Washington State Department of HEALTH

Substance Use Disorder Professional Certification Application Packet

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Important Social Security Number Information:

If you have a Social Security Number, the law requires you to disclose it on your application for a professional or occupational license. <u>42 U.S.C. § 666(a)(13)</u>; <u>RCW</u> <u>26.23.150</u>. It will be used under the state's child support enforcement program to locate individuals for purposes of establishing paternity and establishing, modifying, and enforcing support obligations. You are not required to have or obtain a Social Security Number to apply for or obtain a license from the Department of Health. If you do not have a Social Security Number, you are still eligible to apply for and obtain a credential if you meet the requirements. Please see the <u>Declaration of No Social Security Number</u> <u>Form</u>. Please call the Customer Service Center at 360-236-4700 if you have questions.

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:

Substance Use Disorder Credentialing P.O. Box 47877 Olympia, WA 98504-7877

Contact us:

360-236-4700

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email <u>civil.rights@doh.</u> <u>wa.gov</u>.



Application Instructions 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 correct forms required.

Application Fee. This fee is **non-refundable.** You can check the online <u>fee page</u> for current fees.

Select if you are applying by: Traditional Training or Alternative Training

Select if the following applies: Spouse or Registered Domestic Partner of Military Personnel

1. Demographic Information:

Social Security Number: You must list your social security number on your application. You are not required to have or obtain a Social Security Number to apply for or obtain a license from the Department of Health. Please see the <u>Declaration of No Social Security Number Form</u>. 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 the 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 of your birth.

Address: List the address we should use to send any information on your license. 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 <u>WAC 246-12-310</u>.

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 <u>WAC 246-12-300</u>.

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 also provide the documentation listed in the note after the question. 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 get copies of court records through the county courthouse where the conviction, plea, deferred sentence, or suspended sentence was entered.
- If you have been granted certificate(s) of restoration of opportunity, please provide a certified copy of each certificate.
- Another jurisdiction means any other country, state, federal territory, or military authority.

3. Other License, Certification, or Registration:

List all states, including Washington, where credentials are or were held. Attach additional completed pages if you need more space. You must also print the <u>Verification Form</u> and provide it to each state or jurisdiction that you have listed, requesting that they complete and submit the form directly to the Department of Health.

4. Education:

List in date order, most recent to later, your postsecondary education. Attach additional completed pages if you need more space.

5. Examination Data:

If you passed the National Association of Alcohol and Drug Abuse Counselors (NAADAC) or the International Certification Reciprocity Consortium (ICRC) exam, verification must be sent directly to this office by NAADAC or ICRC.

6. Course Topics Identification—Traditional Training Applicants:

At least 45 quarter or 30 semester credits must be in courses specific to alcohol and drug addicted individuals. Courses must address the topics listed in **WAC 246-811-030(2), (a) through (w)**. List the course title and the course number. One course may be used for more than one topic area.

7. Course Topics Identification— Alternative Training Applicants:

At least 15 quarter or 10 semester credits must be in courses specific to alcohol and drug addicted individuals. Courses must address the topics listed in **WAC 246-811-077(1) (a) through (g)**. List the course title and the course number. One course may be used for more than one topic area.

8. National Certification:

Applicants credentialed according to <u>WAC 246-811-076</u> may submit a national certification listed in WAC 246-811-078 in place of educational requirements and supervision requirements. Proof of verification of your national certification must come directly from the certifying body.



9. Attestation of Recovery:

Effective July 28, 2019, ESHB 1768 requires all substance use disorder professional and substance use disorder professional trainee applicants to complete the attestation of recovery form.

10. Applicant's Attestation:

You must sign and date this for us to process the application.

For Spouses and Registered Domestic Partners of Military **Personnel Being Transferred or Stationed in Washington:**

Under state law, if you are the spouse or state-registered domestic partner of a servicemember of any branch of the U.S. Military, to include Guard or Reserve, and are applying for a health care professional credential in this state, you may be eligible to have the processing of your application expedited to receive your credential more quickly.

