

Continuing Competency Program Handbook



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Table of Contents

General Information	2
Definitions	3
Self-Assessment.....	3
Continuing Education Activities	4
Categorizing Your Continuing Education Activities	6
Recording Continuing Education Activities	7
Course Evaluation.....	8
Submitting Your Documentation	8
Frequently Asked Questions	8

For more information on the Continuing Competency Program, contact us at:

College of Medical Laboratory Technologists of Manitoba

CMLTM

245 Lilac Street

Winnipeg, MB

R3M 2S2

Telephone: (204) 231-0311

Toll-Free: (877) 331-0311

Email: cmltm@cmltm.ca

All supporting documents are available on the CMLTM website in the [Resource Library](#).

General Information

The College of Medical Laboratory Technologists of Manitoba is the regulatory body for the profession of Medical Laboratory Technology in Manitoba.

The Medical Laboratory Technologists Act was assented to July 25, 2002, and proclaimed by the Lieutenant Governor of Manitoba on February 1, 2007.

Regulation 179/2006, of The Medical Laboratory Technologist Act M100, Section 50 (1) f states in part:

to satisfy the requirement of continuing competence a member must
(i) have practiced as a medical laboratory technologist for a minimum of 1,200 hours in the five-year period immediately before the registration year for which renewal is sought, and
(ii) have successfully completed, in the registration year immediately preceding the registration year for which renewal is sought, the following activities as may be required by policies established by the council:
(A) a process of self-assessment,
(B) the creation and maintenance of a professional portfolio,
(C) any other activity approved by the council

To facilitate this Regulation, Medical Laboratory Technologists must show that they meet the Continuing Competency Program requirements by compiling a Professional Portfolio.

The Portfolio must contain the following documentation:

- Completed Self-Assessment identifying personal professional development goals.
- Continuing education activities accumulated over the previous five (5) years.

The process of auditing requires a percentage of technologists being audited each year. Audits are based on the five complete years ***previous to the year of audit***. For example, for an audit due in February of 2026, documentation to be submitted will be from January 1, 2021, to December 31, 2025.

Once notified by the College a portfolio is requested for auditing, a technologist will have 30 days to submit all documentation. The Self-Assessment and Continuing Education activities and associated certificates can be entered online in members section of the CMLTM website. Contact the CMLTM office if you have any questions regarding the online system. Notify the CMLTM office when you have completed your online submission.

Definitions

Work Related: Throughout this document “work related” pertains only to duties within your current position of employment related to the practice of medical laboratory technology i.e. General Duty Technologist, Lab Director, Lab manager, Clinical Instructor, etc. Work within your current position that does not relate to the practice of medical laboratory technology would not qualify as work related i.e. performance of EKG or X-ray examination.

Work Practice: All workplace activities **except non mandatory** continuing education sessions open to all employees on a first come first serve basis (*IE Lunch and Learns, Grand Rounds, etc.*) Work practice activities form part of your annual work practice hours and are not eligible for continuing education (*IE Training on procedures or equipment, competency assessments, assigned workplace training/education sessions, quality assurance activities, annual requirements such as safety training, and non-laboratory duties including scheduling, accreditation preparedness committees*).

Documentation: Acceptable documentation for continuing education events includes scanned copies or pictures of certificates, exam marks, and other documents issued by recognized organizations or institutions who are the original provider of the event i.e. MediaLab, DSM, CSMLS, MAMLS, CAP, etc. Note: A copy of a CE session sign-in sheet will not be accepted as documentation for Category 1 or Category 2.

Self-Assessment

Why complete the self-assessment?

The self-assessment allows members to identify their current knowledge against five (5) categories. Members should reflect on the assessment results to identify three (3) continuing education goals that will improve their knowledge and enhance their professional practice.

What is the self-assessment process?

There are five (5) categories of Self-Assessment.

1. Professionalism, Communication & Interaction
2. Safety
3. Technical Knowledge & Skills Application
4. Tests Performance
5. Professional Judgment, Problem Solving & Decision Making

Each category has associated indicators:

- **N/A** – this is a skill or practice that is not part of your current work practice
- **Developing** – a skill or practice that you do not currently have but which should be included in your role or that you are beginning to learn
- **Refining/Enhancing** – a skill or practice that you feel could be improved
- **Advance/Consistent** – a skill or practice you feel you are good at or excel in
- **Career Planning** – skill or practice you are considering for a future employment opportunity

How do I complete the self-assessment?

