STATE OF HAWAII
Department of Health
State Laboratories Division

APPLICATION FOR MEDICAL TECHNOLOGIST 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."

An application form to obtain a license along with the following documents must be submitted to the Department of Health State Laboratories Division, ATTN: Lab Personnel License, 2725 Waimano Home Rd., Pearl City, Hawaii 96782. Processing of approved licenses will take 2-3 weeks.

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 completion of an accredited training program or full-time experience in a clinical laboratory :

    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 including a minimum of two months each in clinical chemistry, clinical microbiology, hematology, immunology, and immunohematology (blood banking). 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 license category:

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

4. Completed Department of Health Application for Licensure form.

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

Renewal of licenses

Licenses **must be renewed every odd-numbered year**, commencing in 2003. Renewal notices are mailed to individuals holding active licenses three months before the expiration date. Notify the State Laboratories Division in writing if you have a change of address.

For further information, contact the State Laboratories Division at (808) 453-6652.