Documents to submit with your application should include the following:

- A copy of your spouse's or registered domestic partner's military transfer orders to Washington State.
- One of the following:
 - A copy of your marriage certificate to show proof of marriage; or
 - A copy of a state's declaration or registration showing you are in a state registered domestic partnership with a member of the U.S. military.



License Requirements

Traditional Training:

If you are an applicant applying by traditional training you must submit the following:

Completed application and <u>fee</u>

Education:

- Provide official transcripts showing proof of completion of an associate's degree or higher in human services or a related field from an approved school. Transcripts must be submitted directly from the college or school.
 Or
- Provide official transcripts showing proof of successful completion of 90 quarter or 60 semester college credits in courses from an approved school.

Experience:

All experience required, must be under an approved supervisor. See <u>WAC 246-811-049</u> for approved supervisor requirements.

The number of hours required is based off your level of formal education. See <u>WAC 246-811-046</u>.

- If you have an **associate's degree**, provide proof of 2500 hours of Substance Use Disorder counseling.
- If you have a **baccalaureate degree** in human services or a related field, provide proof of 2000 hours of Substance Use Disorder counseling.
- If you have a **master or doctoral degree** in human services or a related field, provide proof of 1500 hours of Substance Use Disorder counseling.

Examination:

Provide proof of successful completion of the National Association of Alcoholism and Drug Abuse Counselor (NAADAC) National Certification Examination for Addiction Counselors or International Certification and Reciprocity Consortium (ICRC) Certified Addiction Counselor Level II or higher examination.

NAADAC Certification or ICRC International certification:

A person certified through NAADAC or the ICRC as an alcohol and drug counselor (ADC) or advanced alcohol and drug counselor (AADC), is considered to have met all of the experience requirements of <u>WAC 246-811-046</u>. Certification verifies the 45 quarter or 30 semester hours of topics listed in

WAC 246-811-030(2)(a) through (w). Certification confirms your experience. Verification must be sent directly from NAADAC or ICRC.

You must still confirm the additional 45 quarter or 30 semester as described in **WAC 246-811-030(1)**. Official transcripts are required.

Alternative Training

If you hold an active license in good standing of one of the following approved credentials, you may apply for certification by alternative training.

See <u>WAC 246-811-076</u>.

- Advanced registered nurse practitioner
- Marriage and family therapist
- Mental health counselor
- Advanced social worker
- Independent clinical social worker
- Psychologist
- Osteopathic physician
- Osteopathic physician assistant
- Physician
- Physician assistant

Submit the following:

• Completed application and fee.

Education:

 Provide proof of successful completion of 15 quarter hours or 10 semester college credits in course work from an approved school. Proof of completion must be official transcripts submitted to the Department directly from the school. See <u>WAC 246-811-077</u>.

Experience:

All experience required, must be under an approved supervisor. See <u>WAC 246-811-049</u> for approved supervisor requirements.

• If you hold an active license in good standing listed in <u>WAC 246-811-076</u>, provide proof of 1000 hours of Substance Use Disorder counseling.

Examination:

Provide proof of successful completion of the National Association of Alcoholism and Drug Abuse Counselor (NAADAC) National Certification Examination for Addiction Counselors or International Certification and Reciprocity Consortium (ICRC) Certified Addiction Counselor Level II or higher examination.

Examination:

All applicants must take and pass the National Association of Alcoholism and Drug Abuse Counselor (NAADAC) National Certification Examination for Addiction Counselors or International Certification and Reciprocity Consortium (ICRC) Certified Addiction Counselor Level II or higher examination.

National Certification:

Applicants credentialed according to <u>WAC 246-811-076</u> may submit a national certification listed in <u>WAC 246-811-078</u> in place of educational requirements and supervision requirements.

Proof of verification of your national certification must come directly from the certifying body.





