

REQUIREMENTS AND DOCUMENTS FOR CLINICAL LABORATORY DIRECTOR 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.*”

Processing of approved licenses will take 3-4 weeks **ONCE ALL REQUIRED DOCUMENTS ARE RECEIVED.**

Incomplete application packages may be considered abandoned. All applicants whose applications have been abandoned who wish to re-apply must pay a new non-refundable application fee.

Please visit the Hawaii Clinical Personnel Licensing website to create an account, submit an online application, and complete your application process:

<https://clinicalpersonnellicense.doh.hawaii.gov/licensing>

Please upload a valid picture ID and please submit a NON-REFUNDABLE \$25 processing fee (please see Attachment D for payment information).

CLINICAL LABORATORY DIRECTOR LICENSE

Requirements:

1. A valid Hawaii physician license to practice medicine under HRS chapter 453 or osteopathy under HRS 460 and is:
 - a. Certified in anatomical or clinical pathology or in one of the clinical laboratory specialties by the American Board of Pathology or the American Osteopathic Board of Pathology; or
 - b. Certified by the American Board of Medical Microbiology, American Board of Clinical Chemistry, the American Board of Bioanalysis, the American Board of Medical Laboratory of Immunology, or other certifying agency acceptable to the department, in one of the laboratory specialties;
2. For the subspecialty of oral pathology only, is a physician licensed to practice medicine under HRS chapter 453 or osteopathy under HRS chapter 460 and is certified by the American Board of Oral Pathology, and American Board of Pathology, or the American Osteopathic Board of Pathology;

3. Possesses a doctoral degree from an accredited college or university in chemical, biological or clinical laboratory science, and:
 - a. Is certified by the American Board of Medical Microbiology, American Board of Clinical Chemistry, the American Board of Bioanalysis, the American Board of Medical Laboratory of Immunology, or other certifying agency acceptable to the department, in one of the laboratory specialties; and
 - b. Has at least two (2) years of pertinent full-time laboratory experience in one or more of the clinical laboratory specialties, including at least one (1) year of clinical laboratory supervisory experience in a laboratory acceptable to the department.

Documents to be submitted:

1. A copy of a valid Hawaii medical doctor or osteopathic physician license.
2. If you hold a doctoral degree, please provide official transcripts from an accredited institution.

To be considered official, transcripts must be signed by the school registrar, indicate date of graduation and degree awarded and mailed in a sealed envelope directly from the accredited institution. Notarized, scanned or photocopies of transcripts uploaded or emailed by the applicant will NOT be accepted. If your transcript is under a different last name, you must upload legal proof of name change to associate the name discrepancy.

All non-U.S. transcripts must be evaluated to determine if your education is equivalent to an accredited college or university education in the U.S. Evaluations completed by “Current Members” of the National Association of Credential Evaluation Services (NACES), and “Endorsed Members” of the Association of International Credential Evaluators, Inc. (AICE). The evaluation service will send an evaluation of your educational institution and academic courses directly to Hawaii State Laboratories Division. Official transcript from the college or university is required in addition to the evaluation.

For more information, please visit NACES (<https://www.naces.org/members>) and AICE (<https://aice-eval.org/members/>). (Please see Attachment A)

Please mail official transcripts and evaluations to:

Hawaii State Laboratories Division
Attention: Clinical Personnel Licensing
2725 Waimano Home Road
Pearl City, Hawaii 96782

Or

Emailed to: doh.sld@doh.hawaii.gov

3. You will also need to provide verification from a national certification examination provider approved by Clinical Personnel Licensing Office for the license in which you are applying (please see Attachment B). Approved examinations vary depending on the license type. Please check the requirements for the license type for which you are applying. Please request the certification examination provider in which you obtained board certification mail or email doh.sld@doh.hawaii.gov an official copy to the Clinical Personnel Licensing Office. Notarized, scanned or photocopies of certification uploaded or emailed by the applicant will NOT be accepted.
4. For applicants who possess a doctoral degree, applicant must have at least two (2) years of pertinent full-time work experience in the area in which you are applying, including one (1) year of clinical laboratory supervisory experience in a laboratory acceptable to the department.

To officially verify work experience, the document must be on company letterhead, signed by the laboratory director and must show the beginning and ending dates of experience. The information provided should contain a description of the clinical laboratory tests or examinations performed and supervised.

Applicable work experience is in a clinical laboratory certified under CLIA (Clinical Laboratory Improvement Amendments) or CAP (College of American Pathologists).

Please note that biotech/pharmaceutical, forensic, academic, veterinary, research, student laboratory experience cannot count as work experience.

5. You will be notified by email if your application has any deficiencies.
6. Once your application is approved, you may send \$50 for a new license (please see Attachment D for payment information).