

## **cMLA/T<sup>MLPAO</sup> Credential Guidance Document**

**The cMLA/T<sup>MLPAO</sup> credential gives you the confidence you need to succeed and grow.**

As a certified MLA/T, you have demonstrated your competence and have met the high standards to work as an MLA/T in Ontario. It is just as important to keep those new skills up to date as it is to continue to learn new skills and continue your professional development. That's where the cMLA/T<sup>MLPAO</sup> Credential and MLA/T Certification Registry come into play.

### **What is the cMLA/T<sup>MLPAO</sup> credential?**

The credential is an additional qualification that you can get once you have passed the MLPAO Certification Exam and are an MLA/T member. It's an opportunity for you to take pride in your profession and be recognized for your commitment to professional development. It gives you the confidence you need to be successful and to continue to grow in your role. When you have the credential, you can use it in your signature after your name (for example, Jane Doe, cMLA/T<sup>MLPAO</sup>), and your name will also appear on the MLPAO Certification Registry.

### **What is the MLPAO Certification Registry?**

The [MLPAO Certification Registry](#) is located on the MLPAO website, and provides a current listing of all MLA/Ts in Ontario who are MLPAO certified members and also carry the credential. When employers are looking to hire MLA/Ts, they seek out MLA/Ts whose names are on the MLPAO registry. It's a great way for MLA/Ts to show that they are both certified and committed to their professional development.

### **Will it give me an advantage when I apply for a job?**

Yes! Since MLA/Ts are not regulated, employers prefer to hire MLA/Ts who have the credential. It shows employers and potential employers that your skills and knowledge are up to date. For employers, there is satisfaction in knowing that their staff and potential hires take their skills and their professional development seriously. For MLA/Ts, having the credential gives you the confidence you need to succeed and grow.

**How much CE do I need to complete?** You will need to complete just 7 hours of continuing education (CE) every year. It's not difficult to earn 7 CE hours, especially if you spread them out throughout the year. For example, if you read the 3 ADVOCATE journals published during the year (1 CE hour each) and participate in 4 pop-up webinars (1 CE hour each), you'll have earned your 7 hours for the year. You have until December 31<sup>st</sup> to earn CE hours each year.

### **What activities can I do to earn CE credit?**

There are many activities that you can do to earn CE hours. You can find a list of those activities in Appendix A\* of this document.

The MLPAO offers many ways for members to earn their CE hours. Here are some suggestions:

1. Monthly pop-up learning sessions (1 CE hour each) – <https://www.mlpao.org/pop-up>
2. Previously recorded pop-up webinars (1 CE hour each) – if you missed any of our previous webinars and would like to listen, just send us an email at [mlpao@mlpao.org](mailto:mlpao@mlpao.org) and we will get you set up
3. Access to Labucate online learning (1 CE hour each) – 40 pre-recorded webinars across a variety of lab disciplines, leadership, quality and education. To get an account, email us at [mlpao@mlpao.org](mailto:mlpao@mlpao.org)
4. Read the ADVOCATE magazine or other scientific articles/journals (1 CE hour for each magazine)
5. Molecular Diagnostics Laboratory Fundamentals online course (6 CE hours) – register on our [online shop](#)

**When is my CE due for the year?**

You have until December 31<sup>st</sup> to earn and upload your CE hours each year.

**When should I start earning my CE hours?**

We suggest that you start earning CE hours early in the year so that you don't have to rush at the end of the year to complete your hours. We know that life can sometimes get hectic, so best not to leave it to the last minute.

**When should I upload my CE hours?**

It's best to upload them as you earn them so that you can take advantage of the tally feature that tracks your completed hours, or you can submit them all just before December 31<sup>st</sup>.

**If I have earned extra hours, can I use them for next year?**

CE hours must be used in the year that they were earned/completed. This means that even if you earned 14 hours this year, you cannot use 7 hours for this year and then carry over the remaining hours for next year.

**Is it mandatory?** Earning the credential is optional for MLA/T members; however, we encourage you to take advantage of the benefits of this qualification and become a part of this fast-growing cohort of credentialed MLA/Ts in Ontario. Be proud to be an MLA/T and be recognized for your commitment to lifelong learning!

**What happens when I am a newly certified MLA/T?**

New MLA/T members will be placed on the registry for the first year. You are required to begin completing CE hours the year after your MLPAO certification exam. Once you begin using the credential, you are expected to maintain 7 hours of CE annually.

**What if I let the credential or my CE lapse for a period of time?**

If you are a returning member whose membership or CE has lapsed, you may begin using the registry and credential again once you have completed and uploaded 7 hours of CE.

**How do I submit proof of completed CE hours?**

You are required to submit proof of completion for each CE activity into the MLPAO member portal. If the activity that you complete provided a certificate, upload that certificate. If there was no certificate associated with the activity, complete the [CE Attestation Form](#) and upload into the portal. Instructions for uploading into the portal are found in Appendix B\*\*. The membership portal provides an easily accessible spot for you to track and store all your CE. There is even a tally that keeps track of your CE hours for you!

**Will I be audited to check for completion of hours?**

Random audits are conducted to ensure that those using the credential meet the requirements. The approval for the use of this credential is restricted to those that have successfully met the above conditions. *Improper use of this credential is illegal and will be monitored.*

**How do I get more information about the credential?**

For further information, please contact Andrea Tjahja, VP Professional Practice, MLPAO, at 416.485.6768 ext. 222.

**\*Appendix A** is a list of suggested CE activities— courses, webinars, teaching experience, training, workplace rounds, participation on lab committees, and more.

