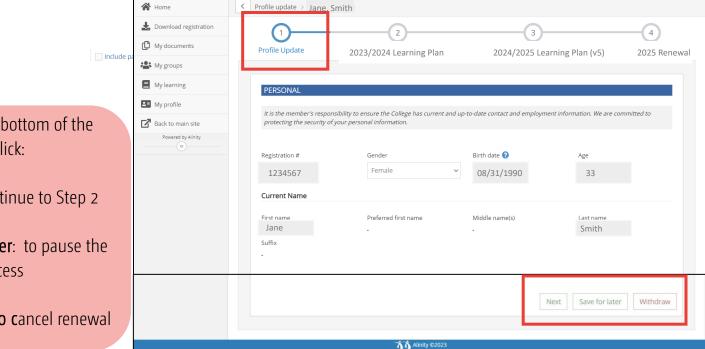


Update your Profile Information

- Last Name change
- Address change
- Phone/email contact information

? 📢 🗓 Hi Jane

- MLT education
- Employment information
- Practice hours



Renew

Scroll to the bottom of the 3 screen and click:

Next: to continue to Step 2

Save for Later: to pause the

renewal process

Withdraw: to cancel renewal

Complete 2025 Learning Plan



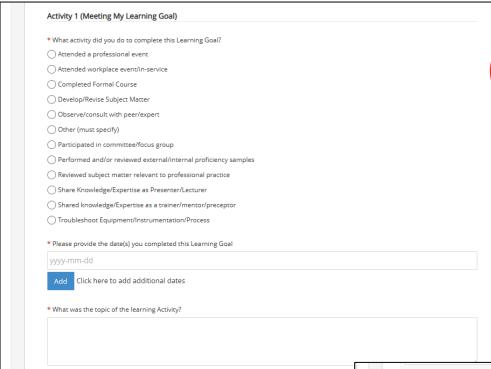
Review your Learning Plan **Application**



This is the goal that the Regulated Member created last renewal season (for 2025)

NOTE: The Learning Plan Application cannot be changed

	t one Standard of Practice your wish to create a learning plan for.
○ Co	de of Ethics
O Co	mmunication and Collaboration
O Co	nfidentiality and Record Maintenance
O Co	nsent
_ Cu	lturally Safe Practice
Le	gislative Responsibility
Pro	ofessional Accountability
Property	ofessional Knowledge
Sa	fety and Quality
By th	e end of 2025, I will advance my current knowledge, skill, atitude, and judgments related to:
MLTs	must:



Complete the Learning Activities and Professional Development Update

Fill in the activity information for your Learning Goal. (All Learning Activities must be different)

Review the <u>Documentation Guidelines for</u> <u>Learning Activities</u> to determine the required additional activity information.

Regulated Members may add additional activities under the Additional Activities Update Section (Optional)

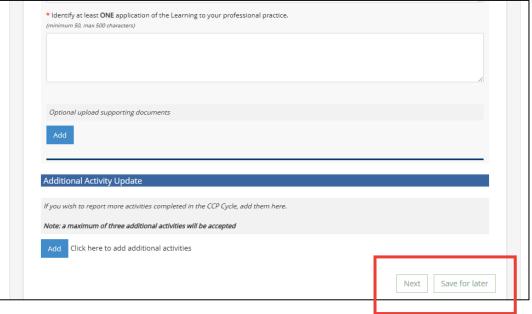
Scroll to the bottom of the screen and click:

Next: to continue to Step 3

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Save for Later: to pause renewal

process



Create a 2026 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 500 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 500 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 500 characters)

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.

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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.

