

Dear Applicant,

Thank you for your interest in the San Diego Clinical Laboratory Scientist 2019-2020 Training Program. We are pleased to make our Application packet available, which includes:

- ✓ **Application Checklist and How to Apply instructions**
- ✓ **Application Form for program year 2019-2020**
- ✓ **Confidential Recommendation form**

The program will commence in July 2019. We anticipate approximately 15 training positions to be available. Training sites include the clinical laboratories of:

- UC San Diego Health
- Sharp Chula Vista Medical Center
- Sharp Grossmont Hospital
- Sharp Memorial Hospital
- Scripps Health North
- Scripps Health South

For detailed information about the program, refer to the linked documents on our website:

- **Additional Certificate Information and Program Policies**
- **Admission Requirements**
- **Application Instructions**
- **Certificate FAQs**

For specific questions regarding the San Diego CLS Training Program or application, please contact the program coordinator at:

**E-mail: clsprogram@ucsd.edu
Phone: (858) 657-5714**

San Diego Clinical Laboratory Scientist Training Program
APPLICATION CHECKLIST and HOW TO APPLY

APPLICATION CHECKLIST

Application ITEMS REQUIRED for submission:

- ✓ Application Form
- ✓ Resume / C.V.
- ✓ Personal statement
- ✓ Three Letters of Recommendation, using the “Confidential Recommendation” form
 - U.S. mailed or emailed to the program directly by the recommenders
- ✓ Official Transcripts of Academic History and Coursework
 - U.S. mailed to the program directly from the university/college/institution
 - If applicable - Proof of Enrollment for courses "In Progress"
 - If applicable - Copy of, or proof of application for the 'CLS Trainee License' (TRL) as issued by the California Department of Public Health, Laboratory Field Services (CDPH-LFS)

Note: No initial application fee is required, please do not send payment of any type when applying.

For Re-Applicants (those who submitted a complete application during the previous year) - requirements include the following documents:

- ✓ Application Form
- ✓ Resume / C.V.
- ✓ New Personal statement
- ✓ Two new letters of recommendation, using the “Confidential Recommendation” form
 - U.S. mailed or emailed directly to the program by the recommenders
- ✓ Official Transcripts of new/unreported Academic History and Coursework
 - U.S. mailed to the program directly from the university/college/institution
 - The program retains transcripts from the previous year only

Application postmark DEADLINES:

- by **January 11, 2019** - **Application Form**
Resume/C.V.
Personal Statement
- by **January 25, 2019** - **Letters of Recommendation**
Official Transcripts
If applicable - **Proof of Enrollment for courses “In Progress”**
If applicable - **Copy of, or proof of application for the ‘CLS Trainee License’ (TRL)**
- **No late postmarked or emailed documents will be accepted**
- **No drop-off documents will be accepted**

Complete and submit application documents to:

San Diego Clinical Laboratory Scientist Training Program
c/o UC San Diego Health Clinical Laboratory
9300 Campus Point Dr. #7320
La Jolla, CA 92037-1300

San Diego Clinical Laboratory Scientist Training Program

APPLICATION CHECKLIST and HOW TO APPLY

Program Recap

The San Diego Clinical Laboratory Scientist Training Program is a one-year (12 month) program of training in the field of clinical laboratory medicine and technology. Practical and didactic instruction and experience is integrated in the disciplines of Chemistry/Urinalysis (including Phlebotomy and Processing, Point of Care and Toxicology), Hematology/Coagulation, Immunology – Serology, Laboratory Operations, Microbiology/Parasitology (including Mycology and Virology), Transfusion Medicine, and Advanced Topics (including Immunogenetics, Flow Cytometry, and/or Molecular Diagnostics). Trainees who successfully complete this training internship will be eligible to take the Medical Laboratory Scientist (MLS) certification exam offered by the American Society of Clinical Pathologists (ASCP) Board of Certification, and the California law exam offered by the California Department of Public Health, Laboratory Field Services (CDPH-LFS).

The goal of the San Diego Clinical Laboratory Scientist Training Program is to provide trainees with necessary academic instruction and professional training of the highest quality in the field of laboratory medicine to pass a nationally recognized certification examination, obtain licensure in the state of California and meet the employment needs of the California healthcare industry. The program continuously and consistently strives to ensure, at minimum, entry level competence of its trainees in each discipline of the clinical laboratory environment.

