

## CONTINUING PROFESSIONAL EDUCATION POLICY

Policy: **Continuing Professional Education (CPE)**

Policy Number: 1.1

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Date Revised:

### 1. Continuing Professional Education (CPE)

Continuing Education is a mandatory requirement for annual licensure as per the SSMLT Regulatory Bylaw 20 (1-4). Continuing Professional Education (CPE) hours are accumulated annually by licensed members of the SSMLT to improve and/or maintain their knowledge skills and practice competencies through continuing professional education. MLTs will utilize CPE to seek additional education to ensure safe and competent practice.

### 2. Continuing Professional Education requirements

Effective December 2018, SSMLT is changed from credits to hours when referring to Continuing Professional Education requirements.

**Note: 1 credit = 15 hours and will now be expressed in hours.**

The SSMLT requires that a minimum of a total of 30 hours must be obtained in the five-year period immediately preceding the year in which a license is sought.

A **minimum** of 15 hours must be Category 1.

Contact hours are only the number of hours of instruction, presentation or the number of hours required to review the material.

### 3. Continuing Professional Education - Details

3.1 Review [SSMLT Continuing Education Guidelines](#)

3.2 SSMLT office will review and approve all CPE entries.

### 4. MLT Education program

Members who have completed a recognized Medical Laboratory Technology program or Medical Laboratory Technology bridging program have 5 years following program completion to meet the CPE requirements.

### 5. Audit

The SSMLT will audit up to 20% of the licensed members in each calendar year to validate their CPE.

### 6. Failure to meet CPE requirement

Licensed members who have not met the CPE requirements to be eligible for renewal, will be consider re-entry to practice and may be eligible for a Temporary License-working under supervision until CPE requirements are met. Refer to the [SSMLT Re-entry to Practice Policy](#)

Special cases/extenuating circumstances will be reviewed by the SSMLT Professional Practice Committee.