**\*\*Appendix B** outlines instructions for uploading proof of completion to your MLPAO Member Portal.

## Appendix A: Continuing Education (CE) Requirements

CE activities are for your professional development and enhance your practice as an MLA/T. They should be work-related but must be beyond the regular course of your duties. Seven (7) credit hours of continuing education are required per year and CE activities should be from more than one activity type. CE credits must be completed by December 31<sup>st</sup>. For more information, please visit [www.mlpao.org](http://www.mlpao.org).

| CE Activity Type   | Examples of Acceptable CE  | NOT Recommended Activity Types   |
|--|--|--|
| Formal continuing education (lab related)  | <ul style="list-style-type: none"> <li>Transportation of Dangerous Goods (TDG)</li> <li>Workshops, courses, lectures</li> <li>Webinars and presentations</li> <li>Conferences</li> <li>Workplace medical rounds, in-services, lunch and learns, vendor demonstrations</li> <li>Online/distance education courses</li> <li>College or university courses</li> <li>Certificate programs</li> </ul> | <ul style="list-style-type: none"> <li>Mandatory annual learning, i.e., WHMIS, Privacy, and Safety training</li> <li>Staff meetings</li> <li>Courses that are not relevant to your role as an MLA/T</li> </ul>   |
| Informal continuing education (Lab related)                                      | <ul style="list-style-type: none"> <li>Reading lab related journal articles or ADVOCATE – <b>maximum 1 hour per ADVOCATE edition</b></li> <li>Listening to scientific podcasts</li> <li>Online research</li> <li>Case studies</li> </ul>   | <ul style="list-style-type: none"> <li>Courses that are not relevant to your role as an MLA/T</li> </ul>   |
| Training or Teaching<br><b>MAX 4 HOURS TRAINING and 4 HOURS TEACHING</b>         | <ul style="list-style-type: none"> <li>Training on new instruments or benches – <b>max 4 hours</b></li> <li>Training on Laboratory Information System (LIS) – <b>max 4 hours</b></li> <li>Teaching, mentoring or lecturing others – <b>maximum 4 hours</b></li> </ul>  | <ul style="list-style-type: none"> <li>Job training on basic duties of your role</li> <li>Mandatory annual learning, i.e., WHMIS, Privacy, and Safety training</li> <li>Job or workplace orientation</li> <li>Re-training on duties of your job</li> </ul> |
| Formal healthcare continuing education (not lab related)<br><b>MAX 2.5 HOURS</b> | <ul style="list-style-type: none"> <li>CPR</li> <li>Other healthcare courses that demonstrate relevance to role of the MLA/T</li> </ul>  | <ul style="list-style-type: none"> <li>Healthcare courses not related to MLA/T scope of practice</li> </ul>  |
| Association Membership Activities/ Volunteering                                  | <ul style="list-style-type: none"> <li>Participation on a laboratory professional board, committee or working group</li> </ul>   | <ul style="list-style-type: none"> <li>Participation on a <u>non-laboratory</u> professional board, committee or working group</li> </ul>  |
| Other activities   | <ul style="list-style-type: none"> <li>Writing articles for professional lab association or peer-reviewed lab/science journals</li> <li>Research, preparation and delivery time for a presentation or workshop</li> </ul>  | <ul style="list-style-type: none"> <li>Preparation for workplace accreditation as part of your employment/role</li> </ul>  |

| CE Activity Type | Examples of Acceptable CE   | NOT Recommended Activity Types |
|------------------|---|--------------------------------|
|                  | <ul style="list-style-type: none"> <li>Developing or presenting a poster at a conference or meeting</li> <li>Formal accreditation inspector training and off-site visits</li> </ul> |                                |

## Appendix B: Member Portal

MLPAO Member Portal is your hub to upload CE documentation, renew your membership, seek member benefits and more!

### Log In

- Click on our [MLPAO Member Portal](#)
- Click on the green "Log In" button in the top right-hand corner of the page.
- Enter the email address you used to register for your exam and then click **"First Connection/Forgotten Password"** in the lower right-hand corner of the pop-up box.
  - You will need to enter the security code in the pop-up and then click "Validate"
- You will get an email: **"MLPAO, Password renewal (1/2)"**
  - This contains the message "Please use the following link to validate the password change request: [password renewal](#)" - click on "password renewal"
  - This will open a browser window saying "Your new password has been sent by email."
- You will get an email: **"MLPAO, Password renewal (2/2)"**
  - This contains your new **temporary password**. Copy the new password with Ctrl/Command C or write it down.
  - The email will also say "We advise you to change it as soon as possible from [here](#)"
  - Click on the word "here" to follow the link. This will open a new browser window.
- Enter your email into the login box and the **temporary password** into the password box.
- This will log you in and prompt you to change your password.
  - In the Old Password box, enter the **temporary password**.
  - Choose your new password and enter it into the New Password box and the Confirm New Password box. Click "Update" to confirm.

### Upload CE

- Log into your profile on the MLPAO Member Portal (see
- Click on "Access" on the **My Page** section.
- Scroll down and click on the section **"My Education"**.
- In the top right corner, click on the plus sign then fill in the picture). Upload your certificates and other documentation "Proof of Completion" section.
- Click on **"Save"**.

#### NEW PROOF OF EDUCATION

above).

|                     |   |
|---------------------|---|
| DATE                | <input type="text" value="yyyy-mm-dd"/>                   |
| DESCRIPTION         | <input type="text" value="Description"/>                  |
| CATEGORY            | <input type="text" value="Category"/>                     |
| PROOF OF COMPLETION | <input type="button" value="Choose File"/> No file chosen |
| HOURS               | <input type="text" value="Hours"/>                        |

fields (see to the

Log into the Member Portal at [www.mlpa.org](http://www.mlpa.org)