Practical training (4 days/week) will be gained through hands-on experiences in one of the clinical laboratory systems listed below:

- UC San Diego Health – includes laboratories at the Center for Advanced Laboratory Medicine (CALM), UC San Diego Medical Center-Hillcrest, and Jacobs Medical Center-La Jolla.
- Sharp Chula Vista Medical Center
- Sharp Grossmont Hospital
- Sharp Memorial Hospital
- Scripps Health North – includes laboratories at various Scripps facilities
- Scripps Health South – includes laboratories at various Scripps facilities

Didactic lectures (approximately one day/week) will be hosted by the UC San Diego Health Clinical Laboratory's CALM facility. The program may be augmented by visits to other specialized laboratories.

The San Diego Clinical Laboratory Scientist Training Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). The sponsoring institution, UC San Diego Health, was approved by the CDPH-LFS as a training program for Clinical Laboratory Scientists in 2004. Each of the participating affiliate programs of Sharp HealthCare was approved in 2013, followed by Scripps Health in 2016.

NAACLS

National Accrediting Agency
for Clinical Laboratory Sciences

National Accrediting Agency for Clinical Laboratory Sciences

5600 N. River Rd., Suite 720

Rosemont, IL 60018-5119

773. 714.8880 773. 714.8886 (fax)

info@naaccls.org <http://www.naaccls.org>

San Diego Clinical Laboratory Scientist Training Program
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HOW TO APPLY

Use the attached APPLICATION FORM. The Application Form is formatted as a pdf editable document, but a printed copy must be submitted via U.S. mail to the address listed on Page 1. Printed copies of the Personal Statement and Resume/C.V. are also required.

Section I – Applicant Information

Complete Section I including full name, complete address (including city, state and zip code), and contact information as indicated.

Our program may only accept candidates who possess U.S. citizenship, or hold a valid U.S. green card as authorization to work in the U.S.

Applicants with degrees or core courses from outside of the United States must apply for the California CLS Generalist Trainee License (TRL) prior to application to the program. Refer to section V-C for requirements.

Section II – Resume/ C.V.

Complete a resume or C.V. that includes your academic degree(s), employment history, clinical laboratory experience, school activities, academic and personal honors, volunteer activities and hobbies/interests. Submit a printed copy of your resume or C.V. with your Application Form.

Section III – Personal Statement

Complete a Personal Statement – State your reasons for pursuing a career in clinical laboratory science. Why do you think you would be a good fit for the profession, what do you hope to contribute to the profession? Why are you interested specifically in the program in San Diego, and what are your career goals after graduation? Maximum length is 2 pages, double spaced. Submit a printed copy of your personal statement with your Application Form.

Section IV – Letters of Recommendation

List the name, email address and phone number for persons from whom letters of recommendation will be received.

Request that your recommenders use and complete in full the San Diego CLS Training Program’s “Confidential Recommendation” form, and submit by email or U.S. mail directly to the San Diego Clinical Laboratory Scientist Program. Additional comments by the recommender are welcome as an addendum to the completed Confidential Recommendation form, and may be provided in the form of an attached letter.

A minimum of three recommendations are required for new applicants, including at least one from a science professor/instructor (strongly suggested) and two from an employer or laboratory supervisor. Recommendations from academic faculty members who are familiar with your most recent academic performance in life sciences, and from individual(s) who can attest to your performance as an employee are best. Recommendations from instructors of “on-line” courses, and those from friends and family are not acceptable. For re-applicants, two new letters of recommendation are required.

San Diego Clinical Laboratory Scientist Training Program

APPLICATION CHECKLIST and HOW TO APPLY

Section V – Academic History and Coursework

A. Request Official Transcripts

Request that an “official” transcript from each college or university you have attended be sent directly to the San Diego CLS Training Program. Official transcripts must be sent from every institution of higher education you have attended including those from which your degree was conferred, from any community colleges providing pertinent transfer credits, and from any institution offering post-graduate prerequisite courses. Official transcripts must include a signature and/or institutional seal, and be sent via U. S. mail directly to the address below without intervention by the applicant. Copies of transcripts obtained for personal use and electronic transcripts sent via e-mail will not be accepted.

Program mailing address:

San Diego Clinical Laboratory Scientist Training Program
c/o UC San Diego Health Clinical Laboratory
9300 Campus Point Dr. #7320
La Jolla, CA 92037-1300

B. Official Transcripts

- List each institution from which an official transcript will be sent
- List your best approximation of your total G.P.A. and Core Course G.P.A. Courses to be considered in the calculation of the G.P.A. are listed on the form.

