

# California State University, Los Angeles/California State Polytechnic University, Pomona Clinical Laboratory Scientist Training Program

## Application Procedure

### Step 1

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

Nancy McQueen, Program Director  
Cal State LA/Cal Poly Pomona Clinical Laboratory Scientist Training Program  
California State University, Los Angeles  
Department of Biological Sciences  
5151 State University Drive  
Los Angeles, CA 90032

### Step 2

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

Nancy McQueen, Program Director  
Cal State LA/Cal Poly Pomona Clinical Laboratory Scientist Training Program  
California State University, Los Angeles  
Department of Biological Sciences  
5151 State University Drive  
Los Angeles, CA 90032

Recommendation forms for the CLS Program can be found on the Cal State LA Biological Sciences Department and University Extended Education websites. Fill out and sign the top part and then mail or hand carry the form 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 CLS Trainee License:

1. Obtain a copy of the application for a California CLS 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 CLS 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:

Nancy McQueen, Program Director  
Cal State LA/Cal Poly Pomona Clinical Laboratory Scientist Training Program  
California State University, Los Angeles  
Department of Biological Sciences  
5151 State University Drive  
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 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 in hematology (with lab) or medical microbiology (with lab) taken in the U.S.A. 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](mailto: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 Director (Nancy McQueen) 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 Laboratory Scientist Training Program at Cal State LA/Cal Poly Pomona**

- A bachelor's degree in biology or related science, received prior to admission to the Program.
- 16 semester units (24 quarter units) of chemistry that must include inorganic chemistry, analytical chemistry, organic chemistry, and biochemistry.
- 18 semester units (27 quarter units) of biological sciences that must include immunology, hematology, and medical microbiology.
- 3 semester units (4 quarter units) of physics that must include instruction in the principles of light and electricity.
- Prefer at least 4 units of upper division biology laboratory instruction and at least one, and preferably all, of the following courses: physiology, genetics, biostatistics, and a lab class that includes molecular biology techniques.
- A minimum GPA of 2.75 on a 4-point scale in the required courses listed above. International students must have their transcripts evaluated by a U.S. A. transcript evaluation service and their grades must be converted to a 4-point scale.
- 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.
- For international trainees whose language of instruction was not English, a minimum 90 IBT, 230 CBT, or 575 PBT TOEFL score is required. IN ADDITION, an upper division course in hematology

(with lab) or medical microbiology (with lab) taken in the U.S.A. with a grade of B or better IS REQUIRED.

- Submission of a completed application including all supporting documents
- Pending application to Laboratory Field Services (<http://www.cdph.ca.gov/programs/lfs>) for a Clinical Laboratory Scientist Trainee License. Final acceptance for admission to the program is contingent upon receiving this license.
- A signed Statement of General Health form 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 Laboratory Scientist Training Program**

**Application Checklist**

- Completed application**
  
- Prerequisite courses completed: (must be complete prior to entry into the CLS training program)**
  - Immunology**
  - Hematology**
  - Medical Microbiology**
  - Biochemistry**
  - Quantitative Analysis or Clinical Chemistry**
  - Physics**
  
- Resume**
  
- Application essay**
  
- Three letters of recommendation**
  
- Official copies of college transcripts**

**Send all items to:**

**Nancy McQueen, Program Director  
Cal State LA/Cal Poly Pomona Clinical Laboratory Scientist Training Program  
California State University, Los Angeles  
Department of Biological Sciences  
5151 State University Drive  
Los Angeles, CA 90032**

**California State University, Los Angeles/California State Polytechnic University, Pomona  
Clinical Laboratory 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	
_____			
<b>Educational History</b>			
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 Laboratory Scientist Training Program

\_\_\_\_\_  
Last Name, First Name, Middle Initial

\_\_\_\_\_  
Date

**Course work:**

In the chart below, list all of the courses that you have taken in the disciplines of science and mathematics. Other than the required courses (see above), which are listed first in the table below, please group the courses by the school at which they were taken and list them chronologically, starting with the most recent. Please indicate the institution (Inst.) in which the course was taken and if the course was a semester (Sm) or quarter (Qtr) in length. Indicate the year in which it was taken; and indicate if it was lecture (Lec), laboratory (Lab) or, seminar (Sem); the units; and grade. If the course is in progress (In prog), or planned (Plan), please indicate that. Attach additional pages, as needed. Designate with an asterisk (\*) the courses that meet the prerequisite requirements for the program (see checklist). In addition, an official transcript that lists all completed courses from each university or college attended must be sent to Dr. Sandra B. Sharp at California State LA. If your transcripts are from a foreign university or college, you must submit them for professional evaluation through the American Association of College Registrars and Admissions Officers (AACRAO) American Education Research Corporation. Your application will not be processed until a professional evaluation has been performed and submitted to the Program.

Course title:	Inst.	Sm	Qtr	Year	Lec	Lab	Sem	Units	Grade	In progress or planned
<b>Immunology:</b>										
<b>Hematology:</b>										
<b>Medical Microbiology:</b>										
<b>Biochemistry:</b>										
<b>Quantitative Analysis:</b>										
<b>Physics:</b>										
<b>Statistics:</b>										



**California State University, Los Angeles/California State Polytechnic University, Pomona  
Clinical Laboratory 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 Laboratory 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 Laboratory 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. Nancy McQueen, Program Director of the Clinical Laboratory Scientist Training Program.
- Representatives of the Clinical Laboratory Scientist Training Program have my permission to contact my references and enquire about my performance as their student or employee as applicable.

\_\_\_\_\_  
**Signed**

\_\_\_\_\_  
**Date**