

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/CSPHLD/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 LFSec@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

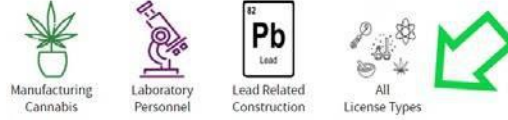
* Confirm Password

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)

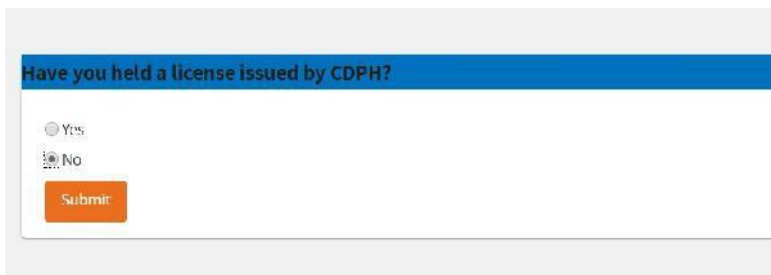
Clinical Laboratory Scientist (Generalist) Trainee

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



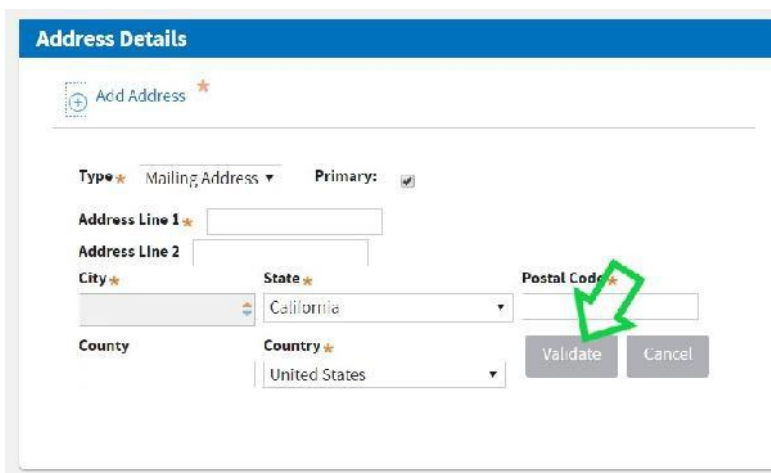
A screenshot of a form with a light gray background. At the top left, there is a checked checkbox followed by the text "I have read and accepted the above terms". Below this text, centered, is an orange button with the word "Proceed" written in white.

- 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".




A screenshot of a form with a blue header bar containing the question "Have you held a license issued by CDPH?". Below the header, there are two radio button options: "Yes" and "No". The "No" option is selected. Below the radio buttons is an orange button with the word "Submit" written in white.

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



A screenshot of a form titled "Address Details" with a blue header bar. Below the header, there is a section titled "Add Address" with a plus icon and a star. The form contains several fields: "Type" (dropdown menu set to "Mailing Address"), "Primary" (checkbox checked), "Address Line 1" (text input), "Address Line 2" (text input), "City" (text input), "State" (dropdown menu set to "California"), "Postal Code" (text input), and "Country" (dropdown menu set to "United States"). To the right of the "Postal Code" field, there is a green checkmark icon. Below the "Country" field, there are two buttons: "Validate" and "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 1 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

Degree	Course of study	Institute name
No items		

Training Details [View Training Prerequisites](#)

Select from my training

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

Experience Details [View Experience Prerequisites](#)

Select from my experience

Employer	Employee type	Position	Hours per week	From
No items				

Certification Details [View Certification Prerequisites](#)

Select from my certification

Certification Organization	Certificate Number
No items	

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

Course of study

Institute Name

From

To

Country

State

Number of units

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

The screenshot shows a web form titled "Add New" with a close button (X) in the top right corner. The form contains the following fields and values:

- Training type:** Radio buttons for "Didactic" (selected with a green checkmark) and "Practical".
- From:** Date field containing "8/1/2019".
- To:** Date field containing "10/16/2019".
- Training school:** Dropdown menu showing "Regional Education Center Vallejo Vallejo City Adult School". Below it is a checkbox labeled "Training school not listed in the list?".
- Training location:** Dropdown menu showing "480 Del Mar St, Vallejo".
- Training hours:** Text input field containing "40".
- Country:** Dropdown menu showing "United States".
- State:** Dropdown menu showing "California".
- Zip code:** Text input field containing "94501".

At the bottom of the form are two buttons: "Cancel" and "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

The screenshot shows a web form titled "Add New" with a close button (X) in the top right corner. The form contains the following fields and values:

- Training type:** Radio buttons for "Didactic" and "Practical" (selected with a green checkmark).
- From:** Date field containing "10/1/2019".
- To:** Date field containing "10/12/2019".
- Training school:** Text input field containing "Regional Education Center".
- Training location:** Text input field containing "4620 Business Center Drive".
- Training hours:** Text input field containing "40".
- Country:** Dropdown menu showing "United States".
- State:** Dropdown menu showing "California".
- Zip code:** Text input field containing "94501".

At the bottom of the form are two buttons: "Cancel" and "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 Organization Details:** Use the scroll-down menu to add National Healthcare Association(NHA) OR American Medical Certification Association(AMCA), certification 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" page with a progress bar at the top. The progress bar has 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. Step 5 is currently active. Below the progress bar, there is a blue banner with text: "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, there is a section titled "Required Documents" with a list of documents and their upload status:

Document Name	Upload Status
Certificate of Completion	Upload - REQUIRED
National Certification Certificate	Upload - REQUIRED
Certificate of Completion	Upload - OPTIONAL
Letter of Phlebotomy Experience for California Certification	Upload - OPTIONAL
California Statement of Phlebotomy Practical Training Form	Upload - OPTIONAL

At the bottom of the page, there is an "Additional Documents" section and two buttons: "<< Back" and "Next >>".

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:

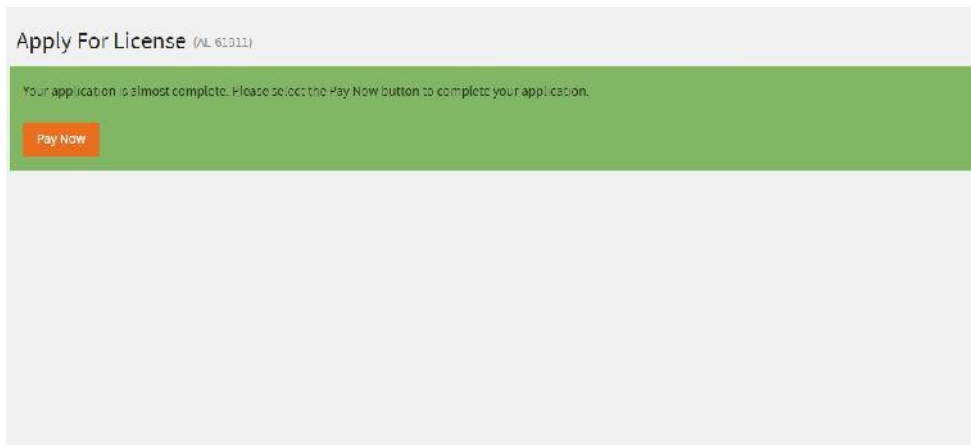
Laboratory Field Services – Phlebotomy
Program 850 Marina Bay Parkway, Bldg. P 1st
Floor Richmond, CA 94804

- 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.