

Organizing your documents is key. Use this checklist to ensure that you have gathered and are ready to submit all required documents at each step of the registration process.

## Step 1: Prior Learning Assessment - Canadian Society for Medical Laboratory Science (CSMLS)

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| <ul style="list-style-type: none"><li><input type="checkbox"/> Online Self-Assessment Test (mandatory)</li><li><input type="checkbox"/> Personal Competency Rating Booklet</li><li><input type="checkbox"/> Notarized copy of resident status</li><li><input type="checkbox"/> Notarized copy of professional certificate or license from the country in which you worked</li><li><input type="checkbox"/> Proof of English or French language proficiency</li><li><input type="checkbox"/> Academic credential evaluation report from an approved credential assessment service</li><li><input type="checkbox"/> Syllabus of studies or outlines and descriptions of course content studied</li><li><input type="checkbox"/> Documentation of clinical education and apprenticeship training including official outline of scope and volume of testing performed</li></ul> | <ul style="list-style-type: none"><li><input type="checkbox"/> Official transcripts and course outline for other relevant education</li><li><input type="checkbox"/> Work experience letters from employers including detailed outline of responsibilities and tests performed</li><li><input type="checkbox"/> Documentation of continuing education and professional development</li><li><input type="checkbox"/> Application fee</li><li><input type="checkbox"/> Technical report fee</li></ul> |
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***If documents are not in English or French, notarized translations are required (check academic verification requirements)***

## Step 2: CMLTM Pre-Examination Assessment

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| <ul style="list-style-type: none"><li><input type="checkbox"/> Official copy of the CSMLS Prior Learning Assessment (PLA) report sent directly from CSMLS via email to CMLTM Registrar</li></ul> | <ul style="list-style-type: none"><li><input type="checkbox"/> English Language Proficiency Assessment (Refer to Policy BOA-17: Language Proficiency)</li></ul> |
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## Step 3: Entry to Practice Examination (administered by CSMLS on behalf of CMLTM)

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| <ul style="list-style-type: none"><li><input type="checkbox"/> Online Application for CSMLS exam</li></ul> | <ul style="list-style-type: none"><li><input type="checkbox"/> Exam fee</li></ul> |
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## Step 4: Registration (CMLTM)

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| <ul style="list-style-type: none"><li><input type="checkbox"/> Application form (including signed declaration)</li><li><input type="checkbox"/> Copy of CSMLS final PLA report</li><li><input type="checkbox"/> Copy of CSMLS Examination results</li><li><input type="checkbox"/> Canadian government-issued photo identification (driver's license, passport, or permanent resident card)</li></ul> | <ul style="list-style-type: none"><li><input type="checkbox"/> Criminal Record Check (with vulnerable sector check)</li><li><input type="checkbox"/> Child Abuse Registry Check</li><li><input type="checkbox"/> Adult Abuse Registry Check.</li><li><input type="checkbox"/> Fees</li><li><input type="checkbox"/> Completion of required eLearning modules</li></ul> |
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Contact Information	
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<b>Canadian Society for Medical Laboratory Science (CSMLS)</b> 33 Wellington St. North Hamilton, ON L8R 1M7	1-800-263-8277 <a href="http://www.csmls.org">www.csmls.org</a>