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Policy: Provisional Licence

Policy Number: 1.14

Policy Type: Registration

Date Approved: October 2024

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# Provisional Licence

## Purpose

This policy aims to outline the request and approval process for a Provisional Practicing Licence.

## Policy

In alignment with the CMLPSK's (formerly known as SSMLT) mandate of public protection, new applicants must provide evidence of eligibility for registration. A provisional licence may be issued as directed in s. 18(2) of the *Medical Laboratory Technologists Act* and s. 6 of the Regulatory bylaws.

## Authority

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

[The Regulatory Bylaws](#)

## Procedure

### ELIGIBILITY

To be eligible for a Provisional Practicing licence, an applicant must be:

- A New Graduate from a Canadian approved MLT program within the previous two (2) years, that meets all other registration criteria and is eligible to write the approved Canadian entry to practice examination or has written the examination but is awaiting the results; or
- A Prior Learning Assessment (PLA) applicant, that meets all other registration criteria, and is eligible to write the approved Canadian entry to practice exam or has written the examination but is awaiting the results; or
- An applicant that meets all registration requirements but does not have the necessary MLT practice hours to be eligible for a Practicing licence. See re-entry to practice policy for details.

### INITIAL REVIEW – INTERNATIONALLY EDUCATED MLT ONLY

- Evidence from Internationally Educated MLTs may vary, therefore it is recommended to send copies of all general and professional documents listed below to the college office by email for initial review prior to applying and paying any fees.
- This does not delay the registration process; however, the application fee is non-refundable, and this prevents unnecessary payments when eligibility has not been met.

### APPLICATION- PROVISIONAL PRACTICING

- Select the Provisional application form
- Complete personal profile
- Enter your login requirements
- Complete the form and submit the prescribed application and licence fee

### REQUIRED DOCUMENTATION

#### General Documents

- Evidence of proficiency in English – refer to the Language Policy
- Evidence of good character – refer to the Record check Policy
- Acceptable photo identification

#### Professional Documents

- Evidence of education
  - Degree/diploma or official transcripts – Approved Canadian MLT education program; or
  - A prior learning assessment report from a college recognized provider, that confirms eligibility to write the approved Canadian entry to practice exam.
- Evidence of exam eligibility
  - Confirmation of registration to write the approved Canadian entry to practice examination(s).
- Evidence of currency of MLT Practice – (New graduates from approved Canadian MLT education programs are exempt for 5 years following graduation)
  - Evidence of 1200 hours of MLT practice within the previous 5 years; and
  - Evidence of 30 hours of Continuing Professional Education within the previous 5 years.
- Evidence of professional liability insurance – Liability Insurance Policy
- Signed supervision form -1.14B

### REGULATORY REQUIREMENTS

- All new applicants must review the regulatory requirements (Jurisprudence manual) and complete the online quiz and achieve a minimum of 70% for registration to become registered.

### ASSESSMENT

The college's Registrar, or designate, will review each new application to determine whether the applicant meets the requirements for licensure.

### DETERMINATION

- If the college determines that the applicant meets all the necessary requirements for registration, the applicant is informed and provided a copy of their licence and added to the public register.
- If the college determines that the applicant did not meet all the necessary requirements for registration, the Registrar or Designate will inform the applicant of the decision and provide directions for completing the remaining registration requirements, if applicable.

### PROVISIONAL LICENCE EXPIRY

A Provisional Licence expires on the date stated on the licence. The maximum length a person can continue a Provisional (Temporary) licence status is 18 months including all extensions.

### EXAMINATION RESULTS

Provisional Licence holders must upload a pdf or jpeg copy to their registrant profile and notify the college office by email the document has been added. This must be done as soon as the examination results are received.

### DETERMINATION FOLLOWING RECEIPT OF EXAMINATION RESULTS

The Registrar, or designate, will review the examination results and make the following decisions:

- First examination successful
  - Registration will be upgraded to Practicing and expiration date will be updated to be November 30 of the current licence year.
- First examination **not** successful
  - Immediately notify the employer
  - Immediately notify college office by email of the examination results and submit the following:
    - Submit a completed Provisional Licence extension request form
    - Submit an updated supervision form – signed by registrant and employer
    - Submit evidence of professional liability insurance – if applicable
    - Submit evidence of registration for second examination attempt
  - Following receipt of the required documents, the CMLPSK office will extend the Provisional licence, request further documentation, or reject the extension request.

- Second examination successful (Extended Provisional Licence)
  - Registration will be upgraded to Practicing and expiration date is updated to be November 30 of the current licence year.
- Second examination attempt not successful (Extended Provisional Licence)
  - Immediately notify the employer
  - Immediately notify college office by email of the examination results
  - The licence to practice is revoked
  - Should the applicant successfully complete a CMLPSK approved entry to practice examination in the future, they must contact college office for registration instructions.

#### RELATED RESOURCES AND DOCUMENTS

- 1.1A Continuing Professional Education Guidance Document
- 1.2A Practice Hours Guidance Document
- 1.4 Re-entry to practice policy
- 1.5 Language Policy
- 1.9 Record check Policy
- 1.10 Photo identification Policy
- 1.11 Liability Insurance policy
- 1.14A Provisional Licence extension form
- 1.14B Supervision form

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