Laboratory name

CLIA number

Address

Document

WT-02 Waived Testing Training and Competency Checklist

Waived Testing Training and Competency Checklist

Document no.	Version	Effective date	Supersedes	Approved by (laboratory director)
WT-02	1.2			

How to use this document. CLIA does not require competency assessment for waived testing. CMS describes it as good laboratory practice, and some states and accreditation organizations require it. Set the frequency your site will follow.

Employee name	
Test	
Trainer or observer	

Skill	Trained (date, initials)	Observed (date, initials)
Locates and reads the current package insert and the site procedure.		
Checks kit and control expiration dates and storage conditions.		
Identifies the patient with two identifiers.		
Collects and handles the specimen as the insert requires.		
Runs external controls when required and records the results.		
Performs each test step in order, with correct volumes and timing.		
Reads the result within the stated time window and interprets it correctly.		
Recognizes an invalid result and knows what to do next.		
Records the result in the correct place with date, time and initials.		
Uses protective equipment and disposes of materials correctly.		

Frequency of observation set by this site	
Comments	

Signatures

Template source: CLIA Templates. The laboratory director must review, adapt and approve this document before use.

Role	Printed name	Signature	Date
Employee			
Trainer or observer			
Laboratory director			

Template notice. Checked against 42 CFR Part 493: 12 November 2026. This template is a starting point, not regulatory or legal advice. State, local and accreditation requirements may be stricter than CLIA.