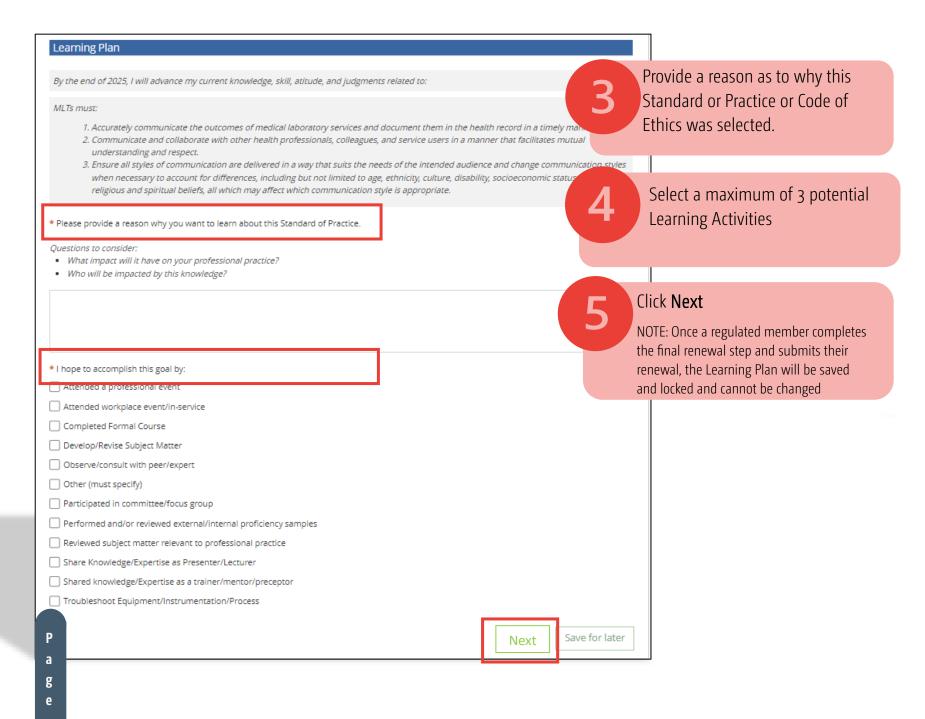
* Select one Standard of Practice your wish to create a learning plan for.	
○ Code of Ethics	
Communication and Collaboration	
○ Confidentiality and Record Maintenance	
○ Consent	
○ Culturally Safe Practice	
○ Legislative Responsibility	
O Professional Accountability	
O Professional Knowledge	
Safety and Quality	
Learning Plan	
By the end of 2025, I will advance my current knowledge, skill, atitude, and judgments related to:	7
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	

Additional information will auto-populate within the Learning Plan section regarding the selected Standard of Practice or Code of Ethics.

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.

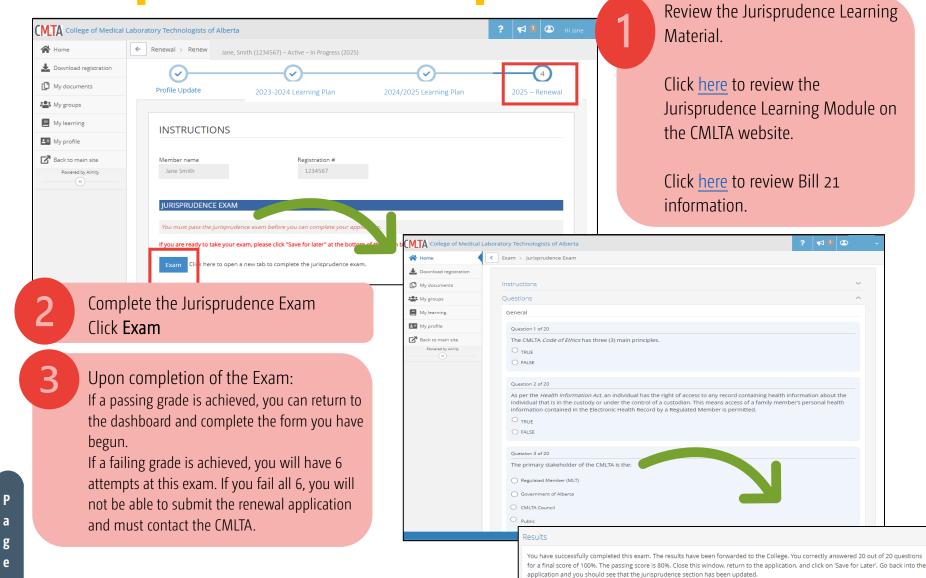
understanding and respect.