- Use the self-assessment tool.
- Each of the five categories has several statements. For each statement, use the dropdown indicator which best describes your knowledge or skill.
- Review your answers and enter three (3) goals for your continuing education.

When do I complete the self-assessment?

Your Self-Assessment should be updated regularly to ensure it reflects your current goals.

Continuing Education Activities

MLTs must accumulate a ***minimum of 45 hours*** of Continuing Education Activities over a ***5-year period***. Audits will cover the 5 years prior to the date of notification (not including the year of notification).

There are five (5) Continuing Education activity categories. The Formal Documented, Non-Formal Documented and Non-Documented are the major categories that cover traditional work-related education activities. The Professional Activity and Transferable skills Activity categories recognize other activities that contribute to technologists' skills or support and promote our profession. These categories are not meant to form the majority of your hours, and some limits have been applied.

Note: Education, training, and activities that are a requirement or assigned by your workplace are considered part of your practice hours and are not eligible for use as Continuing Education Activities. Lunch & Learn sessions, Grand Rounds, and other optional education sessions open to all employees and with voluntary participation are eligible.

****Repeat courses within the same 5-year period will be considered refresher and only the first incident of the course will count for CE hours. ****

Activity Categories	
Category 1 Formal Documented	Work-related ¹ educational activities that include a test of learning and proof of attendance with successful completion (e.g. Traditional course with exam).
Category 2 Non-Formal Documented	Work-related documented ² educational activities with no test of learning but with proof of attendance from program provider (e.g. Conference with documented attendance).
Category 3 Non-Documented	Work-related education without test of learning or documentation. Self-tracked without acceptable proof of attendance (e.g. Seminars without proof of attendance. i.e. article reviews).
Category 4 Professional Activity	Work related volunteer activities (e.g. Giving presentation at a conference, serving on a committee).
Category 5 Activities with Transferable Skills	Activities with an opportunity to learn skills transferable to your professional practice (e.g. Leadership, teamwork, communication, etc.)

For a more detailed description of each category, see the Credit Guide in the [Resource Library](#).

Specific Requirements

- A minimum of 22.5 hours must be from Category 1: Formal and/or Category 2: Non-Formal Documented categories
- Activities must be from a minimum of 3 activity categories
- The College recognizes CSMLS Professional Enhancement Program (PEP) hours and American Society for Clinical Laboratory Science (ASCLS) P.A.C.E. hours. Members may apply to CSMLS for assessment of all other courses. Submissions for assessment should be made well in advance of audit. Course assessment must be completed prior to the audit to ensure documents are received in time.

Use the Flow Chart on the following page and the Credit Guide in the [Resource Library](#) to help determine the category and allowable hours for each of your activities.

