



# COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS OF MANITOBA

245 Lilac Street  
Winnipeg, MB R3M 2S2  
www.cmltm.ca

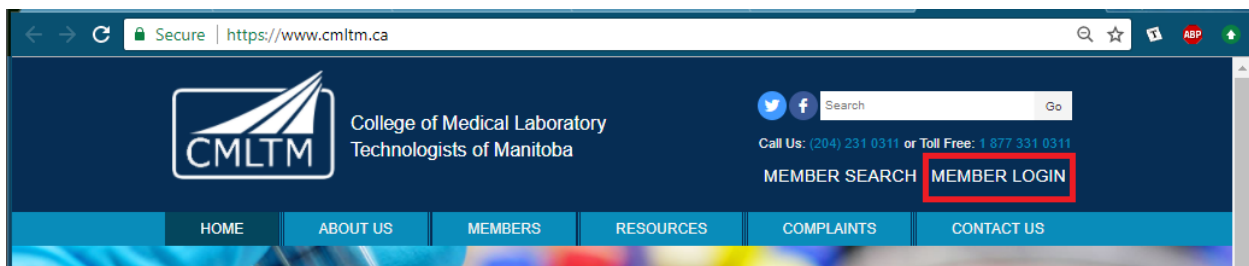
Phone: 204-231-0311  
Fax: 204-489-7300  
Toll Free: 877-331-0311  
E-mail: [cmltm@cmltm.ca](mailto:cmltm@cmltm.ca)

## Online Renewal Walkthrough

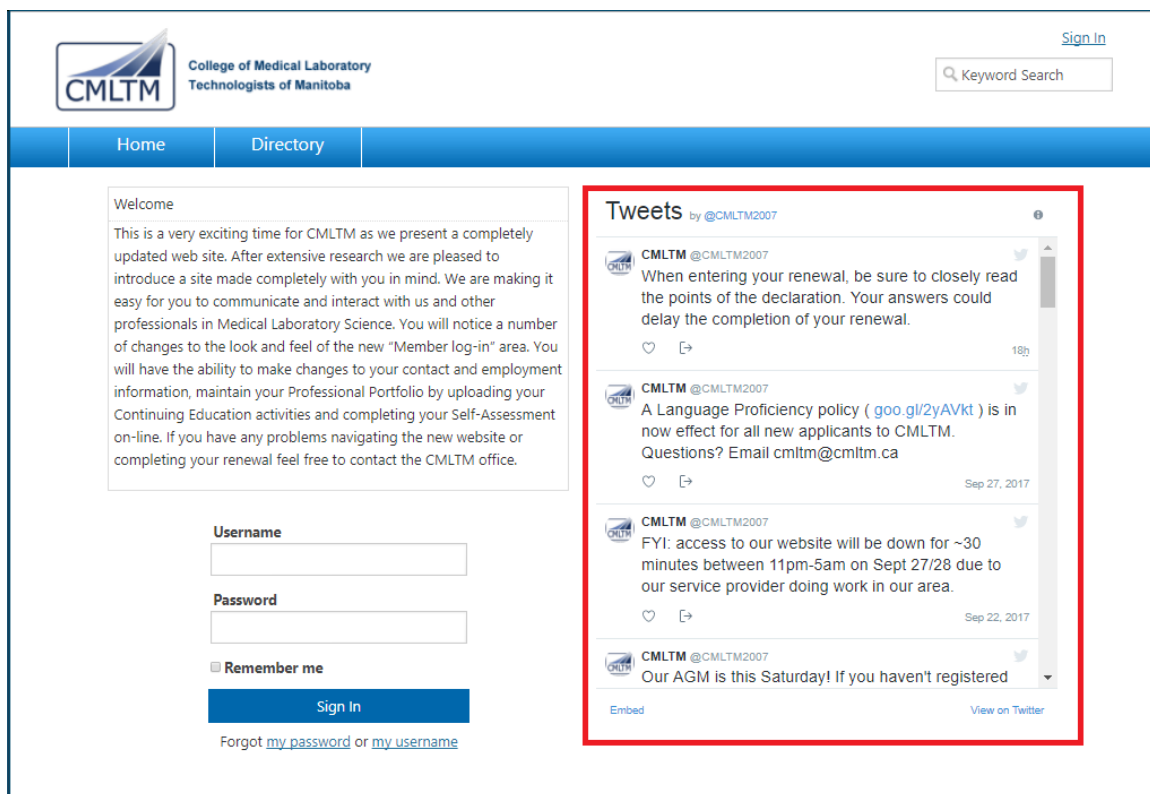
This walkthrough is intended to assist CMLTM registrants in the online renewal process. If you find that any of the information does not match the renewal site, please let us know at [janelle@cmltm.ca](mailto:janelle@cmltm.ca) or by calling the CMLTM office at (204)231-0311. Thank you.

