
Policy: APPEAL OF REGISTRATION DECISIONS

Policy Number: 1.7

Policy Type: Registration and Practice

Date Approved: March 24, 2025

Appeal of Registration Decisions

Purpose

The CMLPSK (SSMLT) has the authority to delegate registration and licensure duties to the Registrar. The purpose of this policy is to outline the process for reviewing registration and licensure decisions made.

Scope

This policy applies to applicants requesting review of a delegated decision made by the Executive Director (Registrar) related to registration and licensure.

Policy

The Council can review the registration and licensure application decisions of the CMLPSK (SSMLT) Registrar. This includes new registration and licensure applications as well as renewal or re-licensure decisions.

The applicant must make a written request, to Council, for registration and licensure review. The request must arrive at the CMLPSK (SSMLT) office within 30 days of the original decision being served to the applicant.

The request must outline the grounds or reasons the applicant alleges the Registrar's decision is in error and provide any documentation necessary to support the allegation.

The Council shall provide the applicant with an opportunity to make a verbal presentation to the Council at the next scheduled Council meeting or another date/time in consultation with the applicant who requested the review.

The Council is authorized to respond to the review by either:

- directing the Registrar to exercise decision-making power in a manner that the Council considers appropriate, or
- confirming the Registrar's decision.

The Council shall inform the applicant, in writing, of their decision and the reasons for it.

Authority

[The Medical Laboratory Technologists Act, 1995](#)

[The Regulatory Bylaws](#)

PROCEDURE

An applicant shall:

- provide the CMLPSK (SSMLT) Council with a written request for review through regular mail or email
- outline the grounds or reasons why they believe the Registrar has made an error
- provide any documentation supporting their allegation
- submit their request for review within 30 days of the Registrar delivering the decision
- can make a verbal presentation to the Council.

An applicant may:

- hire legal counsel at their own cost.

The CMLPSK (SSMLT) Council shall:

- conduct a procedurally fair process
- make every effort to address the requested review as soon as possible
- inform the applicant, in writing, of the date the Council will review the application
- allow the applicant to appear in person, or virtually, for the review and to make verbal representations
- consider the individual circumstances of the case
- act in good faith, and in a fair and reasonable manner
- consider relevant information in a logical manner
- hear the review and do one of the following:
 - direct the Registrar to exercise a new application decision
 - uphold the Registrar's decision
- issue the applicant and the CMLPSK (SSMLT) office their written decision, with reasons, using plain language and deliver it to the applicant by regular mail or email.

The CMLPSK (SSMLT) Council may:

- retain legal counsel
- seek legal counsel's assistance in writing the review decision.

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Responsible for review: Registration