Revenue: 0207060000

Substance Use Disord	er Professio	nal Certific	ation	Application			
Please print clearly. It is the responsibility of the applicant to submit all required supporting documentation. Failure to do so may result in a delay in processing your application.							
	Select One: Traditional Training Alternative Training						
Select if the following applies:							
Spouse or Registered Domestic Partne	r of Military Personne	Probation	ary Licens	e			
1. Demographic Information	n						
Social Security Number (SSN) (If you do not have a SSN, see instructions	National Provider Identifier Number (NPI) (Enter 10 digit number)			☐ Male			
Name First	Middle	L	.ast				
Birth date (mm/dd/yyyy)							
Address							
City	State	Zip Code	County				
Country							
Phone (enter 10 digit #) Fax	k (enter 10 digit #)	Cel	l (enter 10	digit #)			
Email address							
Mailing address if different from above add	ress of record						
City	State	Zip Code	County				
Country							
Note: The mailing and email addresses yo maintain current contact information	•		rd. It is yo	ur responsibility to			
Have you ever been known under any othe If yes, list name(s):	r name(s)? 🗌 Yes [No					
Will documents be received in another nam If yes, list name(s):	ne? □Yes □No						
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2.	Pers	sonal Data Questions	Yes No			
1.		u have a medical condition which in any way impairs or limits your ability to practice your sion 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 conditions					
		ow your field of practice, the setting or manner of practice has reduced or eliminated the nitations 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.		u currently use chemical substance(s) in any way which impair or limit your ability to e your profession with reasonable skill and safety? If yes, please explain				
	"Curre	ently" means within the past two years.				
	"Cher	nical substances" include alcohol, drugs, or medications, whether taken legally or illegally.				
3.		/ou ever been diagnosed with, or treated for, pedophilia, exhibitionism, voyeurism or rism?				
4.	Are yo	u currently engaged in the illegal use of controlled substances?				
	"Curre	ently" means within the past two years.				
	•	use of controlled substances is the use of controlled substances (e.g., heroin, cocaine) tained 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.		you ever been convicted, entered a plea of guilty, no contest, or a similar plea, or had cution 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.				
		If you have been granted certificate(s) of restoration of opportunity, please provide a certified copy of each certificate.				
		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.	Pers	onal Data Questions	(cont.)					Yes No
6.	 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?								
7	d. Prescribed controlled substances for yourself?							
1.	regula	ting the practice of a health care e copies of all judgments, decision	profession	? If "yes", pleas	e attach an explai	nation a	nd	
8.		/ou ever had any license, certific sion denied, revoked, suspended	•		•			
9.		ou ever surrendered a credentia action by a state, federal, or fore						
10	-	ou ever been named in any civil ence, or malpractice in connectic			•			
11.		/ou ever been disqualified from v ial and Health Services (DSHS)?						
3.	Oth	er License, Certificat	ion, or	Registrat	ion			
		tes where credentials are or wer				you nee	ed more	space.
S	tate	License/Certification/Registration	on Type		cation/Registration			Licensure
				Year Issued	Number	Exam	Endorse	Grand Fathered
4.	Edu	cation						
Re	quest y	e order all your post-secondary s our transcripts from the post-sec the Department of Health.	• •	-	-	-	-	
	Sch	nool	[Degree	Major		Date of	degree granted

5. Examination Data WAC 246-811-060					
Select if you have taken and passed either of the following examination	ons:				
NAADAC, list the year list the level					
ICRC, list the year list the level	-				
Are you nationally certified by NAADAC ? Yes No List you	ur certifica	tion type:			
	ur contifico	tion two.			
Are you internationally certified by ICRC? Yes No List you					
6. Course Topics Identification — <u>WAC 246-811-03</u> To be completed if you are applying by traditional training.	<u>) U</u>				
Minimum Requirements: An associates degree in human services or a successful completion of 90 quarter or 60 semester college credits in quarter or 30 semester credits must be in courses specific to alcohol a the topics listed below. Identify the course you took and the associate more than one topic area.	courses fr and drug a	om an approved sc addicted individuals	hool. At least 45 and must include		
A. Understanding addiction.					
Course Title	Number	Semester Credits	Quarter Credits		
B. Pharmacological actions of alcohol and other drugs.					
Course Title	Number	Semester Credits	Quarter Credits		
C. Substance abuse and addiction treatment methods.	Number	Semester Credits	Quarter Credits		
D. Understanding addiction placement, continuing care, and disc	charge cri	iteria, including AS	SAM criteria.		
Course Title	Number	Semester Credits	Quarter Credits		
E. Cultural diversity including people with disabilities and its imp	lication f	or troatmont			
Course Title	Number	Semester Credits	Quarter Credits		
F. Substance Use Disorder clinical evaluation (screening and ref					
Course Title	Number	Semester Credits	Quarter Credits		
G. HIV/AIDS brief risk intervention for the chemically dependent.					
Course Title	Number	Semester Credits	Quarter Credits		
H. Substance Use Disorder treatment planning.					
Course Title	Number	Semester Credits	Quarter Credits		

