



Credential Document Review (CDR) Checklist-

IEMLT non-certified

- Evidence of Education – CSMLS Prior Learning Assessment (PLA) report complete indicating eligibility to write CSMLS certification exam.
 - Applicant must request this document be sent directly from CSMLS directly to SSMLT via email to SSMLT office: exec.dir@ssmlt.org All costs associated are the responsibility of the applicant
- Evidence of Certification:
 - Statement of CSMLS exam eligibility
 - Registration for CSMLS certification exam*

*Note: Evidence of registration for CSMLS certification exam is not required for Credential document review; it is a requirement for a Temporary licence application.

- Evidence of Membership - CSMLS member card (if applicable)
- Evidence of Continuing Professional Education (within the previous 5 years)
 - Submit transcripts and/or confirmation of completion or attendance
- Evidence of Practice hours (within the previous 5 years)
 - Applicant must request directly from CSMLS a copy of employer validated practice hours provided to CSMLS for PLA be sent via email to SSMLT office: exec.dir@ssmlt.org All costs associated are the responsibility of the applicant

Should your CDR letter indicate you meet the initial requirements to apply for SSMLT membership, this letter can be used for SINP application.

SSMLT License Application

CDR applicants must notify SSMLT office at info@ssmlt.org when they are ready and eligible to apply for SSMLT licensure. All licensure applicants must be eligible to work in Canada. (examples of eligibility: Canadian citizen, permanent resident or [work permit](#)) Licensure is typically obtained following arrival to Canada and prior to CDR expiration. Once SSMLT receives notification you can proceed to apply for a SSMLT license, if eligible you will be provided the SSMLT license application form for completion. SSMLT license applicants must complete the online application form, provide all general application documents required and pay the application and license fees.

Note: A positive Credential Document Review does not guarantee a SSMLT license. All SSMLT license applicants are required to submit current credential documents, all general application document requirements and submit the required payment to be considered for a SSMLT license.