### Step 1: Logging In

Log in to the member portal by clicking “Member Login” on the [CMLTM website](http://www.cmltm.ca).



Pay attention to the Twitter section on the Sign-In screen. Important notices about the renewal process and any errors or tips will always be at the top of this section.



Your username will always be your five (5) digit CMLTM number.

Your password, unless you have changed it previously, will be the default password of your five (5) digit CMLTM number followed by your initials in lowercase.



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*Example: Happy Technologist, CMLTM # 09999  
Username: 09999  
Password: 09999ht*

Enter your username and password into the appropriate fields.

**Username**

**Password**

Remember me

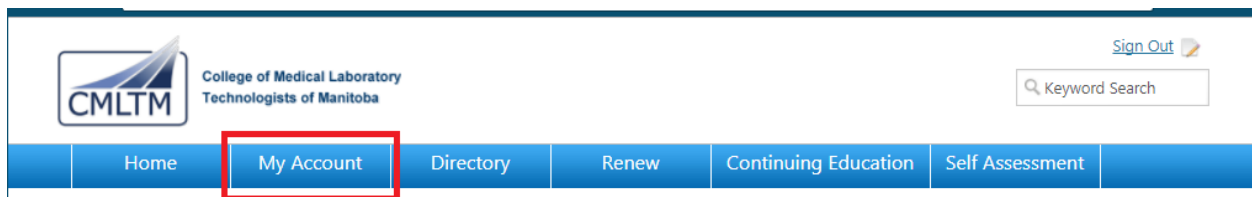
**Sign In**

Forgot [my password](#) or [my username](#)

## Step 2: Updating Your Address or Password (optional) ... skip to Step 3 on Page 4 for renewals

If you have moved addresses in the last year and have not already done so, you will need to update your address to ensure your Certificate to Practice and Tax Receipt will be sent to the correct address.

To update your address or password, go to “My Account” in the tabs at the top of the screen.



To change your address, scroll down to the “My Addresses” section of the “My Account” page and click the pencil in the right corner of the table.

Fill out the appropriate fields in the pop-up window and click “Save & Close” to save the changes you have made.



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## My Addresses

Home Business +

WINNIPEG  
CANADA  
[Show map](#)

- ✓ Preferred Mailing Address
- ✓ Preferred Billing Address
- ✓ Preferred Shipping Address

To change your password, you will need to go to the “Preferences” section in the blue bar below the tabs at the top of the screen.

Select the “Change password” link and fill out the fields in the pop-up window.

Click “save” when you are done.

About Me My Participation **Preferences**

### Communication Preferences

I would like to receive:

Promotional Communication

You may unsubscribe from these communications at any time.

Save Cancel

### Change your password

Current username is

[Change password](#)

### Account Settings

Exclude directory	No
Exclude mail	No



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## Step 3: Jurisprudence Module

... skip to Step 4 on Page 5 if already completed

In 2018, CMLTM has made it a requirement that all registrants must complete the Jurisprudence Module prior to being able to renew their registration in accordance to the [Board of Assessors Policy BOA-18](#). Notice regarding the Jurisprudence Module was sent out in February of 2018 and has been since mentioned in Newsletters as additional documents e-mailed to all CMLTM registrants.

