

Medical Test Site (MTS) Credentialing
P.O. Box 47877
Olympia, WA 98504-7877
360-236-4700
hsqafc@doh.wa.gov

Credential Status Change Form

Use this form for address, phone number, fax number, email, or facility name or contact changes to individual credentials. Send the completed change form to the address listed above.

* Complete section two or three if you are changing the director of a categorized or accredited license. Complete section four if you are changing the director of a PPMP license.

Your Information			
MTS Name			
Effective date of change			
MTS License #		Clinical Laboratory Improvement Amendments (CLIA) #	
Type of Change to MTS Listed Above			
Address Change (current address) <input type="checkbox"/> Mailing <input type="checkbox"/> Physical <input type="checkbox"/> Both			
New Address			
City		State	Zip Code
New phone (enter 10 digit #)		New fax (enter 10 digit #)	
Facility Name change (new name of MTS)			
Change of accrediting organization (AO) - Send proof of enrollment with new AO			
Name of new laboratory contact		Email address	
Name of new microbiology contact		Email address	
Name of new cytology contact		Email address	
Name of new laboratory director*	Washington License #		Email address
Testing Personnel – Include total # of personnel performing test by the appropriate category			
<input type="checkbox"/> MT/MLS _____		<input type="checkbox"/> Associates degree _____	
<input type="checkbox"/> MLT _____		<input type="checkbox"/> High school graduate _____	
<input type="checkbox"/> Cytotechnologist _____		<input type="checkbox"/> On-the-job training _____	
<input type="checkbox"/> Other _____			

Qualifications of Director for Moderate Complexity Testing

Section 2 - Director: Check only one and submit evidence of credentials (e.g., diploma, transcripts, board certification), experience (e.g., CV or resume), and CE credit hours.

- ☐ 1. Pathologist with WA state license.
- ☐ 2. MD, DO, DPM, with WA state license +1 year or more directing or supervising non-waived testing +20 CE credit hours in laboratory practice covering director responsibilities.
- ☐ 3. Hold a doctoral degree in a chemical, biological, clinical laboratory science, medical laboratory science or medical technology + complete 20 CE credit hours in laboratory practice covering director responsibilities + have an HHS approved board certification + 1 year or more experience directing or supervising nonwaived laboratory testing.
- ☐ 4. Hold a doctoral degree with at least 16 semester hours of doctoral level coursework in biology, chemistry, medical technology, clinical laboratory science, or medical laboratory science + complete 20 CE credit hours in laboratory practice covering director responsibilities + have an HHS approved board certification + 1 year or more experience directing or supervising nonwaived laboratory testing.
- ☐ 5. Hold a doctoral degree and have completed an approved thesis or research project in biology, chemistry, medical technology, clinical laboratory science or medical laboratory science and related to laboratory testing + complete 20 CE credit hours in laboratory practice covering director responsibilities + have an HHS approved board certification + 1 year or more experience directing or supervising nonwaived laboratory testing.
- ☐ 6. Hold a master's degree in a chemical, biological, clinical laboratory science, medical laboratory science or medical technology + 1 year or more of laboratory training or experience in nonwaived testing + 1 year or more of supervisory laboratory experience in nonwaived testing + complete 20 CE credit hours in laboratory practice covering director responsibilities.
- ☐ 7. Meet bachelor's degree equivalency and complete at least 16 semester hours of additional graduate level coursework in biology, chemistry, medical technology, clinical laboratory science or medical laboratory science + 1 year or more of laboratory training or experience in nonwaived testing + 1 year or more of laboratory training or experience in nonwaived testing + 1 year or more of supervisory laboratory experience in nonwaived testing + complete 20 CE credit hours in laboratory practice covering director responsibilities.
- ☐ 8. Meet bachelor's degree equivalency and complete at least 16 semester hours in a combination of graduate level coursework in biology, chemistry, medical technology, clinical laboratory science or medical laboratory science + an approved thesis or research project related to laboratory testing + 1 year or more of laboratory training or experience in nonwaived testing + 1 year or more of supervisory laboratory experience in nonwaived testing + complete 20 CE credit hours in laboratory practice covering director responsibilities.
- ☐ 9. Hold a bachelor's degree in a chemical, biological, clinical laboratory science, medical laboratory science or medical technology + have 2 years or more of laboratory training or experience in nonwaived testing + 2 years or more of supervisory laboratory experience in nonwaived testing + have at least 20 CE credit hours in laboratory practice covering director responsibilities.

