

Policy: **Temporary Licensing Process Policy**

Policy Number: 1.14

Policy Type: Registration

Date Approved: January 29, 2022

### 1. **Temporary Licence**

A temporary licence-working under supervision may be issued as directed in s. 18(2) of the Medical Laboratory Technologists Act, 1995 and s. 15 of the SSMLT Regulatory bylaws.

### 2. **Temporary License-working under supervision eligibility**

New applicants eligible for a Temporary licence- working under supervision are:

- 2.1 New Graduates from a Canadian Accredited MLT program, not yet Canadian certified; or
- 2.2 Internationally educated MLT that has completed the Canadian Society of Medical Laboratory Science (CSMLS) prior learning assessment (PLA) and has been deemed eligible to write the Canadian certification exam; or
- 2.3 Persons that are returning to MLT practice following a period of no MLT practice, refer to [SSMLT re-entry to practice policy](#) for guidance.

### 3. **New applicant-document requirements**

#### 3.1 General requirements of membership- all applicants:

- Completed membership application form approved by council; together with the prescribed fee(s)
- Submit all general documents required by council:
  - Provide evidence proficiency in English – [SSMLT Language Policy](#)
  - Provide evidence of good character- [Criminal record check](#)
  - Provide government issued [photo identification](#) as approved by council

#### 3.2 New Graduate-Canadian Accredited MLT program document documents:

- Evidence of education (Diploma, Degree, official Transcripts)
- Evidence of certification exam registration- must contain applicant name, exam date and location
- [Supervision form](#) signed by employer and applicant
- New graduates are exempt from Continuing Professional Education and Practice Hours requirements for 5 years from date of graduation.

#### 3.3 Internationally Educated MLT (IEMLT) documents:

Applicants in this category should contact SSMLT office: [info@ssmlt.org](mailto:info@ssmlt.org) to determine what licence category they qualify for, if any. Following document review, if eligible for SSMLT membership, you will be provided an application link.

- Evidence of education - Completed CSMLS Prior Learning Assessment
- CSMLS Statement of current Exam Eligibility and registration
- Evidence of certification exam registration if applicable- must contain applicant name, exam date and location
- Evidence of [Continuing Professional Education](#) (within the previous 5 years)

- Evidence of MLT Practice Hours (MLT work experience-within the previous 5 years)- see SSMLT Practice Hours [policy](#) & [guidelines](#)
- [Supervision form](#) signed by employer and applicant.

#### 4. **Examination Results- process**

Temporary members – working under supervision that are not yet certified, must submit evidence of examination results to SSMLT office as soon as they are available. Send exam results to [info@ssmlt.org](mailto:info@ssmlt.org) subject line 'Certification exam results' as soon as they are available.

##### 4.1 Certification exam 1<sup>st</sup> attempt passed:

- Licence is upgraded to Practicing and the expiry is extended November 30<sup>th</sup> of the current licence year

##### 4.2 Certification exam 1<sup>st</sup> attempt not passed:

- Immediately notify the employer
- Notify SSMLT of exam results, complete and submit **SSMLT Temporary licence extension request form**<sup>1</sup>, along with the following documents:
  - Submit new supervision form signed by employer and member
  - Submit evidence of certification exam registration- must contain applicant name, exam date and location
  - Evidence of entrance to a SSMLT approved exam preparation plan

##### 4.3 Certification exam 2<sup>nd</sup> attempt passed:

- Licence is upgraded to Practicing and the expiry is extended November 30<sup>th</sup> of the current licence year
- Persons that are not SSMLT members, must contact SSMLT office for guidance

##### 4.4 Certification exam 2<sup>nd</sup> attempt not passed:

- Immediately notify the employer
- Immediately notify SSMLT office
- SSMLT licence is revoked until certified
- Persons must complete a learning plan to be eligible to write the certification exam for the 3<sup>rd</sup> and final attempt.

##### 4.5 Certification exam 3<sup>rd</sup> attempt passed

- Submit exam results, along with general documents listed in 3.1 and applicable specific documents listed in either 3.2 or 3.3 to SSMLT office for preliminary review to determine eligibility. SSMLT will review and advise you of next steps. NOTE: SSMLT may require documents directly from source for application processing.

NOTE: Applicants that are not listed in section 4 must contact SSMLT office for direction.

#### 1. Temporary Licence Extension Request Form

Approved date:	(YYYY-MM-DD) 2022-01-29
Effective Date:	2022-01-29
Council Approval:	Council Meeting
Next review date: (3 Years).	

Revision Summary



Date:	Version #	Change Summary
January 2022	1	Initial version