C. Education obtained outside of the U.S.

For applicants with degrees or core courses from outside of the United States:

- Request and submit an official "course-by-course" transcript evaluation to the program –and- to CDPH-LFS (as part of the application for the CLS Trainee License). Acceptable transcript evaluation agencies include NACES and AICE.
Per the CDPH Laboratory Field Services website:
<https://www.cdph.ca.gov/Programs/OSPHLD/LFS/Pages/CLS-Trainee.aspx>
“All non-U.S. transcripts must be evaluated by "Current Members" of the National Association of Credential Evaluation Services (NACES) or "Endorsed Members" of the Association of International Credential Evaluators, Inc. (AICE). This allows LFS to determine if your education is equivalent to a U.S. college or university education. The evaluation service will send an evaluation of your educational institution and academic courses directly to LFS.
To obtain an application, instructions, and information, visit them on the web:
 - National Association of Credential Evaluation Services (NACES)
 - Association of International Credential Evaluators, Inc. (AICE)
- Official academic transcripts from non-U.S. institutions will also be required to be forwarded to CDPH-LFS, but is not required by the San Diego CLS program. Per the CDPH-LFS website, “If you are an applicant whose education and training/experience is from a non-U.S. school, college, university, or clinical laboratory, please make sure that your name is printed in English on all your transcripts and supporting documents and that it matches your name on the application.”

San Diego Clinical Laboratory Scientist Training Program

APPLICATION CHECKLIST and HOW TO APPLY

- Apply for the Clinical Laboratory Scientist Trainee License; <https://www.cdph.ca.gov/Programs/OSPHLD/LFS/Pages/CLS-Trainee.aspx> and provide evidence of application for (or receipt of) the Lab Field Services' CLS Trainee License (TRL) as part of the program application.

D. Academic History

In the grids provided, list:

- Degree/Major; summarize your academic major, type of degree, institution information, and date (year) the degree was conferred.
- Courses completed; document information for core courses and other CLS-related science courses.
- Courses "In Progress" or "Planned";
 - If you are currently enrolled in a college or university pending conferring of a degree or completion of a prerequisite course, please also send a current official transcript or other proof of enrollment so that coursework in process may be verified.
 - Courses in progress must be completed and a final grade conferred via official transcript by May 1, 2019. For "on-line, continuous enrollment" courses, provide evidence (communication with the instructor or institution official) that a final grade will be available on an official transcript by the May 1st deadline.
 - An official degree-conferring transcript indicating the name of the baccalaureate degree earned, and the date conferred must be available by May 1st, 2019. Note that it typically takes institutions at least a few weeks post-graduation to document conferring of the degree on an official transcript.
 - If at the end of your coursework you are still being considered as a candidate or are accepted into the program, you will be asked to send an official final transcript to the program and to Laboratory Field Services immediately upon completion of coursework and posting of your final grade and/or conferring of your degree.

Section VI – Attestation

Review, sign and date the application's Attestation page.

Final Submission of your Application

Complete and submit all components of the application adhering to the deadlines on page 1 of this document (also listed on the Application Form).

It is the responsibility of the applicant to ensure all documents are ultimately received by the program. If contacting us for an update on the status of documents received, please state:

- Your name
- List of institutions that will be sending transcripts
- List of names of persons sending letters of recommendation

Please allow 5 business days for program receipt of U.S mailed documents.

San Diego Clinical Laboratory Scientist Training Program

APPLICATION CHECKLIST and HOW TO APPLY

Selection Criteria

Applicants selected to progress to the next phase of the application process will be contacted by the end of February with an invitation for an interview. These interviews are conducted with a panel of the program's staff and advisors, and are planned for March.

Final selection of students is made using criteria that considers academic performance, quality and timing of coursework, clinical laboratory experience, the personal statement, letters of recommendation, the interview, and interpersonal and communication skills.

The University of California, Sharp HealthCare and Scripps Health entities, in accordance with applicable Federal and State law and University policies, do not discriminate on the basis of race, color, national origin, religion, sex, gender, gender expression, gender identity, pregnancy, disability, medical condition (cancer-related or genetic characteristics), genetic information, ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services. Sexual harassment is also prohibited. These nondiscrimination policies cover admission, access, and treatment in University of California, Sharp HealthCare programs and Scripps Health programs and activities.

Thank you for your application to the San Diego CLS Training Program!