

Frequently Asked Questions - Changes

Do I need to notify the CLIA program if I make any changes in my laboratory?

Yes. For all types of CLIA certificates you must notify the CLIA program or your accredited organization within 30 days of any changes in ownership, name, location and director. In addition, laboratories performing high complexity testing are required to report any changes in technical supervisor.

If I make any changes in my test menu, do I need to notify the state CLIA program?

Yes. Please notify your State Agency or Accrediting Organization within 6 months of the change.

We have a new lab director and are moving to a new location. Do I need to apply for a new certificate?

You may use the CMS-116 available on this website under CERTIFICATION & FEES and keep the same certificate. For Lab Director changes to a Certificate of Compliance, PPMP or Waiver a CMS-116 form is required. For Lab Director changes to Certificate of Accreditation notify the Accrediting Organization.

I sold my practice. Can I transfer my CLIA certificate to the new owners?

Yes. The new owners can request a transfer by completing a CMS-116 Application Form and a CLIA Ownership Information form" found under CERTIFICATION & FEES on webpage.

I would like to request a change in certificate type. How can I do that?

For all certificate types, submit a new CMS-116 application and include the lab director qualifying documents. Note if you are requesting a certificate change to that of accreditation, you will be required to first be accepted by your selected accrediting agency before submitting any CMS-116 application. A List of Tests Performed forms is required for this change and can be found on this website under CERTIFICATION & FEES.