



Respiratory Care Practitioner License Activation Application Packet (Expired 1-3 years)

Contents:

- 1. 680-024.. Contents List/SSN Information/Mailing Information 1 page
- 2. 680-013.. Application Instructions Checklist 1 page
- 3. 680-014.. Respiratory Care Practitioner License Activation Application (Expired 1-3 years) 3 pages
- 4. 680-004.. Out-of State Credentialing Verification 1 page
- 5. RCW/WAC and Online Web Site 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 or money order payable to:

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

Send other documents not sent with initial application to:

Respiratory Care Practitioner 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 further documentation is required. Please do not call to check on the status of an application. This will allow program staff to prepare your file for reactivation.

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 License Reissuance Fee.

All fees are non-refundable. You can check the [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 your month, day, and year of 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 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 [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 jurisdictions, including Washington State, in which you hold or have held a license, certification, or registration. Verification is required on the form provided.

3. Professional Experience. List in date order all professional experience. If you need more space, attach a sheet of paper.

4. AIDS Education and Training Attestation. Required by [WAC 246-12-040](#).

5. Disciplinary Action Attestation. Required by [WAC 246-12-040](#).

6. Continuing Education Attestation. Required by [WAC 246-12-040](#).

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

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Respiratory Care Practitioner License Activation Application (Expired 1-3 Years)

1. Demographic Information

Social Security Number (If you do not have a social security number, see instructions) Male
 Female

Name	First	Middle	Last
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Birth date (mm/dd/yyyy)	Place of birth		
	City	State	Country

Address

City	State	Zip	County
------	-------	-----	--------

Country

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

City	State	Zip	County
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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):

For Office Use Only

License # _____ Issue Date _____

2. Other License, Certification, or Registration

List all jurisdictions, including Washington State, in which you hold or have held a license, certification, or registration. Verification is required on form provided.

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

3. Professional Experience

List in date order all professional experience. If you need more space, attach a sheet of paper.

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 seven 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

5. 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.

APPLICANT'S INITIALS

6. Continuing Education/Continuing Competency Attestation (If Applicable)

I certify I have met all continuing education and competency requirements for the past two years. I am enclosing documentation on all classes attended/claimed.

APPLICANT'S INITIALS

7. Applicant's Attestation

I, _____, declare under penalty of perjury under the laws of
(Print applicant name clearly)
the state of Washington 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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Washington State Department of

Health

Respiratory Care Practitioner Credentialing

PO Box 47877

Olympia, WA 98504-7877

360.236.4700

Out-of-State Credential Verification

PART 1: Note to Applicant

Complete Part 1. Submit form(s) to all state Respiratory Care Commissions/Boards/Committees where you have ever been licensed, certified or registered.

Name _____ .

I was licensed/certified/registered by the _____ Commission/Board/Committee of
State

Respiratory Care under the name _____ .

My original license/certification/registration number is _____ .

My Address is _____ .

Signature of applicant _____ .

PART 2:

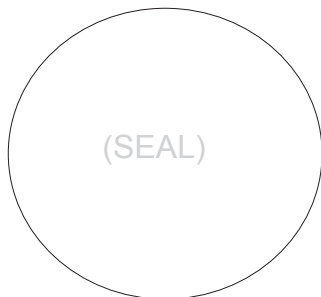
To be completed by the **state** Respiratory Care Commission/Board/Committee and returned to the Washington State Department of Health at the address provided above.

License/Certification/Registration issued on _____ License Number _____

Applicant licensed by: Exam _____ Endorsement _____ Waiver _____

Status of License/Certification/Registration: Current Not Current If not, explain _____

Has license/certification/registration ever been encumbered in any way? (Revoked, suspended, surrendered, restricted, placed on probationary status, or under investigation.) Yes No If yes, explain _____



Signature _____

Name/Title _____

State _____

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RCW/WAC and Online Web Site Links

RCW/WAC Links

Uniform Disciplinary Act.....	<u>RCW 18.130</u>
Administrative Procedure Act	<u>RCW 34.05</u>
Administrative procedures and requirements.....	<u>WAC 246-12</u>
Respiratory Care Practitioner RCW.....	<u>RCW 18.89</u>
Respiratory Care Practitioner WAC.....	<u>WAC 246-928</u>

On-Line

AIDS Training Resources	<u>Reference Page</u>
Respiratory Care Practitioner Program	<u>Web Page</u>