

Instructions on how to apply for a Hawaii Medical Technologist 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 Technologist 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 a National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) Medical Technology 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 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 TECHNOLOGIST LICENSE

Per the Hawaii Administrative Rules, there are 4 available pathways to become a licensed Medical Technologist.

Requirements for all four (4) Pathways:

- A. Certified as a 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 a bachelor's degree in medical technology from an accredited college or university and completed a National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) of medical technology,

OR

Pathway 2:

Possesses a bachelor's degree in medical technology from an accredited college or university had has completed one (1) year of full-time (40 hours per week) experience as a medical laboratory technician (MLT) in a clinical laboratory acceptable to the department,

OR

Pathway 3:

Possesses a bachelor's degree in a chemical or biological science from an accredited college or university which includes:

- A. Sixteen (16) semester hours in chemistry (at least 6 semester hours are acceptable toward a major in chemistry)
- B. Sixteen (16) semester hours in biology pertinent to clinical laboratory sciences and are acceptable towards a major in biological sciences
- C. Three (3) semester hours of college mathematics; AND

Has completed one (1) year of full-time (40 hours per week) clinical laboratory experience that includes a minimum of three (3) * months each in clinical chemistry, clinical microbiology, hematology, immunology, and immunoematology (blood banking) in a laboratory acceptable to the department,

*Note: Centers for Medicare and Medicaid Services, Department of Health and Human Services updated the minimum laboratory training to at least 3 months documented laboratory training in each specialty in which the individual performs high complexity testing since December 28, 2024.

OR

Pathway 4:

Successfully completed a minimum of ninety (90) semester hours (or their equivalent) in an accredited college or university AND has successfully completed a course of training of at least twelve (12) months in an accredited (ex. NAACLS) program of medical technology (as a medical technologist; NOT a medical laboratory technician).

- 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 sciences,
- 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 sciences and are acceptable towards a major in biological sciences
 - iii. Three (3) semester hours of college mathematics

Supporting Submitting Documents:

1. To qualify for Pathway 3, to receive credit for the one (1) year full-time (40 hours per week) clinical laboratory experience, work experience must be in a minimum of three (3) months each in clinical chemistry, clinical microbiology, hematology, immunology, and immunohematology (blood banking).

Official verification of work experience must be on a letterhead and signed by the laboratory director or supervisor, and it must show the beginning and ending dates of clinical laboratory experience. The information provided should contain a description of the clinical laboratory tests or examinations performed in each designated area.

Qualifying work experience must be obtained in a clinical laboratory certified under the Clinical Laboratory Improvement Amendments (CLIA) or accredited by the College of American Pathologists (CAP). The laboratory's CLIA or CAP identification number must be included in the verification letter.

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

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.