

Checklist: Certified Histological Technician

Complete the forms indicated below in the appropriate column for the type of education you have completed. Submit the forms, or request that they be submitted, to the Office of the Professions at the address at the end of each form. In the space provided on the checklist below, record the date you sent or requested the form to be sent. More information on completing the forms can be found on our web site at <http://www.op.nysed.gov/prof/clt/clp-cytforms.htm> for full licensure and <http://www.op.nysed.gov/prof/clt/clt-ppforms.htm> for provisional permits. Once issued, the provisional permit will be valid for one year.**

Checklist To obtain a full license , applicant must meet requirements for A OR B . To obtain a Limited Permit , which is valid for one year from date of issue, applicant must also meet requirements for C .	A. Graduate of a NYS Licensure-Qualifying Certified Histological Technician [HISTOLOG TECHN] associate's degree or (advanced) certificate program		B. Graduate of an appropriately recognized* associate's or higher degree program for Certified Histological Technician or its substantial equivalent		C. Limited Permit To request authorization to practice under the general supervision of the director of a clinical laboratory for <u>up to</u> one (1) year** while waiting to pass the ASCP Histotechnician (HT) examination		D. Provisional Permit Graduate of an appropriately recognized* associate's or higher degree in the biological, chemical or physical sciences who is employed in a clinical laboratory under the general supervision of a clinical director, so that they may complete the additional education requirements and pass the examination required for <u>full</u> licensure***		
	Required	Date Sent	Required	Date Sent	Required	Date Sent	Required	Suggested	Date Sent
Form 1 Application for Licensure and fee	✓		✓		✓			✓***	
Form 5N Application for Provisional Permit and fee							✓		
Form 2 Certification of Professional Education with Section II, Part A filled out clearly and completely to identify the school and program completed.	✓				Form 2 and supporting documentation for A or B must be received and approved before the Limited Permit can be issued.				
Form 2 Certification of Professional Education and official transcript Have each college/university you attended submit a Form 2 with official transcript.			✓						
Course syllabi or other supplementary documentation to determine whether studies meet the substantial equivalence requirements.			✓						
Form 2PP - Certification of Professional Education and official transcript. Have each college/university you attended submit a Form 2PP with official transcript.							✓		
Form 3 Verification of Other Professional Licensure/Certification This form must be submitted directly by the licensing/certifying authority.	Only if you are/were licensed in another jurisdiction		Only if you are/were licensed in another jurisdiction						
Form 3PP- Verification of Other Professional Licensure/ Certification This form must be submitted directly by the licensing/certifying authority.								Only if you are/were licensed in another jurisdiction	
Form 5 Application for Limited Permit and fee					✓				

* An appropriately recognized program must be offered by a regionally accredited college or university in the US or be recognized by the appropriate civil authorities of the jurisdiction in which the program is offered.

** The permit may be renewed, at the discretion of the department, for one additional year.

***It is suggested that the applicant also submits a Form 1 and fee for FULL licensure, if they have not already done so, when applying for a provisional permit.

Detailed licensure information can be found on our web site at: <http://www.op.nysed.gov/prof/clt/clp-histologicaloptions.htm> or contact the Clinical Laboratory Technology Unit by calling 518-474-3817 ext. 260 or by email at opunit2@nysed.gov.
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