

GUIDELNES FOR COMPLETION OF ONLINE APPLICATION FOR MEDICAL LABORATORY PROFESSIONALS*

TO INCLUDE THE INITIAL APPLICATIONS FOR:

Medical Laboratory Technologist (Generalist or Categorical)

Medical Laboratory Technician

Special Analyst

Medical Laboratory Director (Ph.D.)

*IF YOU ARE CURRENTLY LICENSED BY THE TENNESSEE MEDICAL LABORATORY BOARD

YOU CANNOT UTILIZE THE ONLINE SYSTEM TO UPGRADE TO A DIFFERENT CATEGORY:

MEDICAL LABORATORY TECHNICIAN TO MEDICAL LABORATORY TECHNOLOGIST

MEDICAL LABORTORY TECHNOLOGIST TO MEDICAL TECHNOLOGIST SUPERVISOR

MEDICAL LABORATORY TECHNOLOGIST SUPERVISOR TO MEDICAL LABORATORY DIRECTOR

YOU MUST SUBMIT A PAPER APPLICATION (PH-1056) TO UPGRADE

1. BASIC INFORMATION

Please utilize the website: this is the home page link:

<https://www.tn.gov/health/health-program-areas/health-professional-boards/medlab-board.html>

This is the applications page link:

<https://www.tn.gov/health/health-program-areas/health-professional-boards/medlab-board/ml-board/applications.html>

To view **Statutes** and **Rules** please utilize the following link:

<https://www.tn.gov/health/health-program-areas/health-professional-boards/medlab-board/ml-board/statutes-and-rules.html>

After clicking on that section, go to second paragraph marked **Rules**, click on 1200-06-01 and review section 1200-06-01-.22 concerning qualifications for licensure in Tennessee.

Note: different qualifications are applicable for each license category.

This state is a primary source entity therefore **all** requested documents must be sent from the original source (transcripts, national certification's, etc.)

TRANSCRIPTS

If you attended more than one college or university transcripts from **EACH** academic institution you attended must be submitted to this administrative office. If your name has changed since graduation, either by marriage, divorce, or court order please indicate in the Name & Personal Details part of the application under Alternate Name.

TRANSCRIPT EVALUATIONS

If you have graduated from a degree program and/or a laboratory training program **outside of the United States or its territories**, transcript evaluation as well as the training program evaluation must be submitted to the administrative office. Applications page:

https://www.tn.gov/content/dam/tn/health/documents/International_Transcript_Evaluation_Agencies.pdf The evaluation agency must send the document directly to this administrative office or you may send a sealed copy.

NATIONAL CERTIFICATION

You **must** contact your **national certification**/registry agency, pay any required fee established by the agency and have this certifying agency either email the verification of current certification in whatever category you are seeking licensure, to the Tennessee State Licensure Board, or have the certification agency send the verification via regular mail to:

State of Tennessee
Medical Laboratory Board
MetroCenter Complex
665 Mainstream Drive 2nd Floor
Nashville, TN 37243.

If you are not in a current standing with the national agency, your status must be updated to current status before the application is complete for TN licensure.

<https://www.tn.gov/health/health-program-areas/health-professional-boards/medlab-board/ml-board/national-organization.html>

CRIMINAL BACKGROUND CHECK

All initial applicants **MUST** complete a criminal background check before the application process can be completed. The background check is not submitted as part of the online application. The State of TN has a specific vendor that facilitates this process which is conducted by the Tennessee Bureau of Investigations (TBI) and the Federal Bureau of Investigation (FBI).

PLEASE REVIEW THIS CRIMINAL BACKGROUND CHECK SECTION FOR COMPLETE INSTRUCTIONS ON THIS PROCESS: PLEASE CLICK ON THE CBC BULLET ON THE LEFT SIDE OF THE PAGE + THE OCA. THE OCA CODE FOR MEDICAL LABORATORY PROFESSIONALS: 5005

<https://www.tn.gov/content/tn/health/health-professionals/criminal-background-check/background-checks.html>

OTHER STATE LICENSE

If you are licensed in another state, the status of that license must be verified by that state agency utilizing the following link:

https://www.tn.gov/content/dam/tn/health/documents/ATTACHMENT_1_OTHER_STATE_CLEARANCE.pdf

2. APPLICATION

Go to **Applications:**

<https://www.tn.gov/health/health-program-areas/health-professional-boards/medlab-board/ml-board/applications.html>

Then click on the link for:

[Medical Laboratory Personnel Application](#)

You must create an online account and receive a temporary password from LARS@tn.gov
The email domains below may not be supported by the online system:

- @outlook.com
- @hotmail.com
- @live.com

Please add LARS@tn.gov to your Address Book, Contacts and/or Safe Senders List before signing up to avoid any communication delays.

If using Internet Explorer browser then you must use a version that is higher than Internet Explorer 8.

Also the Microsoft EDGE browser is currently not supported. You may also try using Firefox or Chrome.

THE FOLLOWING ITEMS (3-5) MUST BE UPLOADED TO YOUR APPLICATION. YOU WILL NEED TO HAVE THESE ITEMS SCANNED TO YOUR HOME COMPUTER IN ORDER TO UPLOAD THEM AS ATTACHMENTS TO YOUR APPLICATION.

3. PICTURE

Snap a photograph of yourself, it must be clear and from the neck to the top of your head (no group pictures, please); scan the photo into the computer to attach the application.

4. DECLARATION OF CITIZENSHIP (DOC)

On the Applications Page print the <https://www.tn.gov/content/dam/tn/health/healthprofboards/PH-41833.pdf> document, and complete, be sure to include "proof" item one of which can be a copy of your current driver's license. (Review document for other "proof" items)

THIS DOCUMENT **MUST BE NOTARIZED**, SCANNED AND ATTACHED WITH YOUR APPLICATION.
Scan with the file extension .pdf, to ensure that the size of the attachment is smaller than 2 Mb.

5. TRAINING PROGRAM

Training programs are an important part of the application, you will need to download the document concerning your professional training. This document is found on the Applications page:

https://www.tn.gov/content/dam/tn/health/documents/ATTACHMENT_2_TRAINING_PROGRAM.pdf

You will need to send the document to your program director to complete and either return to you, so that you may upload it with your application or submit to this office.

You or your program director can submit the document directly to roberta.tolliver@tn.gov or you can mail the verification to:

State of Tennessee
Medical Laboratory Board
MetroCenter Complex
665 Mainstream Drive 2nd FL
Nashville, TN 37243.

6. APPLICATION FEE

The online application fee can be paid electronically utilizing a credit card, debit card or e-check. Payment instructions are found at the end of the application.

7. MANDATORY PRACTITIONER PROFILE QUESTIONNAIRE

THE PROMPT FOR THIS QUESTIONNAIRE APPEARS AFTER YOU HAVE PAID AND SUBMITTED THE INITIAL APPLICATION.

THIS QUESTIONNAIRE IS ALSO SUBMITTED AND COMPLETES THE APPLICATION PROCESS.

IF YOU MISS THIS PROMPT YOU MUST RETURN TO THE APPLICATIONS PAGE TO COMPLETE THE DOCUMENT.

[Mandatory Practitioner Profile Questionnaire for Licensed Health Care Providers](#)

If you have additional questions concerning the application process please contact us through Ms. Roberta Tolliver, licensing technician for the board. Her number is 615-532-5128.