



# **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:

Gloria C. Preza, Ph.D.  
Education Coordinator CGMBS Training Program  
California State University, Los Angeles  
Department of Biological Sciences  
5151 State University Drive  
Los Angeles, CA 90032-8201

## **Step 2**

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

Gloria C. Preza, Ph.D.  
Education Coordinator CGMBS Training Program  
California State University, Los Angeles  
Department of Biological Sciences  
5151 State University Drive  
Los Angeles, CA 90032-8201

The CGMBS Letter of Recommendation can be found at [Letter of Recommendation Form for CGMBS](#) under Apply to the Program. 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 CGMBS Trainee License:

1. Apply for a California CGMBS Trainee License from Laboratory Field Services:  
<https://www.cdph.ca.gov/Programs/OSPHLD/LFS/Pages/CLS-Trainee.aspx> (Select Clinical Genetic Molecular Biologist Scientist)
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:

**California Department of Public Health  
Laboratory Field Services (LFS)  
Attn: Personnel Licensing Section  
850 Marina Bay Parkway, Bldg. P  
Richmond, CA 94804**

**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:

Gloria C. Preza, Ph.D.  
Education Coordinator CGMBS Training Program  
California State University, Los Angeles  
Department of Biological Sciences  
5151 State University Drive  
Los Angeles, CA 90032  
Secure electronic transcripts may be sent to [gpreza@calstatela.edu](mailto:gpreza@calstatela.edu)

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 applicants who earned a degree outside the United States only)*

Applicants with foreign degrees 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, 7 IELTS, or 575 PBT TOEFL score 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 genetics, molecular biology or cell biology taken in the USA with a grade of B or better.

Applicants 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:

**International Education Research Foundation (IERF)**  
P.O. Box 3665  
Culver City, CA 90213-3665  
Telephone: (310) 258-9451  
<http://www.ierf.org/>

All trainees must have U.S. citizenship or permanent residency in the U.S.

## Step 6

Top applicants will be selected to complete a face-to-face interview. The interviews will be scheduled after receipt of all academic documents and preliminary review of all application materials.

**All application materials must be received by March 31<sup>st</sup>  
of the year internship begins.**

## General Information

The Clinical Sciences Education Coordinator, Gloria C. Preza, is available to advise applicants:

Email: [gpreza@calstatela.edu](mailto:gpreza@calstatela.edu)  
Telephone: (323) 343-6065

**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, (s)he must have on file a Statement of General Health signed by his/her primary health care provider.

### **Documentation of Hepatitis Virus Vaccination**

Before a student is allowed to begin the Program, (s)he must have on file documentation that (s)he has either begun or has finished the course of inoculations for the hepatitis B virus vaccine. This documentation should be sent to the Clinical Genetic Molecular Biologist Sciences Education Coordinator (Julie Foley) at the address above. If the student has just begun, but not yet finished, the series of inoculations at the start of the Program, (s)he must provide documentation that (s)he 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**

- A minimum of a bachelor's degree in biology or related science, received by May of the year the internship begins (approved by the program director and accepted by the State of California for purposes of licensure)
- A minimum of 10 semester (15 quarter) units of chemistry that must include an upper division course in biochemistry
- 18 semester (27 quarter) units of biology including
  - 3 semester (4 quarter) units of genetics
  - 3 semester (4 quarter) units of molecular biology or cell biology
  - The 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
- A minimum GPA of 2.75 on a 4-point scale in the required courses listed above.
- Genetics and Molecular or Cell Biology courses must have been completed within 7 years of the internship.
- For trainees with foreign degrees whose language of instruction was not English, a minimum of 90 IBT, 7 IELTS, or 575 PBT TOEFL is required. **IN ADDITION**, an upper division course in genetics, molecular biology or cell biology taken in the USA with a grade of B or better
- Submission of a completed application including all supporting documents
- Pending application to Laboratory Field Services (<https://www.cdph.ca.gov/Programs/OSPHLD/LFS/Pages/CLS-Trainee.aspx>) 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.
- Trainees must have U.S. citizenship or permanent residency in the U.S.



## Clinical Genetic Molecular Biologist Scientist Training Program Application Checklist

- Completed application
- Pre-requisite courses completed: (documented proof of enrollment/completion of these courses must be received by April 30)
  - Chemistry (at least 10 semester (15 quarter) units, including biochemistry)
  - Biochemistry (at least one course)
  - Biology (total of 18 semester or 27 quarter units), comprising a course in genetics, a course in molecular and/or cell biology, 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 (3 semester (4 quarter) units)
  - Molecular and/or Cell Biology (3 semester (4 quarter) units)
  - Statistics
- Resume/CV
- Application essay
- Three letters of recommendation
- Official copies of college transcripts

**All application materials must be received by March 31<sup>st</sup>  
of the year the internship begins.**

All items should be sent directly to:  
Gloria C. Preza, Ph.D., Education Coordinator CGMBS Training Program  
California State University, Los Angeles  
Department of Biological Sciences  
5151 State University Drive  
Los Angeles, CA 90032-8201



# COLLEGE OF PROFESSIONAL & GLOBAL EDUCATION

5151 STATE UNIVERSITY DRIVE | LOS ANGELES, CA 90032-8619

## Clinical Genetic Molecular Biologist Scientist Training Program

### Application For Admission

Please type and respond to all questions.

\_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_

Last Name, First Name, Middle Initial \_\_\_\_\_ Previous Names Used \_\_\_\_\_

\_\_\_\_\_

Current Address \_\_\_\_\_

\_\_\_\_\_

Permanent Address (If different from the current address) \_\_\_\_\_

\_\_\_\_\_

Message Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

\_\_\_\_\_

E-Mail \_\_\_\_\_

New application     Reapplication    For training to begin, Fall \_\_\_\_\_ (indicate year)

Are you a U.S. citizen?     Yes     No

Are you a permanent resident of the U.S.?     Yes     No    If No, Visa (type) \_\_\_\_\_

Are you a presently authorized to work in the U.S.?     Yes     No

Emergency Contact:

Name \_\_\_\_\_ Phone \_\_\_\_\_ Address \_\_\_\_\_

Educational History						
Type if School (Comm. College, Univ)	School Name	Major	Degree	Attended from (mo/yr)	Attended to from (mo/yr)	
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

\_\_\_\_\_

Total G.P.A. \_\_\_\_\_ Science G.P.A. \_\_\_\_\_ G.P.A. (last 60 semester/90 quarter units) \_\_\_\_\_

#### Optional Questions

California State University, Los Angeles maintains 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.**

Birthdate \_\_\_\_\_ (MM/DD/YYYY)    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



## Clinical Genetic Molecular Biologist 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 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; if it was lecture (Lec), laboratory (Lab) or seminar (Sem); the units; and grade. If the course is in progress (Prog), or planned (Plan), please indicate that. Attach additional pages, as needed. **In addition, an official transcript that lists all completed courses from each university or college attended must be sent to Julie Foley at California State LA. If your transcripts are from a foreign university or college, you must submit them for professional evaluation through the International Education Research Foundation (IERF).** Your application will not be processed until a professional evaluation has been performed and submitted to the Program.

Course Title: (not number)	Institution Name	Sm	Qtr	Year	Lec	Lab	Sem	Units	Grade	In progress or planned
Chemistry:										
Chemistry:										
Biochemistry:										
Genetics:										
Cell and/ or Molecular Biology:										
Biology:										
Biology:										
Biology:										
Biology:										
Biology:										
Statistics:										





## 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 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.)

### Résumé

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





## 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 pre-conviction 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 Julie Foley, Education Coordinator 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**