
Policy: **Annual Registration Audit Policy**

Policy Number: 1.18

Policy Type: Registration and Practice

Date Approved: May 28, 2026

Annual Registration Audit

Purpose

The purpose of this policy is to outline the requirements of the Annual Registration Audit and to define the consequences of non-compliance. The audit supports CMLPSK's mandate of public protection by ensuring registrants demonstrate continuing competence.

Policy

CMLPSK conducts an Annual Registration Audit to verify that registrants meet continuing professional education, practice hour, and regulatory requirements. The audit applies to eligible registrants holding a Practising or Provisional Practising Licence.

All eligible registrants may be randomly selected as part of the audit process.

Eligibility

The following registrants are eligible for selection:

- Practising Licence holders
- Provisional Practising Licence holders

Authority

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

[The Regulatory Bylaws](#)

[The Administrative Bylaws](#)

Procedure

Audit Selection

- The CMLPSK office will randomly select up to 20% of eligible registrants annually for audit.
- Selection is random and impartial.
- **Exemption:** Registrants who graduated within the previous five (5) years are exempt from selection.

Audit Requirements

Selected registrants must submit the following documentation:

- Continuing Professional Education (CPE): (see Continuing competency guide)
 - Evidence of completion of the required CPE and evidence.
- Practice Hours: (see Continuing competency guide)
 - Evidence of the required MLT Practice Hours and employer verification.
- Criminal Record Check:
 - A valid criminal record check issued within the past six (6) months, if one has not been submitted within the previous five (5) years.
- Governance Education Requirement:
 - Completion of the current Jurisprudence Education module and quiz, if not completed within the previous five (5) years.

Administration

- The CMLPSK office is responsible for administering the Annual Registration Audit and all registrant communications.
- Oversight is provided by the Professional Practice Committee.
- Registrants are typically provided six (6) to eight (8) weeks to complete the audit.
- The audit deadline will be clearly communicated at the time of notification.

Notification Process

- Selected registrants will be notified by email and will receive:
 - An Audit Instruction Guide outlining audit steps and expectations
 - A summary of outstanding required documentation
 - A deadline for completion
- Reminder emails will be sent to registrants with outstanding audits:
 - At the mid-point of the audit period
 - One (1) to two (2) weeks prior to the deadline

Audit Review and Processing

Once a registrant submits all required documentation and confirms submission by email to the CMLPSK office, the office will review the materials and will either:

- Request additional or clarifying documentation, or
- Notify the registrant that the audit is complete, and no further action is required

Registrant Support and Requests

- The CMLPSK office will:
 - Respond to all registrant inquiries and provide audit-related support
 - Provide guidance where alternate documentation for CPE if necessary
- Extensions
 - Registrants who are on leave and unable to complete the audit due to their circumstances may be granted a temporary extension, assessed on a case-by-case basis.

Notice of Non-Compliance

A registrant will be considered non-compliant if they:

- Fail to complete the audit by the stated deadline, or
- Do not respond to CMLPSK communications regarding the audit

Non-Compliance Process

- The Professional Practice Committee will be notified of all instances of non-compliance.
- The Committee may recommend the registrant be informed they are not eligible for licence renewal or refer the matter to the complaints process.

Licence Renewal Impact

- Registrants who are non-compliant:
 - Are not eligible for licence renewal, and
 - Will receive a Notice of Non-Compliance advising that their licence renewal cannot proceed until the audit has been completed.

RELATED DOCUMENTS

- 1.1 Continuing Professional Education (CPE) Policy
- Continuing Competency Requirements Guide
- 1.1 B How to Record CPE – Job Aid
- 1.2 Practice Hours Policy
- Continuing Professional Competency Requirements Guide
- 1.2 B How to Record Practice Hours – Job Aid
- 1.2 A Practice Hours Audit Employer Form
- 1.9 Record Check Requirements
- Jurisprudence Handbook

Document Control

Policy owner: Council

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