Dear Applicant,

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

- Application Checklist and How to Apply instructions
- Application Form for Current Program Year
- Confidential Recommendation form, if needed

The program will commence in July of each year. We anticipate approximately 14 training positions to be available. Training sites include the clinical laboratories of:

- UC San Diego Health
- Sharp Healthcare
- El Centro Regional Medical Center

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
APPLICATION CHECKLIST

Application ITEMS REQUIRED for submission:

- Application Form
- Resume / C.V.
- Personal statement
- 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)
- Un-Official Transcripts of Academic History and Coursework
  - Included with your application
  - If applicable - Proof of Enrollment for courses "In Progress"

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

- Application Form
- Un-Official Transcripts of new/unreported Academic History and Coursework

Application postmark DEADLINES:

- By December 31st of this year
- 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
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 and affiliate labs
- Sharp Healthcare and affiliate labs
- El Centro Regional Medical Center

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.
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.

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 – CLS Trainee License
Section V – Academic History and Coursework

A. Include a copy of Un-Official Academic Transcripts

- List each institution from which an un-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.

B. 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.”
If you have not already done so, apply for the Clinical Laboratory Scientist Trainee License; [https://www.cdph.ca.gov/Programs/OSPHLD/LFS/Pages/CLS-Trainee.aspx](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.

### C. 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 “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, 2020. 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.
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!