

Continuing Competency Requirements Guide



CMLPSK
College of Medical Laboratory Professionals of Saskatchewan

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INTRODUCTION

In its role as the regulator of the medical laboratory technologist (MLT) profession in Saskatchewan, the College of Medical Laboratory Professionals of Saskatchewan (CMLPSK) has a statutory responsibility to protect the public interest by ensuring that registrants meet established competency requirements at entry to practice and sustain their professional competence throughout their careers.

This responsibility is outlined in The Medical Laboratory Technologists Act (s. 3.1(3)(a) and (d)) and the Regulatory Bylaws, subsection 11(d)(ii).

The CMLPSK Continuing Competency Program consists of two key components:

- Ongoing professional education and professional development activities; and
- Maintenance of practice hours within the profession.

Professional Conduct and Accountability

The CMLPSK Scope of Practice states:

Medical laboratory technologists are expected to meet the ethical, legal, and professional expectations of practice and are accountable to the patient/client, themselves, the employer and the health regulatory College. Medical laboratory technologists strengthen excellence in professional practice by supporting the development and use of new knowledge.

Medical Laboratory Technologists shall:

Assume responsibility for professional development and invest time, effort, and resources to maintain and enhance competence in areas of professional practice.

The Continuing Competency Program supports these expectations by requiring registrants to participate in ongoing professional education and development activities while maintaining sufficient practice hours. These requirements help ensure continued competence and the delivery of safe, effective professional services to the people of Saskatchewan.

Approved Changes

Review Process

The CMLPSK office conducted a comprehensive environmental scan of continuing competence programs for MLT regulators across Canada, as well as programs used by other regulated health professions in Saskatchewan.

The review found that CMLPSK's current continuing professional education (CPE) requirements are significantly lower than those of comparable regulatory organizations. Based on these findings, the Professional Practice Committee reviewed the current requirements and recommended changes to the Continuing Competency Program. These recommendations were approved by Council.

What's Changing?

1. Three-Year CPE Cycle

The current requirement of 30 hours of Continuing Professional Education (CPE) over five years will be updated to 30 hours of CPE over three years.

This change balances the need to strengthen ongoing professional learning while maintaining a familiar credit-based structure that minimizes impact on registrants.

2. Annual Questionnaire

An annual questionnaire will be added to the licence renewal process. The questionnaire will include questions related to:

- Current professional practice; and
- Continuing education and professional development plans.

3. Reflective Practice Requirements

Two reflective practice questions will be added to the CPE submission process. These questions will encourage registrants to consider how the learning activity contributed to their professional knowledge, competence, and practice.

What is not Changing?

Practice Hours Requirement

The environmental review found that CMLPSK's current practice-hours requirement is consistent with requirements used by comparable regulatory organizations. As a result, no changes are being made to this component of the Continuing Competency Program.

Proposed Implementation Timeline

Annual Questionnaire

A pilot questionnaire will be included with the 2027 licence renewal process.

The pilot will consist of a small number of multiple-choice questions and is expected to take approximately 5–10 minutes to complete.

Feedback from the pilot will be used to refine the questionnaire before full implementation for the 2028 licence renewal cycle.

Three-Year CPE Cycle

The requirement of 30 CPE hours over three years will take effect for 2028 licence renewal.

The CMLPSK office will notify registrants who require additional CPE credits to meet renewal eligibility requirements for 2028.

Bylaw Amendments

Implementation of these changes is subject to approval of amendments to the Regulatory Bylaws.

The Regulatory Bylaws contain specific requirements related to the Continuing Competency Program, including the number of CPE hours required and the timeframe in which they must be completed. CMLPSK is currently updating the bylaws to incorporate these changes, along with several other amendments.

Should approval of the revised bylaws by the Ministry be delayed, implementation timelines may need to be adjusted accordingly.

Continuing competence is the ongoing ability of a professional to maintain and improve the knowledge, skills, judgment, and attitudes needed to practice safely, ethically, and effectively throughout their career.

In regulated professions (such as nursing, medicine, engineering, teaching, MLT, and other allied health professions), continuing competence means more than just completing courses.

It involves:

- **Keeping knowledge current** by staying informed about new research, standards, regulations, and best practices.
- **Maintaining and developing skills** through education, training, and practical experience.
- **Reflecting on practice** to identify strengths and areas for improvement.
- **Demonstrating accountability** to clients, patients, employers, and regulatory bodies.
- **Engaging in lifelong learning** and professional development activities.

CONTINUING PROFESSIONAL EDUCATION (CPE)

Continuing Professional Education (CPE) and Continuing Professional Development (CPD) are related but not identical concepts.

Continuing Professional Education (CPE) – Category 1

Focuses on structured learning activities such as courses, workshops, seminars, conferences, regulatory council/committee work, and formal training by a vendor.

Continuing Professional Development (CPD)- Category 2

A broader concept that includes CPE but also encompasses all activities that contribute to professional growth.

