

APPLICATION FOR A CLINICAL LABORATORY 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:

<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).

MEDICAL LABORATORY TECHNICIAN LICENSE

Requirements:

1. Possesses an associate degree from an accredited (ex. NAACLS) program for medical laboratory technicians, OR
2. Has completed at least sixty (60) semester hours (or their equivalent) which includes courses in biology and chemistry from an accredited college or university and has either of the following:
 - a. Completed an accredited (ex. NAACLS) program for medical laboratory technicians, OR
 - b. Completed and advanced military medical laboratory technician course in the U.S. Armed Forces of at least fifty (50) weeks duration AND held the military enlisted occupational specialty of Medical Laboratory Specialist (laboratory technician) within the five (5) years immediately prior to the date of application of licensure
3. Completed at least sixty (60) semester hours (or their equivalent) which included courses in chemistry and biology from an accredited college or university and is certified as

medical technologist or a medical laboratory technician after passing a written examination by a foreign certifying agency of clinical laboratory personnel.

Documents to be submitted:

1. Please provide official transcripts from an accredited institution and MLT 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.

Please request the training program or hospital where your MLT training was completed to send an official copy of your NAACLS training completion by mail.

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 by examination from a certifying national certification examination provider approved by Clinical Personnel Licensing Office for Medical Laboratory Science (please see Attachment B). 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.

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