STATE OF HAWAII
Department of Health
State Laboratories Division

APPLICATION FOR CLINICAL LABORATORY SPECIALIST LICENSE

A license is required in Hawaii to practice as a clinical laboratory director, medical technologist, cytotechnologist, clinical laboratory specialist, and medical laboratory technician, per Hawaii Administrative Rules, Chapter 11-110, "*Clinical Laboratories and Laboratory Personnel*." A clinical laboratory specialist license is issued for the laboratory specialties of hematology, immunohematology (blood banking), clinical chemistry, immunology, microbiology, or cytogenetics.

An application form to obtain a license along with the following documents must be submitted to the Department of Health State Laboratories Division, Attention: Lab Personnel Licensing, 2725 Waimano Home Road, Pearl City, Hawaii 96782. Processing of approved licenses will take 2-3 weeks, ONCE ALL REQUIRED DOCUMENTS ARE RECEIVED.

Documents to be submitted with the application include:

1. Official transcripts (sealed and displaying the registrar's seal) from an accredited college or university attended by the applicant. The transcripts should be sent directly to the State Laboratories Division from the institution. For graduates of foreign colleges or universities, an evaluation of foreign credentials from an approved list of agencies (Attachment A) and a notarized copy of the official transcripts are required.

2. Documentation of an accredited training program or full-time experience in the laboratory specialty for which licensure is sought:

   a. A notarized copy of a certificate of training from an accredited program; or
   b. Letter from an employer verifying at least one year of full-time experience in a clinical laboratory. The clinical laboratory must be certified by the U.S. Dept. of Health and Human Services Centers for Medicare and Medicaid Services under the Clinical Laboratory Improvement Amendments of 1988 (CLIA'88).

3. Verification of passing a written national certification examination from an approved agency (Attachment B) in the appropriate specialty:

   Fill out the top portion of the *Verification of Certification by Written Examination* form (Attachment C). Send it to the certification agency for them to complete and return directly to the State Laboratories Division.

4. Completed *Department of Health Application for Licensure* form.

5. A money order or cashier's check for the non-refundable application fee of $25.00 and a separate payment by money order or cashier's check for the new license fee as indicated on the attached table (Attachment D). Checks should be made payable to "State of Hawaii Department of Health."

Renewal notices

Licenses **must be renewed every odd-numbered year**, commencing in 2003. Renewal notices are sent to individuals holding active licenses three months before the expiration date. Notify the State Laboratories Division in writing if your address has changed.

Contact the State Laboratories Division at (808) 453-6653 if you have any questions.