



East Asian Medicine Practitioner Inactive License Activation 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 application:

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:

East Asian Medicine Practitioner
Credentialing
P.O. 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.

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

Pay Current Active Renewal 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 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** credentials you have held since last being licensed in Washington State. List in date order, most current first. Include the date you were last actively licensed 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. Identify all time breaks of 30 days or more. 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. Applicant's Attestation.** Required to be both signed and dated in order to process the application.

Additional Documentation Required

If your license has been inactive for more than three years and you have been actively practicing in another state of the United States or its major territories, to return to active status you must provide:

- Certification of an active East Asian medicine practitioner license, submitted directly from another licensing agency. The certification must include the license number, issue date, expiration date, and whether the East Asian medicine practitioner has been the subject of final or pending disciplinary action;
- Verification of current active practice in another state of the United States or its major territories for the last three years; and

If your license has been inactive for more than three years, and you have not been actively practicing in another state of the United States or its major territories, to return to active practice you must provide:

- Written request to change licensure status;
- Written certification of all East Asian medicine practitioner or health care licenses held, submitted directly from the licensing agency. The certification must include the license number, issue date, expiration date and whether the East Asian medicine practitioner has been the subject of final or pending disciplinary action; and
- Proof of successful completion within the past year of the following National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) examinations:
 - a. Foundations of Oriental Medicine;
 - b. Acupuncture with point location; and
 - c. Biomedicine

Note: You will not be allowed to take the required exams without pre-approval from the Department of Health to NCCAOM.

NCCAOM verification. Request verification of passing the NCCAOM examinations. The exam must include the exams listed above. The telephone number for NCCAOM in Jacksonville, Florida is 904-598-1005.

Date
Stamp
Here

Revenue: 0207050000

East Asian Medicine Practitioner Inactive License 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)		<input type="checkbox"/> Male <input type="checkbox"/> 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)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list name(s):				
Will documents be received in another name? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list name(s):				

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 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.** If AIDS education was included in your professional education or training, an additional course is not required.

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. Applicant's Attestation

I, _____, declare under penalty of perjury under the laws
(Print applicant name clearly)
of 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 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 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
East Asian Medicine Practitioner
Credentialing
P.O. 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 licensed, certified, or registered. Instruct them to return the form directly to the above address. Make a copy of this form if you need to send it to more than one state or jurisdiction. Agencies normally charge a fee for verification. Please check in advance to help expedite this process.

Name: Last	First	Middle
Mailing Address		
City	State	Zip Code
Any other names used:		
License, Certification, or Registration Number	Date Issued	

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

If you have any questions, please call 360-236-4700.

(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 license, certification, or registration holder:		
Authority providing verification: (state, name & title)		
Applicant licensed, certified, registered by: Written Examination	Date:	Score:
Name of examination:		
Other Examination	Date:	Score:
Name of examination:		
Is it current? Yes <input type="checkbox"/> No <input type="checkbox"/>	Expiration Date:	
Is this individual considered to be in good standing in your state? <input type="checkbox"/> Yes <input type="checkbox"/> No If "no", please attach explanation.		
Have they ever been denied?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Suspended?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Revoked?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Surrendered?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Reinstated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If "yes", please provide a copy of the final order or other documentation of action taken.		
If this individual has been disciplined, has he/she successfully completed all requirements and is currently in good standing? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Signature:

(SEAL)

Title:

Date:

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](#)

[East Asian Medicine Practitioner Laws, RCW 18.06](#)

[East Asian Medicine Practitioner Rules, WAC 246.803](#)

On-Line

[AIDS Training Resources, Reference Page](#)

[East Asian Medicine Practitioner Program, Web Page](#)

[NCCAOM, http://www.nccaom.org](http://www.nccaom.org)

[TOEFL, http://www.ets.org](http://www.ets.org)