

## **REQUIREMENTS AND DOCUMENTS FOR CYTOTECHNOLOGIST**

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).

## **CYTOTECHNOLOGIST LICENSE**

Requirements:

1. Possesses a bachelor’s degree in cytotechnology from an accredited college or university,  
OR
2. Possesses a bachelor’s degree in a pertinent chemical or biological science from an accredited college or university and has successfully completed an accredited program in cytotechnology, OR
3. Before September 1, 1992, has completed at least sixty (60) semester hours (or equivalent) in an accredited college or university with at least twelve (12) semester hours in science, eight (8) in biology AND
  - a. Completed twelve (12) months of training in an accredited program of cytotechnology OR
  - b. Completed six (6) months of formal training in an accredited program of cytotechnology and six (6) months of full-time experience in a clinical laboratory under direct supervision of a pathologist who is certified in anatomic pathology by the American Board of Pathology or the American Osteopathic Board of Pathology,  
OR

4. Before September 1, 1994, has full-time experience of at least two (2) years within the preceding five (5) years examining slide preparations under the supervision of a pathologist who is certified in anatomic pathology by the American Board of Pathology or the American Osteopathic Board of Pathology or other physician certified as a specialist in cytology, and before January 1, 1969, MUST HAVE:
  - a. Graduated from high school, and
  - b. Completed six (6) months of training in cytotechnology in a laboratory that is acceptable to the department and was directed by a pathologist or other physician certified as a specialist in cytology.

Documents to be submitted:

1. Please provide official transcripts from an accredited institution and cytotechnology accredited 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](mailto: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 Cytotechnologist license (please see Attachment B). 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](mailto: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 for the six (6) months of full-time experience in cytology, clinical experience must be in a clinical laboratory under direct supervision of a pathologist who is certified in anatomic pathology by the American Board of Pathology or the American Osteopathic Board of Pathology

Official verification of work experience must be on a letterhead and signed by the pathologist who is certified in anatomic pathology by the American Board of Pathology, or the American Osteopathic Board of Pathology and it must show the beginning and ending dates of experience. The information provided should contain a description of the clinical laboratory tests or examinations performed in each designated 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).