



Medical Laboratory Professionals' Association of Ontario  
L'Association des professionnels des laboratoires médicaux de l'Ontario

## cMLA/T<sup>MLPAO</sup> Credential and MLA/T Certification Registry

### Program

Anyone that has passed the MLPAO certification exam and is a current MLPAO member is qualified to use the cMLA/T<sup>MLPAO</sup> credential after their name and is included on our [MLA/T Certification Registry](#).

Ongoing use of the credential requires:

- **Membership:** Current MLA/T membership with the MLPAO
- **CE:** 7 hours of continuing education (CE) annually\*
- **Public Registry:** Must agree to have name listed on public MLPAO Certification Registry

Employers regularly search the certification registry to confirm MLA/Ts are certified and maintaining knowledge.

This list will be monitored 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.*

### Continuing Education (CE)

To demonstrate continued competency, 7 hours must be accumulated within each calendar year. Documentation must be uploaded annually to the MLPAO Member Portal by December 31.\*\*

**New Members:** New MLA/T members will be placed on the registry for the first year as a grace period. Once members begin using the credential, they are expected to maintain 7 hours of CE annually. If you are a returning member whose membership has lapsed 2019-present, you may begin using the registry and credential again by uploading 7 hours of CE.

**Exam Passes:** You will begin completing hours during the year following your MLPAO Certification Exam.

**Appendix A** is a list of valid CE activities— teaching experience, lab inspections, workplace rounds, participation on committees, conferences, workshops, online learning, training other staff, and more.

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

MLPAO membership gives you FREE CE so you can complete these requirements: <https://www.mlpa.org/coned>

*\*Continuing education requirements are identified in Appendix A.*

*\*\*Instructions on how to log in to your profile on the MLPAO Member Portal are identified in Appendix B.*

For further information, please contact:

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## Appendix A: Continuing Education (CE) Requirements

CE activities are for your professional development and augment 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 are equal to one hour per each contact hour.

Guidelines for earning CE credits are listed below:

CE Activity	Examples of Acceptable CE	Examples of Non-Acceptable CE (if applicable)
1. Formal CE (Laboratory Related)	<ul style="list-style-type: none"> <li>• University degree/courses</li> <li>• College diploma/courses</li> <li>• Certificate program</li> <li>• Online/distance education</li> <li>• Transportation of Dangerous Goods (TDG)</li> <li>• Workshops</li> <li>• Lectures</li> <li>• Teleconferences</li> <li>• Webinars</li> <li>• Conferences</li> <li>• Workplace medical rounds, in-services, lunch and learns, vendor demonstrations</li> <li>• Training on new equipment provided by vendor</li> </ul>	<ul style="list-style-type: none"> <li>• Job training on duties within the regular course of your employment</li> <li>• Courses that must be completed annually as part of employment, i.e., WHMIS, Privacy, Safety Training</li> <li>• Routine staff meetings</li> <li>• Job orientation</li> <li>• Re-training on duties assigned for employment</li> <li>• Courses that are not relevant to your role as an MLA/T</li> </ul>
2. Informal CE - <b>max. 1.5 h</b> (Laboratory Related)	<ul style="list-style-type: none"> <li>• <b>Max. 1.5 hours will be accepted</b></li> <li>• Online research</li> <li>• Listening to scientific <b>podcasts</b></li> <li>• Watching <b>videos</b> related to the medical laboratory profession</li> <li>• Time spent <b>reading</b> scientific laboratory related peer-reviewed journal articles to enhance knowledge or association journal articles e.g., ADVOCATE</li> </ul>	N/A



