

# Training Provider Certification Application

Initial and Renewal Application for Clandestine Drug Lab Decontamination



## Instructions

Print and fill out this form. Mail the form, fee, and the additional required information to: WA State Dept. of Health, Revenue Section, P.O. Box 1099, Olympia, WA 98507-1099

For overnight service, mail to: 111 Israel Rd SE, Tumwater, WA 98504-7901

Note: All Training Provider Certificates Expire on November 30, 2023.

## Application Fee

See instructions for determining the fee on the second page. Make check payable to Washington State Department of Health. **Fees are not refundable or transferable.** Allow 30 days to process.

## Type of Training Provider Certification Requested

(Check one box per application)

- CDL Basic Worker Training Course
- CDL Basic Supervisor Training Course
- CDL Worker and Supervisor Refresher Course

Training Provider Certificates are issued for each of the three types of CDL-related courses. Prospective training providers, and those renewing certificates, must submit an application and pay Training Provider Certification fees for each type of course certification desired. No fee is charged for the Refresher Course Certification.

## Initial or Renewal Application?

**Initial Application** – For certification submit:

1. Completed application form.
2. Application fee.
3. A list of all personnel involved in course presentation and a description of their qualifications.
4. A detailed description of course content and the amount of time allotted to each major topic, meeting the course content requirements in *WAC 246-205-031 Basic Training Course Content* and *WAC 246-205-041 Refresher Training Course*, as appropriate.
5. A description of teaching methods.
6. A list of questions for development of an examination.
7. Copies of all materials proposed for use.

**Renewal Application** – For certification submit:

1. Completed application form.
2. Application fee.
3. If changes to the training course or instructor list are proposed, submit:
  - a. Updated list of all personnel involved in course presentation and a description of their qualifications.
  - b. A detailed description of course content and the amount of time allotted to each major topic.
  - c. A description of teaching methods.
  - d. A list of questions for development of an examination.
  - e. examination.
  - f. Copies of all materials proposed for use.

## Applicant Information

Applicant Name:

Company Name:

Mailing Address:

Phone:

Email:

I hereby apply for a training provider certification, as described in Washington Administrative Code (WAC) 246-205. I have read and understand, and agree to comply with all federal, state, and local regulations. I understand violation of these regulations could constitute grounds for suspension or revocation of this certificate. I hereby certify that the statements on this application are true and accurate to the best of my knowledge. [See Chapter 18.106 Revised Code of Washington (RCW) for False Statement or Material Misrepresentation.]

Signature:

Date:

## Fees

Note: Certificates expire on November 30, 2023.

Note: Applications submitted **after July 2023** may request extended certification through 11/30/2025.\*

<b>Initial Application Fee:</b> (see table below)	\$
<b>Certification Renewal Fee*:</b> (if applicable) Renewal fee \$500	\$
<b>Total:</b>	\$

## Determining the Application Fee

1. Locate the month and year of your Application Date.
2. Identify the appropriate fee, depending on whether this is an initial or renewal application, and fill it in above.

### Base Time Fee Table

Application Date	Months of Certificate Validity	Initial Application Fee	Renewal Application Fee
November-2021	24	\$1,000.00	\$500.00
December-2021	23	\$958.33	All certificate renewals are for a two-year period (for example: November 2021—October 2023). It is not possible to renew a certificate for less than a full two-year period.
January-2022	22	\$916.67	
February-2022	21	\$875.00	
March-2022	20	\$833.33	
April-2022	19	\$791.67	
May-2022	18	\$750.00	
June-2022	17	\$708.33	
July-2022	16	\$666.67	
August-2022	15	\$625.00	
September-2022	14	\$583.33	
October-2022	13	\$541.67	
November-2022	12	\$500.00	
December-2022	11	\$458.33	
January-2023	10	\$416.67	
February-2023	9	\$375.00	
March-2023	8	\$333.33	
April-2023	7	\$291.67	
May-2023	6	\$250.00	
June-2023	5	\$208.33	
July-2023	4	\$166.67	*Eligible for initial application and renewal fee at the same time.
August-2023	3	\$125.00	
September-2023	2	\$83.33	
October-2023	1	\$41.67	
November-2023	24	\$1,000.00	\$500.00

### \*Initial Application and the Renewal Application Fee

If you submit an initial application after July 1, 2023, you can also submit the renewal fee (\$500) with it, thus extending your certification through November 30, 2025. For example, if you filled out your initial application in September 2023 your initial application fee would be \$83.33 and your renewal application fee would be \$500, so your total would be \$583.33.

The renewal fee can *only* be added to initial applications received after July 1, 2023.

To request this extended certification date, check the Initial application box on the first page, and submit the total fee required to cover the Initial Application Fee (initial fee on the chart above) and the Certification Renewal Fee (\$500 renewal fee) periods in the Fee Section above.

**Questions:** Contact the Clandestine Drug Lab Program at [dohcdl@doh.wa.gov](mailto:dohcdl@doh.wa.gov) or 360-236-3330.

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](mailto:civil.rights@doh.wa.gov).