APPLICATION INSTRUCTIONS

1. **Before you apply**, refer to the linked document [Admission Requirements](https://myextension.ucsd.edu/) (pdf) to verify that you meet all requirements for the San Diego CLS Training Program.

2. The application period opens in early November each year. The application packet is available on our website. Steps to apply:
   1. Create an account in **My Extension** ([https://myextension.ucsd.edu/](https://myextension.ucsd.edu/))
   2. Enroll in section 167472 ($50 fee)
   4. To access your application (prior to submission), go to MyExtension, click on the tab My Applications. Then click on Complete Your Application.

   **Late or incomplete applications will not be considered.**

   - You will only be asked for Official Transcripts, Letters of Recommendation, and proof of Enrollment for courses in-progress (including completion dates) if you are selected for an interview.
   - Submit by January 31st of each year:
     - CLS Trainee License from the State of California,
     - Application Form,
     - Resume/C.V.,
     - Personal Statement and
     - All Unofficial academic transcript

---

*The University of California, Sharp HealthCare, Palomar Health and El Centro Regional Medical Center entities, in accordance with applicable Federal and State law and University policies, do not discriminate on the basis of race, color, religion, national origin, age, sex, sexual orientation, gender identity/expression, familial status, disability status, medical conditions/AIDS/HIV, genetic information, veteran status, political activities/affiliations, status of victim of domestic violence/assault/stalking. These nondiscrimination policies cover admission, access, and treatment in University of California, Sharp HealthCare, Palomar Health and El Centro Regional Medical Center programs and activities.*