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

Online Portfolio Guide

Quick Steps

1. Complete your Self-Assessment on the Self-Assessment tab.
2. Upload your CE Activities on the Continuing Education tab.
3. Send your Resume/CV/Career Summary Form to janelle@cmltm.ca when your portfolio is ready for submission.

Logging In

1. Go to https://members.cmltm.ca
2. Log in with your CMLTM Username and Password
   a. Contact the CMLTM office for assistance with resetting your password if you are having trouble logging in.

Self-Assessment

1. Click the "Self-Assessment" tab at the top of the page, or click the "Complete My Self-Assessment" button.

2. Complete the *Self-Assessment* by answering the questions using the dropdown fields. All questions must be answered.

Leadership, Integrity, Accountability

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

3. Fill out all three (3) of the *Self-Assessment Goals* fields. Goals should be related to Continuing Education and not work practice. They must be specific, measurable, and attainable.

   Example: Take more media lab courses, take management courses, attend more in-person seminars/conferences.

4. Add a ✓ in the box to acknowledge 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

5. 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

6. A green bar will appear at the top of the page to confirm that everything was saved correctly. Now Staff will be able to view your *Self-Assessment* through the database.

✅ Successfully updated

Thank you for completing the annual self assesment

Self-Assessment

Category 1: Professionalism, Communication, and Interaction

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

Entering Your CE Hours

1. Click the "Continuing Education" tab at the top of the page, or from the main page click the "Report Continuing Education Hours" button.

2. Click "Manage Your CE Portfolio"

3. Click the "Add New Continuing Education Item" button to open the entry window.

   Each CE Activity **must** be entered separately. If an activity is repeated over multiple years (e.g.: Committee Volunteer), it must be recorded yearly with the annual hours recorded. You **cannot** lump entire categories or multiple activities in one entry.

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

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 *must* 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.

Add New Continuing Education Item

View My Summary

4. Complete the following fields in the entry window. <mark>You may need to scroll to see all of the fields</mark>.

    a. Date Entered   *The day you are entering the CE into the online system*.

    b. CE Start Date   *The day the activity started*.

    c. CE End Date   *The day the activity ended (can be same as start date)*.

    d. CE Category   *The category the CE belongs in (Approved/Not Approved list)*.

    e. CE Description   *Review the CCP Handbook for appropriate citing of activities*.

    f. CE Activity Time   *The amount of hours the CE activity took*.

    g. CE Eligible Hours   *Review the CCP Credit Guide for Eligible Hours*.

    If you do not add the Eligible Hours for your activity, the CE Summary Sheet will not generate with the appropriate number of hours entered.

Edit

• Date Entered

• CE Start Date

• CE End Date

• CE Category
(Select)

• CE Activity-Description

Save & Close **Cancel**

Edit

• CE Activity Time-Hours
0.00

• CE Eligible Hours
0.00

DeclarationDate

Attachments
Select

Types: doc, pdf, txt, htm, html, gif, jpg, png, rtf, zip, xml, wmv
Maximum 109.77 MB

Save & Close **Cancel**

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

5. Use the "Select" button to locate and upload your documentation (for Category 1 or Category 2 items). ==PDF is preferred==.

6. Click "Save & Close" once your file has finished uploading (a green dot will appear next to the file name).

7. You can now review what CE activities you have added on the table.
   To edit the entry, or remove/edit the attachment, click the pencil icon (you may need to scroll to the right to see the icon). You can delete the entry by clicking the red X icon.

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

Date Entered ▼	CE Start Date	CE End Date	CE Category	CE Activity- Description	CE Activity Time-Hours	CE Eligible Hours	Attachments		
2/10/2026 12:00 AM	2/10/2026 12:00 AM	2/10/2026 12:00 AM	Category 1 - Formal Documented Activities	Media Lab - How do I customize my course?	1.00	1.00	How Do I Customize My Course .pdf	✏️	✖️

Submitting Your Portfolio

1. Email your Resume/CV/Career Summary Form to janelle@cmltm.ca once you have completed the Self-Assessment and adding your CE Activities online. Staff will generate the CE Log Sheets and the CE Summary Sheet when preparing the portfolio for the Auditor.

Additional Tips

- You can click the "View My Summary" button to view your CE Summary Sheet. This gives you the totals of all your hours submitted and if you meet the three (3) minimum requirements of the Continuing Competency Program.

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 *must* 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.

Add New Continuing Education Item

View My Summary