



# Medical Laboratory Technologist (MLT) Regulated Member Initial or Reinstatement Registration Application

The Alberta College of Medical Laboratory Technologists (College) is designated pursuant to Schedule 11 of the *Health Professions Act* to govern the profession of medical laboratory technology.

**All sections must be completed in blue or black ink only.** Please mail the completed form to:  
Alberta College of Medical Laboratory Technologists, 301-9426 51 Avenue NW, Edmonton, Alberta T6E 5A6.

## 1 PERSONAL INFORMATION

..... Last name	..... First name	..... Middle initial	..... Previous last name (if applicable)	
..... Address		..... City	..... Province	..... Postal code
..... Home phone	..... Work phone	..... Extension	..... E-mail	
Alberta Provider Directory requires the following:		<b>Mandatory Requirement:</b>		
		<input type="radio"/> Female <input type="radio"/> Male		
..... Date of Birth (MM/DD/YYYY)	..... Gender	..... ACMLT/CSMLS Number		

## 2 CANADIAN EMPLOYMENT HISTORY

..... Initial Province/Territory of MLT employment	..... Initial year of MLT employment	..... Initial year of ACMLT registration		
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Section 6 of the Medical Laboratory Technologists Profession Regulation pursuant to the *Health Professions Act* requires all MLT applicants have worked a total of 900 Canadian MLT hours in the previous four years. New Canadian graduates are exempt.

..... Year	..... Employer	..... Province	..... Practice area	..... MLT hours worked	..... Employment status
2011	.....	.....	.....	.....	.....
2010	.....	.....	.....	.....	.....
2009	.....	.....	.....	.....	.....
2008	.....	.....	.....	.....	.....
				..... <b>Total hours worked</b>	

If you are moving to Alberta from another regulated province/territory, please include a **Letter of Standing**. If you are moving to Alberta from an unregulated province/territory, please include a letter from your employer verifying MLT employment, a brief job description of MLT duties, and number of MLT hours worked.

### FOR OFFICE USE ONLY:

..... Date received (MM/DD/YYYY)	..... Notes	
<input type="radio"/> Data verification by .....	<input type="radio"/> INTL	<input type="radio"/> DABX
<input type="radio"/> Fees processed by .....	<input type="radio"/> REIN	<input type="radio"/> GEND
<input type="radio"/> Processing complete by .....	<input type="radio"/> NEWG	<input type="radio"/> WEBA
<input type="radio"/> Date mailed .....	<input type="radio"/> ALRT	<input type="radio"/> CCPB

**3 PROFESSIONAL DEVELOPMENT (PD) RECORD**

In the previous two years, have you been awarded an ACMLT PD Certificate?

- No  Yes, Date(s): .....

**4 DISCIPLINARY ACTION**

Are you currently the subject of an investigation, hearing, or appeal related to unprofessional conduct under Part 4 of the *Health Professions Act* or any other enactment that regulates a profession?

- No  Yes, if yes please attach details on a separate sheet.

Have you previously been disciplined by another regulatory body responsible for the regulation of Medical Laboratory Technologists or another profession?

- No  Yes, if yes please attach details on a separate sheet.

**5 CRIMINAL RECORD DECLARATION**

Have you ever pleaded guilty or have been found guilty of a criminal offence in Canada or an offence of a similar nature in a jurisdiction outside Canada for which you have not been pardoned?

- No  Yes, if yes please attach details on a separate sheet.

Do you have a criminal record?

- No  Yes, if yes please attach details on a separate sheet.

Please note this is a "Declaration" only and you are not required to obtain a criminal record check, unless requested to do so by the College.

**6 CONTINUING COMPETENCE PROGRAM (CCP): FOR REINSTATEMENTS ONLY**

Please enclose a completed Learning Plan from your last registration year, if applicable.  
Please contact the College for additional information and requirements.

**7 EDUCATION HISTORY**

Please enter the specifics of your **basic MLT education**. Attach copies of relevant diplomas/degrees and transcripts.

.....  
Graduation year                      Granting institution name                      Province                      Country

Please specify any **other degrees or diplomas achieved** beginning with the highest level achieved.  
Refer to key codes at right to indicate your major and the type of degree or diploma obtained.

Example:

1982	University of Alberta		
Graduation year	Granting institution name		
Alberta	Canada	M · 5	D · 4
Province	Country	Major (key code)	Degree/diploma (key code)

.....  
Graduation year                      Granting institution name                      Province                      Country

.....  
Province                      Country                      Major (key code)                      Degree/diploma (key code)

.....  
Graduation year                      Granting institution name                      Province                      Country

.....  
Province                      Country                      Major (key code)                      Degree/diploma (key code)

Please specify whether you have any **bridging or re-entry education**.

