



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 August 24th, 2021.

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

For recent registrants with the new 9-digit CMLTM number:

Username: email address

Password: first 5-digits followed by initials in lowercase

-
3. Click the *Self-Assessment tab* at the top of the page, or the “Complete My Self-Assessment” button.



[My Account](#) [Directory](#) [Renew](#) [Continuing Education](#) **[Self Assessment](#)**

Welcome Adam H. Chrobak, MLT

We would like to begin by acknowledging that the College of Medical Laboratory Technologists of Manitoba is built on original lands of Anishinaabeg, Cree, Oji-Cree, Dakota, and Dene Peoples, and on the homeland of the Métis Nation. We respect the Treaties that were made on these territories, we acknowledge the harms and mistakes of the past, and we dedicate ourselves to move forward in partnership with Indigenous communities in a spirit of reconciliation and collaboration.

I want to...



Edit My Profile



Complete My Annual Renewals



Report Continuing Education Hours



Complete My Self-Assessment



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

Self-Assessment

Category 1: Professionalism, Communication, and Interaction

Medical Laboratory Technologists (MLT's) are responsible and accountable for their professional practice and personal conduct.

Every MLT is responsible to ensure that they meet the requirements for registration with the college and are familiar and compliant with the Act, Regulations, By-Laws, and Code of Ethics. Continuing Competence credits will not be awarded for review of these documents.

These documents can be accessed at www.cmltm.ca

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.**

<input type="text" value="(Select)"/>	
<input type="text" value="(Select)"/>	ability for professional conduct and ethical practice.
<input type="text" value="Advance/Consistent"/>	
<input type="text" value="Career Planning"/>	
<input type="text" value="Developing"/>	
<input type="text" value="Not Applicable"/>	
<input type="text" value="Refining/enhancing"/>	ability for my own learning needs, initiate action and maintain organized documentation to meet these needs.
<input type="text" value="(Select)"/>	

*** d) I act as a current resource 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.**

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**

*** Self Assessment - Goal #2**

*** Self Assessment - Goal #3**



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6. Place a checkmark in the box to acknowledge the declaration.

Note: You will not be able to click "save" until you have done this step.

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.

By checking this box, I acknowledge that all components are correct to my knowledge

Save

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.

By checking this box, I acknowledge that all components are correct to my knowledge

Save

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. A green bar will appear at the top of the page to confirm that it has been successfully submitted.

✓ Successfully updated

Thank you for completing the annual self assesment

Self-Assessment

Category 1: Professionalism, Communication, and Interaction



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9. Click the *Continuing Education Tab* at the top of the page.

My Account Directory Renew **Continuing Education** Self Assessment

Successfully updated

Thank you for completing the annual self assessment

Self-Assessment

Or, from the welcome screen, click the tab or the “Report Continuing Education Hours” button.

My Account Directory Renew **Continuing Education** Self Assessment

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I want to...

- Edit My Profile
- Complete My Annual Renewals
- Report Continuing Education Hours**
- Complete My Self-Assessment

10. Click *Manage Your CE Portfolio*.

My Account Directory Renew **Continuing Education** Self Assessment

CMLTM eLearning Modules

Modules identified with an asterisk (*) are required for renewal.

Check under "Renewal Tab" for completion status of required modules.

- Manitoba Regulated Health Professions Act (RHPA) 101 *
- Pause Before You Post: Social Media Awareness *

Continuing Education Submission

Use the online submission tool to manage and upload your CE activities.

Manage Your CE Portfolio



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11. Make note of the *tips* at the top of the page. **PDF UPLOADS ONLY.**

Tips:

- You may experience technical difficulties entering Continuing Education items if using Internet Explorer 9 or lower. Please use Firefox or Chrome while we resolve this issue.
- See [credit guide](#) for number of hours to log for your CE activities.
- See [approved and not-approved CE activities list](#) for a list of accepted CE activities.
- Use [this guide for step-by-step instructions](#) on how to enter your CE activities.

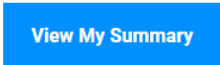
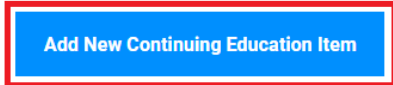
Category	Description
Category 1	Work related educational activities that include a test of learning.
Category 2	Work related documented educational activities with no test of learning.
Category 3	Work related education without a test of learning or documentation.
Category 4	Work related activities (not assigned by employer).
Category 5	Activities with an opportunity to learn transferable skills. Registrant <i>must</i> list the transferable skills to be accepted. One (1) credit hour for every six (6) hours of activity for a maximum of two (2) hours to be claimed per year.

12. 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.

Category	Description
Category 1	Work related educational activities that include a test of learning.
Category 2	Work related documented educational activities with no test of learning.
Category 3	Work related education without a test of learning or documentation.
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13. Clicking the button will open an overlay window.

