Occupational Therapist/Occupational Therapy Assistant Expired License Activation Application Packet

Contents:

Important Social Security Number Information:

If you have a Social Security Number, the law requires you to disclose it on your application for a professional or occupational license. 42 U.S.C. § 666(a)(13); RCW 26.23.150. It will be used under the state's child support enforcement program to locate individuals for purposes of establishing paternity and establishing, modifying, and enforcing support obligations. You are not required to have or obtain a Social Security Number to apply for or obtain a license from the Department of Health. If you do not have a Social Security Number, you are still eligible to apply for and obtain a credential if you meet the requirements. Please see the Declaration of No Social Security Number Form. Please call the Customer Service Center at 360-236-4700 if you have questions.

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:

Occupational Therapy
Credentialing
P.O. Box 47877
Olympia, WA 98504-7877

Contact us:

360-236-4700

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email civil.rights@doh.wa.gov.

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Application Instructions Checklist

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

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

- ☐ **Pay** Late Renewal 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. You are not required to have or obtain a Social Security Number to apply for or obtain a license from the Department of Health. Please see the Declaration of No Social Security Number Form. 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.

  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 states, including Washington, where credentials are or were held. Attach additional completed pages if you need more space. You must also print the Verification Form and provide it to each state or jurisdiction that you have listed, requesting that they complete and submit the form directly to the Department of Health.

☐ **3. Professional 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. Disciplinary Action Attestation.**
Required by WAC 246-12-040.

☐ **5. Continuing Education Attestation.**
Required by WAC 246-12-040.

☐ **6. Applicant's Attestation.**
Required to be both signed and dated in order to process the application.

License Requirements

If your license has been **expired three years or less**:

- ☐ Complete this application and submit the appropriate fees.
- ☐ Completion of 30 hours of continuing competency within the last two years as shown in WAC 246-847-065.

If your license has been **expired over three years but less than five years**:

- ☐ Complete this application and submit the appropriate fees.
- ☐ Completion of 30 hours of continuing competency within the last two years as shown in WAC 246-847-065.
- ☐ Complete the Jurisprudence Examination**:** Study the Washington State Occupational Therapy Practice Laws RCW 18.59 and WAC 246-847. Once you have successfully completed the examination your electronic results will be submitted to the Department. Please print the results page for your records.

If your license has been **expired over five years**:

- ☐ Complete this application and submit the appropriate fees.
- ☐ Completion of 30 hours of continuing competency within the last two years as shown in WAC 246-847-065.
- ☐ Complete the Jurisprudence Examination**:** Study the Washington State Occupational Therapy Practice Laws RCW 18.59 and WAC 246-847. Once you have successfully completed the examination your electronic results will be submitted to the Department. Please print the results page for your records.
- ☐ Complete a board-approved reentry program.
- ☐ Completion of extended course work preapproved by the board; **or**
- ☐ Successfully retaking and passing the National Board for Certification in Occupational Therapy Examination (NBCOT).

If your license is **expired but you are currently licensed and actively practicing in another U.S. Jurisdiction**:

- ☐ Complete this application and submit the appropriate fees.
- ☐ Provide verification of your active license from the U.S. Jurisdiction.

- ☐ Provide any additional requirements as requested by the board.
- ☐ Completion of 30 hours of continuing competency within the last two years as shown in WAC 246-847-065.
- ☐ Complete the Jurisprudence Examination**:** Study the Washington State Occupational Therapy Practice Laws RCW 18.59 and WAC 246-847. Once you have successfully completed the examination your electronic results will be submitted to the Department. Please print the results page for your records.

Washington State Department of HEALTH

Date Stamp Here

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Occupational Therapist/Occupational Therapy Assistant Expired License Activation Application

Select One:

☐ Expired Less than Three Years ☐ Expired Over Three Years but Less than Five Years

☐ Expired Over Five Years ☐ Expired but Currently Licensed in another U.S. Jurisdiction

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)	☐ Male ☐ Female ☐ Prefer not to answer ☐ X

Name First Middle Last

Birth date (mm/dd/yyyy)

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)? ☐ Yes ☐ No

If yes, list name(s):

Will documents be received in another name? ☐ Yes ☐ No

If yes, list name(s):

2. Other License, Certification, or Registration

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

3. Professional Experience

Work Setting and Location	start (mm/yyyy)	end (mm/yyyy)

4. 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	Today's Date

5. 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	Date

6. 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 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 _____ By: _____
(mm/dd/yyyy) (Original signature of applicant)

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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

Occupational Therapy Laws, RCW 18.59

Occupational Therapy Rules, WAC 246-847

NBCOT, http://www.nbcot.org/

Online

Occupational Therapy Practice Board Program, website