

## Applying for a State of California Phlebotomy License

Dear Student,

Congratulations on completing the phlebotomy course!

In order to practice phlebotomy in the state of California you must have your California State License. Please follow the steps below carefully. You must complete Step 1 and Step 2 prior to applying to the State of California for a Phlebotomy License.

**Step 1:** Successfully pass the phlebotomy class and externship and receive a certificate of completion from the school.

**Step 2:** Successfully pass the Phlebotomy Certification Examination and receive your national license certification.

**Step 3:** Apply to the State of California for the Phlebotomy License.

1. Go to Laboratory Field Services online at:

<https://www.cdph.ca.gov/Programs/OSPHLD/LFS/Pages/ClinicalLaboratoryPersonnel.aspx>

- a. Click on "Create an Online Account".

### Clinical Laboratory Professional Licensing



#### Download and Print Personnel License

Effective **June 18, 2019** you will be able to download and print your active license. Personnel Licensing will no longer mail your license or certificate. This means you will no longer need to wait for your license through the mail and you can easily print your license or certificate as many times as needed, provided it is active.

Instructions can be viewed here: [How to Download & Print License \(PDF\)](#)

If you have any questions, contact us at [LFScc@cdph.ca.gov](mailto:LFScc@cdph.ca.gov)

#### First Time Applicants:

California state law requires that licensed clinical laboratories in California employ testing personnel who are licensed by the State. The new personnel license application process requires the steps below.

 Need help? If you have any questions or difficulties, visit our [New Application Video Tutorial](#), or check out our personnel FAQ's page.



#### 1. Create an online account

Request access to the Laboratory Field Services application.



#### 2. Log into your account

Log in to your account, create an application, sign the attestation page, upload documents, continue an incomplete application, or check the status of an application.

2. Follow the instructions to create an account.  
(You can save, access, and update your application as needed)

## Create a user account

Registration Information

Fill in the required fields.

\* First Name

Middle Name


\* Last Name

\* Email Address

\* Confirm Email

\* Password

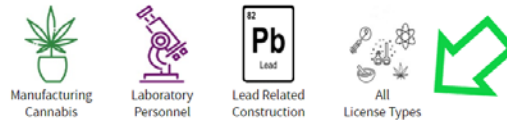
\* Confirm Password

I'm not a robot  reCAPTCHA  
Privacy - Terms

Make sure to write down your username and password. You will receive a confirmation email with your username.

3. Login to your account with your new username and password.
4. On the next page, Click on the icon “All License Types”.

Welcome to the CDPH Licensing Portal. Please select your license type.



and well-being of the people in California. This mission is achieved, in part, through the issuance of certificates, licenses, permits, and oversight of professionals, facilities, and equipment.

5. Select “Certified Phlebotomy Technician 1” from the list of licenses and click “Next”.

## All Licenses

### License Name

Manufacturing Cannabis Licenses

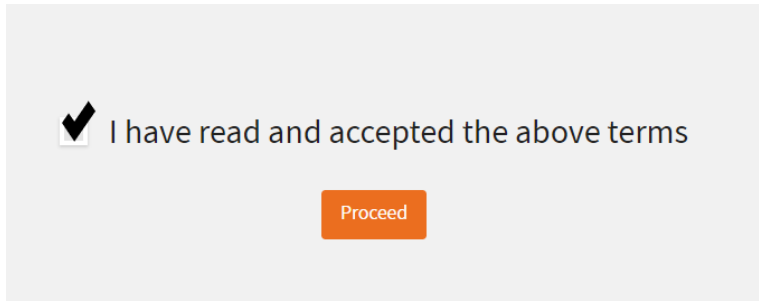
Certified Phlebotomy Technician I

Certified Phlebotomy Technician II

Clinical Laboratory Scientist (Generalist)

Clinical Laboratory Scientist (Generalist) Trainee

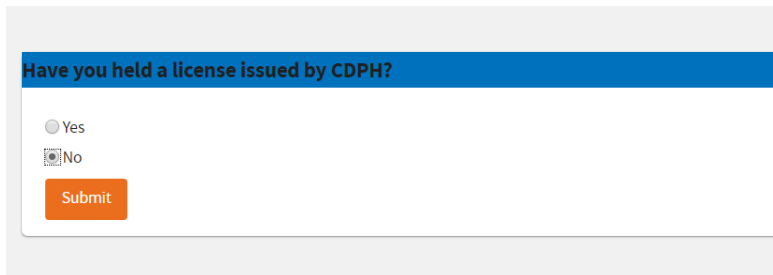
- Review the Privacy Disclaimer and check the box at the bottom of the page to accept the terms and then click "Proceed".



