

## EXPERIENCE DOCUMENTATION FORM

### PART I (TO BE COMPLETED BY APPLICANT) \*

_____ Applicant's Name	_____ CDPH Application #
_____ Address	_____ e-Mail Address
_____ City, State, Zip Code	_____ Last Four Digits of Applicant's Social Security #

### PART II (MUST BE COMPLETED AND SIGNED BY THE IMMEDIATE SUPERVISOR OR LABORATORY MANAGEMENT\* IN ORDER TO BE ACCEPTABLE)

#### 1. PLEASE COMPLETE: EXPERIENCE (INCLUDING ON-THE-JOB TRAINING)

Date experience started:	Month _____	Day _____	Year _____
Date experience ended:	Month _____	Day _____	Year _____
How many hours per week?	_____ (Average, if necessary)		

2. **DIRECTIONS:** Please review the experience of this applicant. A Clinical Reproductive Biologist Scientist limited license must demonstrate competency in moderate and high complexity testing, including pre- and post-analytical components (e.g., quality assurance) in the following areas listed below. Please place an X by each area where this applicant has demonstrated competency under your supervision using The Guidelines for Evaluating Experience of Clinical Reproductive Biologist Scientist.  
(NOTE: It is the applicant's responsibility to ensure the experience is documented as required for eligibility.)

\_\_\_\_\_  
Reproductive Biology

### PART III BOARD CERTIFICATION VERIFICATION. Please place an X by each CERTIFICATION VERIFIED

_____ Technical Supervisor (ABB)	_____ Embryology and/or Andrology Laboratory Scientist (ABOR)	_____ Embryology Laboratory Director (ABB)	_____ High Complexity Lab Director H.C.L.D (ABB)
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### PART IV EDUCATION VERIFICATION. Please place an X by each EDUCATION VERIFIED

_____ Bachelor of Science or equivalent	_____ Master of Sciences or equivalent	_____ Doctor of Philosophy (Ph.D.)	_____ Medical Doctor (M.D.)
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**PART V. BY SIGNING THIS FORM, I AS THE IMMEDIATE SUPERVISOR OR LABORATORY MANAGEMENT\*  
VERIFY THAT THIS APPLICANT HAS PERFORMED SATISFACTORILY IN THE AREAS CHECKED ON THIS  
FORM.**

_____ Applicant's Name	_____ CDPH Application #
_____ (Please Print) Immediate Supervisor or Laboratory Management* Name & Credential(s)	_____ Title
_____ Immediate Supervisor or Laboratory Management* Signature	_____ Date
_____ Telephone Number	_____ e-Mail Address
_____ Institution/Laboratory Name	_____ CLIA #
_____ City, State, Zip	

BE SURE TO INCLUDE A LETTER OF AUTHENTICITY FROM YOUR IMMEDIATE SUPERVISOR OR LABORATORY MANAGEMENT\* WITH THIS EXPERIENCE DOCUMENTATION FORM. THE LETTER OF AUTHENTICITY MUST BE PRINTED ON THE ORIGINAL LETTERHEAD. IT MUST STATE THAT THE EXPERIENCE DOCUMENTATION FORM WAS COMPLETED, SIGNED, AND DATED BY YOUR IMMEDIATE SUPERVISOR OR LABORATORY MANAGEMENT\*.

\*Management is defined as someone in a management role who can verify technical experience.

**GUIDELINES FOR EVALUATING THE EXPERIENCE OF A CANDIDATE**

AREA OF EXPERIENCE	EXTENT OF EXPERIENCE
REPRODUCTIVE BIOLOGY	<ul style="list-style-type: none"><li>• Specimen collection, evaluation, and processing</li><li>• Diagnostic and/or therapeutic testing for the management of primary and secondary infertility, fertility assessment, and fertility preservation, as well as the evaluation and assessment of gametes and embryos and their associated fluids and tissues.</li><li>• Instrument preventive maintenance and troubleshooting</li><li>• Quality control / assurance</li><li>• Laboratory safety</li><li>• Problem solving / troubleshooting</li></ul>

## California Legislative Information

### SB-1267 (2021-2022)

1261. (a) (1) The department shall issue a clinical laboratory scientist's or a limited clinical laboratory scientist's license to each person who is a lawful holder of a baccalaureate or an equivalent or higher degree, who has applied for the license on forms provided by the department and has met the requirements of this chapter and any reasonable qualifications established by regulations of the department... [SEE LINK](#)

### DIVISION 2. HEALING ARTS [500 - 4999.129]...

(2) Prior to the adoption of implementing regulations and notwithstanding subdivision (c) of Section 1261.5, the department shall issue a clinical reproductive biologist scientist license to every applicant for licensure who has applied for the license on forms provided by the department, who holds a baccalaureate or an equivalent or higher degree in a chemical, physical, or biological science or clinical laboratory science, who is certified as an andrology laboratory scientist, an embryology laboratory scientist, or a technical supervisor of andrology or embryology by a certifying board in the specialty of reproductive biology, clinical andrology, or clinical embryology approved by the department, and who meets the qualifications of training, education, and experience specified in Section 1261.5.

1261.5 (a) The department may issue limited clinical laboratory scientist's licenses in chemistry, microbiology, toxicology, histocompatibility, immunohematology, genetic molecular biology, cytogenetics, laboratory genetics, reproductive biology, or other areas of laboratory specialty or subspecialty when determined to be necessary by the department in order for licensure categories to keep abreast of changes in laboratory or scientific technology. Whenever the department determines that a new limited clinical laboratory scientist license category is necessary, it shall adopt regulations identifying the category and the areas of specialization included within the category.

(b) To qualify for admission to the examination for a special clinical laboratory scientist's license, an applicant shall have both the following:

(1) Graduated from a college or university maintaining standards equivalent, as determined by the department, to those institutions accredited by the Western Association of Schools and Colleges or an essentially equivalent accrediting agency with a baccalaureate or higher degree with a major appropriate to the field for which a license is being sought.

(2) One year of full-time postgraduate training or experience in the various areas of analysis in the field for which a license is being sought in a laboratory that has a license issued under this chapter or which the department determines is equivalent thereto.

(c) Whenever a limited clinical laboratory scientist's license is established for a specific area of specialization, the department may issue the license without examination to applicants who had met standards of education and training, defined by regulations, and to applicants certified by a board approved for that certification by the department, prior to the date of the adoption of implementing regulations.

(d) The department shall adopt regulations to implement this section.

*(Amended by Stats. 2022, Ch. 473, Sec. 8. (SB 1267) Effective January 1, 2023.)*

\* FORM Modified from ASCP (Board of Certification) rev. April 2022.