

## INSTRUCTIONS FOR COMPLETING THE 2009 INITIAL REGISTRATION FORM

These instructions explain how to complete the various sections of the form. CMLTM registration is mandatory in Manitoba for an individual to practice as a medical laboratory technologist. This Application and Renewal form is used to determine if an individual meets registration requirements and/or to complete a registrant's file record to comply with the Canadian Institute for Health Information (CIHI) requirements.

- For first time applicants the annual fee will be refunded if your application is not approved. The application processing fee is **non-refundable**.
- Please review all information before submitting the form. If all applicable areas are not completed the form will be returned for completion and processing stopped. A processing fee of \$25.00 will be charged if the form has to be returned a second time.
- The form must be signed by the applicant or registrant and sent together with requested documentation and the appropriate fee(s).
- Forms must be mailed to the CMLTM office. Please ensure appropriate postage has been applied. Forms sent by fax or e-mail will **not** be accepted.
- **MLT** as used throughout the application/renewal form means: a Medical Laboratory Technologist as registered by the College of Medical Laboratory Technologists of Manitoba (CMLTM) pursuant to the Medical Laboratory Technologists Act of Manitoba

### General Information (Page 1)

Mailing address is the address used for all correspondence. Temporary address is the address of the community you are living in while on a temporary work licence in Manitoba.

**Note:** It is the registrant's responsibility to notify the CMLTM of a change of name, address, telephone number, or other contact information within 30 days of the change. Such information must be provided in writing by mail, fax, or e-mail.

### Type of Registration Requested (Page 1)

Active General: An individual who has attained general certification with the CSMLS and who is authorized to practice as a MLT in Manitoba. Entitled to use the designation *MLT*.

Active Limited: An individual who has attained subject certification with the CSMLS and who is authorized to practice as a MLT in Manitoba. Entitled to use the designation *MLT*.

Inactive: This is a non-practising individual, but who may use the designation *MLT*. This category may be requested if an individual is not going to be practising for at least three months. Such an individual is required to change their practice status to *Active* before they begin to practice again.

Conditional: This individual has completed all requirements for full registration with the exception of having achieved CSMLS certification. They will have completed their education from a Canadian CMA accredited educational institution, or have had their Prior Learning Assessment (PLA) completed and approved. In both instances the individual must provide evidence of having been approved to sit the CSMLS certification examination. A *Conditional* registrant must work under the direct supervision of an active practising MLT.

Temporary: This category applies to an individual who is registered to work in another Canadian province or territory and wishes to practice in Manitoba for less than a year, before returning to their home province or territory.

Student: An individual who is in attendance at a Canadian CMA accredited Medical Laboratory Sciences program. This may be university, college, or hospital based.

## **Annual Fee Payment (Page 1)**

Please note that we cannot accept post dated cheques. If paying by cheque ensure it is dated and signed.

We recommend you do not send cash through the mail.

## **Employment History (Page 2)**

The year in which a registrant began working as a medical laboratory technologist for the first time.

The first Canadian province/territory in which a registrant began working as a medical laboratory technologist in Canada.

## **Primary Place of Employment (Page 2)**

The next few of sections refer specifically to your primary place of employment. **Primary Employment** is the employment, with an employer or in a self-employed arrangement, that is associated with the highest number of usual weekly hours worked.

Medical Laboratory Technology means an occupation directly related to medical laboratory technologist practice.

Practice Hours means actual hours worked as a practising MLT. On-call hours are not worked hours, therefore cannot be counted. Call-back hours can only be counted as actual hours worked on the call-back. If you got paid a minimum of three hours but only actually worked one hour you may only count the one hour worked. This same principle applies to over-time hours. Pay stubs will not necessarily reflect true hours worked.

If you are “*Inactive*” on the CMLTM register you are not entitled to count any worked hours because you have declared you are in a non-practice status.

Work at more than one site for primary employer:

Example: You may be employed by a Regional Health Authority, Diagnostic Services of Manitoba, or a Private Laboratory Service who has more than one laboratory site. You are required to work at more than one of these sites.

### **Primary Place of Employment (Page 3)**

The **One** following title best describes my role: At the time of registration what is your main role. Main role is defined as the role that **reflects the most worked hours**.

Staff MLT: Major role is provision of direct laboratory services.

Technical Specialist: Provides specialized technical expertise and guidance in the laboratory including supervising and performing specialized diagnostic procedures, ensuring the proper performance of laboratory procedure and reporting of test results, and/or implementing and monitoring of quality assurance/control measures.

Supervisor: Major role is in the supervision of staff.

Educator: Major role is as an educator for a target group.

Manager: Major role is in management. Role may involve the management of a particular program, as in first level management position, up to the senior most management positions.

Sales: Major role is in the sales and/or service of laboratory equipment.

Lab Information System Specialist: Major role is in the design, development, testing, and/or maintenance of laboratory information system applications/databases.

Consultant: Major role is to provide advice on medical laboratory technology and/or services.

Researcher: Major role is in knowledge development and dissemination of research.

Other: Position that is not otherwise identified.

