



## **Chiropractor X-Ray Technician Registration 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, please read, complete, and return this [form](#) with your application.

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  
P.O. Box 1099  
Olympia, WA 98507-1099

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

Chiropractic Commission  
P.O. Box 47858  
Olympia, WA 98504-7858

### **Contact us:**

360-236-2822

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## 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 required forms.

**Application Fee.** This fee is non-refundable. You can check the online [fee page](#) for current fees.

**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. 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 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: 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.
- Another jurisdiction means any other country, state, federal territory, or military authority.

**3. Training and Education:**

Provide proof you completed 48 hours of x-ray technicians classroom instruction and verification of passing proficiency examination or verification from a national certifying agency if applicable.

**4. Examination:**

Provide proof you passed a proficiency exam in radiological technology with a passing score of seventy-five percent or a standardized score approved by the commission.

**5. Other License, Certification, or Registration:**

List all states where credentials are or were held. Specifically list credentials granted as temporary, reciprocity, exemption or similar with type, date, grantor, and if credential is current. Attach additional completed pages if you need more space.

**6. AIDS Education and Training Attestation:**

Read the AIDS education and training attestation. AIDS training may include self-study, direct patient care, courses, or formal training. A minimum of four hours is required. Course content can be found in [WAC 246-12-270](#). If AIDS education was included in your professional education or training, an additional course is not required.

**7. Applicant Attestation and Signature:**

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.

### **Important Notice:**

Chiropractic x-ray technician registration is mandatory if you handle x-ray equipment in the process of applying radiation on a human being for diagnostic purposes.

### **Registration Requirements**

You may apply for registration as a chiropractic x-ray technician by completing the following requirements:

- Application and fee;
- Completed a course of classroom instruction of at least forty-eight hours which has been approved by the commission. Provide a copy of your certificate of course completion;
- Verification of passing a proficiency examination in radiologic technology, approved by the commission;
- Four hours of HIV/AIDS education and training; and
- Out-of-state verification form completed by each state(s) in which you hold or have held a credential. The state will complete its portion of the verification form and mail it directly to Washington State.

### **Examination Information:**

A passing grade must be seventy-five percent or a standardized score approved by the commission.

If you fail the initial examination, you may reapply to take the examination one additional time without additional classroom instruction. If you fail a second examination, you must complete an additional sixteen hours of classroom instruction prior to reapplying for a third examination.

**Exception:** You may register without examination if you hold a current active registration, license, or certification from a national certifying agency or other governmental licensing agency whose standards for registration, licensure, or certification are equal to or exceed the standards under Washington State chiropractic x-ray technician rules.

### **Other Information:**

Criminal history checks are conducted for all license applicants. If you answered yes to any of the personal data questions, please submit the appropriate supporting documentation as indicated on the application. If your application is incomplete, you will be mailed a letter regarding the deficiencies.

- The application is considered incomplete if requested information is left blank. Write N/A or place a line through section instead of leaving blank.
- The initial registration will expire on your birthday. If the initial registration is issued within 90 days of your birthday, your renewal will be due on your next birthday.
- Registrations must be renewed every year on your birthday as provided in chapter [246-12 WAC, Part 2](#). A courtesy renewal notice will be mailed to your address on record. You must keep your address current with us. Any renewal postmarked or presented to the department after midnight on the expiration date is late.
- Information regarding the chiropractic x-ray technician program is available on our [Web site](#).

### **Continuing Education:**

Chiropractic x-ray technicians must complete six hours of continuing education every year.

The required continuing education must be obtained during the period between renewals. For more information on the continuing education requirement, please see [WAC 246-808-215](#) and [246-12 WAC, Part 7](#).

Date  
Stamp  
Here

Revenue: 0252020000

## Chiropractor X-Ray Technician Registration Application

Please print clearly. Follow all instructions provided. 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 if the following applies:  Spouse or Registered Domestic Partner of Military Personnel

### 1. Demographic Information

|   |   |  |
|---|---|--|
| <b>Social Security Number (SSN)</b><br>(If you do not have a SSN, see instructions) | <b>National Provider Identifier Number (NPI)</b><br>(Enter 10 digit number) | <input type="checkbox"/> Male<br><input type="checkbox"/> Female |
|---|---|--|

|      |       |        |      |
|------|-------|--------|------|
| Name | First | Middle | Last |
|------|-------|--------|------|

|                         |                       |       |         |
|-------------------------|-----------------------|-------|---------|
| Birth date (mm/dd/yyyy) | <b>Place of birth</b> |       |         |
|                         | 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) |       |          |        |
| 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 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. Personal Data Questions

Yes No

1. Do you have a medical condition which in any way impairs or limits your ability to practice your profession 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 condition.
- 1b. How your field of practice, the setting or manner of practice has reduced or eliminated the limitations 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. Do you currently use chemical substance(s) in any way which impair or limit your ability to practice your profession with reasonable skill and safety? If yes, please explain. ....

