Position: Credential Assessment Specialist

Company: Canadian Alliance of Medical Laboratory Professionals Regulators (CAMLPR)
Classification: Fully Remote
Work Hours: 37.5 hours per week, with occasional overtime during peak periods

About The Alliance

The Canadian Alliance of Medical Laboratory Professionals Regulators (CAMLPR) is the national organization representing the provincial regulatory bodies (Colleges) responsible for regulating Medical Laboratory Technologists across Canada.

Working collaboratively, CAMLPR develops and maintains national standards that define the knowledge, skills, and professional judgement required for safe and competent practice. The Alliance is committed to advancing regulatory excellence by promoting fair, transparent, and inclusive approaches to the regulation of medical laboratory professionals across Canada.

We Value Our Staff

We are a small (five people—you would be six) and dynamic organization. We provide:

- A competitive salary of **$**80,000-**$**90,000, depending on experience
- A fully remote work environment
- Three weeks of vacation
- Comprehensive benefits
- RRSP program
- Opportunities for continuous learning and professional development

The Right Fit

We believe the kind of person you are matters. We have a culture of respect, and we want employees who will thrive in our environment. We are passionate about what we do. When we hire, we look beyond experience and consider your potential, your strengths, and how you will contribute to our team.

You Will Succeed Here if You Are:

- **Adaptable Communicator** – You communicate clearly and adapt your communication style to meet the needs of applicants from diverse backgrounds. You explain complex requirements in a way that is easy to understand, ensuring applicants feel supported and confident throughout the assessment process.

- **Detail-Oriented** – You apply a keen eye for detail to verify educational credentials and assess applicant qualifications, ensuring they meet the eligibility requirements to write the CAMLPR examinations.

- **Independent and Organized** – You are self-motivated and work well both independently and as a dedicated team member. You manage your time effectively to coordinate all aspects of the credentialing process.

The Position

As the Credential Assessment Specialist, you will evaluate the educational credentials and work experience of internationally educated medical laboratory technologists (IEMLTs) and other non-traditionally educated applicants (e.g., BSc, MSc, PhD) seeking to write the CAMLPR Field-of-Practice examinations. Using established standards, policies, and procedures, you will assess prior learning to determine eligibility while providing applicants with clear guidance and support throughout the credential assessment process.

Key Responsibilities Include:

- Evaluate the academic credentials, work experience, and professional certifications of internationally educated medical laboratory technologists (IEMLTs) and other non-traditionally educated applicants.
- Assess international qualifications against Canadian standards to determine eligibility for the CAMLPR Field-of-Practice examinations.
- Ensure all credential assessments are completed in accordance with established standards, organizational policies, and regulatory requirements.
- Develop and maintain credential assessment comparability tables to support consistent and equitable assessment decisions.
- Prepare comprehensive assessment reports summarizing findings, decisions, and recommendations.
- Maintain accurate, complete, and confidential records of assessments and related documentation.
- Respond to applicant inquiries and provide clear guidance on the credential assessment process, documentation requirements, and Prior Learning Assessment (PLA) process.
- Liaise with educational institutions, regulatory bodies, and professional organizations to verify credentials and obtain supporting information.
- Conduct regular quality assurance reviews of assessment processes to ensure consistency, accuracy, and continuous improvement.
- Support internal and external audits by providing documentation and information related to the credential assessment process.
- Supervise and provide guidance to contracted credential assessors.

What Makes You the Ideal Candidate?

- A degree in business administration, communications, or a related field.
- Education and/or experience in Medical Laboratory Technology is required.
- A minimum of 3 years of experience in a related field, preferably within a regulatory or educational environment.
- Registration as a Medical Laboratory Technologist (MLT) in good standing with a Canadian provincial regulatory body.
- Prior learning assessment practitioner, certification or experience in credential evaluation or prior learning assessment is preferred.
- Superior oral and written communication skills, combined with the ability to break down complex information into clear, concise, and easy-to-understand communications.
- Solid knowledge of health professional regulatory frameworks, particularly the registration pathways for regulated health professionals.
- Empathetic and supportive approach when working with applicants throughout the assessment process.
- Strong analytical skills with the ability to assess complex educational credentials and professional qualifications.
- Highly organized and self-directed, with a proven ability to manage multiple priorities while maintaining confidentiality and professionalism.
- Exceptional attention to detail and accuracy in reviewing documentation and preparing reports.
- Proficient in Microsoft Office applications, including MS Teams, Zoom, and social media platforms.
- Demonstrated commitment to diversity, equity, and inclusion.
- Fluent in French, both written and verbal, is a strong asset.
- The role is fully remote and may require occasional evening or weekend work during peak examination periods.

