



# Assessment of Continuing Education Activities

Policy Number: CCC-4

Date of Approval	Responsible Authority	Last Revised
December 15, 2018	CMLTM Council (Continuing Competency Committee)	October 19, 2024

## Policy

The Continuing Competency Program (CCP) requires members to participate in Continuing Education (CE) activities to ensure members of the College of Medical Laboratory Technologists of Manitoba (CMLTM) expand their knowledge and maintain their competency in the areas of practice. There are five (5) categories of CE activities that members can participate in to meet competency requirements. Participation in a minimum of three (3) categories is required.

1. *Formal Documented* – approved activities that include a test of learning and proof of attendance with successful completion. Credit is given for the year documented on the certificate.
2. *Non-Formal Documented* – approved activities with provider tracked attendance and name of member with hours/credit of attendance. If no hours/credit are listed, then additional proof of hours must be provided, or activity is only eligible for one (1) hour.
3. *Non-Documented* – approved activities tracked by member.
4. *Professional Activities* – approved activities.
5. *Non-Related* – activities that develop skills transferable to medical laboratory practice.

If accepted hours and/or CE category are not clear, members may submit these activities to the Continuing Competency Committee (CCC) for consideration using the CE Assessment application form. Activities assigned by an employer are not eligible for CE credits. CE Assessment requests should be submitted as soon as possible to ensure eligibility in the event of audit. Only approved activities will be considered in the event of an audit.

Activities not eligible for CE Assessment include:



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1. CE activities required by the employer.
2. CE activities listed on the Approved and Not-Approved CE List.
3. Formal courses that include a test of learning (Formal Documented courses should be sent to CSMLS for assessment of PEP credit hours).

### ***CMLTM CE Activity Assessment Process***

1. The CMLTM office will only accept requests that are submitted on the official CE Activity Assessment forms.
  - a. The CMLTM office will keep a log of CE Assessment requests in a database for tracking.
  - b. Completed Assessment forms will be forwarded to the Continuing Competency Committee two (2) weeks prior to the next scheduled meeting.
2. Committee will meet to consider assessments two (2) times per year
  - a. Activity assessment is based on information provided in the Established CE Criteria.
  - b. The member or CE providers may be contacted by the CCC Chair for further clarification.
  - c. Committee will ensure assessed CE activity is added to the Approved and Not Approved CE list as appropriate and provided to CMLTM Staff to be updated on the CMLTM website.
3. The member will be advised of the outcome of the CE activity assessment by the Registrar within one (1) week of the decision. A database of assessed CE activity assessments, outcomes, and rationale will be kept by the CMLTM office.
4. Appeals Process  
A member may appeal the committee's CE assessment:
  - a. The member may request the committee to review the assessment by submitting additional supporting information.
  - b. The committee will reconsider the member's submission based on the criteria laid out in this policy and Established CE Criteria. The committee will inform the member of the outcome of the review.
  - c. If the member is not satisfied with the committee's review, they may appeal the decision to Council. They must apply in writing to the Council with an explanation of why they feel the CE activity should be accepted.



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- d. The Council will consider the appeal based on the criteria laid out in this policy and the Essential CE Criteria. If the Council's decision applies criteria outside of the Established CE Criteria, the precedent should be recorded and considered for policy change.

Appendix 1 – Established Continuing Education Criteria (found below)

Appendix 2 – CE Credit Assessment Form (found in the [Resource Library](#))

### Appendix 1: Established Continuing Education Criteria

#### **General Criteria**

- A minimum of 45 hours of Continuing Education Activities over a 5-year period
- A minimum of 22.5 hours must fall into the Formal and/or Non-Formal Documented categories
- Activities must be from a minimum of 3 activity categories
- Continuing Education must be related to career/professional development
- To be considered, all required information for activities must be appropriately logged
- Reference Materials:
  - CSMLS Course/Credit Guide
  - CMLTM Approved and Not-Approved CE Activities List
  - CMLTM Continuing Competency Program Handbook with CE Credit Guide

