

2025

Continuing Professional Education (CPE) Requirements Guidance Document



CMLPSK
College of Medical Laboratory Professionals of Saskatchewan

 **SSMLT**
Saskatchewan Society of
Medical Laboratory Technologists

CMLPSK/SSMLT

Guidance

1/30/2025

CONTINUING PROFESSIONAL EDUCATION (CPE)

Guidance Document

Registrants are required to submit a minimum of 30 hours of Continuing Professional Education within the previous 5 years to be eligible for licence renewal.

At least 15 hours must be Category 1.

CPE Categories:

- Category 1 Approved Professional Education Activities- Documented
- Category 2 Other Education Activities – no documentation required

CATEGORY 1 - Approved Professional Education Activities- Documented

- Minimum required- 15 hours in the previous 5 years.
- To be included in this category, activities must be directly related to Medical Laboratory Technology. Submit the hours of contact or hours assigned by the provider. Documentation should be submitted or saved in case of an audit.
- Approved items include:
 - Conferences
 - Lectures/presentations
 - Seminars
 - Workshops
 - Webinars
 - Courses (Canadian, USA)
 - Presenting a lecture
 - Poster presentation
 - Author- scientific journal article
 - Reviewer- Scientific article
 - Instrument training-key operator
 - Instrument training- vendor presented
 - Computer courses- Word, Excel, PPT, LIS
 - Safety training- WHMIS, TDG, PART, SMART, TLR, First Aid, CPR
 - Efficiency Training- Lean, Kaizen, etc.
 - Equity/Diversity or Inclusion training
 - Regulatory college representation (council, committee, meetings, etc)
 - Other- please specify

CATEGORY 2 - Other Education Activities- Documentation not required

- Maximum allowed - 15 hours in the previous 5 years.
- Enter the hours of contact. Items in this category, activities may be formal or informal in nature and include:
 - Job related training/studying/reading
 - New Instrument Training- provided by MLT
 - Proficiency testing reading/investigation time only
 - Competency assessment
 - Computer course- not listed in Category 1
 - CSMLS Board/Committee
 - Workplace Committee- OHS, Infection Control, Safety, QA, etc
 - Mentoring (preceptor) student or new employees
 - Reading- Scientific journal
 - Reading-Workplace/instrument manual
 - Other- please specify

Online CPE Submission:

1. Login to Member portal
 - Select 'Record a new CPE credit'
 - Enter required year
 - Select Category 1 or 2
 - Choose CPE item from dropdown selection
 - Enter Course Description and Course Provider
 - Enter Lecture/Contact Hours

2. CPE earned are in effect for five years. The CPE approved in your online portal will display the expiry year. The expiry year is the same as the licence year.

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Approved by: SSMLT Council

Responsible for review: Registration