

Renewal Guide



2026 LICENCE RENEWAL GUIDE

Renewal opens: October 1, 2025

Renewal Deadline: November 30, 2025

Late Fee Automatically applied: December 1, 2025

HOW TO RENEW

Login to the Registrant Portal, select “Renew Now” complete the required fields, and select the payment method (Credit Card or e-transfer). NOTE: your current contact and employer information is now required.

PAYMENT METHOD:

- Credit Card – select ‘Pay Now’ enter the credit card information to complete
- E-transfer – select ‘Invoice me’ and submit payment to: info@cmlpsk.ca
NOTE: CMLPSK has automatic deposit, however, we must manually enter the payment into your profile. You will receive an email when that is complete, and you are able to print your licence.

2026 REGISTRATION FEES:

- Practicing licence - \$375
- Non-practicing or non-practicing (retired) registration - \$25

LATE FEES: EFFECTIVE DECEMBER 1, 2025

- Renewal from December 1- 31: \$75
- Renewal from January 1-31: \$100
- Renewal after February 1, 2026. You must reapply as a new applicant.

TECHNICAL ISSUES

FORGET YOUR PASSWORD?

You can select ‘Forgot my Password’ and follow the instructions.

I HAVE LOGGED IN AND THE MESSAGE SAYS: “YOU CURRENTLY DO NOT MEET THE REQUIREMENTS FOR RENEWAL”.

This means you do not have adequate Continuing Professional Education &/or Practice Hours to renew. Email alerts were sent to all registrants that did not meet the renewal criteria on August 19 & 20, 2025. To view the email, login, under ‘Settings’ and select ‘My emails’.

Renewal requirements:

[CPE GUIDELINES](#) – 30 hours in the previous 5 years. At least 15 hours must be Category 1

[PRACTICE HOURS GUIDELINES](#) – 1200 Hours within the previous 5 years

FAILURE TO RENEW

If you do not renew your Practicing licence by December 1, 2025, and you have not informed CMLPSK, the CMLPSK office will:

- Send you notice of Licence cancellation; and
- Notify your most recent employer, that your Practicing licence has been cancelled.

PRACTICING AS A MLT WITHOUT A LICENCE

Only registrants with CMLPSK can use the title and Practice as a MLT in SK. Persons working as a MLT or using the title ‘MLT’ that are not registered will be referred to legal counsel and the appropriate committee for further action. See CMLPSK – [Practicing without a licence Policy](#)

INSURANCE REQUIREMENTS

PROFESSIONAL LIABILITY INSURANCE (ALSO KNOWN AS MALPRACTICE INSURANCE)

All Provisional Practicing & Practicing registrants must have a minimum of \$2M liability insurance. See [Professional Liability Insurance Policy](#) - s. 14(2)(o) of the Act and s. 4(1)(d) Regulatory bylaws for details. Registrants are required to select their liability insurance provider on the renewal form. It is the Registrant's responsibility to determine the insurance that best fits their needs.

CMLPSK APPROVED INSURANCE OPTIONS:

EMPLOYER (SHA):

This is basic insurance; legal defense is not included. Coverage is for tasks associated with your employment only. Does not include volunteer, self-employed or contract work.

HARVARD WESTERN:

[Harvard Western](#) – No Membership Required – this is comprehensive insurance that includes legal defense. ([see coverage information](#)) → Start [HWI application](#), select December 1, 2025 as start date.

CSMLS:

Membership is required. This insurance includes legal defense. [CSMLS PLI info](#)
CSMLS membership may have other benefits that are important to you such as education opportunities.

OTHER EMPLOYER WITH INSURANCE OR PRIVATE INSURANCE:

Contact CMLPSK office to discuss: info@cmlpsk.ca

NOTE:

Insurance is a regulated industry that has a fiduciary duty to uphold the interests of its policyholders, the individual MLT. CMLPSK is **not** listed on any policy or receives any financial benefit from any of the providers. CMLPSK will review requests from registrants to determine if their insurance policy meets the legislative requirements.

REGISTRATION CATEGORY OR PROFILE CHANGES REQUIRED

CHANGE IN REGISTRATION CATEGORY:

RETIRED FROM PRACTICE:

- Inform CMLPSK that you are not renewing and are cancelling your registration; or
- Renew as non-practicing (retired) for \$25
 - To change from Practicing to non-practicing, select 'Yes' to change your category.

Advantages of remaining registered:

- Eligible for CMLPSK council or a committee; and
- Upgrade to a Practicing Licence, with the required CPE and Practice hours.

Select 'Upgrade to Practicing' from registrant portal. The cost is prorated – see [fee structure](#)

ON TEMPORARY LEAVE - MEDICAL, PARENTAL, ETC.:

NOTE: For those on Medical Leave, consult with your employer or benefits provider to ensure non-practicing registration does not impact you.

- Renew as Practicing; or
- Renew as non-practicing and upgrade to practicing 1 week prior to returning to work
 - Can upgrade to Practicing Licence, with the required CPE and Practice hours. Select 'Upgrade to Practicing' from registrant portal. The cost is prorated – see [fee structure](#)

MOVED OR MOVING OUT OF SK AND PRACTICING IN ANOTHER JURISDICTION:

Inform CMLPSK office you are cancelling your registration, and what jurisdiction you work in.

PROFILE CHANGE - HOW TO SUBMIT A NAME CHANGE:

Login to the registrant portal, under settings, select 'Name Change Request', follow the instructions and submit a copy of the approved document. Once the name change has been processed, you will receive an email from CMLPSK confirming the name change is complete.