Medical Assistant-Certified or Interim Application Packet

Contents:
1. 651-015 ...... Contents List/SSN Information/Mailing Information ...................1 page
2. 651-016 ...... Application Instructions Checklist.............................................2 pages
3. 651-017 ...... Credentialing Requirements................................................2 pages
4. 651-018 ...... Medical Assistant-Certified or Interim Application .................5 pages
5. 651-006 ...... Out-of-State Credential Verification Form ................................2 pages
6. RCW/WAC and Online Website Links........................................................1 page

Important Social Security Number Information:
You are required by state and federal law to provide a social security number with your application. If you do not have a social security number at the time you send in this application, please read, complete, and return this form with your application.

A U.S. Individual Taxpayer Identification Number (ITIN) or a Canadian Social Insurance Number (SIN) cannot be substituted.

In order to process your request:
Mail your application with initial documentation and your check or money order payable to:
Department of Health
P.O. Box 1099
Olympia, WA 98507-1099

Send other documents not sent with initial application to:
Medical Assistant Credentialing
P.O. Box 47877
Olympia, WA 98504-7877

Contact us:
360-236-4700
Application Instruction Checklist

Important background check information: Washington State law authorizes the Department of Health to obtain fingerprint-based background checks for licensing purposes. This check may be through the Washington State Patrol and the Federal Bureau of Investigation (FBI). This may be required if you have lived in another state or if you have a criminal record in Washington State. This would be at your own expense.

All information should be printed clearly in blue or black ink. It is your responsibility to submit the required forms.

☐ Application Fee: (This fee is non-refundable). You can check the online fee page for current fees.

☐ Check all that apply:
  ☐ Medical Assistant-Certified
  ☐ Interim Certification

☐ 1. Demographic Information:

Social Security Number: You must list your social security number on your application. Please call the Customer Service Center at 360-236-4700 if you do not have one.

National Provider Identifier Number (NPI): The National Provider Identifier (NPI) is a standard unique identifier for health care professionals available from the Federal Centers for Medicare and Medicaid Services. The NPI is a 10 digit numeric identifier. If you have a NPI number, provide this on your application.

Legal Name: List your full name: first, middle, and last.

Definition of Legal Name: “Legal name” is the name appearing on your official certificate of birth or, if your name has changed since birth, on an official marriage certificate or an order by a court. The court must have legal authority to change your name. We may ask you to prove your legal name. If you use any name other than your legal name on this form, your application may be denied.

Birth date: Provide the month, day, and year you were born.

Birth place: Provide the city, state, and country where you were born.

Address: List the address we should use to send any information about your certification. Be sure to include the city, state, zip code, county, and country. This will be your permanent address with Department of Health until we have been notified of a change, See WAC 246-12-310.

Phone, Fax and Cell Numbers: Enter your phone, fax and cell numbers, if you have them.

Email: Enter your email address, if you have one.

Other Name(s): Indicate whether you are known or have been known under any other names. If you have a name change, you must notify the Department of Health in writing. You must include proof of this change. See WAC 246-12-300.
2. Personal Data Questions:
All applicants must answer the same personal data questions. They are focused on your fitness to practice the essential skills of this profession.

If you answer “yes” to any questions in this section, you must provide an appropriate explanation. You must provide the documentation listed in the note after the questions. If you do not provide this, your application is incomplete and it will not be considered.

- Question 5 includes misdemeanors, gross misdemeanors and felonies. You do not have to answer yes if you have been cited for traffic infractions. You can obtain copies of court records through the county courthouse where the conviction, plea, deferred sentence, or suspended sentence was entered.

- Another jurisdiction means any other country, state, federal territory, or military authority.

3. Training and Education:
List in date order your training and education. Attach additional pages if you need more space.

4. Experience:
List in date order your professional work experience and practice. Attach additional pages if you need more space.

5. Examination:
You must pass an approved medical assistant examination within five years prior to submission of your initial application for medical assistant-certified. A written verification in the form of scores or a certificate must be sent directly from the examination body directly to the Department of Health.

6. Other License, Certification, or Registration:
List all states where you hold or have held a credential.

7. Qualifications and Training Attestation:
You must meet the Qualification and Training Requirements. You must sign and date this as proof of completion.

8. Aids Education and Training Attestation:
Read the AIDS education and training attestation. AIDS training may include self-study, direct patient care, courses, or formal training. A minimum of seven hours is required. Course content can be found in WAC 246-12-270.

9. Applicant Attestation and Signature:
You must sign and date this for us to process the application.

Notice to Spouses and Registered Domestic Partners of Military Personnel Transferring to Washington

Under state law, a spouse or registered domestic partner of military personnel transferring to Washington may receive his or her health professional license more quickly. In order for us to do this, please submit the required military documentation with your application for licensure found on your profession applications and forms page.
Credentialing Requirements

Thank you for applying to become a medical assistant-certified in Washington State. In order to qualify for certification you must complete the following.

