

California State University, Los Angeles/California State Polytechnic University, Pomona Clinical Genetic Molecular Biologist Scientist Training Program

Application Procedure

Step 1

Fill out, print, and sign the CGMBS application (see below). Mail it directly to:

Sandra B. Sharp, Program Administrator
Cal State LA/Cal Poly Pomona Clinical Genetic Molecular Biologist Scientist Training Program
Department of Biological Sciences
Cal State LA
5151 State University Dr.
Los Angeles, CA 90032

Step 2

Request that three letters of recommendation be submitted **directly** to:

Sandra B. Sharp, Program Administrator
Cal State LA/Cal Poly Pomona Clinical Genetic Molecular Biologist Scientist Training Program
Department of Biological Sciences
Cal State LA
5151 State University Dr.
Los Angeles, CA 90032

Recommendation forms for the CGMBS Program can be found on the Cal State LA Biological Sciences Department and University Extended Education websites. Fill out and sign the top part of a form and mail or hand carry it to each of your recommenders. A minimum of two of the three letters of recommendation should be from faculty who are familiar with your most recent academic performance, particularly in life sciences. The third recommendation may be from an individual who is familiar with your performance as an employee. Recommendations from friends and family are not acceptable.

Step 3

Apply for a CGMBS Trainee License:

1. Obtain a copy of the application for a California CGMBS Trainee License from Laboratory Field Services: <http://www.dhs.ca.gov/ps/ls/LFSB/default.htm>
2. Fill out the application and send it to Laboratory Field Services along with any required fees.
3. Send all transcripts that contain classes required as prerequisites for the CGMBS Trainee License to:

**Frank Barnes, Laboratory Field Services
850 Marina Bay Parkway – Bldg P First Floor
Richmond, CA 94804-6403**

4. **For international students** – send a transcript evaluation from AACRAO (<http://www.aacrao.org/>) to Laboratory Field Services (c/o Frank Barnes)
(Refer to step 5 for additional information on AACRAO)

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

Step 4

Request that the registrar of each college or university you have attended send one hard copy of your official transcript(s) directly to:

Sandra B. Sharp, Program Administrator
Cal State LA/Cal Poly Pomona Clinical Genetic Molecular Biologist Scientist Training Program
Department of Biological Sciences
Cal State LA
5151 State University Dr.
Los Angeles, CA 90032

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 that is signed and sealed by the registrar must be sent directly to the address above.

If you are currently enrolled in a college or university, please forward your final transcript to the address above and to Laboratory Field Services before your matriculation in the CGMBS program.

Please note that all required courses must be taken for a letter grade rather than a credit/no credit option.

Step 5 *(For international applicants only)*

Applicants whose language of instruction for their higher education was not English are required to take the Test of English as a Foreign Language. A 90 IBT, 230 CBT, or 575 PBT TOEFL score OR minimum 450 score on the verbal section of the general GRE is required. A scanned copy of the official score notification must be included with your application.

- **IN ADDITION**, your transcripts should show proof of an upper division course taken in the U.S.A. in Genetics, Molecular Biology or Cell Biology with a grade of B or better.

International students whose language of instruction was English must provide proof from their degree granting institution. All foreign-educated applicants must provide a detailed transcript evaluation from:

American Association of College Registrars and Admissions Officers (AACRAO)

Office of International Education Services

1 DuPont Circle, NW; Suite #370

Washington, D.C. 20036-1110

Telephone: 202-296-3359

<http://www.aacrao.org/>

International trainees must have the legal right to work full-time in the U.S.A. and must be able to show supporting documents.

Step 6

Top applicants will be selected to complete a face-to-face interview, which will be scheduled after receipt and review of all academic documents.

General Information

The Clinical Laboratory Sciences Program Director, Dr. Nancy L. McQueen, is available to advise applicants regarding the required prerequisite courses:

Email: nmcquee@calstatela.edu

Telephone: 323-343-2052

Please note: All students selected for the Program must provide the following additional documentation.

Statement of General Health

Before a student is allowed to begin the Program, he/she must have on file a Statement of General Health signed by his/her primary health care provider.

Documentation of Hepatitis B Virus Vaccination

Before a student is allowed to begin the Program, he/she must have on file documentation that he/she has either begun or has finished the course of inoculations for the hepatitis B virus vaccine. This documentation should be sent to the Clinical Laboratory Sciences Program Administrator (Junjun Liu) at the address above. If the student has just begun, but not yet finished, the series of inoculations at the start of the Program, he/she must provide documentation that he/she has finished the course of inoculations as soon as possible in order to remain in the Program.

Documentation of Tuberculosis Testing

All students must provide the results from tuberculosis tests in order to begin the Program.

Admission Criteria for the Clinical Genetic Molecular Biologist Scientist Training Program at Cal State LA/Cal Poly Pomona

- A minimum of a bachelor's degree in biology or a related science (approved by the program director and accepted by the state of California for the purposes of licensure)
- For students with a degree from an institution where the language of instruction is not English, a score on the TOEFL test of 90 (IBT), 230 (CBT), or 575 (PBT); and an upper division course taken in the U.S.A, in Genetics, Molecular Biology or Cell Biology with grade of B or better.
- A minimum of 10 semester (15 quarter) units of Chemistry including an upper division course in Biochemistry
- 18 semester (27 quarter) units of Biology including
 - 3 (4 quarter) semester units of Genetics
 - 3 (4 quarter) semester units of Molecular Biology or Cell BiologyThe remaining 12 semester (19 quarter) units in biology must be in advanced genetics or upper division cell biology, molecular biology, or microbiology. At least two of these courses must have laboratory components that include molecular techniques.
- 3 semester (4 quarter) units of college level statistics is required
- A minimum G.P.A of 2.75 (on a 4 point scale) in the required courses listed above

