

What Do I Need to Submit a Change of Specialty/Test Request?

To Add a New Specialty/Test

- ☐ **An Official Request Letter from Your Laboratory Director or Qualified Designee**
 - Must include issuance date, laboratory name, CLIS ID #, specialties/tests to be added, and dated director's/qualified designee's signature.
- ☐ **Graded Proficiency Testing Results**
 - Must participate in off-cycle/pre-licensure events. If entirely inaccessible, a correlation (split sample) study with a licensed New Jersey clinical laboratory may be submitted. Contact cllp@doh.nj.gov for correlation criteria.
 - For laboratory developed tests (LDTs), the laboratory is required to submit the complete validation study. Contact cllp@doh.nj.gov for validation criteria.

****Note:** Laboratories are required to actively participate in off-cycle or pre-licensure proficiency testing events whenever possible.

- ☐ **Licensure Fee (if applicable)**
 - Additional fees may be incurred for the addition of new specialties or tests. An invoice will be generated by ALiS upon application submission

To Remove a Specialty/Test

- ☐ **An Official Letter from Your Laboratory Director or Qualified Designee**
 - Must include issuance date, laboratory name, CLIS ID #, specialties/tests to be removed, effective date, and dated director's/qualified designee's signature.