

**GENERAL INSTRUCTIONS FOR COMPLETING AN  
APPLICATION FOR A CLINICAL LABORATORY LICENSE – CLIA NON-WAIVED TESTS**

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**NOTICE TO ALL APPLICANTS FOR A CLINICAL LABORATORY LICENSE:**

Under the provisions of N.J.S.A. 45:9-42.26 et seq. and N.J.A.C. 8:44-2.1 et seq., the signed Application for a Clinical Laboratory License, and all requested attachments, must be completed in full and returned to the above address with the appropriate fee. Fees are non-refundable and incomplete applications will not be processed. A license issued under N.J.S.A. 45:9-42.46 et seq. and N.J.A.C. 8:44-2.1 et seq. **IS NOT TRANSFERABLE**. A new application must be submitted if there is a change in ownership.

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**PAYMENT**

Clinical Laboratory Improvement Services (CLIS) **prefers** payment using the electronic payment link on the Clinical Laboratory Improvement Services website (<http://nj.gov/health/phel/epayments.shtml>) to expedite processing for the annual renewal of licensure only. Paper checks or money orders should be made payable to the “*New Jersey Department of Health*” and include the CLIS ID Number. Please include a photocopy of your check, money order or electronic payment receipt.

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**REQUIRED NOTIFICATION**

The New Jersey Department of Health (NJDOH) must be notified by certified mail within fourteen (14) days of the following laboratory changes:

- **Ownership** (*Change in ownership requires a reapplication for licensure including licensure fees.*)
  - **Director**
  - **Hours**
  - **Termination of Tests**
  - **Name**
  - **Address** (*Must include \$100 fee*)
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**MAILING ADDRESS / WRITTEN CORRESPONDENCE**

**Please enclose a return mailing label or license-sized envelope with all applications for accurate delivery of the license.**

**US Postal Service**

Joan Mikita, Licensing Unit  
PHEL/Clinical Laboratory Improvement Services  
New Jersey Department of Health  
P.O. Box 361  
Trenton, NJ 08625-0361

**Overnight Delivery (FedEx/UPS)**

Joan Mikita, Licensing Unit  
PHEL/Clinical Laboratory Improvement Services  
New Jersey Department of Health  
3 Schwarzkopf Drive  
Ewing, NJ 08628

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**INITIAL LICENSURE PROCESS  
(Check appropriate box on top of page 1 of CL-3 Application.)**

1. Submit completed license application (CL-3) and materials below to CLIS with the appropriate fees.
2. Submit ownership form (CL-9).
3. Ensure that Laboratory Director is licensed by the Board of Medical Examiners as a Bioanalytical Laboratory Director and submit proof of license, if required. Refer to our statute and rules.
4. Submit completed Personnel Qualification forms (CL-34) for the following:
  - Laboratory Director
  - Technical Supervisor(s)
  - General Supervisor(s)
  - Testing personnel
5. Submit plan of the premises or photograph of the area to be occupied for the operation of the laboratory.
6. Demonstrate test performance competency by submitting documentation of successful participation in a CMS-approved proficiency testing survey for each non-waived test offered to clients.
7. For laboratories located outside of New Jersey which are seeking licensure because they operate collection stations in New Jersey, submit a copy of an on-site survey report performed by a regulatory or accrediting agency.

The license shall be conspicuously displayed by the licensee on the laboratory premises.

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**ANNUAL RENEWAL OF LICENSURE  
(Check appropriate box on top of page 1.)**

All clinical laboratory licenses shall be issued on or before January 1 of each calendar year and shall expire on December 31 of each calendar year.

The New Jersey Department of Health (NJDOH) will provide instructions on our website for licensure renewal on or before October 1 of each year to be properly completed and returned to the Department, together with the appropriate licensure renewal fee, **no later than November 1.**

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**SPECIFIC INSTRUCTIONS FOR COMPLETING THE CL-3  
APPLICATION FOR LICENSURE OF A CLINICAL LABORATORY**

**When completing your license application, please pay particular attention to the following:**

**Page 1:** Fill in the requested information in all fields and attach a completed CL-9 form, a list of current laboratory equipment, and a list of laboratory personnel.

**Pages 3-5: (14) Laboratory Tests Performed** - Instructions found on page 3. Laboratory workload data (pages 3-5): The annual numbers of tests or specimens must be entered. Refer to "Guidelines for Counting Tests for CLIS-Laboratory Workload Data" on the next page.

For Immunohematology: Only mark off and pay for this specialty if you are performing this testing but not collecting and/or transfusing blood products.

For a list of FDA-approved analyte specialties, refer to <http://www.accessdata.fda.gov/scripts/cdrh/cfdocs/cfCLIA/search.cfm>.

Enrollment in proficiency testing – Please indicate on page 5, your proficiency testing provider(s), e.g., CAP, AAB, API, etc.

For a listing of CMS-Approved Proficiency Testing Programs, refer to: <http://www.cms.gov/CLIA/downloads/ptlist.pdf>.

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**GUIDELINES FOR COUNTING TESTS FOR CLIS LABORATORY WORKLOAD DATA**

- For **microbiology**, susceptibility testing is counted as one test per group of antibiotics used to determine sensitivity for one organism. Cultures are counted as one per specimen regardless of the extent of identification, number of organisms isolated or number of test/procedures required for identification.
- Testing for allergens should be counted as one test per individual allergen.
- For **chemistry** profiles, each individual analyte is counted separately.
- For **urinalysis**, microscopic and macroscopic examinations, each count as one test. Macroscopics (dipsticks) are counted as one test regardless of the number of reagent pads on the strip.
- For **complete blood counts**, each measured individual analyte that is ordered and reported is counted separately. Differentials are counted as one test.
- Do not count calculations (e.g., A/G ratio, eGFR, MCH, and T7), quality control, quality assurance and proficiency testing assays.
- For **immunohematology**, each ABO, Rh, antibody screen, cross match or antibody identification is counted as one test.
- For **cytology**, each slide (not case) is counted as one test for both Pap smears and non-gynecologic cytology.
- For **cytogenetics**, the number of tests is determined by the number of specimen types processed on each patient, e.g., a bone marrow and a venous blood specimen received on one patient is counted as two tests.

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**COLLECTION STATIONS AND OUT-OF STATE LABORATORIES**

For collection stations, complete a CL-18 form and indicate the actual address of the collection station, and the name and address of the parent laboratory. Each collection station has a unique CLIS ID. **N.J.S.A. 45:9-42.27.a.** defines a collection station as *“any facility used for the collection, processing and transmission of specimens to another facility for the performance of clinical tests.”*

Out-of-state laboratories that have a collection station in the State of New Jersey or that have employees directly involved in the collection or transport of specimens from New Jersey facilities are required to obtain a clinical laboratory license.

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**TEST EXPANSION/ADDITION**

Licensure in a specialty does not allow you to add tests or subspecialties under that specialty without approval from CLIS. If your laboratory intends to offer an additional test or specialty, you must submit:

- A written request signed by the laboratory director.
  - Documentation of successful participation in a CMS-approved proficiency testing program. If proficiency is unavailable contact CLIS for further instruction.
  - For new specialties an additional fee must be submitted. Please refer to CL-3, page 7 for fee categories.
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