

RENEWAL PROCESS

STEP 1: START YOUR RENEWAL

1. Log in to the Registrant Portal.
2. Select Start Your Renewal.
3. Complete the Renewal Category Response question.
4. If you are renewing as **Non-Practising** or **Non-Practising Retired**, you will be redirected to the Registrant Homepage to complete the Renewal Form. Proceed to **Step 3**.
5. If you are renewing as **Practising**, proceed to **Step 2**.

STEP 2: COMPLETE THE ANNUAL QUESTIONNAIRE

1. Registrants renewing as Practising will be directed to the Annual Questionnaire.
2. Answer all questions in the questionnaire.
3. Select Finish when complete.
4. You will be redirected to the Registrant Homepage to complete the online renewal. Proceed to **Step 3**.

STEP 3: COMPLETE THE RENEWAL FORM

1. Select Renew Online.
2. Complete all required fields.
3. Choose one of the following payment methods:
 - Visa
 - Visa Debit
 - Mastercard
 - e-Transfer

SUMMARY OF THE RENEWAL PATH

- **Non-Practising / Non-Practising Retired:** Step 1 → Step 3
- **Practising:** Step 1 → Step 2 → Step 3

PAYMENT OPTIONS

CREDIT CARD PAYMENTS (VISA, VISA DEBIT, OR MASTERCARD)

- A 2.5% processing surcharge will be applied.
- Once payment is successfully processed, you can print your licence and receipt directly from the Registrant Portal. See 'How to Print your Licence/Registration Receipt'.

E-TRANSFER PAYMENTS

- CMLPSK accepts e-Transfers through auto-deposit.
- The CMLPSK office must manually mark your invoice as paid before you can print.
- You will receive an email notification that you are able to print your licence. See 'How to Print your Licence/Registration Receipt'.

2027 FEES

REGISTRATION FEES

- Practising Licence - \$375
- Non-Practising or Non-Practising Retired - \$25

LATE FEES – AUTOMATICALLY ADDED DECEMBER 1, 2026

- December 1 – 31: \$75
- January 1 – 31: \$100
- After February 1, a new application and required documents must be submitted.

HOW TO PRINT YOUR LICENCE/REGISTRATION RECEIPT

- If you paid by credit card, there will be no changes to your registration category:
 - Login to your profile
 - From the Homepage, under "Settings", select:

Print Receipt/Licence Permit

- If you paid by e-transfer, or there were changes to your registration category, you will receive an email indicating your renewal has been completed:
 - Login to your profile
 - From the Homepage, under "Settings", select:

Print Receipt/Licence Permit

TECHNICAL ISSUES

FORGOT YOUR PASSWORD?

For security purposes, the CMLPSK cannot lookup your password.

- Select 'Forgot my Password' and follow the instructions.
- If 'Forgot my Password' does not work, contact the CMLPSK office: info@clmpsk.ca to request a temporary password reset.

A MESSAGE SAYS: "YOU CURRENTLY DO NOT MEET THE REQUIREMENTS FOR RENEWAL".

RENEWAL REQUIREMENTS:

ONLINE RENEWAL

You are required to have 1200 Practising Hours and 30 CE Credit Hours (Category 1- minimum of 15 hours; Category 2- maximum of 15 hours) in the previous 5 years to be eligible to renew

You currently do not meet the requirements for renewal.

This means you do not have adequate CPE or Practice hours or both

See - [Continuing Competency Requirements Guide](#)

- 30 hours of CPE. At least 15 hours **must** be Category 1
 - How to [enter a CPE](#)
- 1200 Hours within the previous 5 years
 - How to [enter Practice Hours](#)

FAILURE TO RENEW

If you do not renew your Practising licence by December 1, 2026, and you have not notified CMLPSK, the CMLPSK office will:

- Send you a notice of Licence cancellation; and
- Notify your most recent employer on record that your Practising licence has been cancelled.

PRACTISING WITHOUT A LICENCE

Only persons with a CMLPSK Practising or Provisional Practising can use the title and practice as an MLT in SK. Persons working as an MLT or using the title 'MLT' that are not licenced with CMLPSK will be referred to the appropriate committee or Provincial Court for further action.

See CMLPSK – [Practising without a licence Policy](#)

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-practising (retired) for \$25
 - To change from Practising to non-practising, select 'Yes' to change your category.

Advantages of remaining registered:

- Eligible for CMLPSK council or a committee; and
- Upgrade to a Practising Licence, with the required CPE and Practice hours.
Select 'Upgrade to Practising' 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-practising registration does not impact you.

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



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

Inform CMLPSK office you are resigning your registration, and what jurisdiction you work in. Please mark down the last date of work in SK so that we may resign your registration after this date.

INSURANCE REQUIREMENTS

PROFESSIONAL LIABILITY INSURANCE (AKA: MALPRACTICE INSURANCE)

All Provisional Practising & Practising registrants must have a minimum of \$2M liability insurance.

See [Professional Liability Insurance Policy](#) for details.

CMLPSK APPROVED OPTIONS:

EMPLOYER (SHA):

This is basic insurance; legal defense is not included. Coverage is for tasks associated with your employment only. Registrants must determine if this meets their needs.

HARVARD WESTERN

[Harvard Western](#) – No Membership Required – This is comprehensive insurance that includes legal defense. ([see coverage information](#)) → Start [HWI application](#), select December 1, 2026, 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.

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.

OTHER PLI POLICY QUESTIONS?

Contact CMLSK office at info@cmlpsk.ca to determine if the policy meets the requirements.