



COLLEGE OF

PROFESSIONAL & GLOBAL EDUCATION

Clinical Genetic Molecular Biologist Scientist Training Program Application Instructions

Step 1

Complete and submit the CGMBS program and university application for the appropriate term and year by the deadline of January 15 via Cal State Apply: <https://www.calstate.edu/apply>. The application fee is \$70 at the time of submission.

Step 2

Directly send the Letter of Recommendation Form to your recommender via email to the web link or send a PDF copy. Your recommender will receive an email link and instructions on how to electronically upload this form via Cal State Apply. The CGMBS Letter of Recommendation can be found at [Letter of Recommendation Form for CGMBS](#) under Apply to the Program. Fill out and electronically sign the top part and then send your form via email to each of your recommenders. A minimum of one of the three letters of recommendation should be from faculty who are familiar with your most recent academic performance, particularly in life sciences. The other recommendations may be from individuals who are familiar with your performance as an employee. Recommendations from friends and family are not acceptable.

Step 3

Apply for a CGMBS Trainee License: you may wait to get accepted into the program to begin this process.

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

Once you have been selected as a candidate by a clinical site, you must request that the registrar of each college or university you have attended send one hard copy of your official transcript(s) by the transcript deadline directly to:

California State University, Los Angeles
Office of Admissions
5151 State University Drive
Los Angeles, CA 90032

Alternatively, your college or university may send an electronic transcript directly to: admsubmit@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 a Test of English as a Foreign Language. An 80 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 United States 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 January 15
of the year internship begins.**

General Information

The Clinical Sciences Program Director, Gloria C. Preza, Ph.D., MLS (ASCP)^{CM} is available to advise applicants:

Email: gloria.preza@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. Once accepted, this documentation will be submitted for on-boarding (instructions on how to do so will be provided). 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 two-step or Quantiferon Gold TB Test

All accepted students must provide the results from a current two-step tuberculosis test (2 injections, 2 readings) in order to begin the program or provide documentation of an administered Quantiferon Gold TB test.

Documentation of COVID-19, MMR, VZV, Tdap

All accepted students must provide proof of COVID-19 and Tdap inoculation along with MMR and VZV titer results.

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 80 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.



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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 (uploaded directly by recommenders via Cal State Apply email link)
- Unofficial copies of transcripts uploaded to Cal State Apply. Official copies of college transcripts to be submitted once accepted.

**All application materials must be received by January 15
of the year the internship begins.**



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. **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:										



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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, steps taken to be a good candidate, qualities, accomplishments, 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 one recommendation should be from faculty who are familiar with your most recent academic performance, particularly in life sciences. The other recommendations 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 will have official transcripts from all universities or colleges be sent to Admissions once accepted into 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