Date Entered	<i>The day you are entering the CE into the online system.</i>
CE Start Date	<i>The day you the CE activity started.</i>
CE End Date	<i>The day the CE activity ended (can be same day as when started)</i>
CE Category	<i>The category the CE belongs in.</i>
CE Description	<i>Review the CCP Handbook for appropriate citing of CE activities.</i>
CE Activity Time	<i>The amount of hours the CE activity took.</i>



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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 indicates that the information you have entered is true to the best of your ability.*

14. If applicable (for Category 1 or Category 2 items), click *Select* to locate and upload your documentation file.

Edit

• Date Entered

• CE Start Date

• CE End Date

• CE Category
(Select) ▾

• CE Activity-Description

• CE Activity Time-Hours

• CE Eligible Hours

DeclarationDate

Attachments **Select**

- Allowed file formats are DOC, PDF, TXT, HTM, HTML, GIF, JPG, PNG, RTF, ZIP, XML, WMV
- The maximum file size allowed is 109.77 MB

Save & Close **Cancel**

15. Once a green dot has appeared to the left of the file upload to confirm that it has fully uploaded, click *Save & Close*. The page should now refresh and what you've entered will be available in the table.



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Attachments

tem 007.jpg [Remove](#)

[Select](#)

• Allowed file formats are DOC, PDF, TXT, HTM, HTML, GIF, JPG, PNG, DTF, 7ID, YML, WMV

[Save & Close](#) [Cancel](#)

16. You can review what files you added from the table. To edit the CE entry or remove the attachment, click the pencil icon. To delete the CE entry entirely, click the red X icon.

Show all 75

Date Entered	CE Start Date	CE End Date	CE Category	CE Activity-Description	CE Activity Time-Hours	CE Eligible Hours	Attachments
2/11/2021 9:28 AM	2/4/2021 12:00 AM	2/4/2021 12:00 AM	Category 2 - Non-formal Documented Activities	CPSI webinar: COVID-19 Surveillance-Reporting, learning and sharing from CNIP.	1.50	1.00	CPSI-Certificate COVID-19 Surveillance - February 4.pdf  
2/1/2021 12:00 AM	1/20/2021 12:00 AM	1/20/2021 12:00 AM	Category 2 - Non-formal Documented Activities	U.S. Transactions Corp; Association Insights for Everyone: Data Analytics for Leadership, Staff & Board	1.50	1.50	Adam Chrobak-CPE certificate-January-20-2021-W137.pdf  

To remove the attachment, place a checkmark in the “remove” box and click “Save and Close”.



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• CE Activity Time-Hours 1.50

• CE Eligible Hours 1.50

DeclarationDate 2/1/2021 12:00 AM

Attachments

Adam Chrobak-CPE certificate-January-20-2021-W137.pdf Remove

Upload new document

Select

- Allowed file formats are DOC, PDF, TXT, HTM, HTML, GIF, JPG, PNG, RTF, ZIP, XML, WMV
- The maximum file size allowed is 109.77 MB

Save & Close Cancel

17. Repeat steps 12 through 17 until all CE Activities and documentation have been added.

18. Please email your CV/Resume to janelle@cmltm.ca to let us know that you have submitted your portfolio online. **This is the only document that you need to e-mail to CMLTM as part of your online portfolio submission.** You do *not* need to e-mail the Summary Sheet or Log Sheet. These will be accessible to the CMLTM through the database.

For your convenience, you can view your CE Summary to check the totals of all hours submitted. Simply click the *View My Summary* button to open the Summary page.



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[Add New Continuing Education Item](#)

[View My Summary](#)

This will open an overlay window. Change the Start or End Date if needed and click “Run Report” to view your hours to confirm that you meet requirements.

The screenshot shows a web application interface for generating a Continuing Education Summary Sheet. On the left, there is a control panel with a blue header 'Edit' and a 'Download A PDF Copy' button. Below this, there are input fields for 'Start Date' (1/1/2016) and 'End Date' (12/31/2021), with a red-bordered 'Run Report' button below them. The main content area displays the 'Continuing Education Summary Sheet' for Adam Chrobak, CMLTM Number: 00170, covering the 5-year date range from 1/1/2016 to 12/31/2021, printed on 8/24/2021 at 12:23:47 PM. The summary table lists hours for five categories, with a total of 185.50 hours. Below the table are three questions, all answered 'Yes'. A declaration statement is at the bottom, signed by Adam Chrobak on 8/24/2021 at 12:23:47 PM.

Category	Hours from Log Sheet
Category 1. Formal Documented	2.00
Category 2. Non-Formal Documented	29.50
Category 3. Non-Documented	54.50
Category 4. Professional Activity	91.50
Category 5. Non-Lab Related	8.00
Total hours (documented + non-documented)	185.50

Were a total of 45 continuing education hours earned within 5 years? **Yes**

Did activities come from a minimum of 3 different categories? **Yes**

Were a minimum of 22.5 hours earned from documented Activity categories? **Yes**

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. This information is a summary of the activities submitted online.

CHROBAK, ADAM **8/24/2021 12:23:47 PM**