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# CLS and MLT Application Process

## Contact information

### **Address:**

California Department of Public Health laboratory Field Services  
Attn: CIS Program or MLT Program 850 Marina Bay Pkwy  
Bldg. P 1 st Floor  
Richmond, CA 94804-6403

- Zahwa Amad, PhD, CLS Program Manager  
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- Nema.Lintag, MLT/CLS Program Specialist  
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## **Online Application**

- Apply online at [https://secure.cps.ca.gov/cltreg/clsls\\_examinfo.asp](https://secure.cps.ca.gov/cltreg/clsls_examinfo.asp)
- Select the correct category by
- using the dropdown.
- Pay the fee by debit or credit card
- No refund on wrong category
- Fill out the application completely.
- Any problem call (916)263-3624 option 4.

## **Documents Required for Submission**

- Attestation page.
- Official transcripts.
- Verification of clinical training and or work experience.
- ASCP, ASCPi OR AAB certification

## **Attestation Page**

- 3-5 business days after completion of online application.
- Sign, date the attestation page and mail to LFS.
- Save a copy for your record.

## **Official Transcript**

**Official transcripts to be sent directly to LFS.**

**Bachelor's Degree in Science course requirement in:**

- Analytical or clinical chemistry Biochemistry
- Physics (light and electricity) Hematology
- Immunology
- Medical Microbiology
- Degree conferred must be posted in the official transcript.

## **Verification of clinical training or work experience**

- Signed documentation from the training coordinator or work experience from the laboratory director for the following:
- Facility name, Address
- Dates of training and/or dates of employment
- Specialty and subspecialty areas of training and/or experience
- Length of time in each specialty and subspecialty, such as, number of hours/weeks.

## **LFS Evaluation**

- Received official documents. are reconciled in applicant's file.
- Documents are reviewed for:
- Completed application form
- Signed attestation page
- Official transcripts
- Verification of training and/or work experience.
- Examiner will note missing, documents, e.g. course missing.
- Applicants will receive an email or mail for missing documents.
- When documents are completed, qualification letter will be mailed to applicants by LFS.

## **Qualification Letter**

- Applicants must provide the qualification letter to an approved certifying organization (ASCP, ASCPi or AAB) for identification for CA licensure only.
- Username and Password for the CA quiz online.

### **American Society of Clinical . Pathologist (ASCP)**

[www.ascp.org](http://www.ascp.org)

- ASCP and ASCPi approved certifying exam for California CLS applicants.
- Request email verification upon successful completion of exam.

### **American Association of Bioanalyst (AAB) [www.aab.org](http://www.aab.org)**

- Request for certification to be mailed to LFS

## **California Quiz**

- Applicants have to pass a self administered exam on CA clinical laboratory law (on line Quiz) [www.cdph.ca.gov/programs/lfs/pages/OnlineQuiz.aspx](http://www.cdph.ca.gov/programs/lfs/pages/OnlineQuiz.aspx)
- A short tutorial on basic state laboratory law may be accessed through this link; [Tutorial](#).
- Website is checked once/week.

## **Issuance of License** (License are issued every 2 weeks)

- Check the website for your name and license number
- <http://www.cdph.ca.gov/programs/lfs/Pages/PersonnelWebsiteLookup.aspx>
- The LPW verification can be printed by potential employers and posted as a temporary license for 90 days from the date of issuance until the printed copy license is received.

## **License**

- Printed licenses are mailed 6-8 weeks after issuance.
- Any change of name or address, notify LFS in writing within 30 days.

## **Application Time Frame**

- Your application is in queue on a first come first serve basis.
- Allow 12 weeks for the processing of your application.
- Application is abandoned 6 months after issuance of qualification letter.

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