



PROFESSIONAL DEVELOPMENT PROGRAM

Alberta College of Medical Laboratory
Technologists

Revised October 2011



PROFESSIONAL DEVELOPMENT PROGRAM

The Professional Development (PD) Program is offered by the College to encourage supplemental lifelong learning to increase or broaden an individuals' knowledge in the field of medical laboratory technology. The purpose of the PD program is to provide an avenue of acknowledgement for continued learning above that required by an employer.

To earn the Professional Development Certificate, the Medical Laboratory Technologist/ Medical Laboratory Assistant is required to obtain **four (4) credits** in a two-year period. PD credits are awarded based on learning activities which are divided into three categories. Please refer to each category to determine the credit value. The learning activity must occur within **two years immediately preceding the date of submission** of the application form. PD Certificates are valid for two years from the date of issue.

CATEGORY 1 - EDUCATIONAL ACTIVITIES (with supporting documentation) (At least 1.0 credit must be earned in Category 1)

Activity	PD Credits
Courses with assignment and/or examinations	Credits awarded by the institution and/or CSMLS
Courses with assignments and/or examinations not formally assessed credit recognition	1.0 credit/15 contact hours
Attendance at conference/convention	0.3 credits/day
Lab-related teleconference/video conference*	0.1 credit/hour
<i>American Society for Clinical Pathology (ASCP) Tech Samples* or similar program</i>	0.1 credit/hour

*0.2 credits may be claimed if an abstract in your own words is included. An abstract is not mandatory but allows the applicant to earn additional credits.

CATEGORY 2 - PROFESSIONAL ACTIVITIES

(Up to 3.0 credits can be earned in Category 2)

Professional Association Participation/Volunteer	PD Credits
College Council member, Committee/Convention Chair, CSMLS Board of Directors	1.0 credit/year
Committee/Convention Member	0.5 credits/year
Accreditation Participation (CPSA, CMA, ASCP)	0.5 credits/accreditation day

Scientific Presentations	PD credits
Presenting a paper, poster, or lecture at congress or similar meeting	1.0 credit/lecture hour
Publication of scientific paper in a recognized journal - primary author - secondary author	3.0 credits/paper 1.0 credit/paper
Preparation of a scientific or lab-related article	0.2 credits/article

Presentation/Development of Courses	PD credits
Presenting lectures in live courses	0.5 credits/lecture hour
Presenting a course exam (<i>must be for credited course</i>)	1.0 credit/exam hour
Course development	0.2 credit/development hour

Scientific Editorial Work	PD credits
Scientific Editor of CJMLS or equivalent scientific publications	5.0 credits/year
Scientific Advisor or editorial consultant	1.0 credit/year
Preparing book reviews	0.5 credits/review
Acting as CSMLS Examiner	1.0 credit year

CATEGORY 3 - EDUCATIONAL ACTIVITIES (without supporting documentation)

(Maximum 1.0 credit can be earned in Category 3)

Activity	PD Credits
Reviewing relevant lab-related videos or cassettes	0.1 credit per hour
Attending in-services, seminars, workshops or medical rounds which are not employer mandated	0.1 credit per hour
Reading lab-related literature from scientific journals	0.1 credit per hour
Participation on professional committees in the workplace (e.g. Safety Committee)	0.1 credit per hour
Any other educational activity for which there is no documentation	0.1 credit per hour

NOTE: WHMIS, TDG, SOPs, and employer-mandated equipment in-services *DO NOT QUALIFY*.

Completion of Documentation Forms

1. All information must be as complete as possible. Missing information may cause a delay in assessing credits.
2. Documentation for credits may take the form of:
 - receipts for fees for attendance at conference/convention (provide a copy of the program to validate the number of days/hours and the content)
 - certificate of achievement/transcripts of marks for completion of courses
 - any other documentation that proves participation in the educational activity (e.g. letter indicating the number of hours must be listed).
3. Be sure to list **ALL** activities undertaken in **ALL** categories. If one activity is not eligible, there may be other activities that are eligible under that category.
4. All activities should be recorded using the Application Form or you may use your own log sheet, provided it includes **ALL** required information.
5. Attach copies of all transcripts, receipts, letters, etc. (to application form), and keep originals for your personal files.
6. Courses or activities for which there is no supporting documentation may be submitted in Category 3.
7. Contact hours do not include examination or assignment time, only the number of hours of instruction or the number of hours to review the material for activities.
8. If you have any questions about the eligibility of your CE activities for credits, please contact the College.
9. In specific cases where a PD certificate is a condition for an MLT practice permit, course work required to obtain professional credentials or included in a formal program of study are not applicable (e.g. required course work for completion of BSc).

