

Step 1: Review the CDPH Laboratory Field Services website for information on the licensure requirements and licensure process

- <https://www.cdph.ca.gov/Programs/OSPHLD/LFS/Pages/ClinicalLaboratoryPersonnel.aspx>

Step 2: If you are not certified by ASCP, AAB or AMT, schedule your exam with the certifying organization. No letter or application ID required. If you pass the exam, upload your certificate or pass letter from the certifying organization.

Step 3: Request your official transcript from all universities or colleges attended be sent to LFS.

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. The evaluation service will send an evaluation of your educational institution and academic courses directly to LFS.

To obtain an application, instructions, and information, visit them on the web:

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

Step 4 Request your clinical training or work experience verification.

Follow the format:

Documentation of the applicant's training including:

- (A) 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; and
- (B) Signed documentation from the training program director that this training has been successfully completed; and

Documentation of the applicant's experience, appropriate to the specific license for which the applicant is applying, including the following:

- (A) Facility name, address, dates of employment, number of hours per week employed, the specialties and subspecialties in which clinical laboratory tests or examinations were performed and a description of clinical laboratory tests or examinations performed; and
- (B) Signed documentation of such experience from the director of the laboratory; and

Step 5 Apply online

<https://www.cdph.ca.gov/Programs/OSPHLD/LFS/Pages/ClinicalLaboratoryPersonnel.aspx>

Step 6: Upload the following:

- clinical training or work experience document
- Verification of certifying exam

Step 7:

- Complete your CA quiz online, upload Quiz result to your application.