



Document Control of Continuing Competency Program Documents

Policy Number: CCC-6

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

Policy

Continuing Competency Program documents will have a date of revision. The date of revision will be updated by the office when new revisions are submitted by the group responsible for updating each document, at the frequency indicated in Table 1.

Table 1

Document	Responsibility to Update	Frequency of Review/Updating
CCC Policies	CCC	5 years or as required
Handbook (including Credit Guide)	CCC	5 years or as required
2010 CMLTM Professional Portfolio Presentation	Remove if out of date	N/A
CE Credit Assessment Application	CCC	5 years or as required
Continuing Competency Program Credit Guide	CCC	5 years or as required
Approved and Not-Approved CE Activities List	CCC	Annually
Career Summary Form	CCC	5 years or as required
Self-Assessment Toll	CCC	5 years or as required
Paper Log Sheet (i.e.: not online tool)	CCC	5 years or as required
Summary Log Sheet	CCC	5 years or as required
Auditor Summary Sheet	CCC	5 years or as required
Auditor Additional Information Sheet	CCC	5 years or as required
Audit Result Letters	CMLTM	As required
Step-by-Step Guide to Online Submission of Continuing Competency Portfolio	CMLTM	As required
Online Professional Portfolio Management System	CMLTM	As required



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Revision History

- December 15, 2018 – Date of Approval