

# SSMLT

## Continuing Professional Education (CPE) Guidelines New Applicants



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# **SSMLT CONTINUING PROFESSIONAL EDUCATION (CPE)**

## **Guidelines- New Applicants**

The purpose of the Continuing Professional Education (CPE) program is not only to enhance short-term knowledge and technical skills, but to provide a mechanism that will encourage the lifelong learning skills which are essential to medical laboratory technologists throughout their careers.

### **CPE Categories:**

CPE program consists of 2 categories:

- Category 1 Professional (MLT-related) Education Activities
- Category 2 Personal Education Activities

The CPE program requires that a minimum of **30 hours** of CPE be obtained in the five-year period immediately preceding the year in which a license is sought.

### **CATEGORY 1 - Professional (MLT-related) Education Activities**

(a minimum of 15 hours (1.0 CPE credits) must be obtained in Category 1 in the previous five- year period).

Applicants may choose to submit all their CPE hours in Category 1; Category 2 CPE hours are optional.

Category 1 requires proof of attendance indicating CPE hours assigned: such as receipt for registration, certificate of attendance, transcript of marks, attendance sheet validated by the presenter or employer.

To be included in this category, activities must be directly related to the Disciplines of Medical Laboratory Technology and/or the medical practice, such as:

- Conferences
- Lectures/presentations
- Seminars
- Workshops
- Webinars
- Courses
- Presenting of a lecture
- Poster presentation
- Author- scientific journal article
- Reviewer- Scientific article
- Instrument training-key operator
- Instrument training- vendor presented
- Computer courses- Word, Excel, PPT, LIS
- Safety training- WHMIS, TDG, PART, SMART, TLR, First Aid, CPR
- Efficiency Training- Lean, Kaizen, etc.
- Cultural/Diversity training- Aboriginal awareness, Dementia awareness
- Other- please specify

**CATEGORY 2 - Personal Education Activities**

(a maximum of 15 hours (1.0 CPE credit) may be counted in Category 2 in the previous five-year period)

To be included in this category, activities may be formal or informal in nature. Items may include but are not limited to:

- Job related training/studying/reading
- New Instrument Training- provided by MLT
- Competency assessment
- Computer course- not listed in Category 1
- SSMLT Council/Committee
- CSMLS Board/Committee
- Workplace Committee- OHS, Infection Control, Transfusions, etc.
- Reading- Scientific journal
- Reading-Workplace/instrument manual
- Other- please specify

**SSMLT Credit Assignment:**

Contact hours do not include examination or assignment time, only the number of hours of instruction or the number of hours required to review the material. This is the basis upon which the SSMLT will assign credits to courses not already assigned credits.

CPE earned are in effect for five years from the date they are earned, not just for the year in which they are reported.