

REQUIREMENTS AND DOCUMENTS 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.*”

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 SPECIALIST LICENSE

Requirements:

1. Possesses a bachelor’s degree in a pertinent chemical or biological science from an accredited college or university AND
 - a. Has successfully completed at least one (1) year of pertinent full-time clinical laboratory experience in a laboratory acceptable to the department in the specialty for which licensure is sought, OR
 - b. One (1) year of training in accredited program (ex. NAACLS) in the specialty for which licensure is sought, OR

2. Successfully completed at least ninety (90) semester hours (or their equivalent) from an accredited college or university AND one (1) year of training in an accredited program in the laboratory specialty for which licensure is sought.
 - a. Applicants who completed training prior to September 15, 1963, the ninety (90) semester hours shall include at least twenty-four (24) semester hours of chemistry and biology:
 - i. At least six (6) semester hours in introductory college chemistry and at least three (3) semester hours in other chemistry courses,

- ii. At least twelve (12) semester hours were in biology courses pertinent to clinical laboratory specialty for which licensure is sought,
- b. Applicants who completed training after September 14, 1963, the ninety (90) semester hours shall include:
 - i. Sixteen (16) semester hours in chemistry (at least 6 semester hours are acceptable toward a major in chemistry),
 - ii. Sixteen (16) semester hours in biology pertinent to clinical laboratory specialty for which licensure is sought and are acceptable towards a major in biological sciences,
 - iii. Three (3) semester hours of college mathematics

Documents to be submitted:

1. Please provide official transcripts from an accredited institution and clinical specialty training program.

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

2. You will also need to provide verification from a national certification examination provider approved by Clinical Personnel Licensing Office for the specialty license in which you are applying (please see Attachment B). Approved examinations vary depending on the license type. Please request the certification examination provider (Attachment C) in which you obtained board certification to mail an official copy to the Clinical Personnel Licensing Office or email an official copy to sld.doh@doh.hawaii.gov. Notarized, scanned or photocopies of certification uploaded or emailed by the applicant will NOT be accepted.
3. To receive credit of the one (1) year full-time clinical laboratory experience, work experience must be in the specialty for which licensure is sought.

To officially verify work experience, the document must be on company letterhead, signed by the laboratory director or supervisor, and include the start and end dates of the clinical laboratory experience. It should also provide a detailed description of the clinical laboratory tests or examinations conducted in the relevant specialty area.

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.

4. You will be notified by email if your application has any deficiencies.
5. Once your application is approved, you may send \$40 for a new license (please see Attachment D for payment information).