SSMLT

Continuing Professional Education (CPE) Guidelines

Revision History	
Approved	January 1998
Revised	December 2016
Revised	December 2018

SSMLT
CONTINUING PROFESSINAL EDUCATION
(CPE)

Guidelines

The purpose of the Continuing Professional Education (CPE) program is not only to enhance short-term knowledge and technical skills, but to provide a mechanism that will encourage the lifelong learning skills which are essential to medical laboratory technologists throughout their careers.

The SSMLT will audit up to 20% of the licensed members in each calendar year to validate their CPE Credits. A member selected for audit will be notified when they attempt to enter Category 1 credits. They will be advised to upload or email evidence of activities.
Licensed members who have not met the CPE requirements will be required to complete their **30 hours** of CPE within four months while working on a Temporary License. Special cases/extenuating circumstances will be reviewed by the SSMLT Professional Practices Committee.

CPE Categories:

CPE program consists of 2 categories:
- Category 1 Professional (MLT-related) Education Activities
- Category 2 Personal Education Activities

The CPE program requires that a minimum of **30 hours** of CPE (2.0 CPE credits) be obtained in the five-year period immediately preceding the year in which a license is sought.

15 hours of CPE are equivalent to 1.0 Credit

CPE activities that have been converted to practice hours cannot be used for CPE requirements

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If you have any questions about the eligibility of your CPE activities, please contact the SSMLT Office:

Phone: 352-6791 or Toll free: 1-877-334-3301 (SK only)
E-mail: exec.dir@ssmlt.org

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CATEGORY 1 - Professional (MLT-related) Education Activities

(a minimum of 15 hours (1.0 CPE credits) must be obtained in Category 1 in the previous five- year period).

Members may choose to obtain all their CPE hours in Category 1; Category 2 CPE hours are optional.

Category 1 requires proof of attendance indicating CPE hours assigned: such as receipt for registration, certificate of attendance, transcript of marks, attendance sheet validated by supervisor. Member documentation should be saved in your personal files until it is requested by the SSMLT for audit purposes.

To be included in this category, activities must be directly related to the Disciplines of Medical Laboratory Technology and/or the medical practice, such as:

- Conferences
- Lectures/presentations
- Seminars
- Workshops
- Webinars
- Courses
- Presenting of a lecture
- Poster presentation
- Author- scientific journal article
- Reviewer- Scientific article
- Instrument training-key operator
- Instrument training- vendor presented
- Computer courses- Word, Excel, PPT, LIS
- Safety training- WHMIS, TDG, PART, SMART, TLR, First Aid, CPR
- Efficiency Training- Lean, Kaizen, etc.
- Cultural/Diversity training- Aboriginal awareness, Dementia awareness
- Other- please specify

NOTE: Training as part of your job duties does **not** qualify for category 1 credits.

CATEGORY 2 - Personal Education Activities

(a maximum of 15 hours (1.0 CPE credit) may be counted in Category 2 in the previous five-year period)

To be included in this category, activities may be formal or informal in nature. Items may include but are not limited to:

- Job related training/studying/reading
- New Instrument Training- provided by MLT
- Competency assessment
- Computer course- not listed in Category 1
- SSMLT Council/Committee
- CSMLS Board/Committee
- Workplace Committee- OHS, Infection Control, Transfusions, etc.
- Reading- Scientific journal
- Reading-Workplace/instrument manual
- Other- please specify

SSMLT Credit Assignment:

Contact hours do not include examination or assignment time, only the number of hours of instruction or the number of hours required to review the material. This is the basis upon which the SSMLT will assign credits to courses not already assigned credits.

Online CPE Submission:

1. Login to Member portal
   - Select 'Record a new CPE credit'
   - Enter required year
   - Select Category 1 or 2
   - Choose CPE item from dropdown selection
   - Enter Course Description and Course Provider
   - Enter Lecture/Contact Hours

2. Be sure to submit ALL activities undertaken in EACH category.

3. CPE earned are in effect for five years from the date they are earned, not just for the year in which they are reported. CPE entered online will indicate year of expiry in the member portal.