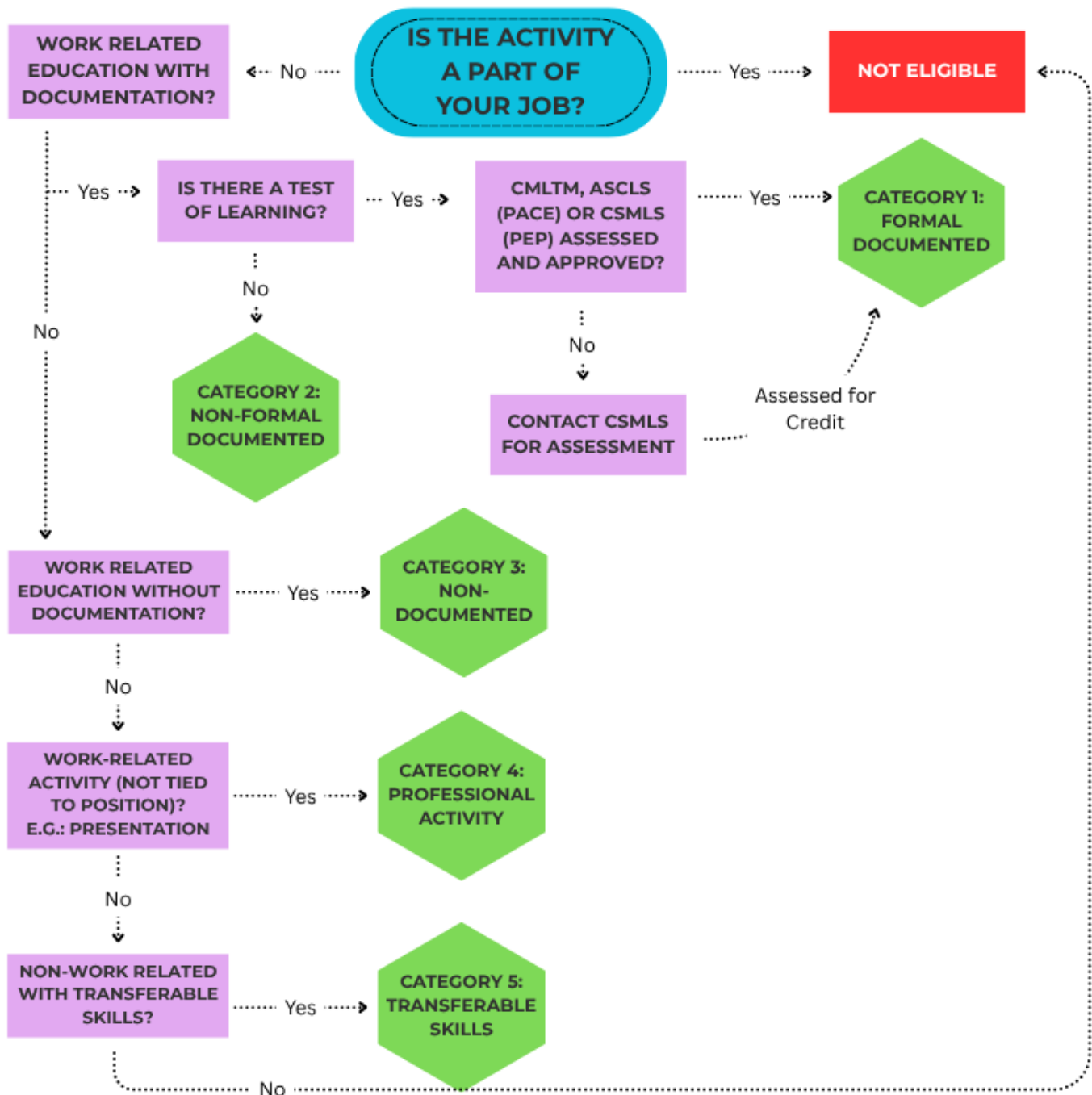
¹ See definition section for interpretation of work-related

² See definition section for interpretation of acceptable documentation

Categorizing Your Continuing Education Activities

There are five (5) categories of Continuing Education Activities. The flow chart below will help you decide which category each of your activities will fall under.

Note: Documented proof of participation must be provided by a recognized organization or institution.



Recording Continuing Education Activities

Video Walkthrough

Step 1: Log in to the [Member Site](#) to enter your CE online and upload copies of your certificates and other documentation.

Step 2: Click the “Add Continuing Education Item” button to add CE Activities. Indicate the following:

- Date of entry (today’s day)
- Start Date of the activity (day activity started)
- End Date of the activity (day activity ended)
- Description of the activity: title, type of activity (webinar, Lunch & Learn, MediaLab, etc), and provider
- Time in hours: length of time of actual activity – **do not include lunch or coffee breaks**
- Eligible hours (see Credit Guide in [Resource Library](#))
- Documentation
 - **Category 1:** Test-of-learning. Acceptable documentation for continuing education events includes certificates, exam marks, and other documents issued by recognized organizations or institutions who are the original provider of the event, i.e. CSMLS, MAMLS, CAP, etc.
 - **Category 2:** Acceptable documentation for continuing education events includes certificates, exam marks, and other documents issued by recognized organizations or institutions who are the original provider of the event, i.e. CSMLS, MAMLS, CAP, etc.
 - **Category 3:** Session sign-in sheets or agendas are accepted for Category 3. To document journal articles that you have read, provide the name of the Journal, the year, month and issue number, the article title, the author, and page numbers. Each article must be logged separately
 - **Category 5:** To document “Transferable Skills” activities **you must outline the skills** you gained from the activity that could be used in your MLT practice, i.e. communication skills, teamwork, leadership, etc.

