

## **Psychology Credential Reactivation from Retired Status Application Packet**

### **Contents:**

1. 668-054.... Contents List/SSN Information/Mailing Information ..... 1 page
2. 668-053.... Application Instructions Checklist..... 1 page
3. 668-051.... Psychology Credential Reactivation from Retired Status Application ..... 3 pages

### **Important Social Security Number Information:**

Social Security Number: 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:**

Board of Psychology  
PO Box 47877  
Olympia, WA 98504-7877

#### **Contact us:**

360.236.4700

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Board of Psychology  
PO Box 47877  
Olympia, WA 98504-7877  
360.236.4700

## 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 Credential 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.

**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 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 Previous Credentialing.** List **all** licenses you have held since last being licensed in Washington State. List in chronological order, most current first. Include your last active license in Washington State. If you need more space, attach a piece of paper.
- #3 Professional Experience.** In chronological order, list all your professional work experience since your Washington State credential expired. If you need more space, attach a piece 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 both signed and dated in order to process the application.

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## Psychologist Credential Reactivation from Retired Status Application

Please type or print clearly. It is the responsibility of the applicant to submit or request all required supporting documents be submitted. Failure to do so could result in a delay in processing your application. Make sure you read the instructions.

### 1. Demographic Information

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

Male  
 Female

Name                      First                      Middle                      Last

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

Address

City	State	Zip	County
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Country

Phone (        )	Fax (        )	Cell (        )
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Email address

Mailing address (if different from above)

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 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**

Issue Date \_\_\_\_\_ License # \_\_\_\_\_  
Validation \_\_\_\_\_ Received Date \_\_\_\_\_

## 2. Previous Credentialing (Include Previous Credentials in Washington State)

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

## 3. Professional Experience

Nature 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 (7) 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 (2) 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 three (3) years.

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 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 \_\_\_\_\_ city, state)  
mm/dd/yyyy

By: \_\_\_\_\_  
Signature of applicant