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CE Activity	Examples of Acceptable CE	Examples of Non-Acceptable CE (if applicable)
3. Formal Healthcare CE – <b>max. 2.5 h</b> (not Laboratory Related)	<ul style="list-style-type: none"> <li>• <b>Max. 2.5 hours will be accepted</b></li> <li>• CPR</li> <li>• Other healthcare courses that are not within the scope of practice of an MLA/T</li> </ul>	N/A
4. Clinical Teaching/Training – <b>max. 3 h</b>	<ul style="list-style-type: none"> <li>• Max. 3 hours will be accepted</li> <li>• Teaching, mentoring or lecturing others</li> <li>• <a href="#">CE Attestation</a> must be uploaded as documentation which includes date, location, subject matter, # hours</li> </ul>	N/A
5. Presentation	<ul style="list-style-type: none"> <li>• Research, preparation and delivery time for presentation or workshop</li> <li>• Developing and presenting poster or exhibit at provincial, national or international conference or laboratory professional association meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Subsequent presentations of the same material are not considered</li> </ul>
6. Writing	<ul style="list-style-type: none"> <li>• Writing articles for peer-reviewed journals in the laboratory field or in journals of laboratory professional associations</li> <li>• Writing laboratory-related books</li> </ul>	N/A
7. Association Membership Activities/Volunteering	<ul style="list-style-type: none"> <li>• Participation on a laboratory professional board, committee, or working group</li> </ul>	N/A
8. Laboratory Accreditation Inspections - <b>max. 4 h</b>	<ul style="list-style-type: none"> <li>• <b>Max. 4 hours will be accepted</b></li> <li>• Initial assessor training</li> <li>• Maintenance/refresher workshops to remain an assessor</li> <li>• Initial site visit, including pre-inspection preparation and post-inspection review of checklist</li> </ul>	N/A

For more information, please visit [www.mlpa.org](http://www.mlpa.org).

## Appendix B: Member Portal

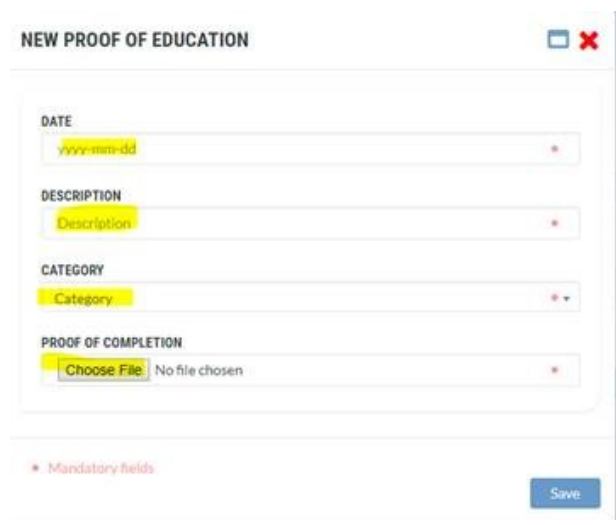
MLPAO Member Portal is your hub to upload CE documentation, renew your membership, and more!

### Log In

1. Click on our database link: <https://w12.eudonet.com/ccm/xtranet/mlpao/home#close>
2. Click on the green "Log In" button in the top right-hand corner of the page.
3. 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.
  - a. You will need to enter the security code in the pop-up and then click "Validate"
4. You will get an email: "**MLPAO, Password renewal (1/2)**"
  - a. This contains the message "Please use the following link to validate the password change request: [password renewal](#)" - click on "password renewal"
  - b. This will open a browser window saying "Your new password has been sent by email."
5. You will get an email: "**MLPAO, Password renewal (2/2)**"
  - a. This contains your new **temporary password**. Copy the new password with Ctrl/Command C or write it down.
  - b. The email will also say "We advise you to change it as soon as possible from [here](#)"
  - c. Click on the word "here" to follow the link. This will open a new browser window.
6. Enter your email into the login box and the **temporary password** into the password box.
7. This will log you in and prompt you to change your password.
  - a. In the Old Password box, enter the **temporary password**.
  - b. Choose your new password and enter it into the New Password box and the Confirm New Password box. Click "Update" to confirm.

### Upload CE

1. Log into your profile on the MLPAO Member Portal (see above).
2. Click on **Access** under the "**My Page**" section.
3. Scroll down and click on the section "**Your Education**"
4. In the top right corner, there is a plus sign in a circle – click that and then fill in the fields (see picture). Upload your certificates and other documentation to the "Proof of Completion" section.



NEW PROOF OF EDUCATION

DATE  
yyyy-mm-dd \*

DESCRIPTION  
Description \*

CATEGORY  
Category \*

PROOF OF COMPLETION  
Choose File No file chosen \*

\* Mandatory fields

Save

Additional information is available here: <https://www.mlpao.org/post/mla-ts-upload-continuing-education>.