To access the Jurisprudence Module, click the “Renew” tab at the top of the page. Select the “Jurisprudence Module” link under the “Renewal Requirement Check” to go to the Learning Management System.

College of Medical Laboratory Technologists of Manitoba

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

### Renewal Requirement Check

In order to proceed with your renewal the follow module must be completed. If you have not completed the module, click on the link to access.

- [Jurisprudence Module](#)

On successful completion, the Renew now button will be available for you to proceed.

Please Complete Module(s) to Renew

Member ID	Requirement	Module	Status Type
There are no records.			

The “Renew Now” button will not be available until you have completed the Jurisprudence Module. It can take up to 24 hours for the system to update to reflect the completion of the Module. As such, it is highly encouraged that you do *not* wait until the last minute to complete your renewal.

Click the “Log In” button in the top right of the screen. You will *not* be required to enter your credentials again.

Home

Home **Manitoba Regulated Health**



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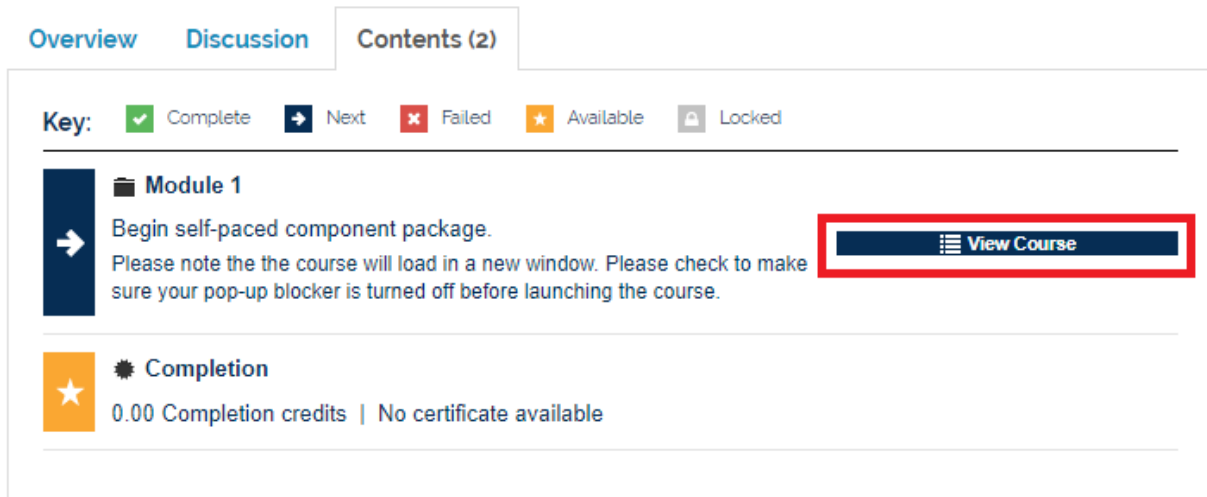
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Click the green “Register” button on the right-hand side of the screen. (This step might not be necessary for some people).



You can now click the “View Course” link to start the Jurisprudence Module.



The Jurisprudence Module is designed for you to be able to come back and return to your previous place should you be unable to complete it in one setting. When prompted to continue where you last left off, you *must* click “yes” or you will be returned to the beginning and you will not be able to jump ahead.

If you have any questions or concerns regarding the Jurisprudence Module, please do not hesitate to let CMLTM staff know.

## Step 4: Renewal – Employment History

Carefully read the information at the top of this page. In particular, you will *not* be able to change your registration status (Inactive to Active, or vice versa) online. You will need to contact the CMLTM office at [janelle@cmltm.ca](mailto:janelle@cmltm.ca) or (204) 231-0311 to have that change made for you.

