



## **Health Care Assistant Expired Credential Application Packet**

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### **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 or money order payable to:**

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

**Send other documents not sent with initial application to:**

Health Care Assistant Credentialing  
PO Box 47877  
Olympia, WA 98504-7877

### **Contact us:**

360.236.4700

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## Application Instructions Checklist

You will be notified in writing if more documentation is needed. 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.

**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 on 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.** List **all** credentials you have held since last being licensed in Washington State. List in date order, most current first. Include your last active credential in Washington State. Attach additional pages if you need more space.

- 3. Experience.** In date order, 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](#).
- 5. Disciplinary Action Attestation.** Required by [WAC 246-12-040](#).
- 6. Delegation of Procedures.** Required to be both signed and dated by the delegator. the delegator must be an M.D., D.O., D.P.M., A.R.N.P. / PR Authority, or N.D.
- 7. Applicant's Attestation.** Required to be both signed and dated in order to process the application.



## 2. Other License, Certification, or Registration

(Include Previous Credentials in Washington State)

State/Jurisdiction	Profession	Credential			Method of Credentialing	Currently In Force	
		Type	Number	Year Issued		No	Yes

## 3. Experience

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.**

Applicant's Initials	Date
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## 5. Criminal and Disciplinary Action Attestation

I certify 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 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.

**The department does criminal background checks on all applicants.**

Applicant's Initials	Date
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## 6. Delegation of Procedures

Delegator must be an M.D., D.O., D.P.M., A.R.N.P. / PR Authority, OR N.D.)

I \_\_\_\_\_, verify  
(Print delegator name clearly)

\_\_\_\_\_ may be  
(Print applicant name clearly)

delegated the authority to perform procedures for the indicated categories. I attest this individual is approved for the specific medications/diagnostic agents and routes of administration. We will send the Department of Health any changes to the medication list within 30 days of the change.

I certify the health care assistant has met the required educational, clinical training and instruction. Their work experience is applicable for the categories indicated.

I certify the health care assistant will be supervised while carrying out the procedures delegated.

Signature of delegator \_\_\_\_\_

Date \_\_\_\_\_  
(mm/dd/yyyy)

## 7. Applicant's Attestation

I, \_\_\_\_\_, 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 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 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)

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## **RCW/WAC and Online Web Site Links**

### **RCW/WAC Links**

Uniform Disciplinary Act.....	<a href="#"><u>RCW 18.30</u></a>
Administrative Procedure Act .....	<a href="#"><u>RCW 34.05</u></a>
Health Care Assistant Law .....	<a href="#"><u>RCW 18.135</u></a>
Health Care Assistant Rules.....	<a href="#"><u>WAC 246-826</u></a>

### **On-line**

AIDS Training Resources .....	<a href="#"><u>Reference Page</u></a>
Health Care Assistant Web Page.....	<a href="http://www.doh.wa.gov/hsqa/professions/Health_Care/default.htm"><u>http://www.doh.wa.gov/hsqa/professions/Health_Care/default.htm</u></a>

### **List-Serv**

To receive emails regarding important health care assistant information,  
please join our interested parties at..... [List-Serv](#)