☐ Complete and submit the application, with a original signature, date, and fee.

☐ Sign and date the application as proof of:

  - Completion of high school education or its equivalent.
  - The ability to read, write, and converse in the English language.

☐ **Education and Training:**

Successful completion of one of the following medical assistant training programs:

a. Post-secondary school or college program accredited by the Accrediting Bureau of Health Education School (ABHES) or the Commission of Accreditation of Allied Health Education Programs (CAAHEP); or

b. Post-secondary school or college accredited by a regional or national accrediting organization approved through the U.S. Department of Education, which includes a minimum of 720 clock hours of training in medical assisting skills, including a clinical externship of no less than 160 hours; or

c. A registered apprenticeship program administered by a department of the state of Washington unless the secretary determines that the apprenticeship program training or experience is not substantially equivalent to the standards of this state. The apprenticeship program shall ensure a participant who successfully completes the program is eligible to take one or more examinations identified in WAC 246-827-0200(2); or

d. The Secretary may also approve an applicant who submits documentation that he or she completed post-secondary education with a minimum of 720 clock hours of training in medical assisting skills. The documentation must include proof of training in all of the duties identified in RCW.18.360.050(1) and a clinical externship of no less than 160 hours.

e. Military training or experience satisfies the training or experience requirements unless the secretary determines that the military training or experience is not substantially equivalent to the standards of this state. Provide official transcripts showing proof of your education, training, and experience.

**Transcripts:** Have your medical assistant training program mail your transcripts with the date of completion listed.
Experience:
List in date order your professional experience and practice from date of completion from your medical assistant training program. Include the month/day/year. Attach additional completed pages if you need more space.

Examination:
Successfully pass one of the following examinations within five years prior to submission of initial application:

a. Certified medical assistant examination through the American Association of Medical Assistants (AAMA);

b. Registered medical assistant certification examination through American Medical Technologists (AMT);

c. Clinical medical assistant certification examination through the National Health Career Association (NHA); or,

d. National certified medical assistant examination through the National Center for Competency Testing (NCCT).

Seven hours of AIDS education and training as required under WAC 246-827.

An Out-of-State Credential Verification form can be sent to each state where you hold or have held a credential. The state will complete its portion of the form and mail it directly back to Washington State.

Interim Certification Requirements:
An interim certification may be issued under the following conditions:

a. A person who has met all the application requirements except passage of the examination, may be issued an interim certification.

b. A person holding an interim certification possesses the full scope of practice of a medical assistant-certified.

c. A person’s interim certification expires upon issuance of the medical assistant-certified credential or after one year issuance of the interim certification.

d. A person cannot renew an interim certification.

e. A person is only eligible for an interim certification upon initial application.

Note: You may not practice as a medical assistant-certified without a valid credential.
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# Medical Assistant-Certified or Interim Application

Please print clearly. It is the responsibility of the applicant to submit all supporting documentation. Failure to do so may result in a delay in processing your application.

**Credential type you are applying for—Check all that apply:**

- [ ] Medical Assistant-Certified
- [ ] Interim Certification

## 1. Demographic Information

<table>
<thead>
<tr>
<th>Social Security Number (SSN) (If you do not have a SSN, see instructions)</th>
<th>National Provider Identifier Number (NPI) (Enter 10 digit number)</th>
<th>Place of birth</th>
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</thead>
<tbody>
<tr>
<td>Name</td>
<td>Middle</td>
<td>Last</td>
</tr>
<tr>
<td>Birth date (mm/dd/yyyy)</td>
<td>City</td>
<td>State</td>
</tr>
</tbody>
</table>

| Address | |
| --- | --- | --- | --- |
| City | State | Zip Code | County |

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<tr>
<th>Country</th>
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| Phone (enter 10 digit #) | Fax (enter 10 digit #) | Cell (enter 10 digit #) | |
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**Email address**

**Mailing address if different from above address of record**

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<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>County</th>
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<th>Country</th>
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**Note:** The mailing and email addresses you provide will be your addresses of record. It is your responsibility to maintain current contact information on file with the department.

- Have you ever been known under any other name(s)? [ ] Yes [ ] No
- If yes, list name(s): 

- Will documents be received in another name? [ ] Yes [ ] No
- If yes, list name(s): 

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DoH 651-018 July 2015
2. Personal Data Questions

1. Do you have a medical condition which in any way impairs or limits your ability to practice your profession with reasonable skill and safety? If yes, please attach explanation.