The type of facility of my **primary** place of employment is: (Check **ONE** only)

If you work at more than one site for your primary employer check the one type of facility that best describes the location of most worked hours.

**My major function is: (Check ONE only)**

At the time of registration or renewal, **reflects the major focus of activities.**

Diagnostic and Therapeutic Laboratory Services (bench work): Focus of activities is in the direct involvement in the completion of medical laboratory tests, experiments, and analyses to assist in the diagnosis, treatment, and prevention of disease.

Quality Management: Focus of activities is on the assurance of the operational integrity of a laboratory, based on compliance with staffing, technical, and organizational requirements.

Teaching, MLT Related: Focus of activities is directed at providing post-secondary teaching in medical laboratory technology.

Administration (Management): Focus of activities is on the management of services, the management of staff, or the development of policy and/or programs.

Research: Focus of activities is in the knowledge development and dissemination of research.

Other: Focus of activities of a function not otherwise described. Please indicate what this is.

Primary: Place of Employment in 2008: This is the physical location where you work. The **complete** address, telephone number, and name of your Laboratory Director are required.

Primary: Name of Employer in 2008: This is the name of the organization that has hired you; pays you for your services. The **complete** address and telephone number are required.

**Areas of Practice at Primary Place of Employment (Page 4)**

All areas of practice: In this section indicate all the areas where you are involved in using particular skills and knowledge related to medical laboratory technology within your primary employment.

Point of Care Testing: Includes the implementation, coordination and/or performance of analytical testing that occurs outside of the physical space of a laboratory (e.g. at a patient's bedside).

My main area of practice is: In this section check **only one**. At the time of registration or renewal, the area of practice, within your primary employment that is associated with the highest number of usual weekly hours worked.

**Secondary Place of Employment (If applicable) Pages 4 to 6**

Note: Only complete the secondary place of employment sections if you work for more than one employer and/or are self employed and also work for another employer.

This section, and subsections of **secondary place of employment**, have all the same completion instructions and definitions as those noted for primary place of employment.

## **Certification (Page 6)**

Successfully completed a CSMLS exam: If the answer is no, please provide an explanation.

Copy of CSMLS Certificate: Your application must include a copy of your CSMLS diploma, or a copy of your CSMLS statement of marks, or a letter of verification of your credentials from CSMLS.

CSMLS Registration Number: This is the number assigned to you by the Canadian Society for Medical Laboratory Science when you registered with them. It appears on your wallet sized membership card and/or any correspondence you have received from them.

## **Basic Education in Medical Laboratory Technology (Page 7)**

Program Completed: CMA-Accredited Canadian Program is a program accredited by the Canadian Medical Association.

Level of Basic Education: This the initial post-secondary education program used to prepare a medical laboratory technologist for practice. This refers to initial education in medical laboratory technology used, in whole or in part, for consideration of licensure (regulatory authority) or registration (voluntary membership association) as a medical laboratory technologist in Canada.

Diploma: Diploma or equivalent, below the level of a Baccalaureate, conferred by a college or university (or comparable institution). For medical laboratory technologists, this refers to direct-entry diplomas resulting from programs completed at a Canadian community college, College d'enseignement general et professionnel (CEGEP), hospital, or equivalent.

Baccalaureate: An undergraduate degree conferred by a university or comparable institution. This refers to direct-entry degrees in medical laboratory technology.

Master's: A graduate level professional university degree. This refers to direct-entry degrees in medical laboratory technology.

Doctorate: A post-graduate level professional university degree. This refers to direct-entry degrees in medical laboratory technology.

Institution: Name of Canadian college or university of completion of initial education program used to prepare a medical laboratory technologist for entry to practice.

Year of Graduation: Year of completion of basic education program used to prepare a medical laboratory technologist for entry to practice.

Province/Territory: Canadian province/territory of completion of initial post-secondary education program used to prepare a medical laboratory technologist for entry to practice.

Country: Name of country of completion of initial education program used to prepare a medical laboratory technologist for entry to practice.

### **Other Education in Addition to Basic Education in Medical Laboratory Technology (Page 7)**

The definitions used for the Basic Education section above apply to this section as well.

### **Bridging/Re-Entry Education (Page 8)**

Bridging Education refers to education completed to address gaps in existing medical laboratory professional practice skills and/or knowledge, in order to complete certification/re-certification and/or licensure to practice in Canada.

Re-Entry Education refers to mandatory courses completed for the granting of a practice permit for the purposes of re-entry into the Canadian workforce.

### **Proposed Temporary Employment (Page 8)**

Only complete this area if you are applying for a Temporary Employment license.

Proposed Place of Temporary Employment: This is the physical location where you will be working.

Proposed Name of Temporary Employer: This is the organization that will be hiring you, pays for your services.

### **Past/Present Conduct Declaration (Page 9)**

Please read this section very carefully. If you are unclear as to any of the statements seek clarification from someone or call the CMLTM for clarification.

### **General Declaration (Page 9)**

Signature in this area applies to **ALL** information in the registration/renewal form. An unsigned, not dated form will not be processed and returned, by mail, for signature.