Step 3: The summary sheet will automatically calculate your total hours. You do not need to provide this to the CMLTM.

Step 4: Complete the Self-Assessment on the Self-Assessment tab, including the three (3) goals.

Course Evaluation

For **Categories 2, 3, 4, and 5**, please submit a CCP CE Assessment Form found in the [Resource Library](#).

In **Category 1**: Formal Documented, courses with a test/exam must have a formal assessment by the CSMLS. The College recognizes course hours as assessed by the CSMLS for PEP hours or by the ASCLS for PACE hours.

A list of CSMLS assessed courses will be compiled and maintained on the College website.

Note: You cannot submit courses for assessment at the time of audit. Therefore, be sure to submit course material for assessment as soon as possible, preferably within the year of course completion.

Submitting Your Documentation

1. When you receive notification that you are required to submit proof of Continuing Competency to the CMLTM, you must submit online the following as indicated in the handbook:
 - Self-Assessment
 - Certificates and other documentation supporting Category 1 and Category 2 activities
2. Adhere to the deadline given

Frequently Asked Questions

1. What type of documentation is required for conference attendance?

A certificate of attendance that clearly indicates the hours attended would be eligible for Category 2.

2. What documentation would I need for attending workplace CE sessions?

To qualify for Category 2: Non-Formal Documented hours, individuals would need a Certificate of Attendance or a letter certifying their attendance that was issued by a recognized organization /institution that is the original provider (i.e. Shared Health, CSMLS, HSC, etc.) and should include the session subject, duration, date, location, and the attendee's name.

If a certificate was not provided, the activity would be eligible as a Category 3: Non-Documented Activity

3. What CE hours apply to staff training on new analyzers?

Training and activities that are a required part of your job are considered part of your work practice hours and are not eligible for CE Hours.

4. CSMLS course/credit listings have PEP and CSP credits; are these interpreted as hours or credits?

CMLTM recognizes CSMLS PEP credit **hours** and SCLS PACE credit **hours**.

5. What credit would be given to committee members and committee chairs or co-chairs?

Credit hours for co-chairpersons would be the same as for chairpersons. CMLTM Council and Committee volunteer hours are separate from workplace or other Committees. Refer to the Credit Guide in the [Resource Library](#).

6. How will members be notified of audit and how long will we have to respond?

CMLTM sends members notification of audit by email. Deadline for submission will be outlined in the notifications. Members will have at least 30 days to submit their portfolio online.

7. What if a member does not have all required CE hours when called for audit?

When the auditor reviews your portfolio and determines that there are deficiencies, they will include CE hours from the current year as well. If deficiencies remain, members may be assigned a “Fail” which allows for six (6) months to complete the remaining hours.

If a member submits less than half of the required hours, a formal complaint will be issued to the Complaints Committee for further review.

8. Will audits be held for 5-year blocks or 5-years back from the date of the audit notice?

Audits are based on the five (5) complete years before the year of audit. For example, for an audit due in February of 2026, documentation to be submitted will be from January 1, 2021, to December 31, 2025.

9. When is the earliest I could be audited again if I am audited in 2026?

2028. College members should be maintaining their portfolio and be ready for audit at any time. Members are placed back in the drawing pool for random audit after a one (1) year grace period.

10. If an ASCP teleconference is viewed as a rerun at a facility, what category would this activity fall under?

The activity would be considered Category 2 (Non-Documented) as the participant would not be eligible to receive an ASCP document verifying their participation.

11. How are audits drawn?

Randomly.

The administrative assistant generates a list of all Active: Practicing registrants in Good Standing from the database and opens this list in Microsoft Excel to determine the number of eligible people. Individuals who have recently graduated, came from another province, or were audited the previous year are removed from the list.

Using <https://www.random.org/sequences/> with the range from what is shown in the Excel sheet, a list of numbers is then generated in a random order with no repeating numbers. The administrative assistant goes through, starting from the top, and each number is checked to see if they are eligible for audit until 180 registrants have been selected (60 per audit, 3 audits per year).