Diversity, Equity, and Inclusion at CAMLPR

CAMLPR is an equal opportunity employer. We encourage all qualified individuals who identify as part of an equity-seeking group, including those identifying as part of the LGBTQ2S+ community, to apply. We are committed to a barrier-free, equitable, and inclusive recruitment process and workplace.

How to Apply

Please submit your resume **in confidence** to Katherine Taylor at **ktaylor@taylormcmahon.com**.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Position: PLA Assessor - Contractor x2
Company: Canadian Alliance of Medical Laboratory Professionals Regulators (CAMLPR)
Classification: Fully Remote
Work Hours: Contract Position with opportunity for full-time permanent employment

About the Alliance

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We Value Our Staff

We are a small and dynamic organization. We provide:

- $200 per case
- A fully remote work environment

The Right Fit

We believe the kind of person you are matters. We have a culture of respect, and we want employees who will thrive in our environment. We are passionate about what we do. When we hire, we look beyond experience and consider your potential, your strengths, and how you will contribute to our team.

You Will Succeed Here if You Are:

- **Adaptable Communicator** – You communicate clearly and adapt your communication style to meet the needs of applicants from diverse backgrounds. You explain complex requirements in a way that is easy to understand, ensuring applicants feel supported and confident throughout the assessment process.
- **Detail-Oriented** – You apply a keen eye for detail to verify educational credentials and assess applicant qualifications, ensuring they meet the eligibility requirements to write the CAMLPR examinations.
- **Independent and Organized** – You are self-motivated and work well both independently and as a dedicated team member. You manage your time effectively to coordinate all aspects of the credential assessment process.

The Position

As the **PLA Assessor – Contractor**, you will review and summarize the educational credentials, work experience, and supporting documentation submitted by internationally educated medical laboratory technologists (IEMLTs) and other non-traditionally educated applicants (e.g., BSc, MSc, and PhD) seeking to write the CAMLPR Field-of-Practice examinations. Using established standards, policies, and procedures, you will conduct the initial Prior Learning Assessment (PLA) review and prepare comprehensive assessment summaries that support the Credential Assessment Specialists in completing the final PLA report.

Key Responsibilities Include:

- Review and summarize the academic credentials, work experience, and professional certifications of internationally educated medical laboratory technologists (IEMLTs) and other non-traditionally educated applicants.
- Prepare clear, accurate assessment summaries in accordance with established standards, organizational policies, and regulatory requirements.
- Compare international educational qualifications to Canadian standards and document findings for review by the Credential Assessment Specialists.
- Identify missing, incomplete, or inconsistent information and communicate with applicants or appropriate organizations to obtain clarification or additional documentation.
- Maintain accurate, complete, and confidential assessment records and supporting documentation.
- Liaise with educational institutions, regulatory bodies, employers, and professional organizations to verify credentials and obtain supporting information.
- Participate in quality assurance activities to help ensure consistency, accuracy, and continuous improvement in the assessment process.
- Support internal and external audits by maintaining complete assessment documentation and providing information as required.

What Makes You the Ideal Candidate?

- A degree in business administration, communications, or a related field.
- Education and/or experience in Medical Laboratory Technology is required.
- A minimum of three years of experience in a related field.
- Registration as a Medical Laboratory Technologist (MLT) in good standing with a Canadian provincial regulatory body.
- Prior Learning Assessment Practitioner certification or experience in credential evaluation or prior learning assessment is preferred.
- Superior oral and written communication skills, combined with the ability to communicate complex information clearly and professionally.
- Solid knowledge of health professional regulatory frameworks, particularly registration pathways for regulated health professionals.

- Strong analytical skills, with the ability to review complex educational credentials and professional qualifications and prepare accurate assessment summaries.
- Highly organized and self-directed, with a proven ability to manage multiple priorities while maintaining confidentiality and professionalism.
- Exceptional attention to detail and accuracy in reviewing documentation and preparing assessment summaries.
- Proficient in Microsoft Office applications, including MS Teams and Zoom.
- Fluency in French, both written and verbal, is a strong asset.
- This fully remote role may require occasional evening or weekend work during peak assessment periods.

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CAMLPR is an equal opportunity employer. We encourage all qualified individuals, including those who identify as members of equity-seeking groups and the LGBTQ2S+ community, to apply. We are committed to a barrier-free, equitable, and inclusive recruitment process and workplace.

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