First to enter are your practice hours worked in the current year. Scroll down to the “Employment History” section of this page to enter that information. Click the “Add Practice Hours” or the “+” button and fill out the appropriate information in the pop-up box. Click “Save & Close” when you are done.



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Employment History

With the exception of new graduates, MLT applicants for active registration are required to have practised a minimum of 1200 hours in the previous 5 years. For Practice Area please enter the code(s) from the table below.

[Add Practice Hours](#)

Practice	Employer	PracticeArea1	PracticeArea2	PracticeArea3	PracticeArea4	PracticeArea5	Annual		
									+

In the “Primary Employment” section, confirm that your employment information is correct. If it is not, make any changes necessary.

Click the “Next” button at the bottom of the page to proceed to the next step.

## Step 5: Renewal – Education History & Interest

Review your “Education History”. If the information is incorrect, contact the CMLTM office at [janelle@cmltm.ca](mailto:janelle@cmltm.ca) or (204) 231-0311 to update this information.

In the “Interest” section of this page, please place a check mark in the appropriate check box if you are interested in serving on any CMLTM committees or the CMLTM Council.

Click the “Next” button at the bottom of the page to proceed to the next step.

## Step 6: Renewal – Required Documents

Every five (5) years, CMLTM registrants will be required to update their Record Checks. These documents *must* be uploaded in PDF format only.

On this page, you can review the year your Record Checks will expire. **CMLTM will notify you during the year that your documents will expire to have them renewed.**

Click the “Next” button at the bottom of the page to proceed to the next step.

## Step 7: Renewal – Declaration Consent

The Declaration form is one of the most important parts of your renewal. Any false or misleading statement in the Renewal Application, including within the Declaration and Disclosure of Information may constitute professional misconduct and may result in disciplinary action by the CMLTM.

Review the “Applicant’s Information Release” to confirm that it is checked off. There should be a date in the date field.



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1. Employment Information   2. Education History & Personal Preference   3. Required Documents   4. Consent   5. Renewals

### Applicant's Information Release

I consent to allow the release of information contained in any and all of my files at the Canadian Society for Medical Laboratory Sciences (CSMLS), including a Prior Learning Assessment (PLA) file, Examination files and any other relevant files, for the purpose of processing this application to CMLTM.

Consent Release Information

Consent Release Info Date

When filling out the Declaration dropdown answers, make sure that you have *carefully read ALL the points*. Your answers could affect the processing and completion of your renewal at the CMLTM office.

If you answer “Yes” to any of the questions, you will be required to provide written details and particulars. The exception is Question 8. If you answer “No” to this question, you will be required to provide written details and particulars.

The “Next” button at the bottom of the page will be greyed out if you did not select an answer for each of the questions.

Once you have finished the Declaration questions, enter the year you are renewing for (the next calendar year).

**Year of Declaration**

**Reminder:** Your Renewal Application will not be processed if you fail to complete and confirm the above Declaration and Disclosure of Information, the Applicant's Information Release, and if you fail to provide all other required documents.

Previous Next

Click the “Next” button at the bottom of the page to proceed to the next step.

## Step 8: Renewal – Renewals

The majority of your renewal is now complete. The final step is the payment of the registration fee. Click the “Renew Membership” button to proceed to the payment screen.



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1. Employment Information   2. Education History & Personal Preference   3. Required Documents   4. Consent   5. Renewals

Thank you for updating your information. To finish your membership renewal please click the Renew Membership button below and you will be taken to the billing page.  
Enter your payment information and click submit order to complete your renewal.

It's time to renew your membership

[Renew Membership](#)

### Step 9: Payment

You are now on the Invoices screen with the balance of your registration fee for the coming year.

Please note that you are *not* able to pay by cash or cheque at the CMLTM office. Only Credit or Debit payments will be accepted at the office. CMLTM does not accept AMEX in the office or online.