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Part 1: Create Your Account

**Step 1.1:** Before you begin, create an account using the link to access the CDPH Account Portal [https://accountportal.cdph.ca.gov](https://accountportal.cdph.ca.gov)

**Step 1.2:** Click on the Licensing and Certification title.

**Step 1.3:** You will see a registration pop-up. Click the ‘Register’ button to start the process of creating your account.
Step 1.4: Fill out the registration form. Click ‘Submit’ once the entire form is filled out.

**Important:** All fields with an asterisk must be filled out.

Step 1.5: A pop-up message will appear. Click on the link in the message. The link will take you to the CDPH Licensing Application Portal.

**Important:** Write down your username and password.

**Important:** Note the password requirements.
Part 2: Logging into the CDPH Licensing Application Portal

**Step 2.1:** Log in by entering your username and password. Click the ‘Log In’ button.

![Login Screen]

**Step 2.2:** You will be asked questions regarding your licensure with the state of California. Select ‘No,’ and click on the ‘Submit’ button since you have not.
Step 2.3: Complete your personal information. Click the ‘Submit’ button when you have verified all the information is correct.

Important: All fields with an asterisk must be filled out.

Step 2.4: Select the ‘Clinical and Public Health Laboratory Professionals’ link.
Step 2.5: Click on the ‘Apply for licenses’ link to begin your license application.
Part 3: Begin Your Application

Section 1: Applicant Information

Step 1.1: Click the ‘Next’ button when you have verified all the information is correct.

This information includes:
• key demographics
• address details
• communication details
• conviction details

Important: If you have any convictions, you must fill out the ‘Conviction Comment’ section.
Section 2: Select Categories

Step 2.1: Select your license category and click the 'Next' button.

Important: Always click the “Save” button to save your progress.
Section 3: Select License Type

Step 3.1: On the ‘Select License Type’ page, click on the ‘Prerequisites’ link next to your license type and review the qualification requirements before moving forward.

Step 3.2: After reviewing the prerequisites, select your license type, and click the ‘Next’ button.

Important: Failure to meet the prerequisites may result in licensure denial.
This section includes 4 subsections:
- education details
- training details
- experience details
- certification details

Step 4.1: Add your education details. Click the ‘Add new education’ button and a pop-up box will appear.

Step 4.2: Fill in the required fields. Click the ‘Submit’ button.

Important: All fields with an asterisk must be filled out.
**Step 4.3:** Add your training details. Click the ‘Add new training’ button and a pop-up box will appear.

**Step 4.4:** Fill in the required fields. Click the ‘Submit’ button.

**Important:** All fields with an asterisk must be filled out.
Step 4.5: Add your ‘Experience Details.’ Click the ‘Add new experience’ button and a pop-up box will appear.

Step 4.6: Fill in the required fields. Click the ‘Submit’ button.

**Important:** All fields with an asterisk must be filled out.
**Step 4.7:** Add your ‘Certification Details.’ Click the ‘Add new certification’ and a pop-up box will appear.

**Step 4.8:** Fill in the required fields. Click the ‘Submit’ button.

**Important:** All fields with an asterisk must be filled out.
Section 5: Upload Documents

Step 5.1: Use the ‘Upload’ button in the ‘Required Documents’ section to upload any applicable training certificates.

Step 5.2: To upload additional documents, use the ‘Add Document’ button in the ‘Additional Documents.’

Step 5.3: Select the document type, click the ‘Browse’ button. Once you have chosen your file, click the ‘Submit’ button.

Step 5.4: Review your uploaded documents. Ensure that all of your necessary documents are uploaded and click the ‘Next’ button to advance to the ‘View Disclosure’ tab.
Section 6: View Disclosure

Step 6.1: Ensure that you have read and understood the disclosure before clicking the ‘Next’ button.

Clinical Laboratory Scientist (Generalist) License

Thank you for your interest in the California Clinical Laboratory Scientist license. LFS requires applicants to submit documentation of academic coursework and clinical training or work experience to qualify for licensure.

Work experience in California as an unlicensed laboratory staff person will not be accepted as qualification for any clinical laboratory license.

Please note that biotech/pharmaceutical, forensic, academic, veterinary, research, and student laboratory experience cannot count as work experience for any clinical license.

Scope of practice

- This license permits you to work in all specialty areas of the clinical laboratory.
Section 7: View Follow Up

Step 7.1: This screen lists additional documents that you will need to provide before your application can be approved. Click the ‘Next’ button.

Important: Some items such as official transcripts cannot be uploaded electronically and required to be mailed directly from the institution.
Section 8: Attest Your Application

**Step 8.1:** Read the ‘Application Attestation’ and sign your name in the box, then, click the ‘Accept’ button. Click the ‘Submit’ button.

*Important:* Your application is not yet submitted at this point. Proceed to the ‘Payment’ section to submit your application.
Section 9: Payment

Step 9.1: Click the ‘Pay Now’ button.

Step 9.2: Review the shopping cart. Check the item description for the license type you are paying for. If it is correct, click the ‘Proceed to Checkout’ button.

Step 9.3: From the ‘Checkout’ page, select the payment method from the ‘Payment Method’ drop down menu.

For Credit Card payment, go to Step 9.4.
For Bank Account payment, go to Step 9.5.
Paying by Credit Card

**Step 9.4:** Fill in the ‘Credit Card information’ and ‘Billing Information’ fields with the appropriate information. Proceed to step 9.6.

**Important:** Only MasterCard and Visa are accepted.

- OR -

Paying by Bank Account

**Step 9.5:** To pay with a bank account, select the ‘Bank Account’ payment method. Fill in the ‘Bank Account Information’ and ‘Billing Information’ fields with the appropriate information.

**Important:** All fields with an asterisk must be filled out.
Step 9.6: Check the authorization box at the bottom of the page. Review the ‘Cart Summary’ before clicking the ‘Submit’ button.

**Important:** This is a nonrefundable and nontransferable payment.

Step 9.7: After you have successfully submitted your payment. You can print or download the ‘Payment Receipt’ page for your records.

**Important:** Your application has been submitted and is now in queue for review.

- END -