



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

How to upload your CE Portfolio to the CMLTM Website

This walkthrough is up to date as of May 29, 2019.

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 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/>

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) ▾
(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.

(None) ▾



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5. Fill out **ALL THREE** of the *Self-Assessment Goals* after Category 5.

Note: Three goals are required. Portfolios with less than 3 goals will be marked as incomplete or will not pass the audit.

Self Assessment - Goal #1

Example: Become more familiar with machine/protocol

Self Assessment - Goal #2

Self Assessment - Goal #3

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*.

Note: A green bar will appear at the top of the page with "Submission Successful". If you do not receive this bar, then the Self-Assessment did not save properly.

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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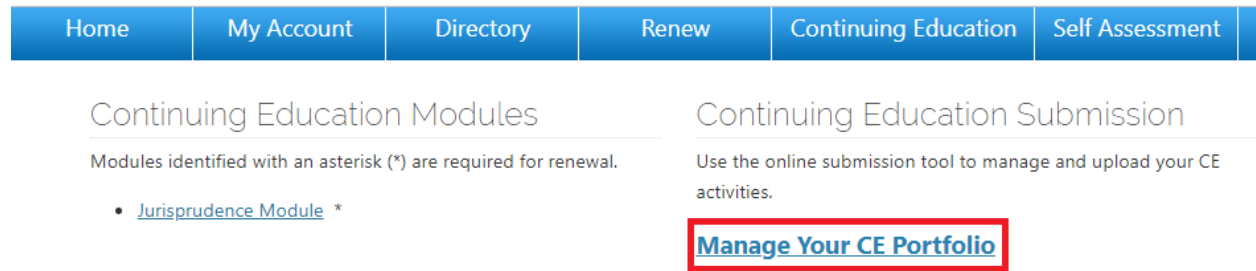
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Note: The Self-Assessment will not remain filled in after you have refreshed the page. The form is designed this way since the Self-Assessment needs to be re-done for every audit.

8. Click the *Continuing Education Tab*.



9. Click *Manage Your CE Portfolio*.

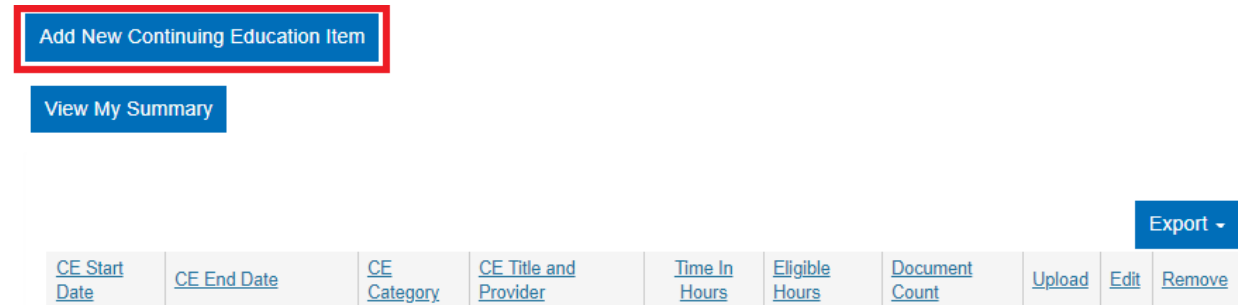


10. Make note of the *bold warning* at the top of the page. **PDF UPLOADS ONLY.**

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

Note: Each CE activity must be entered separately in the online system. If an activity is repeated over multiple years (eg: Committee Volunteer), it must be recorded yearly with the annual hours recorded.

You cannot lump entire categories or multiple activities into one entry.





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12. Clicking the button will open an overlay window.

Note: Date Entered = The day you are entering the CE into the online system.

CE Start Date = The day you the CE activity started.

CE End Date = The day the CE activity ended (can be same day as when started)

CE Category = The category the CE belongs in.

CE Description = Review the [CCP Handbook](#) for appropriate citing of CE activities.

CE Activity Time = The amount of hours the CE activity took.

CE Eligible Hours = Review the [CCP Credit Guide](#) for Eligible Hours.

Declaration Date = The day you are entering the CE into the online system. This is meaning that the information you have entered is true to your best ability.

Edit ⌂ □ ×

*Date Entered

*CE Start Date *CE End Date

*CE Category

*CE Activity-Description

*CE Activity Time-Hours *CE Eligible Hours

DeclarationDate

13. 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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14. 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	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

15. That will open another overlay window.

Note: Disregard the Activity Description 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

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

Note: The documentation MUST be a PDF file.

17. 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.



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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

18. Repeat steps 11 through 17 until all CE Activities and documentation have been added.

19. 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		
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

20. 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.

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. Please email your CV/Resume to 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

[Add New Continuing Education Item](#)

[View My Summary](#)

CE Start Date	CE End Date	CE Category	CE Title and Provider	Time In Hours	Eligible Hours	Document Count	Upload	Edit	Remove	Export
										<ul style="list-style-type: none"> Word Excel PDF CSV XML

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 Title and Provider	Time In Hours	Eligible Hours	Document Count	Upload	Edit	Remove	Export

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.