#### **Activities Not Accepted as CE**

- Activities that are required, assigned, directed, or selected by the employer or are considered work practice (e.g.: fire training, WHMIS training, workplace competency assessments, meetings, user/working groups)
- Workplace committees such as strategic planning or scheduling committees (exceptions: safety committee, union representative)
- Repeat courses that were taken within a five-year period are considered refresher courses and are not accepted as CE. Only the first occurrence in that five-year period will be approved
- Activities or responsibilities of day to day living or family life
- Failed courses (for any category)

#### **Formal Documented**



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- The College recognizes contact hours such as CSMLS Professional Enhancement Program (PEP) hours and American Society for Clinical Laboratory Science (ASCLS) P.A.C.E. hours
- If a course has not yet been assessed for CE credit hours, members may submit an application to CSMLS for a course assessment. Submissions to the CSMLS should be made well in advance of an audit to ensure the course assessment results are received in time
- Transcript or official documentation must be provided by a recognized education provider/organization and should include:
  - Name of attendee
  - Name and date of activity
  - Name of education provider
  - Hours attended or CE credit hours granted
  - A statement indicating that a test of learning was passed or that the activity was successfully completed
- Certificates must be official and have the attendee's name typed in. The activity will not be accepted for formal documented if the name on the certificate is filled in by the attendee or if it is a self-declaration
- If a test of learning was failed, the activity will not be accepted as CE for any category
- Hours must be tracked by the education provider
- Repeat courses that have been revised are accepted. MediaLab and CSMLS update their course numbers when the courses have been revised or updated

### ***Non-Formal Documented***

- Certificate or official documentation must be provided by a recognized education provider/organization and should include:
  - Name of attendee
  - Name and date of activity
  - Name of education provider
  - Hours attended or CE credit hours granted
- Must include a certificate or official documentation indicating that attendance was tracked by the education provider
- If exact hours are not listed on the certificate or official documentation, a maximum of one hour will be approved unless additional proof is submitted to support hours claimed (e.g. official program listing lectures attended)



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- Article reviews: only reading time will be accepted as continuing education. The time taken to prepare the abstract is not eligible for continuing education credit. Must include a member-written abstract and proper citation of the article including:
  - Article title
  - Author
  - Publication name
  - Issue number
  - Date of publication
- This category does not require a test of learning
- Members may claim less, but not more than the hours stated on the certificate or official documentation
- Sign-in sheets, confirmation of payment documentation, and receipts are not considered official documentation, and the CE will not be approved as non-formal documented
- Certificates must be official and have the attendee's name typed in. The activity will not be accepted as non-formal documented CE if the name on the certificate is filled in by the attendee or if it is a self-declaration

### *Non-Documented*

- No official documentation or certificate is required
- Activity must be fully described on the log sheet and must include:
  - Education provider/lecturer
  - Name and type of activity/presentation
  - Date of activity/presentation
  - Number of hours of the activity
- Does not require a test of learning or proof of attendance
- Articles read – the articles must be cited properly, and the log sheets must include:
  - Article title
  - Author
  - Publication name
  - Issue number
  - Date of publication
- Hours are self-tracked
- Cannot claim more than the PEP associated hours for a modular course



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### *Professional Activities*

- Career/professional development volunteer activities that promote or support one's profession that are not a part of workplace practices
- In many cases, hour-for-hour credit is not eligible. Consult the CMLTM Approved and Not-Approved CE Activities List and the CMLTM CE Credit Guide in the Continuing Competency Program Handbook for details and directions on how to calculate the eligible hours for this category
- Credit hours are assigned to activities based on a variety of criteria. Different kinds of professional activities are categorized in the CMLTM CE Credit Guide. Examples of criteria that are taken into consideration: the complexity of the activity, whether it is a public relations activity or a peer-related activity, committee work, etc.

### *Non-Related*

- Education or volunteerism that provides an opportunity to learn skills that are transferable to medical lab practice
- Activity description and transferable skills **must** be listed on the log sheets
- Examples of transferable skills:
  - Communication
  - Leadership
  - Organization
  - Delegation
- One CE hour is credited for every six hours
- A maximum of two CE hours per year can be claimed for the Non-Related category, regardless of the number of activities
- Consult the CMLTM CE Credit Guide in the CMLTM Continuing Competency Program Handbook for details

### *Revision History*

- December 15, 2018 – Date of Approval
- October 19, 2024 – Last Date of Revision