

## **Credential for MLPAO-Certified MLA/Ts**

### **Program**

Anyone that has passed the MLPAO certification exam and is a current MLPAO member qualifies 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 annually\*
- **Public Registry:** Must agree to have name listed on public MLPAO certification registry

The MLPAO is working closely with employers across Ontario to ensure MLA/Ts have met the required competencies to be successful in their positions.

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**

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

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. MLPAO membership gives you FREE CE:

**MediaLab:** You get over 200+ hours of free online courses as a member. [Request your login](#).

**Pop-Up Learning:** We've also started a series of free pop-up webinars for members. Find out more and register on our website: <https://www.mlpao.org/pop-up>.

More information on all CE opportunities is available on our website: <https://www.mlpao.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:

Medical Laboratory Professionals' Association of Ontario  
416.485.6768 ext. 22

## Appendix A: Continuing Education Requirements

Seven (7) credit hours of continuing education per year. Continuing education credits are equal to one hour per each contact hour. Guidelines for earning continuing education credits.

CE Activity	Examples of acceptable CE	Examples of non-acceptable CE (if applicable)
Formal continuing education (Laboratory Related)	<ul style="list-style-type: none"> <li>• University degree/courses College diploma/courses</li> <li>• Certificate program</li> <li>• Online/distance education</li> <li>• Workshops</li> <li>• Lectures</li> <li>• Teleconferences</li> <li>• Webinars</li> <li>• Conferences</li> <li>• Workplace medical rounds, in-services, lunch-learns and vendor demonstrations</li> </ul>	<ul style="list-style-type: none"> <li>• Routine staff meetings</li> <li>• Job orientation</li> <li>• Job training</li> </ul>
Clinical Teaching/Training	<ul style="list-style-type: none"> <li>• Teaching, mentoring or lecturing others</li> <li>• Training on new equipment provided by vendor</li> </ul>	<ul style="list-style-type: none"> <li>• Retraining on duties assigned for employment</li> </ul>
Research and Preparation for presentation or workshop	<ul style="list-style-type: none"> <li>• Initial preparation and delivery time of a presentation or workshop</li> </ul>	<ul style="list-style-type: none"> <li>• Subsequent presentations of the same material is not considered</li> </ul>
Authoring journal articles	<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> </ul>	N/A
Reading journal articles	<ul style="list-style-type: none"> <li>• Time spent reading scientific laboratory related peer reviewed journal articles to enhance knowledge</li> <li>• Time spent reading association journal articles</li> </ul>	<ul style="list-style-type: none"> <li>• Cannot be the only CE activity submitted. - Max 1.5 hrs. will be accepted</li> </ul>



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

CE Activity	Examples of acceptable CE	Examples of non-acceptable CE (if applicable)
Presenting a poster or exhibit	<ul style="list-style-type: none"> <li>Developing and presenting posters or exhibits at international, national, or provincial, laboratory professional association meetings</li> </ul>	N/A
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
Laboratory inspections	<ul style="list-style-type: none"> <li>Initial assessor training</li> <li>Maintenance/refreshers workshops to remain an assessor</li> <li>Initial site visits</li> </ul>	<ul style="list-style-type: none"> <li>Pre inspection preparation</li> <li>Post-inspection review of checklist</li> </ul>

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

## Appendix B: Member Portal

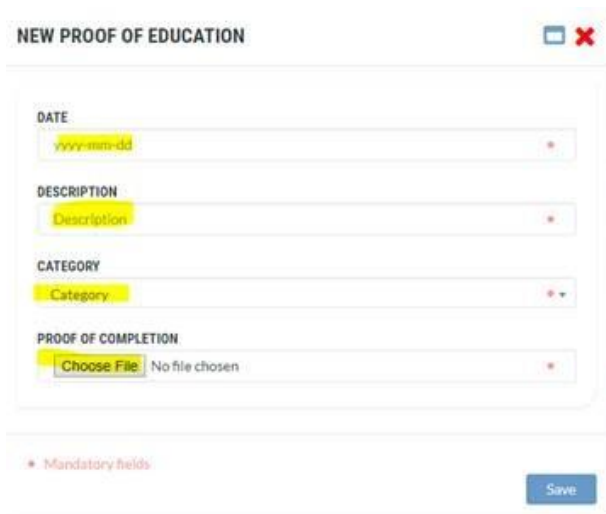
MLPAO Member Portal is your hub to upload CE documentation, renew your membership and more!

### 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.



Additional information, such as how to document reading and training is available on our website here: <https://www.mlpao.org/post/mla-ts-upload-continuing-education>.