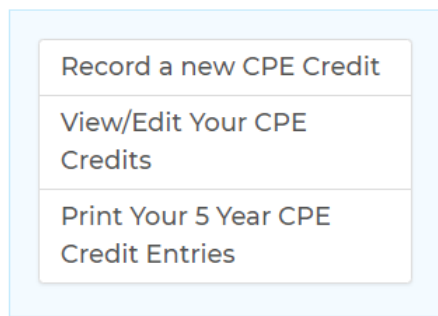


## How to Enter a New Continuing Professional Education (CPE)

1. Login to member portal

[MANAGE YOUR PD](#)



2. From member homepage select 'Record a new CPE credit'  
Requirements:
  - At least 30 hours (2.0 CPE Credits) within the previous 5 years to be eligible for renewal.
  - At least 15 hours (1.0 CPE Credit) of the above must be category 1.
3. Category 1 CPE- must be directly related to MLT practice and evidence of participation must be retained for audit purposes.

Category 1-Formal Education Related to MLT	Guidelines for entry
Conferences	enter hours of contact/assigned
Lecture/Presentation	enter hours of contact
Seminar	enter hours of contact
Workshop	enter hours of contact
Webinar	enter hours of contact
Course (Canadian providers)-CSMLS, CMPT, SSMLT etc.	enter course hours assigned
Course (US providers)- CAPAPHL, CDC, etc	enter credit assigned as hours (1 Credit=1 hour)
Presenting lecture	15 hours (preparation & presentation)
Poster presentation	enter hours of contact
Scientific article author	enter hours of contact
Assessor-accreditation	enter hours of contact
Course development-not part of your job	enter hours of contact
Scientific article reviewer	enter hours of contact
Instrument training-key operator	enter hours of contact
Instrument training-vendor presented	enter hours of contact
Computer courses-Word, Excel,PPT,LIS	enter hours of contact
Safety- WHMIS, TDG, PART, SMART, TLR, First Aid/CPR	enter hours of contact
Cultural training-Aboriginal Awareness	enter hours of contact
Efficiency training-Kaizen,Lean etc.	enter hours of contact
Other	enter contact hours assigned

4. Category 2 CPE- Personal education activities. Evidence of participation not required.

Category 2 Continuing Personal Learning	Guidelines for entry
Job related bench training-studying/reading time only	enter hours of studying/reading
New instrument training-on the bench by MLT	enter hours of direct training
Competency assessment performance	enter hours of performance
Proficiency testing reading/investigation time only	enter hours of reading/investigation
Computer courses-not listed in Category 1	enter hours of contact
Council/Committee - SSMLT	enter hours of contact
Board/Committee - CSMLS	enter hours of contact
Committee- Workplace	enter hours of contact
Reading-Scientific journal/newsletter	enter hours of contact
Student/Employee Mentoring/Training	enter hours of contact
Reading-Workplace manuals	enter hours of contact
Other	enter hours of contact

5. Select the year, choose category 1 or 2 and from the dropdown menu select the option required. Enter course description and course provider and select 'next':

CE Year

Choose an item from Category 1 OR Category 2 NOT Both

Category 1

Please specify "OTHER" activity for Category 1 (if applicable)

Category 2

Please specify "OTHER" activity for Category 2 (if applicable)

Course Description

Course Provider

6. Enter the # of hours, and select 'next':

CPE CREDITS -

Please enter Hours in the appropriate space provided below.

Contact or Lecture Hours-Cat 1

Credit Expiry Year

Submitted No

7. Review the next page for accuracy, then select 'Save':

Contact or Lecture Hours-Cat 1 5

Hours to Credits Cat 1 (15 hours = 1 0 Credit)

Credit Expiry Year

Submitted No