



# COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS OF MANITOBA

245 Lilac Street  
Winnipeg, MB R3M 2S2  
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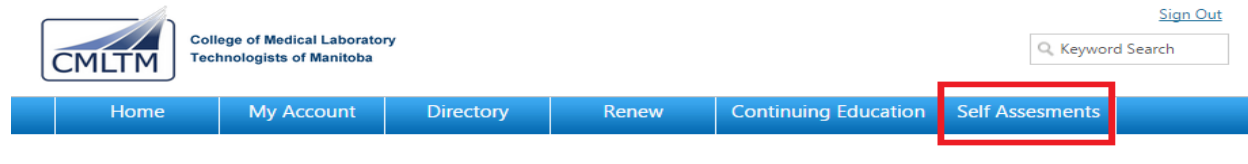
## How to upload your CE Portfolio to the CMLTM Website

*This walkthrough is up to date as of February 3, 2016.*

*Changes are often being implemented on the CMLTM website to enhance user interaction and certain aspects of this walkthrough might change over time.*

*If you notice any differences in the walkthrough and the online process, please contact [janelle@cmltm.ca](mailto:janelle@cmltm.ca) to have the walkthrough updated. If you have any questions or concerns regarding the auditing process, please do not hesitate to contact the CMLTM office. Our Administrative Assistant and the Registrar are ready and willing to assist you.*

1. Go to <https://members.cmltm.ca:8001/imis15/cmltm>
2. Log in with your CMLTM username and password  
Example: James Smith-Wilson. CMLTM number: 00000  
Username: 00000      Password: 00000js
3. Click the *Self-Assessment* tab.



4. Fill out the *Self-Assessment Form* Categories 1 through 5 using the drop down options.

1. I identify and respond to professional practice issues that interfere with my ability to practice according to the Continuing Competence Categories and Code of Ethics that could impact negatively on CMLTM members, client care, and/or public safety by doing the following

a) I report unsafe practice, professional incompetence, professional misconduct, and raise awareness of other issues related to the Medical Laboratory Technologists Act.

- (None)
- Advance/Consistent
- Career Planning
- Developing
- Not Applicable
- Refining/enhancing

ability for professional conduct and ethical practice.

ability for my own learning needs, initiate action and maintain organized documentation to meet these needs.

ce and reliable role model for students, colleagues, and other members of the health care team and general public.

e) I promote a workplace environment that supports professional responsibility, accountability, and development.



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## 5. Fill out the *Self-Assessment Goals* after Category 5.

Note: The declaration will not remain filled in after you have clicked this box or refreshed the page. This is fine as the information will have been received by our database. The form is not designed to retain the declaration information

### Self Assessment - Goal #1

Example: Become more familiar with machine/protocol

### Self Assessment - Goal #2

### Self Assessment - Goal #3

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## 6. Enter the date of the declaration (the day you are entering this information).

I declare that the above information given by me is correct and complete and that none of the submitted activities herein were required or assigned as part of my job. I acknowledge and understand that providing false information to the CMLTM constitutes professional misconduct and is subject to disciplinary action by the CMLTM.

### Date Of Self Assessment

Save Cancel

---

## 7. Click the *Save* button directly below the *Declaration*.

I declare that the above information given by me is correct and complete and that none of the submitted activities herein were required or assigned as part of my job. I acknowledge and understand that providing false information to the CMLTM constitutes professional misconduct and is subject to disciplinary action by the CMLTM.

### Date Of Self Assessment

Save Cancel



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8. Click the *Continuing Education Tab*.



9. Make note of the *underlined warning* at the top of the page.

10. Click the *Add New Continuing Education Item* button.

<u>CE Start Date</u>	<u>CE End Date</u>	<u>CE Category</u>	<u>CE Description</u>	<u>Time In Hours</u>	<u>Eligible Hours</u>		
3/29/2015 12:00:00 AM	3/29/2015	Category 1	blah	1.00	1.00	<a href="#">Upload</a>	<a href="#">Edit</a>

I \*  State your Name  Agree to the terms and Conditions  
\*  Year of Declaration  
Please type in any additional notes in the following textbox

11. Clicking the button will open an overlay window.

Edit

CE Start Date

CE End Date

Category  
(None)

CE Description

Time In Hours

Eligible Hours

12. Fill it out and click *Save & Close*. The page should now refresh and what you've entered will be available in the table.



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13. Click *Upload* to attach corresponding documentation.

