
Policy: Provisional Licence

Policy Number: 1.14

Policy Type: Registration

Date Approved: October 2024

Provisional Licence Policy

Purpose

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

Policy

In alignment with the CMLPSK's 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 the general requirements and provisional practicing sections of the Regulatory bylaws.

Authority

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

[The Regulatory Bylaws](#)

Procedure

ELIGIBILITY

To be eligible for a Provisional Practising 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 Practising licence. (See re-entry to practice policy for details.)

INITIAL REVIEW – INTERNATIONALLY EDUCATED MLT ONLY

- Evidence requirements for internationally educated MLTs may vary. Therefore, applicants are encouraged to email copies of all general and professional documents listed below to the College office for an initial review prior to applying and paying any fees.
- This preliminary review does not delay the registration process. However, because the application fee is non-refundable, it helps applicants avoid unnecessary expenses if eligibility requirements have not yet been met.

APPLICATION- PROVISIONAL PRACTISING

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

APPLICATION DOCUMENTS REQUIRED

General Documents

Applicants must provide:

- Evidence of proficiency in English (if applicable) – (see Language Policy)
- Evidence of good character – (see Record check Policy)
- Acceptable photo identification
- Evidence of professional liability insurance – (see Liability Insurance Policy)
- Signed supervision form -1.14B

Supervision: Is the process of overseeing, directing, supporting, and evaluating to ensure tasks are completed effectively, safely, and according to established standards. Supervision must be provided by one or more CMLPSK-licensed Medical Laboratory Technologists (MLTs).

Professional Documents- Evidence of education

Provide one of the following:

- Degree, diploma, or official transcripts from an approved Canadian Medical Laboratory Technologist (MLT) education program; or
- A Prior Learning Assessment (PLA) report from a recognized provider confirming eligibility to write the approved Canadian entry-to-practice examination.
- Evidence of exam eligibility or registration
 - Confirmation of eligibility or registration to write the approved Canadian entry to practice examination(s).

Evidence of Continuing Competence

All registrants must meet the CMLPSK Continuing Competency requirements.

- **Exemption:** New graduates are exempt from the Continuing Competence requirements for five (5) years from date of program completion.
- All other applicants must provide evidence of compliance with the Continuing Competence requirements, including:
 - 1200 hours of MLT within the previous five (5) years; and
 - 30 hours of Continuing Professional Education (CPE) as outlined in the Continuing Competence guide.

NOTE: Evidence for practice hours must be submitted before a licence can be issued. Evidence of Continuing Professional Education should be submitted as soon as possible after registration and must be submitted and approved by CMLPSK office to be eligible for licence renewal.

REGULATORY REQUIREMENTS

- All new applicants must review the governance education module (Jurisprudence examination) and achieve a minimum of 70% for registration to become registered.

ASSESSMENT

The 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 their name is 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 of outstanding 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 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 when 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 determine the registrant's status as follows:

First Examination Attempt – Successful

- Registration will be upgraded to Practising status.
- No additional fee required for the current licence year.
- The licence expiry date will be updated to November 30 of the current licence year.

First Examination Attempt – Unsuccessful

The registrant must:

- Immediately notify their employer.
- Immediately notify the College office by email of the examination results.
- Submit the following documentation:
 - A completed Provisional Licence Extension Request Form.
 - An updated Supervision Form, signed by both the registrant and employer.
 - Proof of Professional Liability Insurance, if applicable.
 - Proof of registration for a second examination attempt.

Upon receipt and review of the required documentation, the College may:

- Approve and extend the Provisional Licence;
- Request additional information or documentation; or
- Deny the extension request.

Second Examination Attempt – Successful (currently on Provisional Licence extension)

- Registration will be upgraded to Practising status.
- The licence expiry date will be updated to November 30 of the current licence year.

Second Examination Attempt – Unsuccessful (currently on Provisional Licence extension)

The registrant must:

- Immediately notify their employer.
- Immediately notify the College office by email of the examination results.

Following an unsuccessful second examination attempt:

The registrant's licence to practise will be revoked and the employer will be notified.

- If the individual later successfully completes a CMLPSK-approved entry-to-practice examination, they must contact the College office for registration instructions.

RELATED DOCUMENTS

- 1.1 Continuing Professional Education Policy
- Continuing Competency Requirements Guide
- 1.1B How to Record CPE – Job Aid
- 1.2 Practice Hours Policy
- Continuing Competency Requirements Guide
- 1.2 B How to Record Practice Hours – Job Aid
- 1.4 Re-entry to practice policy
- 1.5 Language Requirement Policy
- 1.9 Record Check Requirements Policy
- 1.10 Photo identification Policy
- 1.11 Professional Liability Insurance policy
- 1.14A Provisional Licence extension form
- 1.14B Supervision form

First issued: January 2022

Current version: July 23, 2026

Revision summary: Clarity only, no process changes.

- application documents required
- determination following examination results; and
- related documents sections.

Approved by: Council