- These courses must have been completed within the last 7 years. An exception may be made for individuals who can provide evidence of relevant recent work experience. In that case, the coursework must have been completed within the last 15 years.
- Three (3) letters of recommendation from upper division/graduate course instructors or work supervisors, with at least two letters from instructors.
- Pending application to Laboratory Field Services (<http://www.cdph.ca.gov/programs/lfs>) for a Clinical Genetic Molecular Biologist Scientist Trainee License. Final acceptance for admission to the program is contingent upon receiving this license and acceptance for training by a clinical affiliate.
- A signed statement of good general health from the student's primary healthcare provider.
- International trainees must have the legal right to work full-time in the U.S.A. and must be able to show supporting documents.

**California State University, Los Angeles/California State Polytechnic University, Pomona
Clinical Genetic Molecular Biologist Scientist Training Program**

Application Checklist

- Completed application**

- Prerequisite courses completed: (must be complete prior to entry into the CGMBS training program)**
 - **Chemistry (at least 10 semester, 15 quarter units, including biochemistry)**
 - **Biochemistry (at least one course)**
 - **Biology (total of 18 semester, 27 quarter units, comprising a course in genetics, a course in molecular and/or cell biology (check below), and remaining units in advanced genetics or upper division cell biology, molecular biology, or microbiology. At least two of these courses must have laboratory components that include molecular techniques.**
 - **Genetics**
 - **Molecular and/or Cell Biology**
 - **Statistics**

- Resume**

- Application essay**

- Three letters of recommendation**

- Official copies of college transcripts**

**# All items must be sent directly to:
Sandra B. Sharp, Program Administrator
Cal State LA/Cal Poly Pomona CGMBS Training Program
Department of Biological Sciences
Cal State LA
5151 State University Dr.
Los Angeles, CA 90032**

**California State University, Los Angeles/California State Polytechnic University, Pomona
Clinical Genetic Molecular Biologist Scientist Training Program**

Application for Admission

Please type and respond to all questions

Last Name, First Name, Middle Initial			Date		
Current Address					
Permanent Address (if different from the current address)					
Message Phone			Alternate Phone		
E-mail					
<input type="checkbox"/> New application		<input type="checkbox"/> Reapplication		For training to begin: Fall Quarter, _____ (indicate year)	
Are you a U.S. citizen, or permanent resident?			Are you presently authorized to work full-time in the U.S.?		
<input type="checkbox"/> yes <input type="checkbox"/> no		If not, visa (type) _____		<input type="checkbox"/> yes <input type="checkbox"/> no	
Emergency contact:					
Name		Phone		Address	
Educational History					
Type of school (Jr. College, College, Univ)	School Name	Major	Degree	Attended from (month/year)	Attended to (month/year)
1.					
2.					
3.					
4.					
Total G.P.A.		Science G.P.A.		G.P.A. last 60 semester/90 quarter units)	

Optional Questions

California State University, Los Angeles and California State Polytechnic University both maintain programs of nondiscrimination in all services they provide. The optional questions are intended solely for the purpose of providing the Universities with information that enable them to measure the effectiveness of their compliance with the Civil Rights Act of 1964, Title IX of the 1972 Educational Amendments and Executive Order 11246 as amended. **You are not required to answer these questions since the information is unnecessary for the evaluation of your application for admission. You may elect to answer each question, at your option.**

Birth date: Month/Day/Year _____ Birthplace: City State Country _____

Gender: Male Female

Racial/Ethnic Information: White (non-Hispanic) Black (non-Hispanic) American Indian/Alaskan Native Hispanic Asian or Pacific Islander
 Other

**California State University, Los Angeles/California State Polytechnic University, Pomona
Clinical Genetic Molecular Biologist Scientist Training Program**

Last Name, First Name, Middle Initial

Date

Academic Honors

Application Essay

State your reasons for pursuing the California State University, Los Angeles/California State Polytechnic University, Pomona Clinical Genetic Molecular Biologist Scientist Program and your career goals after graduation. (Please attach a separate, typed, double-spaced application essay, maximum length two pages.)

Resume

Please attach a separate, typed **resume** that includes your employment history, volunteer activities, school activities, and interests.

**California State University, Los Angeles/California State Polytechnic University, Pomona
Clinical Genetic Molecular Biologist Scientist Training Program**

Last Name, First Name, Middle Initial

Date

Please provide the names, email addresses, and telephone numbers of the three individuals from whom letters of recommendation will be received. A minimum of two recommendations should be from faculty who are familiar with your most recent academic performance, particularly in life sciences. The third recommendation may be from an individual who is familiar with your performance as an employee.

1.
2.
3.

Have you ever been convicted of a felony or pleaded guilty and been placed on probation, court supervision, or other preconviction program? A 'yes' answer does not automatically result in your disqualification for admission.

yes no

If yes, please explain on a separate piece of paper and attach to this application.

By signing this application, I assert the following:

- All information provided is true, to the best of my knowledge
- I have ordered official transcripts from all universities or colleges I have attended to be sent to Dr. Sandra B. Sharp, Program Administrator of the Clinical Genetic Molecular Biologist Scientist Training Program.
- Representatives of the Clinical Genetic Molecular Biologist Scientist Training Program have my permission to contact my references and enquire about my performance as their student or employee as applicable.

Signed

Date