

## ADMISSION REQUIREMENTS

To apply for the San Diego Clinical Laboratory Scientist Training Program as a CLS trainee, you must meet/possess the following, in adherence with the California State Department of Public Health – Laboratory Field Services (CDPH-LFS), the San Diego Clinical Laboratory Scientist Training Consortium program, and the National Accrediting Agency of Clinical Laboratory Scientists (NAACLS):

### **California State Academic Requirements (California Dept. of Public Health – Laboratory Field Services)**

Qualification requirements for licensure as a CLS Trainee are provided in the California Business and Professional Code, Clinical Laboratory Technology, Licensing, and the California Code of Regulations (CCR), Title 17, Section 1033)

- Bachelor's degree (baccalaureate) with specific course requirements
  - 16 semester or equivalent quarter units of chemistry, which must include clinical chemistry OR analytical and biochemistry
  - 18 semester or equivalent quarter units of biology, which must include hematology, immunology, and medical microbiology
  - 3 semester or equivalent quarter units of physics (including instruction in principles of light and electricity)

### **San Diego CLS Training Program Requirements**

- U.S. Citizenship or permanent residency in the United States
- Academic achievement of an overall GPA and a core course GPA of at least 3.0 (lower GPAs may be entertained at the discretion of the program coordinators)
- Completion of “Core Courses” with a minimum letter grade of 'C' or higher. Core courses are defined as Organic Chemistry, Biochemistry, Analytical Chemistry (or Clinical Chemistry), Hematology, Immunology, and Medical or Clinical Microbiology.
- Completion of a college level or medical mathematics course defined as Calculus and/or Statistics or Biostatistics
- Completion by June 1st, prior to the training program's start date:
  - Baccalaureate degree, with evidence of degree conferred and date of award on an official transcript
  - Completion of all prerequisite and core courses, with a final letter grade posted on an official transcript
  - California State Academic Requirements listed above
  - San Diego CLS Training Program Requirements
- Final admission is contingent upon receipt of the California CLS Trainee License (TRL) prior to the start of training and successfully passing an entrance Drug Screening and Back-ground check

### **San Diego CLS Training Program Recommendations**

- Practical laboratory courses or clinical laboratory experience in Analytical or Clinical Chemistry, Hematology, Immunology and Medical Microbiology
- Completion of all core courses within seven (7) years prior to application
- Core Courses that include a comprehensive and rigorous curriculum in theory and technical knowledge
- Additional related coursework – Human Anatomy/Physiology, Genetics, Molecular Biology, Phlebotomy, Mycology, Virology, Parasitology
- Experience in a hospital clinical laboratory or reference laboratory setting

### **For Applicants with Degrees or Courses Completed 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.”
- 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.

### **Documents Required for the San Diego CLS Training Program Application**

- **Application Form** – completed in full, including the signed Attestation Page (verification of ability to perform essential functions) at the end of the document.
- **Personal Resume or Curriculum Vitae (C.V.)**
- **Personal Statement** – Essay describing interest in clinical laboratory science and specifically the San Diego CLS Training Program (1-2 pages)
- **Unofficial Transcripts**
- **Only if you are invited to interview, will you provide Official Transcripts and Letters of Recommendation:**
  - **Official Transcripts** – Transcripts must be submitted from each institution that provided prerequisite core coursework and conferring of a degree. Official transcripts must include a signature and/or institutional seal and be U.S. mailed directly by the registrar to the program, without intervention by the applicant. For degrees or courses completed outside of the United States, refer to the section above. Copies of transcripts obtained for personal use or copies sent via email will not be accepted.
  - **Three (3) Letters of Recommendation** - Use the official confidential recommendation form of the program. Attached letters are acceptable. Persons listed as recommenders should include:
    - At least one from a core course professor/instructor, if possible. Letters of recommendation from instructors of “on-line” courses are discouraged.
    - At least two from an employer or laboratory supervisor. Recommendations from family members or personal friends are not acceptable.
- If applicable: Proof of Enrollment for any prerequisite course that is not complete by the date the application is submitted – please note that all courses must be complete with a letter grade conferred by **June 1<sup>st</sup> of the program start year.**