I. Referral and use of community resources.					
Course Title	Number	Semester Credits	Quarter Credits		
J. Service coordination.					
(Implementing the treatment plan, consulting, continuing	-				
Course Title	Number	Semester Credits	Quarter Credits		
K. Individual counseling.					
Course Title	Number	Semester Credits	Quarter Credits		
L. Group counseling.					
Course Title	Number	Semester Credits	Quarter Credits		
M. Substance Use Disorder counseling for families, cour	oles and significa	nt others			
Course Title	Number	Semester Credits	Quarter Credits		
N. Client, family and community education.					
Course Title	Number	Semester Credits	Quarter Credits		
O. Developmental psychology.					
Course Title	Number	Semester Credits	Quarter Credits		
P. Psychopathology/abnormal psychology.					
Course Title	Number	Semester Credits	Quarter Credits		
Q. Documentation, to include, screening, intake, assess	nent, treatment p	an, clinical reports	s, clinical		
progress notes, discharge summaries, and other client r	•	,	,		
Course Title	Number	Semester Credits	Quarter Credits		
		_			
R. Substance Use Disorder confidentiality.					
Course Title	Number	Semester Credits	Quarter Credits		
S. Professional and othical reasonabilities					
S. Professional and ethical responsibilities. Course Title	Number	Semester Credits	Quarter Credits		

T. Relapse prevention.							
Course Title	Number	Semester Credits	Quarter Credits				
U. Adolescent Substance Use Disorder assessment and treatment.							
Course Title	Number	Semester Credits	Quarter Credits				
V. Substance Use Disorder case management.							
Course Title	Number	Semester Credits	Quarter Credits				
W. Substance Lies Disorder rules and regulations							
W. Substance Use Disorder rules and regulations.	Number	Semester Credits	Quarter Credits				
	Number	Cernester Credits					
7. Course Topics Identification— <u>WAC 246-811-07</u>	<u>'7</u>						
To be completed if you are applying by alternative training.							
Complete this section if you hold an active license in good standing ir	n a profess	ion listed in WAC 2	46-811-076 and				
completion of at least 15 quarter or 10 semester credits specific to alc	cohol and	drug addicted indivi	duals. Identify				
the course you took and the associated course number. One course r	may be us	ed for more than on	e topic area.				
A. Survey of Addiction							
Course Title	Number	Semester Credits	Quarter Credits				
B. Treatment of Addiction	1	1					
Course Title	Number	Semester Credits	Quarter Credits				
C. Pharmacology							
Course Title	Number	Semester Credits	Quarter Credits				
D. Physiology of Addiction							
Course Title	Number	Semester Credits	Quarter Credits				
	Hambol						
E. American Society of Addiction Management (ASAM) Criteria			Out of the Out life				
Course Title	Number	Semester Credits	Quarter Credits				
F. Individual, Group, Including Family Addiction Counseling							
Course Title	Number	Semester Credits	Quarter Credits				
G. Substance Use Disorder Law and Ethics							
Course Title	Number	Semester Credits	Quarter Credits				
	1						

8. National Certification—To be completed if you are applying for alternative training

An applicant who holds an active license in good standing in a profession listed in <u>WAC 246-811-076</u> may submit a proof of an approved national certification. See <u>WAC 246-811-078</u> for a listing of approved national certifications.

List the approved National Certification that you hold.

9. Attestation of Recovery

Effective July 28, 2019, ESHB 1768 requires all substance use disorder professional and substance use disorder professional trainee applicants to complete the attestation of recovery form. The licensing authority uses the attestation to determine whether more information is required to process your application. Additional information may include requiring your participation in a mental, physical or psychological evaluation.