I have read and accepted the above terms

Proceed

- Answer the following question, "Have you held a license issued by CDPH?" (California Department of Public Health). For most students, the answer will be no. Click "Submit".



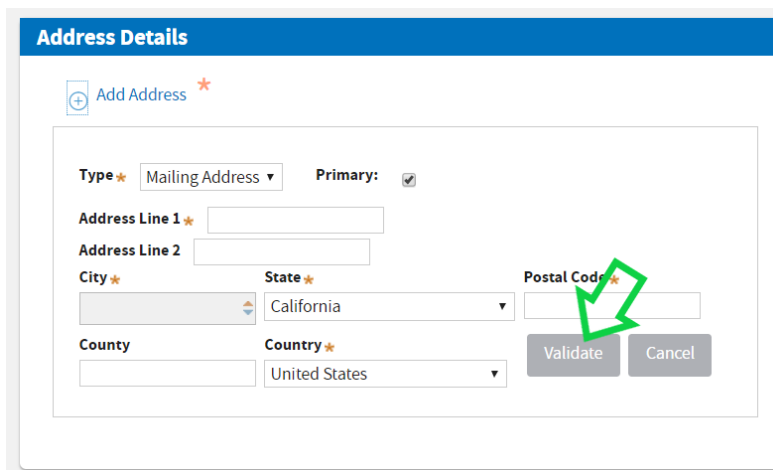
Have you held a license issued by CDPH?

Yes

No

Submit

- You will be prompted to complete an application (be sure to validate your address by selecting the "validate" button). When finished, click "Next".



Address Details

+ Add Address \*

Type \* Mailing Address ▾ Primary:

Address Line 1 \*


Address Line 2

City \*  State \* California ▾ Postal Code \*

County  Country \* United States ▾

Validate Cancel

9. Under Need a License/Certificate? Apply Here click on “Apply Now”.



**Need a License/Certificate? Apply Here**

If you need to apply for a new license/certificate, click the button below. A new license/certificate is a license/certificate that you do not currently hold.

If your license has been inactive for more than 5 years, then you must apply for a new license. This does not apply to phlebotomy certificates.

[Apply Now](#)

10. Verify your information and fill in “No” in the Conviction Details section if you have not had a conviction. Click “Next”.

**Communication Details**

Communication type	Communication value *	Primary *
Home Email	mike@harperrand.com	<input checked="" type="radio"/>

**Conviction Details**

Have you been convicted or arrested for any felonies or misdemeanors other than minor traffic violations? \*

Yes

Conviction Comment \*

[Next >>](#)

11. Under the “Select License or Certification Category”, chose “Phlebotomist” and click “Next”.

Apply For License (AL-61911)

1 Applicant Information 2 Select Categories 3 Select License/Certification

Select License or Certification Category

Select	Product categories
<input type="radio"/>	Cytotechnologist
<input type="radio"/>	Director
<input type="radio"/>	Medical Laboratory Technician
<input checked="" type="radio"/>	Phlebotomist
<input type="radio"/>	Public Health Microbiologist
<input type="radio"/>	Scientist
<input type="radio"/>	Trainee

12. On the next page chose “Certified Phlebotomy Technician I” and click “Next”.

Apply For License (AL-61911)

1 Applicant Information 2 Select Categories 3 Select License/Certification 4 Expertise Details 5 Upload Documents 6 View Disclosure 7 View Follow Up

Select one license or certification from the selected category

Phlebotomist

Name	Info	Cost
<input checked="" type="radio"/> Certified Phlebotomy Technician I	Prerequisites	\$100.00
<input type="radio"/> Certified Phlebotomy Technician II	Prerequisites	\$100.00
<input type="radio"/> Limited Phlebotomy Technician	Prerequisites	\$100.00

<< Back Next >>

13. On this page, you will enter Education Details, Training Details and Certification Details. For each section, click “Add New...” and add the required information. **Please note, you will add training information for the didactic (classroom portion) and practical (externship portion) of the program.**

An application for Certified Phlebotomy Technician I requires the applicable expertise. Please enter in your relevant education, training, experience, and certification

