



# Clinical Laboratory Scientist Training Program

## Application Instructions

### Step 1

Fill out, print, and sign the Clinical Laboratory Scientist Training (CLS) application (see below).  
Mail it directly to:

Julie Foley, Education Coordinator CLS Training Program  
California State University, Los Angeles  
Department of Biological Sciences  
5151 State University Drive  
Los Angeles, CA 90032-8201

### Step 2

Request that three letters of recommendation be submitted **directly** to:

Julie Foley, Education Coordinator CLS Training Program  
California State University, Los Angeles  
Department of Biological Sciences  
5151 State University Drive  
Los Angeles, CA 90032-8201

Recommendation forms for the CLS Program can be found at [http://web.calstatela.edu/academic/biol/files/CLS\\_Recommendation\\_Form.pdf](http://web.calstatela.edu/academic/biol/files/CLS_Recommendation_Form.pdf). Fill out and sign the top part and then mail or hand carry the form to each of your recommenders. A minimum of two of the three letters of recommendation should be from faculty who are familiar with your most recent academic performance, particularly in life sciences. The third recommendation may be from an individual who is familiar with your performance as an employee. Recommendations from friends and family are not acceptable.

### Step 3

Apply for a CLS Trainee License:

1. Obtain a copy of the application for a California CLS Trainee License from Laboratory Field Services: [https://secure.cpsshr.us/cltreg/clsls\\_examinfo.asp](https://secure.cpsshr.us/cltreg/clsls_examinfo.asp)
2. Fill out the application and send it to Laboratory Field Services along with any required fees.
3. Send all transcripts that contain classes required as prerequisites for the CLS Trainee License to:

**California Department of Public Health  
Laboratory Field Services (LFS)  
Attn: Personnel Licensing Section  
850 Marina Bay Parkway, Bldg. P.  
Richmond, CA. 94804**

4. **For applicants who earned a degree outside the United States** – send a transcript evaluation from AACRAO (<http://www.aacrao.org/>) to Laboratory Field Services (above address) **(Refer to step 5 for additional information on AACRAO)**

**NOTE: Transcripts must come directly from the University. Copies that you have obtained for your own use will not be accepted!**

## Step 4

Request that the registrar of each college or university you have attended send one hard copy of your official transcript(s) directly to:

Julie Foley, Education Coordinator CLS Training Program  
California State University, Los Angeles  
Department of Biological Sciences  
5151 State University Drive  
Los Angeles, CA 90032-8201

Courses recorded on one transcript as transfer credit from another institution are **not** considered official documentation of that coursework. **Official transcripts must be sent from every institution of higher education you have attended.** An official transcript that is signed and sealed by the registrar must be sent directly to the address above.

If you are currently enrolled in a college or university, please forward your final transcript to the address above and to Laboratory Field Services before your matriculation in the program.

**Please note that all required courses must be taken for a letter grade rather than a credit/no credit option.**

## Step 5 *(For applicants who earned a degree outside the United States only)*

Applicants with foreign degrees whose language of instruction for their higher education was not English are required to take the Test of English as a Foreign Language. A 90 IBT, 230 CBT, or 575 PBT TOEFL score **–OR–** minimum 450 score on the verbal section of the general GRE is required. A scanned copy of the official score notification must be included with your application. **IN ADDITION**, your transcripts should show proof of an upper division course in hematology (with lab) or medical microbiology (with lab) taken in the USA with a grade of B or better.

Applicants whose language of instruction was English must provide proof from their degree granting institution. All foreign-educated applicants must provide a detailed transcript evaluation from:

**American Association of College Registrars and Admissions Officers (AACRAO)**  
Office of International Education Services  
1 DuPont Circle, NW; Suite #370  
Washington, D.C. 20036-1110  
Telephone: 202.296.3359  
<http://www.aacrao.org/>

All applicants must have US citizenship or permanent residency in the US

## Step 6

Top applicants will be selected to complete a face-to-face interview. The interviews will be scheduled after receipt of all academic documents and preliminary review of all application materials.