May include:

- Mentoring or coaching
- Self-directed learning
- Workplace adoption of new policies, procedures, and instrumentation
- Committee participation
- Reflective practice
- On-the-job learning

Focuses on outcomes, competence, and ongoing improvement.

CATEGORY 1 – Continuing Professional Education Activities- Documented

Minimum requirement: A minimum of 15 must be completed within the previous 3 years.

Eligibility Criteria:

To qualify under this category, activities must be directly related to Medical Laboratory Technology. Applicants should report the contact hours or hours assigned by the activity provider.

Documentation Requirements:

Supporting documentation must be submitted at the time of CPE entry or retained in the event of an audit.

Approved Activities:

- Conferences
- Lectures or presentations
- Seminars, Workshops, Webinars
- Courses

- Presenting a lecture
- Poster presentations
- Authoring a scientific journal article
- Reviewing a scientific article
- Instrument training – key operator
- Instrument training – vendor presented
- Computer courses (e.g., Word, Excel, PowerPoint, LIS)
- Safety training, such as:
 - WHMIS
 - TDG
 - PART
 - SMART
 - TLR
 - First Aid
 - CPR
 - Fire
 - Infection control or safe practices
- Efficiency and quality improvement training: Lean, Kaizen, and other similar programs
- Equity, Diversity, and Inclusion (EDI) training
- Regulatory college representation (e.g., council participation, committee work, meetings)
- Other relevant professional education activities (please specify)

CATEGORY 2 - Continuing Professional Development (CPD)- Documentation not required

Maximum amount eligible to be claimed: 15 hours in the previous 3 years.

Eligibility criteria: To qualify under this category, activities that contribute to professional growth. Applicants should report the time in hours or portions of an hour for the activity. The CMLPSK office reviews CPE regularly and will seek clarification if the time submitted is not similar to that of the average registrant.

Document requirements: none

Activities in this category include:

- Job-related training, studying, or reading
- New instrument training provided by an MLT
- Proficiency testing (reading and investigation time only)
- Competency assessments
- Computer courses not listed under Category 1
- CSMLS Board or Committee participation
- Workplace committees (e.g., OHS, Infection Control, Safety, Quality Assurance)

- Mentoring or precepting students or new employees
- Reading scientific journals
- Reading workplace or instrument manuals
- Other relevant educational activities (please specify)

Note: Supporting documentation is not required for activities claimed under this category. However, it is good practice to keep a personal record of activities and hours completed.

Post-Assessment / Reflection Questionnaire

(To be completed when submitting CPE following completion of the learning activity.)

NOTE: Estimated implementation 2028 licence year.

Questions:

1. What key lessons did you take away from this learning activity?
 - ☐ The importance of practical applications
 - ☐ Value of critical thinking and reflection
 - ☐ Improved communication and collaborations
 - ☐ Greater confidence and self-awareness
 - ☐ Other, please specify: ____ (Short text field)
2. How do you plan to put this knowledge into practice?
 - ☐ Applying concepts in real situations
 - ☐ Reflecting and adjusting my approach
 - ☐ Sharing knowledge with others
 - ☐ Seek out continued learning and skill development
 - ☐ Other, please specify: ____ (Short text field)

Online CPE Submission

How to Record CPE

Log In

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

Review Your CPE Requirements

- Scroll to My CPE
- Review:
 - CPE Guidelines PDF (links to full requirements)
 - CPE Summary Chart showing:
 - Required hours by category

- Your current five-year totals

Record a CPE Activity

- Select Record a New CPE Entry
- Enter:
 - Year completed
 - CPE Category (1 or 2)
 - Course/activity name
 - Provider or organization
 - Number of hours

Tip: Enter activities as they are completed to avoid missing records.

2. Submit Evidence Documentation (Category 1 only)

- Select a documentation option:
 - Document upload
 - CMLPSK (SSMLT) quiz (CMLPSK will have this evidence)
 - Not submitting at this time (Caution: Evidence is mandatory for Registration Audit)
 - CMLPSK (SSMLT) audit – document submitted
 - CMLPSK (SSMLT) event Registration (CMLPSK will have this evidence)
- Upload proof if required (PDF, Word, or JPEG)
- Fill out the Post-Assessment/Reflection Questionnaire
- Review and Save

Note: The CPE approved in your online portal will show an expiry date of November 30th of the applicable expiry year.

Check Your CPE Status Details

1. View/Print Pending CPE –

- Displays items Pending Approval: Submitted, not yet approved

2. View/Print CPE – Displays all Approved, in-date entries

- Includes hours, category, and expiry (expiry is November 30 of the year listed)

PRACTICE HOURS

In a regulatory context, practice hours generally mean the documented time a professional spends actively engaging in activities that fall within the scope of their regulated profession. These hours are often used as one component to demonstrate competence, maintain registration/licensure, or qualify for initial registration, renewal, or certification.

