

# Continuing Professional Education Requirements

## Purpose

This policy outlines the Continuing Professional Education (CPE) requirements that registrants must meet to be eligible for licence renewal. Through ongoing professional education or development, registrants maintain and enhance the knowledge, skills, and competencies necessary for safe and effective professional practice.

## Policy

In alignment with the College of Medical Laboratory Professionals of Saskatchewan's (CMLPSK) public protection mandate, registrants applying for licence renewal must provide evidence of Continuing Competency.

The CMLPSK continuing competency requirements include a minimum of 30 hours of Continuing Professional Education (CPE) completed within the preceding five-year period.

Of the required 30 hours, at least 15 hours must be obtained through Category 1 activities.

## Requirement change alert – 2028 Renewal

### Effective for the 2028 Licence Renewal

Beginning with the 2028 licence renewal, registrants seeking renewal must provide evidence of a minimum of 30 hours of Continuing Professional Education (CPE) completed within the preceding **three-year period**. Of the required 30 hours, at least 15 hours must be obtained through Category 1 activities.

**Example:** To be eligible for the 2028 licence renewal, registrants must complete a minimum of 30 hours of eligible Continuing Professional Education (CPE) during the reporting period of December 1, 2024, to November 30, 2027.

## Authority

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

[The Regulatory Bylaws](#)

## Procedure

### **Registrant Submission**

Registrants are responsible for entering and maintaining their Continuing Professional Education records through the registrant portal.

To submit a new CPE activity:

1. Log in to your registrant profile.
2. Select Enter a New CPE.
3. Select the applicable category (Category 1 or Category 2) in accordance with the Continuing Competency Requirements Guide.
4. Complete all required information and upload evidence if required.
5. Save the activity.

NOTE: CPE should be submitted as it is completed to ensure records remain current and up to date.

### **Initial Review – College Office**

The College reviews CPE submissions on a weekly basis throughout the licencing year and more frequently during the annual renewal period.

Submitted activities will not appear in a registrant's portal until they have been reviewed and approved by the College.

### **Alert – not eligible to renew**

The College will notify registrants who do not meet the requirements for renewal by August 31<sup>st</sup> of each year. This notification provides registrants with sufficient time to complete any outstanding requirements and submit the required CPE before the renewal period.

### **Exemptions**

Graduates of a recognized Canadian accredited Medical Laboratory Technology or Medical Laboratory Science program are exempt from the CPE requirement for the first five years following graduation.

### **Compliance Audit**

To verify compliance with CPE requirements, the College randomly audits up to 20% of Practising registrants each calendar year.

Registrants selected for audit will receive instructions directly from the College regarding the documentation required to support their submitted CPE activities, if necessary.

#### RELATED DOCUMENTS

- Continuing Competency Guide
- 1.1B How to record CPE Job Aid

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Current version: July 27, 2026

Approved by: Council

Summary of revisions: July 2026:

- 2028 renewal change added; related documents revised; Note added.

Responsible for review: CMLPSK office