**All application materials must be received by January 22, 2016.**

## General Information

The Clinical Sciences Education Coordinator, Julie Foley, is available to advise applicants:

Email: [jfoley@calstatela.edu](mailto:jfoley@calstatela.edu)  
Telephone: 323.343.6065

**Please note: All students selected for the Program must provide the following additional documentation.**

### **Statement of General Health**

Before a student is allowed to begin the Program, (s)he must have on file a Statement of General Health signed by his/her primary health care provider.

### **Documentation of Hepatitis Virus Vaccination**

Before a student is allowed to begin the Program, (s)he must have on file documentation that (s)he has either begun or has finished the course of inoculations for the hepatitis B virus vaccine. This documentation should be sent to the Clinical Laboratory Sciences Education Coordinator (Julie Foley) at the address above. If the student has just begun, but not yet finished, the series of inoculations at the start of the Program, (s)he must provide documentation that (s)he has finished the course of inoculations as soon as possible in order to remain in the Program.

### **Documentation of Tuberculosis Testing**

All students must provide the results from tuberculosis tests in order to begin the Program.

### **Admission Criteria for the Clinical Laboratory Scientist Training Program at Cal State LA**

- A bachelor's degree in biology or related science, received prior to admission to the Program.
- **Proof of enrollment in or completion of hematology, immunology, medical microbiology, biochemistry and quantitative analysis courses must be received no later than February 15.**
- 16 semester units (24 quarter units) of chemistry that must include general (inorganic) chemistry, analytical chemistry (quantitative analysis), organic chemistry, and biochemistry.
- 18 semester units (27 quarter units) of biological sciences that must include hematology, immunology, and medical microbiology.
- 3 semester units (4 quarter units) of physics that must include instruction in the principles of light and electricity.
- Prefer at least 4 units of upper division biology laboratory instruction and at least one, and preferably all, of the following courses: physiology, genetics, biostatistics, and a lab class that includes molecular biology techniques.
- A minimum GPA of 2.75 on a 4-point scale in the required courses listed above. International students must have their transcripts evaluated by AACRAO transcript evaluation service and their grades must be converted to a 4-point scale (course by course evaluation).
- Analytical Chemistry (Quantitative Analysis), Biochemistry, Hematology, Immunology, and Medical Microbiology courses must have been completed in last 7 years.
- For trainees with foreign degrees whose language of instruction was not English, a minimum 90 IBT, 230 CBT, or 575 PBT TOEFL score is required. **IN ADDITION**, an upper division course in hematology (with lab) or medical microbiology (with lab) taken in the **USA** with a grade of B or better IS REQUIRED.
- Submission of a completed application including all supporting documents
- Pending application to Laboratory Field Services ([https://secure.cpsshr.us/cltreg/clsls\\_examinfo.asp](https://secure.cpsshr.us/cltreg/clsls_examinfo.asp)) for a Clinical Laboratory Scientist Trainee License. Final acceptance for admission to the program is contingent upon receiving this license.
- A signed Statement of General Health form from the student's primary healthcare provider.
- Trainees must have US citizenship or permanent residency in the US.



## Clinical Laboratory Scientist Training Program

### Application Checklist

- Completed application
- Pre-requisite courses completed: (documented proof of enrollment/completion of these courses must be received by February 15)
  - Hematology
  - Immunology
  - Medical Microbiology
  - Biochemistry
  - Quantitative Analysis or Analytical Chemistry
  - Physics
- Résumé
- Application essay
- Three letters of recommendation
- Official copies of college transcripts

Send all items to:

Julie Foley, Education Coordinator CLS Training Program  
California State University, Los Angeles  
Department of Biological Sciences  
5151 State University Drive  
Los Angeles, CA 90032-8201



Clinical Laboratory Scientist Training Program

Application for Admission

Please type and respond to all questions

Last Name, First Name, Middle Initial		Date	
Current Address			
Permanent Address (if different from the current address)			
Message Phone		Alternate Phone	
E-mail			
New application <input type="checkbox"/>		Reapplication <input type="checkbox"/>	
For training to begin: Fall, _____ (indicate year)			
Are you a US citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you a permanent resident of the US? <input type="checkbox"/> Yes <input type="checkbox"/> No		If No, visa (type)	
Are you presently authorized to work in the US? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Emergency contact:			
Name		Phone	Address
Educational History			
Type of school (Comm. College, Univ)	School Name	Major	Degree
		Attended from (mo/yr)	Attended to (mo/yr)
1.			
2.			
3.			
4.			
Total G.P.A.	Science G.P.A.	Last 60 semester/90 quarter units G.P.A.	