- Bridging  Re-entry education  Not applicable

.....  
Graduation Year                      Province                      Country

**KEY CODES**

**Major:**

- M · 1 Medical Laboratory Science
- M · 2 Health Administration Management
- M · 3 Public Administration
- M · 4 Psychology
- M · 5 Health Professions and Related Clinical Sciences
- M · 6 Biological, Biomedical Sciences and Physical Sciences
- M · 7 Mathematics, Computer and Information Sciences
- M · 8 Social Sciences, Arts and Humanities
- M · 9 Education
- M · 10 Law
- M · 11 Business Management, Marketing and Related
- M · 12 Other

**Degree/diploma:**

- D · 1 Post-secondary Certificate
- D · 2 Diploma (MLT)
- D · 3 Diploma (ART)
- D · 4 Baccalaureate (Science)
- D · 5 Baccalaureate (Other)
- D · 6 Master's (Science)
- D · 7 Master's (Other)
- D · 8 Doctorate



# Area of Practice, Expertise, and Responsibility Form

Name \_\_\_\_\_ College Registration number \_\_\_\_\_

## 1 PRIMARY EMPLOYMENT:

Employer name \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_  
 Postal code \_\_\_\_\_ Province \_\_\_\_\_ Country \_\_\_\_\_

Please indicate your **employment status** using **key codes** at right and describe any **conditions of employment**:

**ES ·** \_\_\_\_\_  
 Employment status \_\_\_\_\_ Average weekly work hours \_\_\_\_\_  
 Conditions of employment (if applicable) \_\_\_\_\_

Does the Employer have multiple sites?  No  Yes  I don't know

Describe the details of your employment using **key codes** at right. **Use as many as are applicable** to describe the facility type, your position, responsibilities, and expertise.

**FT ·** \_\_\_\_\_ **EP ·** \_\_\_\_\_ **MR ·** \_\_\_\_\_ **AE ·** \_\_\_\_\_  
 Facility Type Employment Position Major Responsibilities Area of Expertise

Does your job include preceptor activities?  No  Yes

## 2 SECONDARY EMPLOYMENT:

Employer name \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_  
 Postal code \_\_\_\_\_ Province \_\_\_\_\_ Country \_\_\_\_\_

Please indicate your **employment status** using **key codes** at right and describe any **conditions of employment**:

**ES ·** \_\_\_\_\_  
 Employment status \_\_\_\_\_ Average weekly work hours \_\_\_\_\_  
 Conditions of employment (if applicable) \_\_\_\_\_

Does the Employer have multiple sites?  No  Yes  I don't know

Describe the details of your employment using **key codes** at right. **Use as many as are applicable** to describe the facility type, your position, responsibilities, and expertise.

**FT ·** \_\_\_\_\_ **EP ·** \_\_\_\_\_ **MR ·** \_\_\_\_\_ **AE ·** \_\_\_\_\_  
 Facility Type Employment Position Major Responsibilities Area of Expertise

Does your job include preceptor activities?  No  Yes

### KEY CODES

#### Employment Status:

- ES · 1 Employed in MLT (Full-time)
- ES · 2 Employed in MLT (Part-time)
- ES · 3 Employed in MLT (Casual/Temp)
- ES · 4 Employed in MLT, On disability leave
- ES · 5 Employed in MLT, On parental leave
- ES · 6 Employed outside MLT
- ES · 7 Retired
- ES · 8 Self employed
- ES · 9 Not employed, seeking only in MLT
- ES · 10 Not employed, seeking only in occupations other than MLT
- ES · 11 Not employed, seeking in any occupation
- ES · 12 Not employed, Not seeking employment

#### Facility Type:

*Cross reference these with the Definitions insert.*

- FT · 1 General Hospital
- FT · 2 Residential Care Facility
- FT · 3 Physicians/Other Professional Practice Office
- FT · 4 Community Health Centre
- FT · 5 Public Health Laboratory/Department/Unit
- FT · 6 Centralized Diagnostic Laboratory Facility
- FT · 7 Free Standing Diagnostic Laboratory
- FT · 8 Specimen Collection Centre
- FT · 9 Blood Transfusion Centre
- FT · 10 Other Laboratory Facility
- FT · 11 Post Secondary Educational Institution
- FT · 12 Association/Government/Para-government
- FT · 13 Industry, Manufacturing, and Commercial
- FT · 14 Other

#### Employment Position:

- EP · 1 Consultant
- EP · 2 Educator
- EP · 3 Laboratory Information System Specialist
- EP · 4 Manager
- EP · 5 Researcher
- EP · 6 Sales
- EP · 7 Staff MLT
- EP · 8 Supervisor
- EP · 9 Technical Specialist
- EP · 10 Other

