Updated: 10/11/19

Getting your MLT License \_National Exam

(To qualify, a minimum AA degree OR 60 semester units total, including 6 units of chemical and 6 units of biological science must be completed)

This can be done on or even a few weeks before you graduate:

1. Apply for your Certificate of Achievement (Miramar College)

Students working toward a Certificate of Achievement should file the Petition for Graduation prior to the beginning of the semester in which they plan to complete the requirements of their certificate program.

All students must apply to graduate with an Associate’s Degree or Certificate of Achievement through their mySDCCD Portal (<https://myportal.sdccd.edu/psp/IHPRD/?cmd=login&languageCd=ENG&>). Students' majors will be listed under the Apply to Graduate tab. If you do not see the correct major, you should meet with a counselor in order to make sure you have the proper Education Plans in place. Counselors ***cannot*** apply to graduate on behalf of a student, they can only guide students and ensure EdPlans are in place.

1. Register/ Create an account with ASCP

<https://www.ascp.org/content/board-of-certification/>

ASCP has lots of prep materials available! Be sure to take advantage of it. The exam costs $200. And another $16 to have your exam score sent to LFS. Click US Certification to choose the national exam. If you are signing up before you graduate, make sure to put your actual exam eligibility date.

ASCP takes up to 45 business days for you to receive a code to schedule your exam.

Once you receive a code from ASCP, then

1. Schedule and take your exam

You have a 90 day window to take the exam. Exams are administered by Pearson VUE, <https://home.pearsonvue.com/>

Your score will not be released until you send your transcripts to ASCP (please reference your customer ID) Mail it to:   
 ASCP Board of Certification  
 33 West Monroe St, Suite 1600  
 Chicago, IL 60603

Once you pass your National exam, your score will be sent to LFS ($16 fee payable to ASCP). Do the following steps,

1. Apply online with LFS

<https://www.cdph.ca.gov/Programs/OSPHLD/LFS/Pages/ClinicalLaboratoryPersonnel.aspx>

NOTE: there is an Application Fee of $230.

1. Upload all official transcripts from all colleges you have attended.

If you have attended college in another country you must have those transcripts evaluated by NACES. All official documents should be sent to:

CDPH - Laboratory Field Services

Attn: MLT Program

850 Marina Bay Parkway

Building P, 1st floor

Richmond, CA 94804

1. Request a Letter of Completion (Miramar College)

Submit Letter of Completion form to the Dean’s Office at M-202. Once the letter is drafted, you will receive an electronic copy.

Link to Letter of Completion form:

<http://www1.sdmiramar.edu/sites/default/files/documents/mltt/LETTER%20OF%20COMPLETION%20request.pdf>

1. Upload your Letter of Completion to your LFS account.

Next you wait for LFS to process your paperwork. An attestation letter will be mailed to you. **NOTE:** Please reference your LFS number every time you communicate with them.

Sign and mail back your attestation page to LFS. After LFS has processed your paperwork, a qualification letter will be sent to you to take the CA quiz.

When you pass the California law on line quiz, your California license will be issued within 4-6 weeks.