**Education Details** [View Education Prerequisites](#)

Select from my education Add new education

Degree	Course of study	Institute name
No Items		

**Training Details** [View Training Prerequisites](#)

Select from my training Add new training

Training type	Training school	From	To	Training hours	Training location
No Items					

**Experience Details** [View Experience Prerequisites](#)

Select from my experience Add new experience

Employer	Employee type	Position	Hours per week	From
No Items				

**Certification Details** [View Certification Prerequisites](#)

Select from my certification Add new certification

Certification Organization	Certificate Number
No Items	

<< Back Next >>

14. **Education Details:** click “Add New”
- Enter your High School, GED and/or College information.
  - Enter number of units completed (check your high school transcript, most schools require at least 220 units for graduation).

Update details

**Degree \***  
High School/GED

**Course of study \***  
General

**Institute Name \***  
South Pasadena High School

**From**  
Jun 1987

**To**  
May 1990

**Country \***  
United States

**State \***  
California

**Number of units**  
220.00

Cancel Submit

**15. Training Details 1: click “Add New” Didactic**

- a. Select Didactic training and enter the information. (This information is located on your phlebotomy program certificate of completion from the school)
- b. Select training school listed on your certificate
- c. Enter the training hours of 40

Add New

Training type \*

Didactic

Practical

From \*

8/1/2019

To \*

10/18/2019

Training school \*

Regional Education Center Vallejo Vallejo City Adult School

Training school not listed in the list?

Training Location \*

432 Del Dur St, Vallejo

Training hours \*

40

Country \*

United States

State \*

California

Zip code \*

94591

Cancel Submit

**16. Training Details 2: click “Add New” Practical**

- a. Select “Practical Training” and enter the externship information. (This information is located on your CA Statement of Phlebotomy Practical Training Form)
- b. Make sure to enter “40” for the training hours

Add New

Training type \*

Didactic

Practical

From \*

10/1/2019

To \*

10/12/2019

Training school \*

Regional Education Center

Training location \*

4820 Business Center Drive

Training hours \*

40

Country \*

United States

State \*

California

Zip code \*

94534

Cancel Submit

17. Do not fill out “Experience Details” unless you have been advised to and have completed the Letter of Phlebotomy Experience form with over 1040 hours of on the job experience. Most students will not complete this section.

18. Certification Details: Add National Healthcareer Association, certificate number and effective date.

The screenshot shows a form titled "Add New" with a close button (X) in the top right corner. It contains three fields: "Certification Organization" with a dropdown menu showing "National Healthcareer Association (NHA)", "Certificate Number" with a text input field containing "F3E2Q8W9", and "Effective date" with a date picker showing "10/1/2019". At the bottom, there are "Cancel" and "Submit" buttons.

Once all the information is completed, click “Next”

19. All of the following documents must be uploaded to the following page:
- Copy of your certificate of completion.
  - Copy of your national certification certificate from the National Healthcareer Association.
  - Your original California Statement of Phlebotomy Practical Training form.

The screenshot shows the "Apply For License (AL-61911)" page. It features a progress bar with seven steps: 1. Applicant Information, 2. Select Categories, 3. Select License/Certification, 4. Expertise Details, 5. Upload Documents, 6. View Disclosure, and 7. View Follow Up. A blue banner states: "Applicants for Certified Phlebotomy Technician 1 certification must upload either the Letter of Phlebotomy Experience for California Certification or the California Statement of Phlebotomy Practical Training form." Below this, a section titled "Required Documents" lists five items with "Upload" buttons and status indicators: "Certificate of Completion" (REQUIRED), "National Certification Certificate" (REQUIRED), "Certificate of Completion" (OPTIONAL), "Letter of Phlebotomy Experience for California Certification" (OPTIONAL), and "California Statement of Phlebotomy Practical Training Form" (OPTIONAL). A green checkmark is drawn over the "REQUIRED" status of the first two items. At the bottom, there are "<< Back" and "Next >>" buttons.



20. The following page includes education information. No action is required. Click “Next”

Apply For License (AL41011)

1 Applicant Information 2 Select Categories 3 Select License/Certification 4 Expertise Details 5 Upload Documents 6 View Disclosure 7 View Follow Up 8 Attest To Application

**Certified Phlebotomy Technician I (New Applications)**

Thank you for your interest in the California Certified Phlebotomy Technician I certificate (CPT I). LFS requires applicants to submit documentation of academic coursework and clinical training or work experience to qualify for certification. Any didactic training, practical training, or work experience obtained outside the United States will not qualify toward California phlebotomy certification. All on-site-job experience must be obtained from a CLIA licensed facility. Experience obtained at a blood bank or blood donor facility will not qualify toward California phlebotomy certification.