- For applicants who complete courses outside of the U.S.: A copy of the TRL 'CLS Trainee License' issued by CDPH Laboratory Field Services, or proof of application for the TRL

- All Documents must be submitted by the specified deadlines:
  - ❖ **Postmarked by December 31st - Application Form, Resume/C.V., Personal Statement**
  - ❖ **Postmarked by December 31st - Official Transcripts, Letters of Recommendation, and**
    - **Proof of Enrollment (including completion dates) for courses in-progress**
    - **Copy of your TRL 'CLS Trainee License' or evidence of your TRL application (required if coursework was completed outside of the U.S.)**
- *\*It is the responsibility of the applicant to verify that all required documents are received by the program. Allow 1 week for program receipt of U.S. mailed documents. When placing inquiries regarding documents received by the program, specify the list of institutions and names of recommenders from which document submissions were requested. Retain personal copies of submitted items, and requests for transcripts and letters of recommendation.*
- Late or incomplete applications will not be considered.

#### **Additional Requirements upon Notification of Admission to the Program**

- Proof of U.S. Citizenship or permanent residency
- Evidence of application for a California Clinical Laboratory Scientist Trainee License (TRL) issued by the California State Department of Health Services. Approval of the Trainee License is required prior to the start of training, but is not required as part of the application, unless pre-requisite courses (listed under the California State Academic Requirements and San Diego CLS Training Program Requirements) were taken outside of the United States. NOTE: The TRL Trainee License paper document is required on the first day of training.
- Health Assessment and/or other miscellaneous documents. Before trainees are allowed to begin the program, documentation of the following must be submitted to the program. Specific instructions will be communicated by the training site coordinators, and may include:
  - Health screening and/or vaccination or documented immune status for hepatitis, mumps, measles, varicella, rubella, Tdap, and Influenza
  - Tuberculosis testing performed within a specified number of months prior to the start date of the program
  - Drug screen performed prior to the program start date (this may be required to be administered by the program's health system facilities). Admission is contingent on a negative result, or a positive result reviewed and cleared by a program official.
  - A health assessment physical
  - Evidence of personal health insurance effective through the duration of the program
- Professional Liability Insurance for the full period of training (1 year)
- Background Check (conducted by the program) - Admission is contingent upon clearance of the background check
- **NOTE:** The list of items for the health assessment and other requirements is subject to change. It may be the responsibility of the trainees to obtain such items at their **own expense**.

#### **Essential Functions**

(Essential functions are defined as non-academic skills that require proficiency in order to successfully participate in the CLS training program)

- Visual skills (differentiating colors and stained vs unstained materials, distinguishing solution clarity, reading charts/graphs/rulers/scales, reading print on paper and computer screens, locating veins for venipunctures)
- Manipulative skills (Mobility- Sitting/standing/walking/bending/squatting, reaching, lifting and carrying objects up to 20 lbs. Fine Motor- Operating microscopes and pipettes, using lab

instruments such as wire loops and centrifuges, manipulating tubes and containers into racks and trays)

- Cognitive skills (Communicating with others using direct conversation/telephone/email, ability to prioritize high level tasks and recognize and respond to emergency situations, following directions, maintaining personal behavioral control)
- Affective skills (practicing respect, honesty, compliance with professional standards, accountability, accepting change)

*The University of California, Sharp HealthCare and El Centro Regional Medical Center entities, in accordance with applicable Federal and State law and University policies, do not discriminate on the basis of race, color, religion, national origin, age, sex, sexual orientation, gender identity/expression, familial status, disability status, medical conditions/AIDS/HIV, genetic information, veteran status, political activities/affiliations, status of victim of domestic violence/assault/ stalking. These nondiscrimination policies cover admission, access, and treatment in University of California, Sharp HealthCare and El Centro Regional Medical Center programs and activities.*