

## Continuing Education Credit Chart

<i>Activity</i>	<i>Acceptable Documentation</i>	<i>Credit Value</i>
<b><u>Category 1: Professional Activities</u></b>		
<i>Preparation and initial presentation of courses, seminars, workshops, or on-site CE session (Those in a teaching role get credit for only preparation of new subject material)</i>	<i>Provide dated copy of lesson plan, power point or teaching materials</i>	<i>1 credit hour/ hour of preparation and initial presentation, <b>maximum</b> of 3 credit hours/initial presentation</i>
<i>Laboratory related tutoring/ instruction (outside of work hours- credit for preparation of teaching)</i>	<i>Provide dated copy of lesson plan, power point or teaching materials</i>	<i>1 credit hour/ hour of preparation, <b>maximum</b> of 2 credit hours/ year</i>
<i>Administering a program of continuing education such as journal article of month or case study group</i>	<i>Provide dated copy of articles/case studies being reviewed</i>	<i>5 credit hours/ year</i>
<i>Serve on workplace professional committees, boards or regulatory bodies (quality, safety, WHIMIS, CSMLS, NLCMLS or conventions)</i>	<i>Letter of participation for the year from the committee, signed by the chair/organizer</i>	<i>2 credit hours/ year</i>
<i>Publishing an academic book review</i>	<i>Provide a dated copy of the review</i>	<i>5 credit hours/ review</i>
<i>Publishing scientific articles in Scientific Journals (i.e CSMLS, MLPAO etc)</i>	<i>Provide a dated copy of the article</i>	<i>5 credit hours/ 1000 words</i>
<i>Publishing a scientific paper in a recognized professional journal</i>	<i>Provide a dated copy of the paper</i>	<i>30 credit hours/ paper</i>
<b><u>Category 2: Non-Laboratory Related- Transferable Skills</u></b>		
<i>Computer courses</i>	<i>*Certificate of completion</i>	<i>1 credit hour/ hour <b>Maximum</b> of 2 credit hours/ year</i>
<i>Human relations/ resources courses</i>		
<i>Communication courses</i>		
<i>Business courses</i>		
<i>Leadership and organization courses</i>		
<i>Project management</i>		
<i>Non Laboratory Related RHA E-Learning (i.e Learn)</i>		
<b><u>Category 3: Laboratory Related Professional Learning</u></b>		
<i>CSMLS, CAMLE or other medical laboratory science courses</i>	<i>*Certificate of completion</i>	<i>1 credit hour/ hour</i>
<i>Successful completion of Laboratory related university courses</i>	<i>A copy of a transcript from the year of completion</i>	<i>5 credit hours/course</i>
<i>Professional workshops and seminars. International, National, Provincial and Regional Conferences, Education Days/ Symposiums (NLCMLS, Maritech, CSMLS, CLMA, AACC, ASM etc.)</i>	<i>*Certificate of completion</i>	<i>1 credit hour/ hour</i>
<i>Lab Related RHA E-Learning (i.e Learn)</i>	<i>*Certificate of completion</i>	<i>1 credit hour/ hour</i>

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<i>Medical Grand Rounds</i>	<i>A copy of the approved sign up sheet and validated by the organizer</i>	<i>1 credit hour/ hour</i>	
<i>Reviewing laboratory related videos and loan library videos</i>	<i>Log sheet that includes the title, date, presenter, length of session</i>	<i>1 credit hour/ hour</i>	
<i>Key operator training by vendor for new equipment</i>	<i>*Certificate of completion</i>	<i>1 credit hour/ hour, one time credit value for learning, no credits for teaching</i>	
<i>LIS Initial new version training</i>	<i>Dated copy of checklist or procedure validated by trainer</i>	<i>1 credit hour/ hour, <b>maximum</b> of 1 credit hour/ year</i>	
<i>New process or procedure training in an existing or a new work area</i>	<i>Dated copy of checklist or procedure validated by trainer</i>	<i>1 credit hour/ hour, <b>maximum</b> of 4 credit hours/ year</i>	
<i>Recertification of professional requirements i.e. OH&amp;S, TDG and WHIMIS</i>	<i>*Certificate of completion</i>	<i>1 credit hour/ hour, <b>maximum</b> of 2 credit hours/ year</i>	
<i>Reading journal articles and scientific papers</i>	<i>Submit a dated copy of the article or scientific paper or a log that includes the title, journal name, journal date and volume</i>	<i>1 credit hour/ article</i>	<b>Maximum of 2 credit hours/ year</b>
<i>Huddles (definition below)</i>	<i>**A huddle form (see below)</i>	<i>1 credit hour/ hour</i>	

NOTES: Any documentation outside of the above acceptable documentation for CE completion may be approved by the Professional Development Director. Please submit the request and response where applicable. 1 PEP = 1 CE

\*Where an activity gives you a certificate of completion without specified credit hours, the number of hours it took to complete are required to be recorded on the certificate.

Huddle- a short briefing to staff informed with ongoing processes directly related to patient testing and safety. Processes include, new standard operating procedures directly related to patient specimen testing, updated standard operating procedures directly related to patient specimen testing and process improvement to correct and prevent patient result error.

\*\*A huddle should be at least 15 minutes in duration and an appropriate form must be used and include the subject of the huddle, the presenter's name and the date. For submission to the online portal, the name of the person claiming the credit should be the only name visible on the form when it is uploaded.

Examples of activities

Category 1: Professional Activities

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- a. Being a member of a hospital authority safety committee or a hospital occupational health and safety committee.
- b. Publishing an article in the CSMLS Journal.
- c. Being a board member of the NLCMLS.

## Category 2: Non-Laboratory Related- Transferable Skills

- a. Completing an Excel Basic course.
- b. Completing a Mental Health and Addiction course.
- c. Completing a basic accounting course.

## Category 3: Laboratory Related Professional Activities

- a. Attending Medical Grand Rounds.
- b. Completing training on a new instrument at the laboratory site.
- c. Completing key operator training of a new instrument at the vendor's location.
- d. Attending NLCMLS symposium.

Conversion of Educational Credit Hours to Practical Credit Hours: 10 Educational Credit Hours (10 hrs) = 60 Practical Credit Hours (60 hrs). 10 educational credit hours is the maximum amount of hours that can be converted to practical credit hours. Courses/ activities must be approved by the College and these extra educational credit hours cannot be used in duplicate for initial educational hours.

*The NLCMLS acknowledges the NSCMLT for the use of their Continuing Education Program material.*

<b>Change Log</b>	
Date	Changes
September 2012	Original
January 2016	Added the minimum credit hour requirement in Category 3
September 2021	Edited, effective date January 2022