**“Currently”** means within the past two years.

**“Chemical substances”** include alcohol, drugs, or medications, whether taken legally or illegally.

3. Have you ever been diagnosed with, or treated for, pedophilia, exhibitionism, voyeurism or frotteurism?.....

4. Are you currently engaged in the illegal use of controlled substances?.....

**“Currently”** means within the past two years.

**Illegal use of controlled substances** is the use of controlled substances (e.g., heroin, cocaine) not obtained 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. Have you **ever** been convicted, entered a plea of guilty, no contest, or a similar plea, or had prosecution 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.**

**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. Personal Data Questions (cont.)

Yes No

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? .....
  - d. Prescribed controlled substances for yourself? .....
7. Have you ever been found in any proceeding to have violated any state or federal law or rule regulating the practice of a health care profession? If "yes", please attach an explanation and provide copies of all judgments, decisions, and agreements? .....
8. Have you ever had any license, certificate, registration or other privilege to practice a health care profession denied, revoked, suspended, or restricted by a state, federal, or foreign authority? .....
9. Have you ever surrendered a credential like those listed in number 8, in connection with or to avoid action by a state, federal, or foreign authority? .....
10. Have you ever been named in any civil suit or suffered any civil judgment for incompetence, negligence, or malpractice in connection with the practice of a health care profession? .....
11. Have you ever been disqualified from working with vulnerable persons by the Department of Social and Health Services (DSHS)? .....

## 3. Training and Education

Provide your educational preparation and training. An applicant who holds a current active registration, license, or certification from a national certifying agency or other governmental licensing agency whose standards for registration, license, or certification are equal to or exceed the standards under these rules may register without examination.

| Instructors name or institution where training was completed | Hours completed |
|--|-----------------|
|  |                 |
|  |                 |
|  |                 |
|  |                 |
|  |                 |
|  |                 |
|  |                 |

#### 4. Examination Data

Have you passed a proficiency exam in radiological technology with a passing score of seventy-five percent or a standardized score approved by the commission? Yes  No

Official verification in the form of scores must be sent directly from the exam entity to the Department of Health.

#### 5. Other Licenses, Certifications, or Registrations

List all states, including Washington, where credentials are or were held. List credentials granted as temporary, reciprocity, exemption or similar with type, date, grantor, and if credential is current. Attach additional completed pages if you need more space.

| State | Profession | Credential | License Type | Method of Credential | Currently in force                                       |
|-------|------------|------------|--------------|----------------------|--|
|       |            |            |              |                      | <input type="checkbox"/> No <input type="checkbox"/> Yes |
|       |            |            |              |                      | <input type="checkbox"/> No <input type="checkbox"/> Yes |
|       |            |            |              |                      | <input type="checkbox"/> No <input type="checkbox"/> Yes |
|       |            |            |              |                      | <input type="checkbox"/> No <input type="checkbox"/> Yes |
|       |            |            |              |                      | <input type="checkbox"/> No <input type="checkbox"/> Yes |
|       |            |            |              |                      | <input type="checkbox"/> No <input type="checkbox"/> Yes |
|       |            |            |              |                      | <input type="checkbox"/> No <input type="checkbox"/> Yes |

#### 6. 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. That 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 | Date |
|----------------------|------|

## 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 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)

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## Out-of- State Credential Verification

### PART 1: Note to Applicant

Complete Part 1 and send it to the state(s) and/or jurisdiction(s) where you are or have been credentialed. Instruct them to send the form directly to the address listed above. Make a copy of this form if you are or have been credentialed in more than one state or jurisdiction. Credentialing agencies normally charge a fee to verify a credential, check in advance to help expedite this process.

Name \_\_\_\_\_ Other names used \_\_\_\_\_

Mailing address \_\_\_\_\_

Credential Number \_\_\_\_\_ Date Issued \_\_\_\_\_  
mm/yyyy

### PART 2

Please complete this form about the applicant listed above. Submit the completed form and any other requested material directly to this office at the address above. We will not accept the form if sent by the applicant. Thank you.

Name of credential holder: \_\_\_\_\_

Authority providing verification (state, name & title): \_\_\_\_\_

Applicant licensed by:

Written Exam Name of Exam \_\_\_\_\_ Date \_\_\_\_\_ Score \_\_\_\_\_  
mm/yyyy

Other Exam Name of Exam \_\_\_\_\_ Date \_\_\_\_\_ Score \_\_\_\_\_  
mm/yyyy

Status of License/Certification/Registration:  Current  Not Current Expiration Date \_\_\_\_\_

Is this individual considered to be in good standing in your state?  Yes  No If no, explain \_\_\_\_\_

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



Signature \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_  
mm/dd/yyyy

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## **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](#)

[Chiropractic Laws, RCW 18.25](#)

[Chiropractic Rules, WAC 246-808](#)

### **On-Line**

[AIDS Training Resources Reference Page](#)

[Chiropractic Quality Assurance Commission Web Page](#)