Add New Continuing Education Item

CE Start Date	CE End Date	CE Category	CE Description	Time In Hours	Eligible Hours	Document Count	Upload	Edit	Remove
12/29/2015 12:00:00 AM	1/27/2016	Category 3		0.00	0.00	0	<b>Upload</b>	Edit	Remove

I \*  State your Name  Agree to the terms and Conditions  
\*  Year of Declaration  
Please type in any additional notes in the following textbox  
  
 Click to Proceed

14. That will open another overlay window.

Activity Description:  
  
Save

Files:

File Name	Uploaded Date	Actions
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Activity Type SEQN Date Entered Description  
CE 2684929 Mar 2015

Upload New File:  
 No file chosen

15. Type into the provided box a description of your CE Activity (if not added in the overlay window from Step No. 11) as outlined in the Continuing Competency Audit handbook (available in the *Resource Library* under the *Resources tab* or on the main page of the website under *Printable Downloads*).

16. Click *Save* to save the description.

17. Click *Choose File* to locate your scanned documentation on your computer.

Note: The documentation should be a **PDF** file.



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18. Click *Upload* when you are finished. You can review what files you added and delete them here if necessary. To close the window, click the 'X' in the top right corner of the overlay window.

Note: The document count section will inform you how many documents you have attached to that CE Activity. You can remove the Activity entirely by clicking the "remove" button at the end of the table.

**Add New Continuing Education Item**

CE Start Date	CE End Date	CE Category	CE Description	Time In Hours	Eligible Hours	Document Count	Upload	Edit	Remove
12/29/2015 12:00:00 AM	1/27/2016	Category 3		0.00	0.00	0	Upload	Edit	Remove

I \*  State your Name  Agree to the terms and Conditions

\*  Year of Declaration

Please type in any additional notes in the following textbox

Click to Proceed

19. Repeat steps 10 through 18 until all CE Activities and documentation have been added.

20. Once all documentation has been added, fill out the declaration at the bottom of the screen.

Note: The year of declaration will be the current year.

**Add New Continuing Education Item**

CE Start Date	CE End Date	CE Category	CE Description	Time In Hours	Eligible Hours	Upload	Edit
3/29/2015 12:00:00 AM	3/29/2015	Category 1	blah	1.00	1.00	Upload	Edit

I \*  State your Name  Agree to the terms and Conditions

\*  Year of Declaration

Please type in any additional notes in the following textbox

Click to Proceed



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21. To save your declaration, place a checkmark in the *Click to Proceed* box.

Note: The declaration will not remain filled in after you have clicked this box or refreshed the page. This is fine as the information has been received by our database. The form is not designed to retain the declaration information.

**Add New Continuing Education Item**

CE Start Date	CE End Date	CE Category	CE Description	Time In Hours	Eligible Hours		
3/29/2015 12:00:00 AM	3/29/2015	Category 1	blah	1.00	1.00	<a href="#">Upload</a>	<a href="#">Edit</a>

I  State your Name  Agree to the terms and Conditions

Year of Declaration

Please type in any additional notes in the following textbox

**Click to Proceed**

22. Please email your CV/Resume to [adam@cmltm.ca](mailto:adam@cmltm.ca) or [janelle@cmltm.ca](mailto:janelle@cmltm.ca) to let us know that you have submitted your portfolio online.

For your convenience, there is the option to export your online CE log sheet to Microsoft Word, Excel, etc for easier viewing. You can do this by selecting the option

CE Start Date	CE End Date	CE Category	CE Description	Time In Hours	Eligible Hours	Document Count	Upload	Edit	Remove
12/29/2015 12:00:00 AM	1/27/2016	Category 3		0.00	0.00	1	<a href="#">Upload</a>	<a href="#">Edit</a>	<a href="#">Remove</a>

As well, you can also view your CE Summary with the totals of all hours submitted. Simply click the *View My Summary* button to open the Summary page.

**Add New Continuing Education Item**

**View My Summary**

CE Start Date	CE End Date	CE Category	CE Description	Time In Hours	Eligible Hours	Document Count	Upload	Edit	Remove
12/29/2015 12:00:00 AM	1/27/2016	Category 3		0.00	0.00	1	<a href="#">Upload</a>	<a href="#">Edit</a>	<a href="#">Remove</a>

At the top of the Summary Page, enter the date range of the audit to view the totals of the CE hours you have submitted. **You do NOT need to print this page and send it to CMLTM.** This page is for your records only.