   “Medical Condition” includes physiological, mental or psychological conditions or disorders, such as, but not limited to orthopedic, visual, speech, and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, intellectual disabilities, emotional or mental illness, specific learning disabilities, HIV disease, tuberculosis, drug addiction, and alcoholism.

   If you answered yes to question 1, explain:

   1a. How your treatment has reduced or eliminated the limitations caused by your medical condition.

   1b. How your field of practice, the setting or manner of practice has reduced or eliminated the limitations caused by your medical condition.

   **Note:** If you answered “yes” to question 1, the licensing authority will assess the nature, severity, and the duration of the risks associated with the ongoing medical condition and the ongoing treatment to determine whether your license should be restricted, conditions imposed, or no license issued.

   The licensing authority may require you to undergo one or more mental, physical or psychological examination(s). This would be at your own expense. By submitting this application, you give consent to such an examination(s). You also agree the examination report(s) may be provided to the licensing authority. You waive all claims based on confidentiality or privileged communication. If you do not submit to a required examination(s) or provide the report(s) to the licensing authority, your application may be denied.

2. Do you currently use chemical substance(s) in any way which impair or limit your ability to practice your profession with reasonable skill and safety? If yes, please explain.

   “Currently” means within the past two years.

   “Chemical substances” include alcohol, drugs, or medications, whether taken legally or illegally.

3. Have you ever been diagnosed with, or treated for, pedophilia, exhibitionism, voyeurism or frotteurism?

4. Are you currently engaged in the illegal use of controlled substances?

   “Currently” means within the past two years.

   **Illegal use of controlled substances** is the use of controlled substances (e.g., heroin, cocaine) not obtained legally or taken according to the directions of a licensed health care practitioner.

   **Note:** If you answer “yes” to any of the remaining questions, provide an explanation and certified copies of all judgments, decisions, orders, agreements and surrenders. The department does criminal background checks on all applicants.

5. Have you ever been convicted, entered a plea of guilty, no contest, or a similar plea, or had prosecution or a sentence deferred or suspended as an adult or juvenile in any state or jurisdiction?

   **Note:** If you answered “yes” to question 5, you must send certified copies of all court documents related to your criminal history with your application. If you do not provide the documents, your application is incomplete and will not be considered.

   To protect the public, the department considers criminal history. A criminal history may not automatically bar you from obtaining a credential. However, failure to report criminal history may result in extra cost to you and the application may be delayed or denied.
2. Personal Data Questions (Cont.)

6. Have you ever been found in any civil, administrative or criminal proceeding to have:
   a. Possessed, used, prescribed for use, or distributed controlled substances or legend
      drugs in any way other than for legitimate or therapeutic purposes?
   b. Diverted controlled substances or legend drugs?
   c. Violated any drug law?
   d. Prescribed controlled substances for yourself?

7. Have you ever been found in any proceeding to have violated any state or federal law or rule
   regulating the practice of a health care profession? If “yes”, please attach an explanation and
   provide copies of all judgments, decisions, and agreements.

8. Have you ever had any license, certificate, registration or other privilege to practice a health care
   profession denied, revoked, suspended, or restricted by a state, federal, or foreign authority?

9. Have you ever surrendered a credential like those listed in number 8, in connection with or to
   avoid action by a state, federal, or foreign authority?

10. Have you ever been named in any civil suit or suffered any civil judgment for incompetence,
    negligence, or malpractice in connection with the practice of a health care profession?

11. Have you ever been disqualified from working with vulnerable persons by the Department
    of Social and Health Services (DSHS)?

3. Training and Education

List in date order your training and education. Attach additional pages if you need more space.

<table>
<thead>
<tr>
<th>Full Name, City and State/Schools Attended</th>
<th>Degree Earned</th>
<th>Attendance</th>
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4. Experience
List in date order your professional work experience and practice. Attach additional pages if you need more space.

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<th>Name and Location of Institution</th>
<th>From (mm/dd/yy)</th>
<th>To (mm/dd/yy)</th>
<th>Type of Experience or Speciality</th>
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5. Examination
Have you passed one of the following examination(s) within the last five years?  ☐ Yes  ☐ No
Select all that apply:

☐ Certified medical assistant examination through American Association of Medical Assistants (AAMA)
  Date passed (mm/dd/yyyy)? __________

☐ Registered medical assistant certification examination through American Medical Technologists (AMT)
  Date passed (mm/dd/yyyy)? __________

☐ Clinical medical assistant certification examination through the National Health Career Association (NHA)
  Date passed (mm/dd/yyyy)? __________

☐ National certified medical assistant examination through the National Center for Competency Testing (NCCT)
  Date passed (mm/dd/yyyy)? __________

A written verification in the form of scores or certificate must be sent directly from the examination body to the Department of Health.

