Washington State Department of Health

Social Worker Associate Expired Credential Activation Application Packet

Contents:

1. 670-162 ....Contents List/SSN Information/Mailing Information.....1 page
2. 670-163 ....Application Instructions Checklist.....2 pages
3. 670-164 ....Social Worker Associate Expired Credential Activation Application.....3 pages
4. 670-109 ....Approved Supervisor Verification .....1 page
5. 670-025 ....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, contact the Customer Service Center at 360-236-4700 for more information.

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 money order payable to:

Department of Health
PO Box 1099
Olympia, WA 98507-1099

Send other documents not sent or with initial application to:

Social Worker Credentialing
PO Box 47877
Olympia, WA 98504-7877

Contact us:

360-236-4700

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Washington State Department of Health

Application Instructions Checklist

You will be notified in writing if further documentation is required.

To ensure you have submitted the necessary fees and documentation, we encourage you to use the following checklist:

- ☐ **Pay** Late Penalty Fee.
- ☐ **Pay** Current Renewal Fee.
- ☐ **Pay** Expired Credential Reissuance Fee.
  All fees are non-refundable. You can check the online fee page for current fees.
- ☐ **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 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.

  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 credential. 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. Other License, Certification, or Registration.**
In date order, most recent to later, list **all** your credentials you have held since last being credentialed in Washington State. Include your last active credential in Washington State. Attach additiona pages if you need more space.

☐ **3. Experience.**
List in date order, most recent to later, list all your professional work experience since your Washington State credential expired. Attach additional pages if you need more space.

☐ **4. AIDS Education and Training Attestation.** Required by **WAC 246-12-040**.
If AIDS education was included in your professional education or training, an additional course is not required.

☐ **5. Disciplinary Action Attestation.** Required by **WAC 246-12-040**.

☐ **6. Declaration Working Toward Licensure**. Required by **WAC 246-809-130**.

☐ **7. Applicant's Attestation.** Required to be both signed and dated in order to process the application.

Washington State Department of Health

Date Stamp Here

Revenue: 0207040000

Social Worker Associate
Expired Credential Activation Application

Please print clearly. Follow the instructions provided. It is the responsibility of the applicant to submit or request all required supporting documents be submitted. Failure to do so may result in a delay in processing your application.

1. Demographic Information

Social Security Number (SSN) (If you do not have a SSN, see instructions)	**National Provider Identifier Number (NPI)** (Enter 10 digit number)	☐ Male ☐ Female

Name First	Middle	Last

Birth date (mm/dd/yyyy)	**Place of birth**		
	City	State	Country

Address			
City	State	Zip Code	County
Country			

Phone (enter 10 digit #)	Fax (enter 10 digit #)	Cell (enter 10 digit #)

Email address			
Mailing address if different from above address of record			
City	State	Zip Code	County
Country			

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):

2. Other License, Certification, or Registration

List in date order, most recent to later, **all** credentials you have held since last being credentialed in Washington State. Include your last active credential in Washington State. Attach additional pages if you need more space.

State/Jurisdiction	Profession	Credential			Method of Credentialing	Currently in force	
		Type	Number	Yr Issued		No	Yes

3. Professional Experience

List in date order, most recent to later, all your professional work experience since your Washington State credential expired. Attach additional pages if you need more space.

Type of experience of practice and location	start (mm/yyyy)	end (mm/yyyy)

4. AIDS Education and Training Attestation

I certify I have completed the minimum of four hours of education in the prevention, transmission and treatment of AIDS. This includes 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.** If AIDS education was included in your professional education or training, an additional course is not required.

Applicant's Initials	Today's Date

5. Disciplinary Action Attestation

I certify that no action has been taken by any state or federal jurisdiction or hospital, which would prevent or restrict my right to practice my profession.

I further certify that I have not voluntarily given up any credential or privilege or have not been restricted in the practice of my profession in lieu of or to avoid formal action.

Applicant's Initials	Date

6. Declaration Working Toward Licensure

I declare that I am working toward licensure as a Social Worker.

Applicant's Initials	Date

7. Applicant's Attestation

I, _____, declare under penalty of perjury under
(Print applicant name clearly)

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 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 _____ By: _____
(mm/dd/yyyy) (Original signature of applicant)

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Washington State Department of Health
Social Worker Credentialing
PO Box 47877
Olympia, WA 98504-7877
360-236-4700

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 credentialed. Instruct them to return the form directly to the address listed below. Make a copy of this form if you are or have been credentialed in more than one state and/or jurisdiction. Credentialing agencies normally charge a fee to verify a credential, please check in advance to help expedite this process.

Name: Last	First	Middle
Mailing Address		
City	State	Zip Code
Any other names used:		
Credential Number	Date Issued	

Have the licensing agency return this completed form to the above address.

Please call 360-236-4700 if you have questions regarding this form.

Out-of-State
Credential Verification Cont.
(To be Completed by the Regulatory Agency)

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.

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

Seal

Signature:

Title:

Date:

Washington State Department of Health
Social Worker Credentialing
PO Box 47877
Olympia, WA 98504-7877
360-236-4700

Approved Supervisor Verification
Social Worker Associate—Advanced or
Social Worker Associate—Independent Clinical

To the Supervisor:

Please review **WAC 246-809-334**. To supervise a licensed social worker advanced associate or social worker independent clinical associate, you must hold a license without restrictions that has been in good standing for at least two years.

You must not be a blood or legal relative or cohabitant of the licensed associate, licensed associate's peer, or someone who has acted as the licensed associate's therapist within the past two years.

Prior to the commencement of any supervision you must provide the licensed associate a declaration, stating that you have met the requirements of **WAC 246-809-334** and you qualify as an approved supervisor.

As an approved supervisor, I attest I have completed the following:

- **A minimum of fifteen clock hours of training in clinical supervision obtained through:**
  - A supervision course; or
  - Continuing education credits on supervision; or
  - Supervision of supervision; or
  - Or any combination of these; and
- **Twenty-five hours of experience in supervision of clinical practice; or**

I attest I will gain thorough knowledge of the supervisor's practice activities including:

- Practice setting
- Record keeping
- Financial management
- Ethics of clinical practice
- A backup plan for coverage
- Applicants whose supervised postgraduate experience began before September 30, 2006, are exempt from the requirements as shown in the paragraph above.

Declaration of Supervision—must be completed by supervisor and provided to licensed associate prior to the commencement of supervision in accordance with **WAC 246-809-334**.

I, _____, a licensed _____in the State of
(Name of Supervisor)

_____ with license # _____

attests to _____ that I have read and met all the requirements in connection
(Name of Licensed Associate)

with **WAC 246-809-334**.

Signature of Supervisor _____ Date _____

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Washington State Department of Health

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

Licensed Social Worker Laws, RCW 18.225

Licensed Social Worker Rules, WAC 246-809

Standards of Professional Conduct, WAC 246-16

On-Line

AIDS Training Resources, Reference Page

Social Worker Program, Web Page