San Jose State University CLS Training Program
Application Instructions

Application to the CLS Training Program is a three-part process and entails separate applications:

Apply to SJSU CLS Training Program

Step 1: Ensure you meet our prerequisite requirements. Due to the large number of applicants, we will no longer accept applications from candidates who have not completed all prerequisite coursework and/or degree has not been awarded by the application deadline. We expect candidates to have well-developed professional behavior including professional communication and interpersonal skills. Candidates should exhibit a strong grasp of key concepts that are essential for success in our rigorous program. This would be exhibited with A or B grades in Hematology, Immunology and Medical Microbiology.

Step 2: Complete and submit the enclosed application along with $100 application fee to the Department of Biological Sciences. Check must be made payable to San José State University Research Foundation. (Please print on one side only and do not staple documents together).

Clinical Laboratory Sciences Program
Department of Biological Sciences
San José State University
One Washington Square
San José, CA 95192-0100
ATTN: Michael Bowling

Step 3: Request that three letters of recommendation be submitted directly to the Department of Biological Sciences (address above is also printed on recommendation form). Please print on one side only.

Give two recommendation forms to faculty who are familiar with your most recent academic performance, particularly in life sciences.

Give third recommendation to an individual who is aware of your performance as an employee. Position could be either paid or volunteer. Recommendations from friends and family are not acceptable.

Recommendation letters must be received by the application deadline.

Step 4: Request the registrar of each college or university you have attended to send one copy of your official transcript(s) directly to the CLS Training Program at the address listed above. We do not accept electronic transcripts. They must be paper copy mailed to the address listed above.

Rev 3/2017
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.**

All grades for prerequisite coursework must be documented by the application deadline. For courses that are recently completed, send unofficial transcripts to cls-group@sjsu.edu via email attachment as soon as grades are available and follow up with official transcripts as soon as possible. It is also important to document that your Bachelors degree has been awarded by supplying the appropriate transcripts.

**Step 5:**
All foreign-educated applicants must provide a course-by-course transcript evaluation of their prerequisite coursework.

The State of California, Laboratory Field Services in the past has only accepted evaluations from AACRAO (American Association of College Registrars and Admissions Officers). As of August 15, 2016, AACRAO discontinued its educational transcript evaluation service. Until further notice, Laboratory Field Service will accept education transcript 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). **Evaluations completed before August 15, 2016 will only be accepted if completed by AACRAO.** Please use the links below to view the “Current” and “Endorsed” members of NACES and AICE:

[http://www.naces.org/members.html](http://www.naces.org/members.html)
[http://aice-eval.org/members/](http://aice-eval.org/members/)

**Please note:** All applicants must have completed 12 semester units of upper-division science coursework at an American university before applying to the program and must have the legal right to work in the United States.

**Step 6:**
After application review, qualifying applicants will be invited to be interviewed by representatives of the participating clinical sites. Candidates invited to interview are also required to complete an essay (topic to be assigned) on the day of the interview. Interview dates will be supplied to candidates. They are generally held in February and September.

**Step 7:**
Candidates accepted for training will be given instructions on how to apply to CSU Mentor. **Do not apply until given instructions to do so.**
General Information:

Contact Information:

Email: cls-group@sjsu.edu
Web: www.sjsu.edu/cls
Telephone: (408) 924-5098 (email is preferred)

Office Hours: Wednesdays 10:00 – 12:00 Duncan Hall Room 251

Please note we are not open for office hours between semesters or during the summer semester. Occasionally we are also out of the office unexpectedly. If you are making a special trip to campus, please call to ensure we are holding office hours. There are no office hours during summer semester.

After acceptance to SJSU CLS Training Program:

Apply for training license with California Department of Public Health, Laboratory Field Services (LFS)

Please wait until you have met the following criteria before you apply for a training license:

- You have been offered a training position
- You have completed all prerequisite coursework and grades are posted to your transcripts
- Your bachelor’s degree is posted to your transcript

Step 1:
Fill out application for a California CLS Trainee License from Laboratory Field Services (LFS) on their website at: https://www.cdph.ca.gov/Programs/OSPHLD/LFS/Pages/ClinicalLaboratoryPersonnel.aspx

Print attestation form and send it in to Laboratory Field Services along with any required fees.

Please note: Do not list schools or request transcripts if you did not take prerequisites there. For instance, if you took only a few non-relevant courses at a junior college, do not list and do not send transcripts. LFS will only be looking for documentation to support the prerequisite courses and your bachelor’s degree.
Step 2:
Request official transcripts from each college or university that contain classes required as prerequisites for the CLS Trainee license to be sent to:

Clinical Laboratory Personnel
Laboratory Field Services
850 Marina Bay Parkway
Bldg P First Floor
Richmond, CA  94804-6403

An official transcript is signed and sealed by the registrar and sent directly to LFS. LFS will not accept transcripts from applicants. They must come directly from the institutions—no exceptions.

If you are currently enrolled in a college or university, please request your final transcript including all prerequisite coursework and bachelor’s degree posted.

If you have questions for LFS, you can contact LFS licensing staff by email at LFSPersonnel@cdph.ca.gov or by calling 501-620-3800.

Step 3:
All foreign-educated applicants must provide a course-by-course transcript evaluation of their prerequisite coursework.

The State of California, Laboratory Field Services in the past has only accepted evaluations from AACRAO (American Association of College Registrars and Admissions Officers). As of August 15, 2016, AACRAO discontinued its educational transcript evaluation service. Until further notice, Laboratory Field Service will accept education transcript 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). Evaluations completed before August 15, 2016 will only be accepted if completed by AACRAO. Please use the links below to view the “Current” and “Endorsed” members of NACES and AICE:

http://www.naces.org/members.html
http://aice-eval.org/members/

Please note: When we make our placements, we give LFS a list of our accepted trainees. Applications of trainees that have secured a training position are evaluated on a priority basis.
Apply to Cal State Apply for admission to San José State University (do not apply until AFTER you have been accepted into the SJSU CLS Training Program).

Accepted trainees will be required to apply to CSU for admissions and must meet SJSU acceptance requirements. They will be given instructions on how to apply after their training positions have been confirmed.