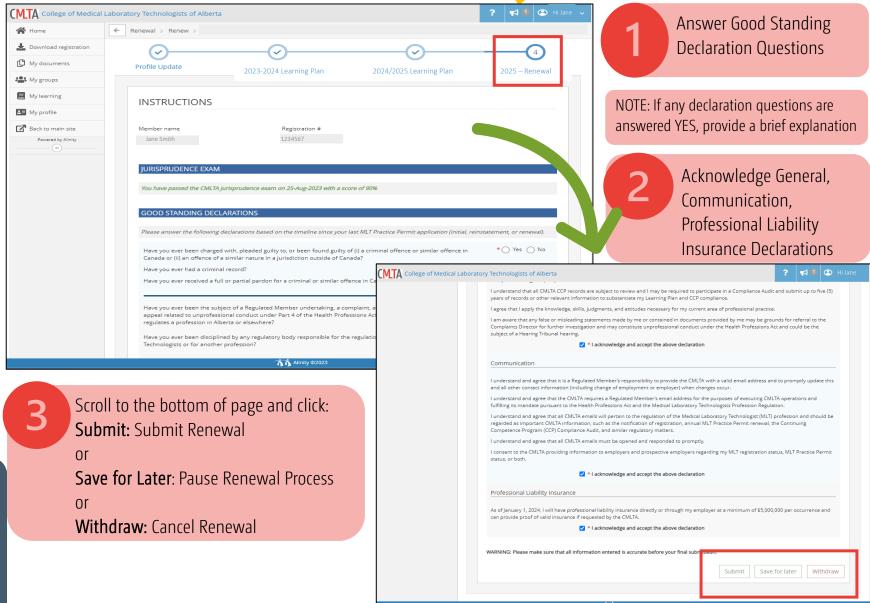
Shared knowledge/Expertise as a trainer/mentor/preceptor

Troubleshoot Equipment/Instrumentation/Process

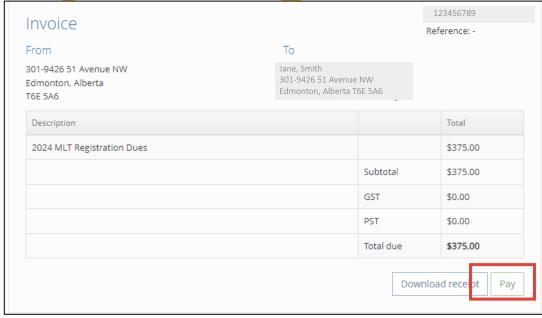
Learning Plan By the end of 2025, I will advance my current knowledge, skill, atitude, and judgments related to: MLTs must: 1. Accurately communicate the outcomes of medical laboratory services and document them in the health record in a timely manner. 2. Communicate and collaborate with other health 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. * 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 Reviewed subject matter relevant to professional practice Share Knowledge/Expertise as Presenter/Lecturer



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Pay MLT Registration Dues



Click Pay Again



Click Pay

Provide billing information

Invoice 123456789	For Jane Smith				
Total charge \$375.00					
* First name on card	* Last na	ame on card			
* Credit card #	* Expiry	* Security code			
XXXX-XXXX-XXXX-XXXX	e.g. 0524	e.g. 555			
* Please note that Alinity does not store your credit card details on their servers * Home # and street only (for account, no apt #)					
servers					
servers					

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.

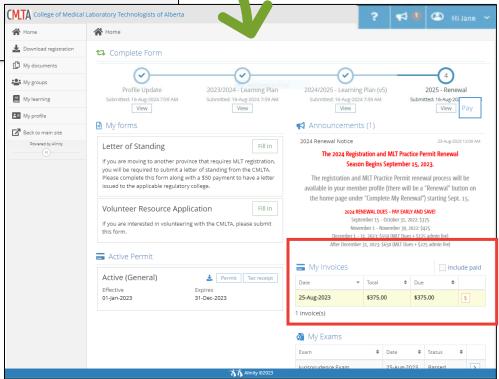
Thank you

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.

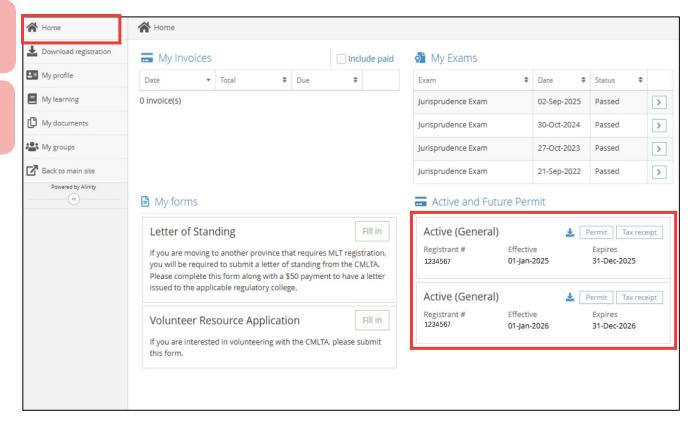
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NOTE: If your renewal requires CMLTA review, the Regulated Member will see this message



Confirm Registration

- Return to the Member Portal Home Screen
- Confirm Registration for 2026



Download and Print Registration

