



COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS OF MANITOBA

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September 28, 2011

Dear Registrant,

Re: 2012 Renewal

Enclosed you will find a pre-populated renewal form with the information submitted from the previous year's renewal form. Please review this information, make corrections as needed and sign the Declaration. Send completed renewal form, signed Declaration and appropriate fees to the CMLTM office. There will be a \$25.00 charge assessed for returned cheques.

Please ensure that you affix appropriate postage to the self-addressed return envelope provided.

To avoid late fee, I would remind you that the **deadline** for renewal is **November 15** of each year. Any renewals received after November 15th but before December 31st will be subject to a 20% late fee. Renewals received after December 31st are considered to be suspended and are subject to a \$100.00 re-instatement registration fee. If you fail to renew and you are found to be practicing without a valid Certificate to Practice, a \$500.00 fine will be assessed.

There is a \$15.00 fee for the replacement of documents, i.e. income tax receipt, Certificate to Practice card.

In an effort to be more environmentally friendly and reduce cost, CMLTM will once again offer on-line renewals. Please visit the CMLTM website www.cmltm.ca. You must supply a valid e-mail address. For those member that used the on-line renewal last year, your username and password has not changed.

For those members using the on-line renewal for the first time, use the following in the log-in area:

Username: your CMLTM member number (all 5 digits, i.e. 04123).

Password: the first initial of your first and last name followed by your CMLTM number (i.e. for Happy Technologist, #04123, the password is: ht04123). This password is temporary. The first time you log-in, you will be prompted to create a new unique password. Please keep this password in a safe place (we do not keep a record of your password).

Once you have completed the review of the renewal form and the payment process, you will be prompted to print a Declaration form. **You are required to print** (you may use the one that came with the renewal form), **sign and return the Declaration to the CMLTM office (faxed Declarations will not be accepted)**. Your member status will remain pending and a Certificate to Practice will not be issued until the Declaration has been received by the CMLTM office.

If you have any questions concerning any part of the form feel free to contact the CMLTM office.

Yours Sincerely,

A handwritten signature in black ink, appearing to read 'Adam Chrobak', written over a horizontal line.

Adam Chrobak BSc, MLT
Registrar/CEO