

Instructions on how to apply for a Hawaii Medical Laboratory Technician License

- I. 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>
 1. Submit a copy of a current, valid government-issued photo identification that clearly displays your full legal name and date of birth.

- II. Please provide the following required documents for a Hawaii Medical Laboratory Technician License:
 1. Official U.S. transcripts from accredited institutions (colleges and/or universities) must be signed by the school registrar, school seal, and/or security watermark and indicate date of graduation and degree awarded in a sealed envelope directly from the accredited institution or via a secure electronic format.

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). It is the applicant’s responsibility to ensure that the evaluation service sends a comprehensive evaluation of their educational institution and academic coursework directly to the Hawaii State Laboratories Division ([Attachment A](#)). Official transcripts from college or university are required in addition to the evaluation.

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

If you attended an accredited National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) Medical Laboratory Technician program, applicants shall request the program to send the official transcripts 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

Transcripts must be sent directly from the accredited institution. Documents submitted by applicants, including notarized, scanned, photocopied, uploaded, or emailed transcripts—will **not** be accepted and will delay the processing of your application.

2. Certified as a medical laboratory technician or a medical technologist (clinical laboratory scientist) by a certifying agency ([Attachment B](#)) acceptable to the department,

Board Certification must be requested by an approved certification body ([Attachment C](#)).

Verifications not directly sent from the primary source, notarized, scanned or photocopies of certification uploaded or emailed by the applicant will **not** be accepted and will result in a delay in the processing of your application.

III. Required Fees

1. Please submit a NON-REFUNDABLE \$25 money order and/or cashier's check for a processing fee (please see [Attachment D](#) on website for payment information).

Application will not be reviewed until acceptable \$25 processing fee has been received.

Incorrect payments will delay approval of the application.

2. Once your application is approved, you may send \$40 money order and/or cashier's check for a new license (please see [Attachment D](#) on website for payment information).

Any missing documents and incorrect payments will delay approval of the application.

HOW TO QUALIFY FOR A HAWAII MEDICAL LABORATORY TECHNICIAN LICENSE

Per the Hawaii Administrative Rules, there are three (3) available pathways to become a licensed Medical Laboratory Technician.

Requirements for all three (3) Pathways:

- A. Certified as a medical laboratory technician or medical technologist (clinical laboratory scientist) by a certifying agency ([Attachment B](#)) acceptable to the department, and meets one of the following requirements:

Pathway 1:

Possesses an associate degree as a medical laboratory technician from a program accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS);

OR

Pathway 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.

OR

Pathway 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.

Other information:

1. All applications for original licensure shall be approved (or denied) no later than sixty (60) calendar days following the date that the application is complete, with all required documents verifying education, training, experience and full payment of all required fees.
2. All clinical laboratory licenses shall expire on January 31 of each odd-numbered year.