

**Special Consideration Application Information –
for Eligibility to the MLPAO MLA/T Certification Exam**

The special consideration application process is designed to assess the **academic and clinical experience** of individuals to determine their eligibility to take the MLPAO MLA/T Certification Exam. This process is for individuals whose academic and clinical experience is from outside Ontario and/or outside of Canada.

Before applying, please read and self-evaluate your knowledge and skills with the Competency Guidelines. This document illustrates the **competencies expected of an entry-level Medical Laboratory Assistant/Technician (MLA/T)** - [CLICK HERE](#)

DOCUMENTS REQUIRED FOR SUBMISSION

1. Special Consideration Application Form and application fee.
2. Current resume.
3. Letter from your current and/or past employer(s) stating the position held, length of time in the position and a list of duties performed. A 'Record of Employment' (ROE) and/or contract agreements will not be accepted.
4. [Experience Verification Form](#). Experience that includes a minimum of 20 successful phlebotomy procedures, 10 successful ECG procedures, and 80 hours of practical experience in a *medical testing facility or equivalent. This form must be signed by the laboratory director, supervisor or delegate as proof of completion.

*Note: A testing facility is a laboratory licensed under the "Laboratory and Specimen Collection Centre Licensing Act" where the candidate is/has performing/performed technical functions within the scope of practice of a medical laboratory assistant/technician.

5. Academic credentials assessment must be provided by all applicants who received their education outside of Canada. **A full course-by-course report is required.** For the list of approved academic credential assessment services - [CLICK HERE](#) Note: if you completed an MLA/T program in Canada an academic assessment report is not required.
6. Copy of all certificates, diplomas, degrees, transcripts and course outlines (if available) from the education received in the science field.

Special Consideration applicants may be required to take refresher and/or specific course work at the discretion of the MLPAO. In addition, if the applicant does not have any experience within the last 3 years with ECG and/or phlebotomy procedures, an in-person course(s) in these areas will also be required.

Once the application and documentation have been reviewed, the candidate will be notified of their application status and any additional refresher/education requirements. Candidates will be notified by email of their eligibility approximately one (1) month following receipt of all required documentation.

If all requirements are met and the candidate is approved to take the exam, the candidate will be notified via email that they are eligible to register for the MLPAO Certification Exam. Candidates must register for the exam within one year from the notification date of the application decision. An exam registration fee is required to register for the MLPAO MLA/T Certification Exam.

SPECIAL CONSIDERATION APPLICATION PROCESS

1. Complete the application form.
2. [Pay the special consideration application fee.](#) (Application fees are non-refundable)
3. Email the application form and all required documentation to exam@mlpao.org

Review, assessment and eligibility decisions take place after all documentation has been received, and the application fee is paid. **Applications will not be reviewed until all required documentation is received.** It is the candidate's responsibility to ensure that all required documentation is provided to the MLPAO at the time of application.