



**COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS  
OF MANITOBA**

245 Lilac Street  
Winnipeg, MB R3M 2S2  
www.cmltm.ca

Phone: 204-231-0311  
Fax: 204-489-7300  
Toll Free: 877-331-0311  
E-mail: cmltm@cmltm.ca

**Continuing Competency Program  
Continuing Education Credit Guide**

| <b>CATEGORY 1 – FORMAL DOCUMENTED</b>   |                       |
|---|-----------------------|
| <b>Activity</b>   | <b>Eligible Hours</b> |
| Formally evaluated courses (related to med lab practice) <ul style="list-style-type: none"> <li>- CSMLS PEP hours and ASCLS PACE hours are recognized</li> <li>- Submit others to CMLTM for assessment of hours</li> </ul> Note: Activities completed as part of a course cannot be claimed in other categories as well (i.e.: presentations, text reading, etc.) | Log approved hours    |

| <b>CATEGORY 2 – NON-FORMAL DOCUMENTED</b>   |                                 |
|---|---------------------------------|
| <b>Activity</b>   | <b>Eligible Hours</b>           |
| Conference attendance, scientific meeting   | Log actual lecture time         |
| Lab-related tele/video conference, in-services, seminars  | Log actual lecture time         |
| Article or reference text review (also audio/video cassette) with written abstract ( <i>must write abstract outlining article content and provide the original article title, author, publication, issue number, and date</i> ) | Log actual lecture/reading time |
| Workshop attendance   | Log actual lecture time         |

| <b>CATEGORY 3 – NON- DOCUMENTED</b>   |  |
|---|--|
| <b>Activity</b>   | <b>Eligible Hours</b>  |
| Article or reference text review (also audio/video cassette) ( <i>must site: article title, author, publication, issue number, and date</i> ) | Log actual lecture time to a maximum of 1 hour per article/chapter/ audio/video reviewed |
| Conference attendance, scientific meeting   | Log actual lecture time  |
| Lab-related tele/video conference, in-services, seminars  | Log actual lecture time  |
| Education activity with no documentation (i.e.: Attendance at lecture without formal attendance documentation)                                | Log actual lecture time  |



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| <b>CATEGORY 4 – PROFESSIONAL ACTIVITIES</b>   |  |
|---|--|
| <b>Activity</b>   | <b>Eligible Hours</b>  |
| Presentation (Paper or Lecture)<br><i>Hours include prep time and first time presentation hours only</i>            | Log actual time  |
| Poster presentation<br><i>Hours include prep time and first time presentation hours only</i>                        | Log actual time  |
| Preparation of scientific or lab related article  | Log actual prep time   |
| Preparing correspondence course or course exam  | Log actual prep time   |
| Preparing Course Evaluation   | Log actual prep time   |
| Preparing presenting lecture – live course<br><i>Hours include prep time and first time presentation hours only</i> | Log actual prep time   |
| Presenting multimedia conference<br><i>Hours include prep time and first time presentation hours only</i>           | Log actual time  |
| Tutoring (lab – outside of work hours)  | Log actual time  |
| Preparation of case studies   | Log actual prep time   |
| Publishing scientific article in a scientific journal (i.e.: CSMLS Journal, Journal of Clinical Microbiology, etc.) | 7.5 hours for 1,000 to 2,900 words<br>15 hours > 3,000 words |
| Submitting book review for publication  | Log actual prep time   |
| Committee work (for professional organization, union, workplace safety and health committee)                        | 3 hours per year per committee                               |
| Committee Chair or Co-Chair   | 7.5 hours per year per committee                             |
| CMLTM Committee or Council work   | Log actual hours to a maximum of 6 hours annually            |
| CMLTM Committee Chair or Council Chair or Vice-Chair  | Log actual hours to a maximum of 10 hours annually           |
| Examiner (CSMLS / CAMLPR)   | Log actual hours   |
| ART Examiner, Reviewer, Evaluator   | Log actual time  |
| Professional Volunteerism – public relations (Med Lab Week, Science Fair, Teddy Bear Picnic)                        | Log 1 hour for every 2 hours of activity                     |
| Scientific editor – scientific publication  | Log actual time  |
| Scientific advisor or editorial consultant  | Log actual time  |
| Laboratory Accreditor (employers facilities ineligible)<br><i>On site accrediting hours only</i>                    | Log actual time  |



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| CATEGORY 5 – NON-RELATED ACTIVITIES  |  |
|--|--|
| Activity   | Eligible Hours   |
| Non-Lab related activities that provide transferable skills<br><i>Must outline transferable skills gained, subject to approval</i> | Log 1 hour for every 6 hours of activity to a <b>limit of 2 hours per year</b> |