



State of New Jersey  
DEPARTMENT OF HEALTH  
PO BOX 361  
TRENTON, N.J. 08625-0361

PHILIP D. MURPHY  
Governor

SHEILA Y. OLIVER  
Lt. Governor

[www.nj.gov/health](http://www.nj.gov/health)

JUDITH M. PERSICHILLI, RN, BSN, MA  
Commissioner

**2022 LICENSE RENEWALS**

Dear Clinical Laboratory Director/Owner:

In accordance with N.J.S.A. 45:9-42.30, current clinical laboratory licenses expire on December 31, 2021. To renew for 2022, please download the New Jersey Application for a Clinical Laboratory License directly at: [www.nj.gov/health/phel/clinical-lab-imp-services/](http://www.nj.gov/health/phel/clinical-lab-imp-services/). You may call us at 609-406-6830 for a mailed printed renewal package if you do not have internet access. For 2022, CLIS is implementing a new online licensure program named ALiS. This new system will allow the user to access their laboratory license(s) online and perform additional administrative functions as needed. This system will ultimately replace the need to mail paper forms to CLIS. For this initial rollout, CLIS will be processing the applications as always, but you will be able to access and print your own license(s) once approved. For the 2023 license year, the entire process will be paperless and users will submit renewals electronically.

- ❖ Please complete the entire Application for a Clinical Laboratory License, Form CL-3.
  - Follow the instructions for completing the CL-3 located on the CLIS website next to Form CL-3 and send in with payment. Please make sure you list the contact person's name and email address on the forms for your facility.
- ❖ If you have Collection Station Licenses, please complete an Application for a Clinical Laboratory License (Collection Station Only), Form CL-18, for each individual site.
  - Include the unique CLIS ID#, and name of the physician office, medical facility or patient service center under "Name of Collection Station" on the CL-18 and send in with payment.
- ❖ To initiate access to the online ALiS system, you must first create a MyNJ portal account.
  - An email invitation will be sent to the contact person listed for each clinical laboratory.
  - Follow the instructions in the email invitation to create your MyNJ portal account.
  - Once registered, you will see a "CLIS Licensing" tab under the DOH Applications header. This will allow you to access the ALiS program. Additional instructions for logging into ALiS will be provided.
- ❖ Your facility will receive an email notification when your 2022 license has been approved and is available for download from ALiS. You will no longer receive a paper license in the mail.

Your cooperation is requested in adhering to the November 1, 2021 due date in order to permit CLIS Licensing staff adequate time for review and approval. In accordance with N.J.A.C. 8:45-1.3(b), laboratories that have not submitted their 2022 License Renewal Application(s) (CL-3 and/or CL-18) with the applicable payment(s) **by December 31, 2021 will be subject to late fees.**

For any questions or assistance, please email Jacquelyn Guthrie at [Jacquelyn.Guthrie@doh.nj.gov](mailto:Jacquelyn.Guthrie@doh.nj.gov) or call 609-406-6830. Thank you for your continuing cooperation.

Sincerely,

Joan Mikita, M.S., Manager  
NJ State Clinical Laboratory Licensing Program  
Clinical Laboratory Improvement Services