Optional Questions

California State University, Los Angeles maintains programs of nondiscrimination in all services they provide. The optional questions are intended solely for the purpose of providing the Universities with information that enable them to measure the effectiveness of their compliance with the Civil Rights Act of 1964, Title IX of the 1972 Educational Amendments and Executive Order 11246 as amended. You are not required to answer these questions since the information is unnecessary for the evaluation of your application for admission. You may elect to answer each question, at your option.

Birth date: \_\_\_\_\_ (Month/Day/Year) Birthplace: \_\_\_\_\_ (City, State, Country)

Gender:  Male  Female

Racial/Ethnic Information:  White (non-Hispanic)  Black (non-Hispanic)  American Indian/Alaskan Native  Hispanic  Asian or Pacific Islander  Other



Clinical Laboratory Scientist Training Program

Last Name, First Name, Middle Initial

Date

Course work:

In the chart below, list all of the courses that you have taken in the disciplines of science and mathematics. Other than the required courses (see above), which are listed first in the table below, please group the courses by the school at which they were taken and list them chronologically, starting with the most recent. Please indicate the institution in which the course was taken and if the course was a semester (Sm) or quarter (Qtr) in length. Indicate the year in which it was taken; if it was lecture (Lec), laboratory (Lab) or, seminar (Sem); the units; and grade. If the course is in progress (Prog), or planned (Plan), please indicate that. Attach additional pages, as needed. In addition, an official transcript that lists all completed courses from each university or college attended must be sent to Julie Foley at California State LA. If your transcripts are from a foreign university or college, you must submit them for professional evaluation through the American Association of College Registrars and Admissions Officers (AACRAO). Your application will not be processed until a professional evaluation has been performed and submitted to the Program.

Table with 11 columns: Course title, Institution, Sm, Qtr, Year, Lec, Lab, Sem, Units, Grade, In prog/plan. Rows include Hematology, Immunology, Medical Microbiology, Biochemistry, Quantitative Analysis, Physics, Statistics, and several empty rows.





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## Clinical Laboratory Scientist Training Program

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Last Name, First Name, Middle Initial

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Date

### Academic Honors


### Application Essay

State your reasons for pursuing the California State University, Los Angeles Clinical Laboratory Scientist Program and your career goals after graduation. (Please attach a separate, typed, double-spaced application essay, maximum length two pages.)

### Résumé

Please attach a separate, typed **résumé** that includes your employment history, volunteer activities, school activities, and interests.





## Clinical Laboratory Scientist Training Program

\_\_\_\_\_  
Last Name, First Name, Middle Initial

\_\_\_\_\_  
Date

Please provide the names, email addresses, and telephone numbers of the three individuals from whom letters of recommendation will be received. A minimum of two recommendations should be from faculty who are familiar with your most recent academic performance, particularly in life sciences. The third recommendation may be from an individual who is familiar with your performance as an employee.

1.

2.

3.

Have you ever been convicted of a felony or pleaded guilty and been placed on probation, court supervision, or other pre-conviction program? A 'yes' answer does not automatically result in your disqualification for admission.

Yes     No

If yes, please explain on a separate piece of paper and attach to this application.

By signing this application, I assert the following:

- All information provided is true, to the best of my knowledge
- I have ordered official transcripts from all universities or colleges I have attended to be sent to Julie Foley, Education Coordinator of the Clinical Laboratory Scientist Training Program.
- Representatives of the Clinical Laboratory Scientist Training Program have my permission to contact my references and enquire about my performance as their student or employee as applicable.

\_\_\_\_\_  
**Signed**

\_\_\_\_\_  
**Date**