![CALREGIONAL CAREER ACCELERATED LEARNING]

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

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

Cancel   Submit

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.

Manufacturing Cannabis | Laboratory Personnel | Lead Related Construction | All License Types
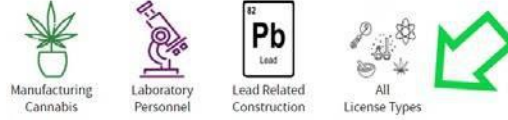
and well-being of the people in California. This mission is achieved, in part, through the issuance of certificates, licenses, pe
ersight of professionals, facilities, and equipment.

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)
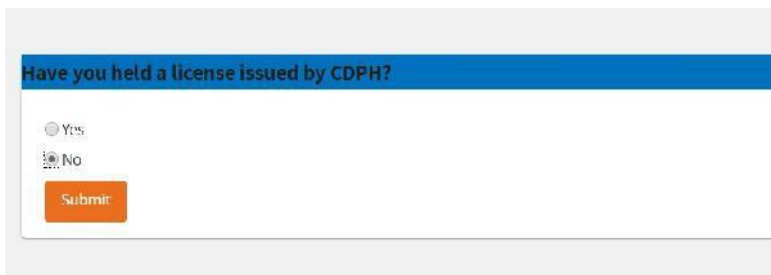
Clinical Laboratory Scientist (Generalist) Trainee

6. Review the Privacy Disclaimer and check the box at the bottom of the page to accept the terms and then click "Proceed".
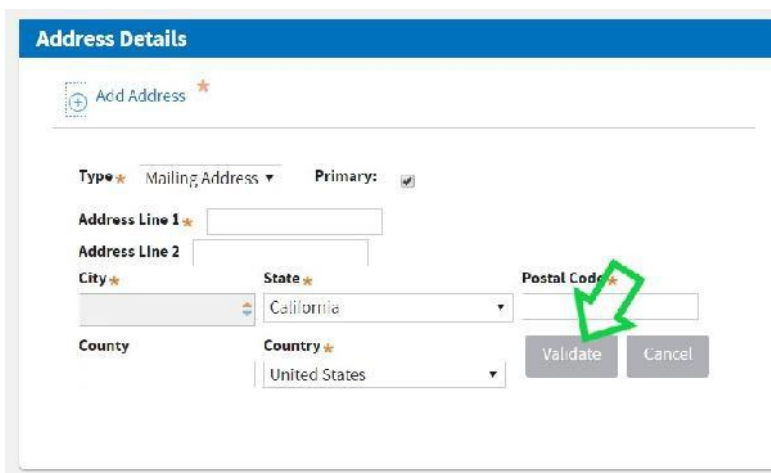
7. Answer the following question, "Have you held a license issued by CDPH?" (California Department of Public Health). For most students, the answer will be no. Click "Submit".

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

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	⦿

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
○	Cytotechnologist
○	Director
○	Medical Laboratory Technician
○	Phlebotomist
○	Public Health Microbiologist
○	Scientist
○	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

Phlebotomist

Select	Name	Info	Cost
⦿	Certified Phlebotomy Technician I	Prerequisites	$100.00
○	Certified Phlebotomy Technician II	Prerequisites	$100.00
○	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.**

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

3

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.   <u>Select training school listed on your certificate</u>

    c.   Enter the training hours of 40

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

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 Organization Details:** Use the scroll-down menu to add National Healthcare Association(NHA) **OR** American Medical Certification Association(AMCA), certification number, and effective date.

Add New   ×

Certification Organization ★
National Healthcareer Association (NHA)   ▼

Certificate Number ★
F3E2Q8W91

Effective date ★
10/1/2019   📅

Cancel   Submit

Once all the information is completed, click "Next"

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

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

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

    a. 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 Field Services – Phlebotomy
> Program 850 Marina Bay Parkway, Bldg. P 1st
> Floor Richmond, CA 94804

    b. No additional information is required on this page. Click "Next"

22. Electronically sign the Application Attestation

    a. **Click the box "Accept" under the signature then click "Next".**

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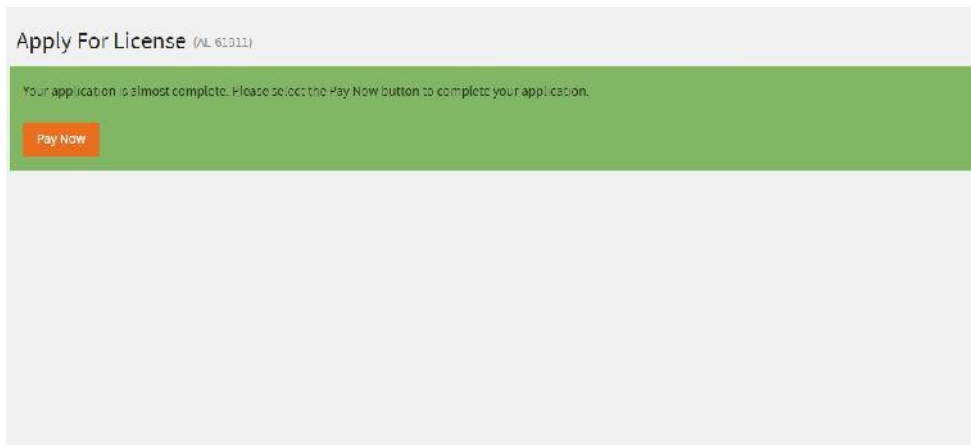
Applicants will receive an e-mail that their application and payment has been received.

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. 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.