

NEW GUIDELINES FOR CALIFORNIA CLS/MLT LICENSURE
As of November 15, 2017, LFS no longer issues qualification letters.

Step 1: Visit the [CDPH Laboratory Field Services \(LFS\)](#) website and review the information on licensure requirements and the application process.

To avoid abandonment of application, make sure you meet the course requirements;

CLS Generalist:

- Bachelor's degree (baccalaureate) with specific course requirements:
 - 16 semester or equivalent quarter units of chemistry, which must include clinical chemistry OR analytical and biochemistry.
 - 18 semester or equivalent quarter units of biology, which must include hematology, immunology, and medical microbiology.
 - 3 semester or equivalent quarter units of physics covering the topics of light and electricity.
- If you served in the U.S. Air Force, the college work will be posted on a Community College of the Air Force transcript.
- If you served in other branches of the U.S. armed forces, the college work will be posted on a transcript from an approved military college.
- For military applicants without a degree, exceptions may apply. Please contact the Department for more information.

LFS accepts courses from USDOE approved regionally accredited universities and colleges, including online

- One year or minimum 32 weeks of clinical training in a clinical laboratory (student lab not acceptable)

OR

- One year of work experience as CLS performing high complexity testing in hematology, chemistry, blood bank and microbiology

MLT:

- Associate degree or 60 semester or equivalent quarter units in chemical, physical, biological, or clinical laboratory science with specific course requirements:
 - 36 semester or equivalent quarter units in physical or biological sciences
 - 6 semester or equivalent quarter units in chemistry

- 6 semester or equivalent quarter units in biology
- If you served in the U.S. Air Force, the college work will be posted on a Community College of the Air Force transcript. If you served in other branches of the U.S. armed forces, the college work will be posted on a transcript from an approved military college.

LFS accepts courses completed through an accredited online college or university.

- Minimum 6-months clinical training program from a CA program approved by LFS

OR

- Training program accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)

OR

- Minimum 3 years of on-the-job-experience within the previous 5 years in a clinical laboratory as an MLT or CLS outside California, California physician office laboratory (POL), or laboratory owned by the United States of America (military and federal laboratories)
 - On-the-job-experience must include at least 480 hours in each of these specialties: hematology, chemistry, microbiology, and immunology.
 - Verification must be signed by the training coordinator or laboratory director.

For all other licenses please refer to the [website](#) for requirements.

Applications are valid for 60 days from the date of application. Applications are considered abandoned at 60 days if the requirements are not met.

If you have questions about requirements, please contact us at LFSScientist@cdph.ca.gov.

Step 2: Complete a certifying examination.

CLS Generalist:

- a. If you are not certified by ASCP (or ASCPi outside the United States), AAB, or AMT, schedule your exam with one of these certifying organizations. For contact information, please visit our webpage for a list of [Approved Certifying Organization Examinations](#).

No qualification letter or application ID is required if you are taking the exam for California licensure only.

- b. If you are already certified by one of the approved organizations, request your certifying organization to send you verification of your certificate with the date you passed the exam.

Please note: LFS accepts certification for CLS generalist licensure from the following organizations if the exam was taken after the date specified:

- a. ASCP, after 10/1/2002
- b. AAB, after 1/1/2003
- c. ASCPi, after 3/1/2004
- d. AMT, after 1/1/2014

MLT

You may schedule your exam with one of these certifying organizations

- [American Association of Bioanalysts \(AAB\)](#) certification for **medical laboratory technician** is approved by the Department for medical laboratory technician licensure as of January 1, 2003.
- [American Society of Clinical Pathology \(ASCP\)](#) certification for **medical laboratory technician** is approved by the Department for medical laboratory technician licensure as of June 1, 2003.

If you are certified before the acceptable dates listed, certification is not acceptable. You may take CA ASCP if you have a national ASCP certification or AAB or AMT.

Upload your certification document to your online application during the application process.

Step 3: Request your official transcripts from all universities or colleges you attended.

Please have transcripts mailed directly from the registrar's office to LFS at

CDPH - Laboratory Field Services
850 Marina Bay Parkway
Building P, 1st floor
Richmond, CA 94804
Attn: CLS Program

*For foreign graduates, a course by course transcript evaluation is required in addition to the transcript(s)

Required documents:

1. Evaluation of foreign transcripts mailed from the agency to LFS (link to evaluation agencies)
2. Official transcripts mailed from the non-US university or college to LFS directly to LFS in a sealed envelope

All non-U.S. transcripts must be evaluated by "Current Members" of the [National Association of Credential Evaluation Services \(NACES\)](#) or "Endorsed Members" of the [Association of International Credential Evaluators, Inc. \(AICE\)](#). This allows LFS to determine if your education is equivalent to a U.S. college or university education. Transcripts evaluated by these agencies before August 15, 2016, are not acceptable. Before August 15, 2016, only evaluations by AACRAO are acceptable.

To obtain an application, instructions, and information, visit NACES or AICE on the web:

- [National Association of Credential Evaluation Services \(NACES\)](#)
- [Association of International Credential Evaluators, Inc. \(AICE\)](#)

Please note: In addition to an evaluation from one of the approved members listed on our website, you must also request an official transcript from the school to be mailed directly to LFS.

The evaluation service will mail an evaluation of your transcript and academic courses directly to LFS. Please have the evaluation service mail your evaluation to LFS at

CDPH - Laboratory Field Services
850 Marina Bay Parkway
Building P, 1st floor
Richmond, CA 94804
Attn: CLS Program

Step 4: Request verification of your clinical training or work experience.

Verification letters should use the following format:

- a. Verification of training
 - Letters of verification of training must be on training program letterhead and must be signed by the director of the training program verifying that the applicant has successfully completed training.
 - Letters should document the applicant's training, appropriate to the specific license for which the applicant is applying, including the following:
 - Name and address of training program
 - Dates of training
 - Specialty and subspecialty areas of training
 - Length of time in each specialty and subspecialty area of training

- b. Verification of experience
 - Letters of verification of experience must be on laboratory letterhead and must be signed by the director of the laboratory.
 - Letters should document the applicant's experience, appropriate to the specific license for which the applicant is applying, including the following information:
 - Name and address of facility
 - CLIA number
 - Dates of employment
 - Number of hours worked per week
 - Specialties and subspecialties in which clinical laboratory tests or examinations were performed
 - A description of clinical laboratory tests or examinations performed

Upload your verification letter during the application process.

Step 5: Apply online.

Visit our [website](#) for information about how to create an account in the PERL online application system.

If you have problems creating an account or logging into an existing account, submit a Cherwell help ticket on our [Contact Us](#) page or use the “Contact Us” link at the bottom of the screen to submit a ticket.

Step 6: Upload your supporting documents.

As part of the online application process you must upload

- Verification of clinical training signed by program director, or
- Verification of experience document signed by lab director.
- Verification of certifying exam.

Please note: you will not be able to complete the application without uploading these documents.