San José State University  
CGMBS Training Program  
Application Instructions and Prerequisites

Step 1
Complete and submit the application to the CLS Training Program along with a $100 application fee made payable to SJSU Research Foundation. Send to:

CGMBS Training Program/Biology  
San Jose State University  
One Washington Square  
San Jose, CA  95192-0100  
Attn: Michael Bowling

Step 2
Request that three letters of recommendation be submitted directly to the CLS Training Program (see address in Step 1).
Two of these recommendations should come from faculty who are familiar with your most recent academic performance, particularly in life sciences, and the third recommendation from an individual who is aware of your performance as an employee (or volunteer). Recommendations from friends and family are not acceptable.

Step 3
Apply for a CGMBS Limited License Trainee License
Laboratory Field Services Account Portal:  https://accountportal.cdph.ca.gov/Default.aspx  (to check on your status after you apply:  https://healthappportal.cdph.ca.gov/osphld/perl/)

Send all transcripts that contain classes required as prerequisites for the CGMBS Limited Trainee license to:

ATTN CLS CGMBS TRAINEE  
Laboratory Field Services  
850 Marina Bay Parkway  
Building P First Floor  
Richmond, CA  94804-6403

Note: Transcripts must come directly from the university. Copies that you have obtained for your own use will not be accepted.

Foreign educated students – see Step 5 for additional requirements
**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 address listed in Step 1.

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 is signed and sealed by the registrar and sent directly to the CGMBS Program Office.

**Required courses must be taken for a letter grade rather than a Pass/No Pass option.**

**Step 5**

All foreign-educated applicants must provide a detailed course-by-course transcript evaluation from:

National Association of Credential Evaluation Services (NACES)
http://www.naces.org/members.html

OR

Association of International Credential Evaluators, Inc. (AICE)
http://aice-eval.org/members/

OR

American Association of College Registrars and Admissions Officers (AACRAO)
Office of International Education Services
(NOTE: AACRAO is no longer in business, but if you have an evaluation done prior to their close on August 15, 2016, it will be accepted)

This transcript evaluation must be sent to both the CGMBS program office and to Laboratory Field Services. This document is due at the time of application and will not be accepted after the application deadline.

**Step 6**

Qualifying candidates will be invited to interview. You will be notified whether you will be invited to interview or not after the selection committee has reviewed all applications and have met to make their decisions (sometime in April).
Admission Policies:

To be admitted to the program, you must have:

- A bachelor's degree in biology or a related science
- 10 semester units of Chemistry including instruction in Biochemistry
- 18 semester units of Biology including
  - 3 semester units of Genetics
  - 3 semester units of Molecular Biology or Cell Biology
  Additional units can be in basic biology, genetics, cell biology, microbiology or molecular biology.
- 3 semester units of mathematics (statistics or calculus)
- A minimum GPA of 2.8 on a 4 point scale
- Completion of 10 semester units of upper division biology or chemistry courses with a grade of B or better
- Experience with molecular techniques, either through hands-on work (at least 500 work yours) or through classes (at least 9 semester units of laboratory credits in molecular biology, cell biology, microbiology or genetics related labs)
- Three (3) letters of recommendation
- Possession of a Clinical Genetic Molecular Biologist Scientist Trainee License
- Acceptance by the SJSU CGMBS Program Admissions Committee and a Clinical Affiliate
- For students with a degree from an institution where the language of instruction was not English, a score of 100 or higher on the TOEFL
- All applicants must have completed 12 semester units of upper-division science coursework at a United States university before applying to the program.

Currently the CGMBS program is run through Open University. No application to SJSU or SJSU Graduate Studies is required. Enrollment information will be given to accepted trainees.

Documentation of Hepatitis B Virus Vaccination

Before students are allowed to begin the program, they must have on file documentation that they have either begun or have finished the course of inoculations for the Hepatitis B virus. This documentation should be sent to the Clinical Laboratory Sciences Program Director at the address above. If the student has just begun, but has not yet finished, the series of inoculations, they must provide documentation that they have finished the course of inoculations as soon as possible in order to remain in the program.

Documentation of Tuberculosis Testing

All students must provide results from tuberculosis tests that indicate they are clear in order to begin the program.
San José State University
CGMBS Training Program
Application Checklist

☐ Completed application
☐ $100 application fee (check or money order made payable to SJSU Research Foundation)
☐ Prerequisite courses completed (must be completed 3 months prior to entry into the CGMBS training program in order to qualify for a CGMBS Training License)
  o Chemistry (10 semester units)
  o Biochemistry
  o Genetics
  o Molecular Biology or Cell Biology
  o Math (Statistics or Calculus)
☐ Documentation of work experience or 9 semester units of lab courses
☐ Resume
☐ Application essay
☐ Three letters of recommendation
☐ Official transcripts
☐ (For those with foreign degrees) course-by-course transcript evaluation from one of the LFS accepted transcript evaluation services
☐ 12 semester units of upper division science course work completed at a United States university
☐ All applicants must have the legal right to work in the United States

Send to:
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San José State University
One Washington Square
San José, CA 95192-0100

Deadline: March 15 (program begins Fall semester)