DEPARTMENT OF HEALTH
HEALTH PROFESSIONS AND FACILITIES
BOARD OF DENTURISTS
POLICY

TITLE:	Exception Applications	**NUMBER:** DN 06
REFERENCE:	RCW 18.130.055 – Uniform Disciplinary Act Chapter 18.39 RCW – Denturist Chapter 246-812 WAC	
CONTACT:	Blake Maresh, Executive Director	
EFFECTIVE DATE:	September 26, 2013	
SUPERSEDES:		
APPROVED:	Michael Gillispie	
	Chairperson, Board of Denturists	

POLICY STATEMENT

This procedure establishes appropriate delegation and ensures consistent processing of denturist exception applications.

Definition
Exception Application: Credential applications whose applicants have criminal backgrounds, an open case or enforcement action on another credential, databank disciplinary history, any "yes" response to personal data questions, or where the applicant does not meet licensing requirements.

The following will cause an application to be designated for the exception process:

- Washington State Patrol background check indicates criminal history.
- FBI background check indicates criminal history.
- One of the professional data banks indicates disciplinary history.
- The applicant discloses on the application that (s)he has criminal history, has a medical condition that may limit the ability to practice, uses chemical substances, has been found guilty in a civil, administrative case or has had a credential denied, suspended or revoked.

- HSQA has a ‘Case Pending’ or ‘Enforcement Action’ for another credential held by the applicant.
- The applicant fails to meet licensing requirements.

Process

1. Credentialing unit identifies if application meets criteria as an exception application.
2. Credentialing unit identifies if cause of exception meets criteria listed in Matrix 1
    a. If meets established criteria, proceeds with credentialing process.
    b. If does not meet established criteria, forward to program manager.
3. Program manager forwards exception application to Board of Denturists chair.
4. The chair determines whether to issue credential or if a case should be opened to further review application file.
    a. If decision is to issue the credential, program manager notifies credentialing unit of decision and they proceed with credentialing process.
    b. If decision is to open a case, the chair presents to authorization panel.
    c. Authorization panel makes the final decision on if a credential is issued or a case is opened.
        i. If decision is to issue the credential, the program manager notifies credentialing unit of decision and they proceed with credentialing process.
        ii. If decision is to open a case, case manager notifies credentialing unit of decision.
5. Credentialing unit copies applicant file and forwards to complaint intake unit.
6. Complaint intake unit opens report on applicant and forwards file to case management unit.
7. Case management unit assigns reviewing board member and forwards file for investigation.
8. After the investigation is completed, file is forwarded to case management unit.
9. Case management unit forwards completed investigation to reviewing board member.
10. Reviewing board member provides a summary and recommendation to the full board.
11. Board of Denturists determines to issue (2 options) or deny credential: Grant Credential, Grant Credential with conditions, or Deny Credential.
    a. If Grant Credential: Case management unit records decision, forwards the case file to complaint intake for closure and notifies credentialing unit to proceed with credentialing process.
    b. If Grant Credential with conditions or Deny Credential: Case management unit records decision, forwards case file to legal services office for Notice of Decision (NOD) process.