

## 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 \(PDF\)](#)

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If you have any questions, contact us at [LFSec@cdph.ca.gov](mailto: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

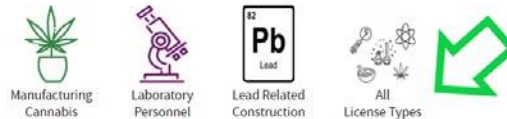
\* Confirm Password

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

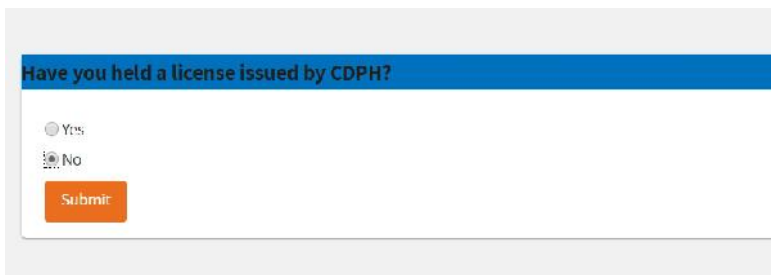
- Review the Privacy Disclaimer and check the box at the bottom of the page to accept the terms and then click "Proceed".



I have read and accepted the above terms

Proceed

- 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".



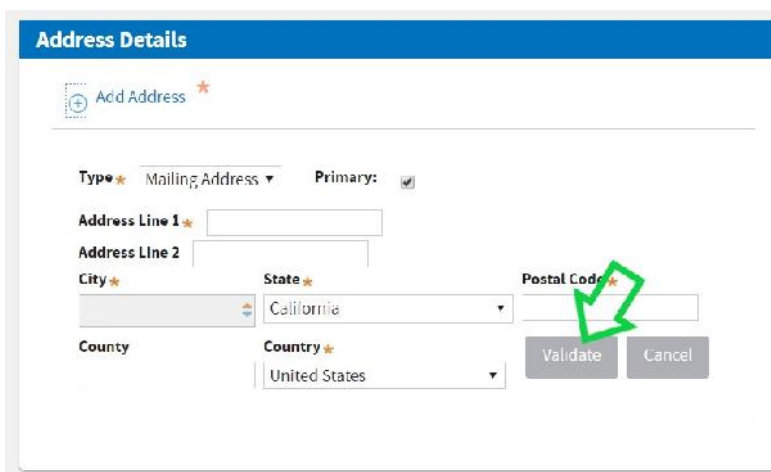
Have you held a license issued by CDPH?

Yes

No

Submit

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



Address Details

Add Address \*

Type\* Mailing Address ▼ Primary:

Address Line 1\*


Address Line 2

City\*  State\* California ▼ Postal Code\*

County  Country\* United States ▼

Validate 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 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\***  
High School/GED

**Course of study\***  
General

**Institute Name\***  
South Pasadena High S

**From**  
Jun 1987

**To**  
May 1990

**Country\***  
United States

**State\***  
California

**Number of units**  
220.00

### 15. Training Details 1: click “Add New” Didactic

- Select Didactic training and enter the information. (This information is located on your phlebotomy program certificate of completion from the school)
- Select training school listed on your certificate
- Enter the training hours of 40

Add New

Training type

Didactic

Practical

From

5/1/2019

To

10/10/2019

Training school

Regional Education Center Vallejo Vallejo City Adult School

Training school not listed in the list?

Training location

430 Del Our St, Vallejo

Training hours

40

Country

United States

State

California

Zip code

94591

Cancel Submit

### 16. Training Details 2: click “Add New” Practical

- Select “Practical Training” and enter the externship information. (This information is located on your CA Statement of Phlebotomy Practical Training Form)
- Make sure to enter “40” for the training hours

Add New

Training type

Didactic

Practical

From

10/1/2019

To

10/12/2019

Training school

Regional Education Center

Training location

4620 Business Center Drive

Training hours

40

Country

United States

State

California

Zip code

94591

Cancel 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 Details: Add National Healthcareer Association, certificate 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: "Certificate of Completion" (REQUIRED), "National Certification Certificate" (REQUIRED), "Certificate of Completion" (OPTIONAL), "Letter of Phlebotomy Experience for California Certification" (OPTIONAL), and "California Statement of Phlebotomy Practical Training Form" (OPTIONAL). Green arrows point to the "REQUIRED" status for the first two documents and the "OPTIONAL" status for the last two. At the bottom, there is an "Additional Documents" section and "Back" and "Next" buttons.



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

The screenshot shows a multi-step process for applying for a license. The steps are: 1. Applicant Information, 2. Select Categories, 3. Select License/Certification, 4. Expertise Details, 5. Upload Documents, 6. View Disclosure, 7. View Follow Up, and 8. Attest To Application. The current step is 5, 'Upload Documents'. The page title is 'Apply For License (AL41011)'. The main heading is 'Certified Phlebotomy Technician I (New Applications)'. Below this, there is a thank you message and instructions regarding documentation. A section titled 'Scope of practice' lists the permitted activities. Another section titled 'Education Prerequisites' lists the degree requirements, including a high school diploma or GED score. A final section titled 'Experience Prerequisites' lists the experience requirements. At the bottom, there are 'Back' and 'Next' buttons.

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 1<sup>st</sup>  
Floor Richmond, CA 94804

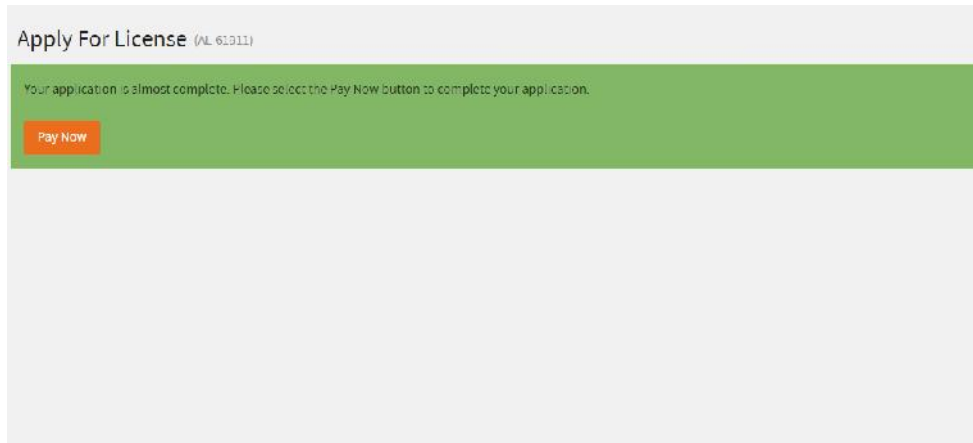
- b. No additional information is required on this page. Click “Next”

22. Electronically sign the Application Attestation

- a. Click the box “Accept” under the signature then click “Next”.

The screenshot shows the 'Application Attestation' page. At the top, there is a progress bar with steps 1 through 8. The current step is 8, 'Attest To Application'. The page features the California Department of Public Health logo and the title 'APPLICATION ATTESTATION'. Below this, there is a section for applicant information, including the applicant ID, application number, name, address, and email. A declaration statement follows, stating that the information provided is true and correct. A note mentions that licenses may be suspended or revoked due to unpaid child support or taxes. The main section is titled 'Sign' and contains a digital signature of Mike McDevitt. Below the signature, there are 'Accept' and 'Clear' buttons. At the bottom, there are 'Back' and 'Submit' buttons.

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](mailto: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.