Recovery as defined in <u>RCW 18.205.020(9)</u>, means a process of change through which individuals improve their health and wellness, live self-directed lives, and strive to reach their full potential. Recovery often involves achieving remission from active substance use disorder.

I have been in recovery since _____

(mm/dd/yyyy)

I do not have a substance use disorder.

10. Applicant's Attestation

Ι,

. . . .

, declare under penalty of perjury under the laws of

(Print applicant name clearly) 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 have read all laws and rules related to my profession.

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:				
	(Signature of applicant)			



Substance Use Disorder Credentialing P.O. Box 47877 Olympia, WA 98504-7877 360-236-4700

Verification of Substance Use Disorder Professional Supervision and Experience Note: Use one form per supervisor for each time frame worked.

Applicant						
Name: Last	First Middle Birth da		Birth date	(mm/dd/yyyy)		
Address:				I		
City:		State:		Zip C	Code:	
Phone (enter 10 digit #)		Business pho	ne (ente	er 10 digit ;	#)	
Direct Supervisor						
The above applicant requires verific professional. Please complete the f	•	xperience for c	ertificati	on as a Sı	ubstance U	se Disorder
Supervisor Name: Last	First	Middle	9		Credentia	#
Street Address			Phone	(enter 10	digit #)	
City		State		Zip Code		
Supervised Experience (WAC 246	<u>-811-045)</u>					
From (mm/dd/yyyy):		To (mm	/dd/yyy	y):		
I attest that the first fifty hours of fac Substance Use Disorder Profession			•	observatio		gned a
				Date		# of Hours
Direct Supervisor Face-to-face clinical evaluation (10	0 hours required)					# of Hours
Other clinical evaluation (100 hours	· ,					
Face-to face counseling to include: couples, and significant others (600	Individual counseling hours required)	-		d counselii	ng family,	
Discussions of professional and eth			,			
Transdisciplinary foundations : Understanding addiction treatment knowledge, application to practice, professional readiness, referral, service coordination, client, family, and community education. Documentation to include screening, intake assessment, treatment plan, clinical reports, clinical progress notes, discharge summaries, and other client related data.						
AA degree = 1,650 hours required in transdisciplinary foundations BA degree = 1,150 hours required in transdisciplinary foundations MA degree = 650 hours required in transdisciplinary foundations Advanced Registered Nurse Practitioners, Licensed Counselors and Psychologists = 150 hours required in transdisciplinary foundations						
	Total N	umber of Supe	ervised	Experien	ce Hours	



Substance Use Disorder Professional Statement of Qualifications

Note to Supervisor:

To be considered an **appropriate supervisor**, your qualifications must either meet or exceed the requirements of a certified Substance Use Disorder Professional in the state of Washington. You must be eligible to take the examination required for certification and have at least three-thousand hours of experience in a state approved Substance Use Disorder treatment agency. The three thousand hours are in addition to the supervised experience hours needed to be eligible to become a Substance Use Disorder professional. Twenty-eight clock hours of recognized supervised training may be substituted for one thousand hours of experience. You are not a blood or legal relative, significant other, cohabitant of the supervisee, or someone who has acted as the person supervised's primary counselor.

Do not sign this form verifying applicant's hours unless you meet the criteria and can provide documentation if called upon to do so.

My qualifications include:

I certify the above information is, to the best of my knowledge, accurate and complete. I understand the department may request additional information, if needed, to evaluate the application of the individual named on this document. I also attest that I meet or exceed the educational and supervision requirements for certification (as required by WAC 246-811-049).

Signature of Supervisor

Date

Please return this form directly to the address above.



RCW/WAC and Online Website Links

RCW/WAC Links

Uniform Disciplinary Act, RCW 18.130 Administrative Procedure Act, RCW 34.05 Administrative Procedures and Requirements, WAC 246-12 Substance Use Disorder Professional Laws, RCW 18.205 Substance Use Disorder Professional Rules, WAC 246-811 Standards of Professional Conduct, WAC 246-16

Online

Substance Use Disorder Professional Program, Web Page

Get important information about your credential type by subscribing to email alerts.