**Scope of practice**

- This certificate permits you to perform skin puncture and venipuncture blood collection.

**Education Prerequisites**

Degree Requirements:

- High school diploma or passing score on the General Education Development (GED) test.

**Experience Prerequisites**

Experience Requirements:  
See Special Conditions below.

Special Condition(s):  
There are three paths for training and experience, depending on the applicant's on-the-job phlebotomy experience.

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21. The following page includes the address to mail your official transcripts.

- Official high school transcripts (or college including 24 credits and 2.0+ GPA) must be sent directly to LFS from the office of the school, college, or university you attended. For some schools, transcripts can be requested online. Contact the school and request your transcript be sent to:

Laboratory Filed Services – Phlebotomy Program  
850 Marina Bay Parkway, Bldg. P 1<sup>st</sup> Floor  
Richmond, CA 94804

- No additional information is required on this page. Click “Next”

22. Electronically sign the Application Attestation

- Click the box “Accept” under the signature then click “Next”.

1 Applicant Information 2 Select Categories 3 Select License/Certification 4 Expertise Details 5 Upload Documents 6 View Disclosure 7 View Follow Up 8 Attest To Application

California Department of Public Health

**APPLICATION ATTESTATION**

Applicant ID: mmsdev2  
Application Number: AL-41011  
Name of Applicant: Mike McDevitt  
Address: 4225 SOLANO AVE  
NAPA, CA 94558-1611  
Email Address: mike@harperrand.com

I declare that all information provided in this application is true and correct. I agree and understand that any misstatement(s) of material fact(s) will be subject to the laws of California including denial or is the legal equivalent of having placed my handwritten signature on this application.

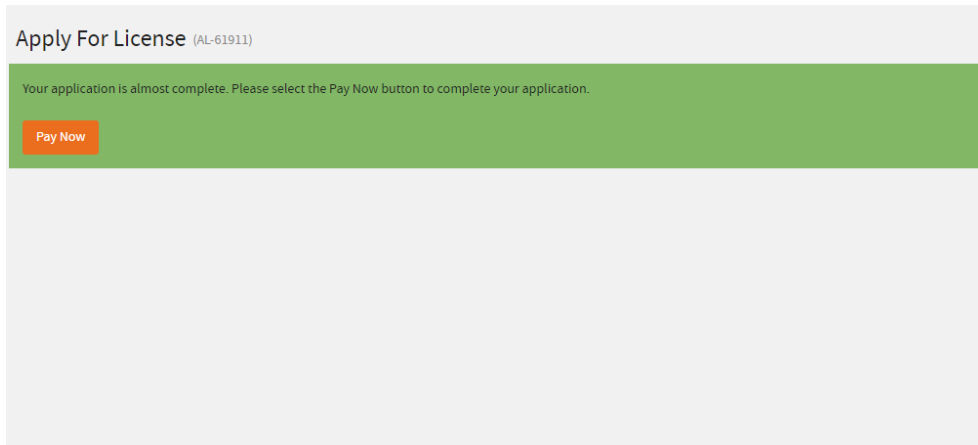
Note: License/registrations/certifications may be suspended or revoked due to unpaid Child Support Services payments (CA Family Code Section 17520) or due to unpaid taxes (BPC 494.5).

**Sign**

Accept Clear

Back Submit

23. Payment- The non-refundable application fee is \$100 and must be paid with a Visa or MasterCard. Click “Pay Now” to enter payment information.



Applicants will receive an e-mail that their application and payment has been received.

**Application Status:**

For information on the status of your application, go to <https://www.cdph.ca.gov/Programs/OSPHLD/LFS/Pages/ClinicalLaboratoryPersonnel.aspx> and click on “Login into Your Account”.

The processing time for state license varies greatly, but usually takes approximately 30 days. Please be patient!

**Questions:**

If you have issues completing the online application or submitting your application you can e-mail Laboratory Field Services at [LFSnewapplications@cdph.ca.gov](mailto:LFSnewapplications@cdph.ca.gov). Make sure to include your LFS assigned application ID Number in the subject line of your email.

If you receive a deficiency letter or correspondence from LFS requiring additional information, contact CalRegional at (800) 927-5159.