6. Other License, Certification, or Registration
List all states, including Washington, where you hold or have held a credential.

<table>
<thead>
<tr>
<th>State/Jurisdiction</th>
<th>Credential Type</th>
<th>Year Issued</th>
<th>Number</th>
<th>Method of Licensure</th>
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DOH 651-018 July 2015
7. Qualifications and Training Attestation

I certify I have completed each of the requirements below.

- A high school diploma or equivalent;
- The ability to read, write, and converse in the English language.

8. Aids Education and Training Attestation

I certify I have completed the minimum of seven hours of education in the prevention, transmission and treatment of AIDS, which included the topics of etiology and epidemiology, testing and counseling, infection control guidelines, clinical manifestations and treatment, legal and ethical issues to include confidentiality, and psychosocial issues to include special population considerations.

I understand I must maintain records documenting said education for two years and be prepared to submit those records to the department if requested. **I understand that should I provide any false information, my license may be denied, or if issued, suspended or revoked.**

9. Applicant's Attestation

I,______________________________, declare under penalty of perjury under the laws of the state of Washington that the following is true and correct:

- I am the person described and identified in this application.
- I have read RCW 18.130.170 and RCW 18.130.180 of the Uniform Disciplinary Act.
- I have answered all questions truthfully and completely.
- The documentation provided in support of my application is accurate to the best of my knowledge.

I understand the Department of Health may require more information before deciding on my application. The department may independently check conviction records with state or federal databases.

I authorize the release of any files or records the department requires to process this application. This includes information from all hospitals, educational or other organizations, my references, and past and present employers and business and professional associates. It also includes information from federal, state, local or foreign government agencies.

I understand that I must inform the department of any past, current or future criminal charges or convictions. I will also inform the department of any physical or mental conditions that jeopardize my ability to provide quality health care. If requested, I will authorize my health providers to release to the department information on my health, including mental health and any substance abuse treatment.

Dated ____________________________ at _____________________________________________

(mm/dd/yyyy) (City, state)

by:_________________________________________

(Original Signature of Applicant)
This page intentionally left blank.
Out-of-State
Credential Verification

To Applicant:

Please complete this side of form and send it to the state(s) and/or jurisdiction(s) where you are or have been licensed, certified, or registered. Instruct them to return the form directly to the address listed above. Licensing agencies normally charge a fee to verify a credential, please check in advance to help expedite this process. This form may be duplicated.

<table>
<thead>
<tr>
<th>Name: Last</th>
<th>First</th>
<th>Middle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>State</td>
<td>Zip Code</td>
</tr>
<tr>
<td>Any other names used:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credential Number</td>
<td>Date Issued</td>
<td></td>
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</tbody>
</table>

Have the licensing agency return this completed form to the address listed above.
Please complete this form regarding the applicant listed on the reverse. Submit the completed form and any other requested material directly to this office at the address on the reverse. We will not accept the form if submitted by the applicant. Thank you.

<table>
<thead>
<tr>
<th>Name of credential holder:</th>
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<tbody>
<tr>
<td>Authority providing verification: (state, name &amp; title)</td>
</tr>
<tr>
<td>Applicant was credentialed by:</td>
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<tr>
<td>□ Written Examination</td>
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<tr>
<td>Name of examination:</td>
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<tr>
<td>□ Other Examination</td>
</tr>
<tr>
<td>Name of examination:</td>
</tr>
<tr>
<td>Is credential current: □ Yes □ No</td>
</tr>
<tr>
<td>Is this individual considered to be in good standing in your state? □ Yes □ No</td>
</tr>
<tr>
<td>If “no”, please attach explanation.</td>
</tr>
<tr>
<td>Has this credential ever been denied? □ Yes □ No</td>
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<tr>
<td>□ Suspended? □ Yes □ No</td>
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<tr>
<td>□ Revoked? □ Yes □ No</td>
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<td>□ Surrendered? □ Yes □ No</td>
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<tr>
<td>□ Reinstated? □ Yes □ No</td>
</tr>
<tr>
<td>If “yes”, please provide a copy of the final order or other documentation of action taken.</td>
</tr>
<tr>
<td>If this credential holder has been disciplined, has he/she successfully completed all requirements and is currently in good standing? □ Yes □ No</td>
</tr>
</tbody>
</table>

Signature:  
(Seal)  
Title:  
Date:
RCW/WAC and Online Website Links

RCW/WAC Links

Uniform Disciplinary Act, RCW 18.130
Administrative Procedure Act, RCW 34.05
Medical Assistant Law, RCW 18.360
Medical Assistant Rules, WAC 246-827

On-line

AIDS Training Resources, Reference Page
Medical Assistant, Web Page

List-Serv

To receive emails regarding important medical assistant information, please join our interested parties on our List-Serv.