



STATE OF WASHINGTON

DEPARTMENT OF HEALTH
OFFICE OF EMERGENCY MEDICAL SERVICES AND TRAUMA SYSTEM
PO Box 47853 • Olympia, Washington 98504-7853

Steps Necessary To Renew SEI Recognition

I. Complete The Following:

- A. The previously issued Renewal Application Procedures (RAP) following the instructions provided.
1. The guidelines provide only sample forms. Forms required to complete the RAP are available on the Office of EMS & Trauma System web site located at www.doh.wa.gov/hsqa/emstrauma/seiproc.htm.
 2. When the RAP is completed:
 - a. Make a copy for your records of the RAP, all evaluation forms and quality improvement records.
 - b. Submit the original documents to the County Medical Program Director for review and recommendation.
 - c. Return the MPD signed, original documents to the Office of EMS and Trauma for review and approval.
 3. Contact the Education, Training and Regional Support Section if you have any questions regarding the completion of the RAP
- B. The renewal prerequisites
1. These are provided in WAC 246-976-031 or in the SEI Qualification Process Manual. Both documents are located on the web site identified above.
 2. The SEI examination to determine the knowledge of the prospective candidate on Revised Code of Washington (RCW) and Washington Administrative Code (WAC) relating to EMS and the Uniform Disciplinary Act. This examination is available primarily on the web site listed above, but may be requested as a hard copy by contacting the Education, Training and Regional Support Section at (360) 236-2840 or (800) 458-5281 extension 2.

II. Submit the RAP and prerequisite documents to the Office of Emergency Medical Services and Trauma System, Education, Training and Regional Support Section, P O Box 47853, Olympia, Washington 98504-7853.

- A. The department will review the prerequisites and the RAP, and determine the need of the individual to be recognized as an SEI.
- B. Incomplete requirements or materials will be returned to the candidate with a checklist of what must be completed to begin the recognition process.

III. Issuance of the SEI RAP - If the RAP has been completed correctly, the prerequisites have been met and there is continued need for recognition, the department will issue a new RAP, which must be completed for the next renewal period.