#### Major Responsibilities:

- MR · 1 Administration
- MR · 2 Diagnostic and Therapeutic Lab Services
- MR · 3 Laboratory Information Systems Management
- MR · 4 Quality Management
- MR · 5 Research
- MR · 6 Sales
- MR · 7 Teaching (Medical Lab Related)
- MR · 8 Other

#### Area of Expertise:

- AE · 1 Clinical Chemistry
- AE · 2 Clinical Genetics
- AE · 3 Core Lab
- AE · 4 Cytogenetics
- AE · 5 Diagnostic Cytology
- AE · 6 Electron Microscopy
- AE · 7 Flow Cytometry
- AE · 8 Hematology
- AE · 9 Histocompatibility
- AE · 10 Histology
- AE · 11 Immunology
- AE · 12 Microbiology
- AE · 13 Molecular Screening/Diagnostics
- AE · 14 Point of Care Testing (POCT)
- AE · 15 Specimen Procurement, Receipt, Dispatch
- AE · 16 Toxicology
- AE · 17 Transfusion Medicine/Science
- AE · 18 Other
- AE · 19 Cannot identify one main area of expertise

# Definitions of Facility Types

## Area of Practice, Expertise, and Responsibility Form

An excerpt from the CIHI 2007 Medical Laboratory Technologist Database Data Dictionary.

### **General Hospital (FT · 1)**

A health care facility that offers a range of in-patient and outpatient health care services (for example, medical, surgical, psychiatry etc.) available to the target population. Includes specialty hospitals not otherwise classified

### **Residential Care Facility (FT · 2)**

Refers to a licensed or regulated health facility that provides 24-hour skilled or immediate nursing care (that is, qualified nurses are on-site and available to respond immediately, if required). Includes long-term care facilities, nursing homes, special care homes, and homes for the aged.

### **Physicians/Other Professional Practice Office (FT · 3)**

A professional practice office (e.g. physician's office) organized around the delivery of primarily onsite health services, by a health professional or group of health professionals. Clients typically come to the professionals' location to receive services. Other support staff may also be involved, however, the health professionals are the focus of service provision. Laboratory services are offered but are not the focus of practice.

### **Community Health Centre (FT · 4)**

A community based organization that may be the first point of contact for clients offering a range of primary health, social and/or other non-institutional-based services, including medical laboratory services.

### **Public Health Laboratory/Department/Unit (FT · 5)**

A laboratory facility, government department or unit that administers programs and/or provides laboratory services focusing on the five primary functions of public health: population health assessment; health surveillance; health promotion; disease and injury prevention; and health protection. (e.g. provincial or national public health laboratories, Centres for Disease Control, etc.)

### **Centralized Diagnostic Laboratory Facility (FT · 6)**

A laboratory facility that serves as the centralized focus of specialized or broadly based human health related diagnostic laboratory services, as part of a distributed system that includes collection, transportation, testing and results reporting. Excludes any public health or blood transfusion service laboratories. (e.g. Calgary Laboratory Services Diagnostic Scientific Centre, any public or private centralized diagnostic laboratory facility not otherwise classified)

### **Freestanding Diagnostic Laboratory (FT · 7)**

A stand-alone laboratory providing specialized or broadly based human health related diagnostic laboratory services including collection, testing and results reporting. Excludes any public health or blood transfusion service laboratory.

### **Specimen Collection Centre (FT · 8)**

A site providing human health related testing and/or specimen procurement. Excludes any public health or blood transfusion service procurement sites. (e.g. specimen collection station, patient service centre, or any laboratory focused on specimen procurement only)

### **Blood Transfusion Centre (FT · 9)**

Refers to a facility that collects, screens, tests, processes, stores and/or supplies blood, blood products, or its alternatives for the purposes of transfusion. (e.g. Canadian Blood Services, Hema Quebec.)

### **Other Laboratory Facility (FT · 10)**

Other laboratory not otherwise identified.

### **Post-Secondary Educational Institution (FT · 11)**

A post-secondary institution, either a university, college, or equivalent institution, with a primary focus on the delivery of education.

### **Association/Government/Para-Governmental (FT · 12)**

An organization or government that deals with regulation, advocacy, policy development, program development, research and/or the protection of the public, at a national, provincial/territorial, regional or municipal level.

### **Industry, Manufacturing, and Commercial (FT · 13)**

A business/industry whose focus of activities is not in the direct delivery of health care services, but rather the health of workers, health-related product development, or commercial activity outside of the healthcare system entirely.

### **Other (FT · 14)**

A place of employment not otherwise identified.