

Instructions on how to apply for a Hawaii Medical Technologist License per the Memorandum of Understanding (MOU) between the Professional Regulation Commission (PRC) of the Philippines and the Hawaii Department of Health (HDOH)

- 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. Required Documents for a Hawaii Medical Technologist License per the Memorandum of Understanding (MOU) between the Professional Regulation Commission (PRC) of the Philippines and the Hawaii Department of Health (HDOH):
  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/>).

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)

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.

Official Verification of 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.

3. A completed and valid Certification of Qualification Form ([PRC Verification Form](#)) is submitted directly via email from an authorized PRC representative. This form will verify the following requirements are met per the PRC-HDOH MOU:
  - a. Applicant is a holder of a bachelor's degree in medical technology from an academic institution in the Philippines which is recognized and accepted by HDOH ([Attachment F](#));
  - b. Applicant has completed an internship program from a laboratory in the Philippines which is accredited as a training laboratory by the Philippine Government and affiliated with an academic institution recognized and accepted by HDOH;
  - c. Applicant has a current active Medical Technologist license in the Philippines;
  - d. Applicant has obtained at least two (2) years of fulltime work experience in a tertiary level hospital-based clinical laboratory licensed by the Philippine Government; and
  - e. Graduation date of the applicant was not before May 30, 2018, before the original PRC-HDOH MOU was established.

### 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 and/or license.

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.