

2026 CMLPSK (fSSMLT) CPE/Practice Hours Audit

Instruction Guide

READ THE INSTRUCTIONS CAREFULLY

Why are audits conducted?

The MLT Act and associated bylaws are enacted/approved by Government of SK. Regulatory bodies have the obligation to prioritize public protection through the regulation of Medical Laboratory Technologists. Section 11, of the Regulatory bylaws outlines the requirements for licence renewal.

The audit is a tool to verify that CMLPSK ensures registered MLTs meet the renewal requirements and are truthful in their submissions. The CMLPSK office randomly audits up to 10% of practicing registrants each year, with oversight provided by the CMLPSK Professional Practice Committee.

What is the audit looking for?

- Evidence of completion of CPE and Practice Hours requirements
 - Do you meet the requirements for Category 1 (formal) activities?
 - Did you submit acceptable, verifiable documentation?

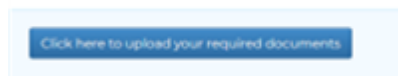
The email you receive will outline:

- A list of items or number of hours of Category 1 CPE that require verifiable documentation or notification no further action is required.
- If evidence is required, upload evidence documents and inform the office by email prior to the deadline.
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How to upload evidence:

- Login to your account from a computer, laptop, tablet or smartphone
- From the Homepage, select:

 DOCUMENT UPLOAD



Select from the dropdown:

- CPE Audit document; or
- Practice Hours audit document
- Select, next then Save.

What happens if I don't submit my audit verification?

- Your online renewal will not be activated for the 2027 licence renewal. Failure to complete the audit may result in this being referred to the Investigation committee for review.

What is acceptable CPE documentation?

- Transcript or certificate of completion
- Signed letter from employer/manager, includes the date and number of hours
- Attendance sheet of in-person event
- Quiz or quiz/exam results of event/webinar/course
- None of the above available? Contact office to determine other options.

How to complete verification of Practice Hours?

- Print or download: [CMLPSK Practice Hours Audit form](#)
- Complete your section
- Submit to employer/manager/HR to complete their portion and return it to you.

I have uploaded my audit evidence, now what?

- Submit an email to CMLPSK office at info@cmlpsk.ca – subject line **'Audit documents complete'**
- You will receive an email response from CMLPSK office indicating your audit response was received and is complete or is under review.
- If further documents are required, you will be contacted by email.

What happens after my audit is reviewed?

- If all CPE/Practice Hours submissions have been accepted, the Professional Practices committee will be informed, and you will receive an 'audit complete' email notification.

What happens if I have an incomplete CPE/Practice Hours audit?

- All incomplete audits will be reviewed by CMLPSK office and CMLPSK Professional practices committee.
- An incomplete audit will not be eligible for the 2027 licence renewal.
- An incomplete audit may be referred to the Professional Practices committee and if necessary to the Investigation committee for investigation, and you may be subject to disciplinary action.

Questions? Contact the office at: info@cmlpsk.ca