
Policy: RECORD CHECK REQUIREMENTS

Policy Number: 1.9

Policy Type: Registration and Practice

Date Approved: March 24, 2025

Record Check Requirements Policy

Purpose

The objective of this policy is to provide individuals with information about the CMLPSK (SSMLT) record check requirements and how to apply for a record assessment to become licensed with CMLPSK (SSMLT).

Policy

The CMLPSK (SSMLT) evaluates potential risk or harm to the public or the standing of the profession by assessing an applicant's suitability to practice.

Authority

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

[The Regulatory Bylaws](#)

PROCEDURE

NEW APPLICANTS

Must submit record check that has been issued within the previous 6 months.

Acceptable providers include:

- RCMP
- Local Canadian police force
- Sterling backcheck

REGISTRATION RENEWALS

Registrants (members) completing the annual renewal must complete the declaration on the online renewal form.

The CMLPSK (SSMLT) may require a current registrant to supply a record check if they are selected for the annual registration audit.

DISCLOSURE AFTER INITIAL REGISTRATION/LICENSURE

As soon as reasonably possible, and not more than 30 days from the date of any charge, offence, or conviction, the registrant (member) must contact the CMLPSK (SSMLT) registrar to report the charge, offence, or conviction. The registrant (member) may be required to provide a current

record check and supply sufficient legal documentation to determine continued registration eligibility.

DECISION

The CMLPSK (SSMLT) will consider and review the information on record check or member disclosure and consult with legal counsel, when necessary, to render a decision of an application or renewal.

The applicant or member will be notified of the decision and have the right to appeal the decision. See Appeal of Registration Decisions Policy for details.

RELATED DOCUMENTS

- 1.7 Appeal of Registration Decisions Policy

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Responsible for review: Registration