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- ☐ 10. Complete at least 120 semester hours or equivalent that includes 48 semester hours of clinical or medical laboratory science or medical laboratory technology courses + have 2 years or more of laboratory training or experience in nonwaived testing + 2 years or more of supervisory laboratory experience in nonwaived testing + have at least 20 CE credit hours in laboratory practice covering director responsibilities.
- ☐ 11. Complete at least 120 semester hours or equivalent that includes 48 semester hours of science courses, of which 12 semester hours are general chemistry and biochemistry or organic chemistry and 12 semester hours are general biology, molecular biology and cell biology or genetics and 24 semester hours are chemistry, biology, or medical laboratory science or medical laboratory technology in any combination + have 2 years or more of laboratory training or experience in nonwaived testing + 2 years or more of supervisory laboratory experience in nonwaived testing + have at least 20 CE credit hours in laboratory practice covering director responsibilities.
- ☐ 12. Notwithstanding any other provision of this section, an individual is considered qualified as a laboratory director of moderate complexity testing under this section if they were qualified and serving as a laboratory director of moderate complexity testing in a licensed laboratory as of December 28, 2024, and have done so continuously since December 28, 2024.

Signature of Director

I certify that the information included on this form is accurate:

Signature of the Medical Test Site Director

Date (mm/dd/yyyy)

Qualifications of Director for High Complexity Testing

Section 3 - Director: Check only one and submit evidence of credentials (e.g., diploma, transcripts, board certification), experience (e.g., CV or resume), and CE credit hours.

- ☐ 1. Pathologist with WA state license.
- ☐ 2. MD, DO, DPM, with WA state license +2 years or more experiencing directing or supervising high complexity testing + 20 CE credit hours in laboratory practice covering director responsibilities.
- ☐ 3. Hold a doctoral degree in a chemical, biological, clinical laboratory science, medical laboratory science or medical technology + have an HHS approved board certification + complete 20 CE credit hours in laboratory practice covering director responsibilities + have 2 years or more of laboratory training or experience + have 2 years of laboratory experience directing or supervising high complexity testing.
- ☐ 4. Hold a doctoral degree and have at least 16 semester hours of doctoral level coursework in chemical, biological, clinical laboratory science, medical laboratory science or medical technology + have an HHS approved board certification + complete 20 CE credit hours in laboratory practice covering director responsibilities + have 2 years or more of laboratory training or experience + have 2 years of laboratory experience directing or supervising high complexity testing.
- ☐ 5. Hold a doctoral degree and complete an approved thesis or research project in biology, chemistry, medical technology, clinical laboratory science, or medical laboratory science and related to laboratory testing + have an HHS approved board certification + complete 20 CE credit hours in laboratory practice covering director responsibilities + have 2 years or more of laboratory training or experience + have 2 years or more of laboratory experience directing or supervising high complexity testing.
- ☐ 6. For subspecialty of oral pathology, be certified by the American Board of Oral Pathology, American Board of Pathology, or American Osteopathic Board of Pathology.
- ☐ 7. Notwithstanding any other provision of this section, an individual is considered qualified as a laboratory director of high complexity testing under this section if they were qualified and serving as a laboratory director of high complexity testing in a licensed laboratory as of December 28, 2024, and have done so continuously since December 28, 2024.

Signature of Director

I certify that the information included on this form is accurate:

Signature of the Medical Test Site Director

Date (mm/dd/yyyy)

Qualifications of Director for PPMP Testing

Section 4 - Complete this section if changing the director of a PPMP license.

☐ MD, DO, DPM, ARNP, PA, or dentist.

Signature of Director

I certify that the information included on this form is accurate:

Signature of the Medical Test Site Director

Date (mm/dd/yyyy)

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email doh.information@doh.wa.gov.