



## COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS OF MANITOBA

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### **Graduating MLT Student Checklist for CMLTM Registration**

1. Apply for a Conditional License:
  - a. Print a CMLTM Registration Application form (available on the website).
  - b. Send in completed application with annual fee (reduced rate of 50% annual fee applicable if application is received after June 1<sup>st</sup>).
  - c. Include a photocopy of ID (driver's license or passport).
  - d. Include copy of your letter from CSMLS indicating you are eligible to write the exam or a copy of your exam registration receipt.
  - e. Include a copy of your transcript, printed from your RRC account.
  - f. You will be required to submit copies of your Criminal record check (with vulnerable sector check), Child Abuse registry check, and Adult Abuse registry check if you have not previously submitted them with CMLTM.
2. On the application itself:
  - a. Indicate the reason you are not certified as "Will be writing the CSMLS exam June 2017" or the date you plan to write it.
  - b. If you have already secured a job, put in the Employer with 0 hours worked.
3. You cannot start work in Manitoba until you have been granted a Conditional or Active Certificate to Practice. That also means any workplace orientation sessions.
4. You will be on a Conditional Certificate to Practice until the College has received your exam results, which means you will still need to be supervised and will not be able to work alone.
5. Once you receive your CSMLS exam results, you must forward a copy to CMLTM. If you pass, you will be upgraded to Active (no extra fee). If you do not pass you will remain on Conditional.
6. You should start and maintain your Professional Portfolio, since you may be audited any time after you are on the Active roster (even if you have not completed 5 years of practice).
7. For further questions contact Adam Chrobak through the website.  
<http://www.cmltm.ca/>