Requirement

A minimum of 1200 practice hours within the previous 5 years.

Practice hours are the hours during which a registrant is engaged in the practice of their profession, whether through clinical work, teaching, research, administration, or other professional activities recognized or approved by CMLPSK.

APPROVED PRACTICE HOURS CURRENT REGISTRANTS

Medical Laboratory Technologist job title/Position

All hours worked as a Medical Laboratory Technologist in Canada where the MLT designation is necessary for the job requirements. These include but are not limited to:

- medical laboratory technology in all fields of practice
- medical laboratory technology management roles
- medical laboratory technology accredited education programs

Other job title/positions – approved by CMLPSK

To be eligible for practice hours in another job title/position, registrants must have worked a **minimum of 2 years full-time equivalent** as a Medical Laboratory Technologist in Canada.

The following job title/positions have been approved by the college:

- Laboratory information specialists
- Infection control practitioners
- Laboratory quality specialist
- Laboratory licensing program
- Laboratory Educator
- Laboratory related technical sales/service representatives

- Veterinary technologists
- Patient safety specialist

NEW APPLICANT PRACTICE HOURS REQUIREMENTS

New applicants must demonstrate that they meet the MLT practice hours requirement by providing one of the following:

- A Letter of Standing from another Canadian MLT Regulatory Authority confirming compliance with that college's 1200 hours minimum MLT practice hours in the previous 5 years requirement.
- Employer verification of 1200 hours minimum MLT practice hours in the previous 5 years acquired in an unregulated Canadian jurisdiction; or
- Documented evidence of a minimum of 1,200 hours of MLT practice in the previous 5 years from an approved Prior Learning Assessment (PLA) process.

REQUEST FOR PRACTICE HOURS APPROVAL

A registrant who has accumulated a minimum of two years of full-time equivalent experience as a Medical Laboratory Technologist in Canada and is employed in a position that has not previously been approved by the College may submit a written request for recognition of practice hours on an individual basis.

The request must include:

- A current job description.
- The qualifications required for the position.
- The number of practice hours being requested for recognition; and
- Evidence demonstrating that the medical laboratory technology activities performed in the position are congruent with the scope and competencies of medical laboratory technology practice

It is also recommended that the registrants submit:

- A letter signed by the applicant and their employer/manager listing the congruence between medical laboratory technology activities and those involved in the position.

Review and notification

The request will be reviewed by the Registrar or designate and the appropriate committee with the decision submitted to the requestor in writing.

RECOGNITION OF ADVANCED EDUCATION

During a period in which a registrant is on leave from employment to pursue advanced education, eligible educational activities may be recognized as practice hours, to a lifetime maximum of 1,200 hours, as follows:

Medical Laboratory Science Programs

Practice hours may be granted for full-time or part-time study toward a degree or master's program related to Medical Laboratory Science. Hours will be assigned based on:

- The number of course contact hours for each successfully completed course; and
- The relevance and congruence of the course content to the practice of medical laboratory technology.

Other Advanced Education Programs

Advanced education programs not directly related to Medical Laboratory Science degrees will be assessed on a case-by-case basis by the Registrar, designate, and/or appropriate committee. Consideration will be given to the extent to which the program content is relevant to medical laboratory technology practice.

Registrants seeking recognition of advanced education outside of Medical Laboratory Science degree programs must submit:

- Detailed course outlines.
- Course descriptions and content; and
- Any additional supporting documentation requested.

The request will be reviewed by the Registrar or designate and the appropriate committee with the decision submitted to the requestor in writing.

RECOGNITION OF WORK IN INDUSTRIAL LABORATORIES

A registrant who has accumulated a minimum of two years of full-time equivalent experience as a Medical Laboratory Technologist in Canada, may be eligible for practice hours in an industrial laboratory environment for registration renewal purposes.

To be eligible to submit the 1200 practice hours, the registrant must have:

- Worked a maximum of 960 practice hours during the 5-year period, and

- Completed 16.0 credit units or 240 hours of education in a medical field related Category 1 Continuing Professional Education in the same 5-year period.

This combination of industrial laboratory practice and qualifying continuing professional education may be used to satisfy the 1,200-hour practice requirement.

ONLINE PRACTICE HOURS SUBMISSION

How to Record Practice Hours

Log In

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

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

Record 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 your supervisor's phone number
 - Type in the number of practice hours
 - Review your entry and select save

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

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)

RELATED DOCUMENTS

1. [RHPA 2-3 \(2\)\(b\) and 2-3 \(3\)\(D\)](#)
2. 1.1 Continuing Professional Education Policy
3. Continuing Competency Requirements Guide
4. 1.1B How to Record CPE – Job Aid
5. 1.2 Practice Hours Policy
6. Continuing Competency Requirements Guide
7. 1.2 B How to Record Practice Hours – Job Aid

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