

1.2 B How to View and Record Practice Hours – Job Aid

1. Log In

- Go to the [Registrant Login page](#) on the CMLPSK website
- Enter your username and password

2. Review Your Practice Requirements

- Scroll to *My Practice Hours*
- Review:
 - Practice hours Guidelines PDF (links to full requirements)
 - Practice Hours Summary Chart showing:
 - Required hours by category
 - Your current five-year totals

3. Manage My Practice hours

Record a New Practice hours

- Select Record a New CPE Entry
- Enter:
 - Proper year for practice hour
 - From the dropdown select the Employer Name
 - Type in your facility name
 - From the dropdown select your main field of practice, next
 - Type in your supervisor's name
 - Type in you supervisor's phone number
 - Type in the number of practice hours
 - Review your entry and select save

Tip: Enter practice hours each licence year to avoid missing records.

5. Check Your Practice Hours Status Details

- View/Print Practice hours – Displays all Approved, in date entries
- Includes hours by year and expiry (expiry is November 30 of the year listed)