Ocularist License by Examination 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:
Ocularist Credentialing
P.O. Box 47877
Olympia, WA 98504-7877

Contact us:
360-236-4700
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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 required forms.

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

- **Check if either apply:**
  Request for Military Training and Experience Evaluation
  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.

  **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 the 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.

• If you have been granted certificate(s) of restoration of opportunity, please provide a certified copy of each certificate.

• Another jurisdiction means any other country, state, federal territory, or military authority.

3. 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.

4. 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.

5. Applicant’s Attestation:
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.
For Current and Former Servicemembers Requesting Evaluation of Military Training and Experience

Under state law, your military education, training, and experience may count towards attaining certain civilian health care profession credentials in Washington State.

Submitted information will be reviewed by the Department of Health to determine substantial equivalency for meeting the credentialing requirements in this state.

Documents to submit with your health care professional credential application should include the following:

- If applicable, a copy of your DD214 Certificate of Release or Discharge from Active Duty, Member-4 or service 2 copy, or NGB-22 for National Guard.

  Please note:
  - A copy of your DD214 can be downloaded from the EBenefits website.
  - You can request a replacement copy of your NGB-22 on the National Archives website.

- Official Joint Service Transcript (JST) or Community College of the Air Force (CCAF) Transcripts.

  Please note:
  - JST can be sent electronically by visiting the JST website and selecting Washington State Department of Health.
  - CCAF transcripts cannot be sent electronically. See the CCAF website for transcript information.

- Verification of Military Experience and Training (VMET) or DD Form 2586. See the DoDTAP website.

- If applicable, application for the Evaluation of Learning Experiences During Military Service (DD Form 295). See the Military Resources website.
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License Requirements

To qualify for licensure in Washington State, you must:

• Be at least 18 years or more of age.
• Have graduated from an accredited high school or received general equivalency degree (G.E.D.).
• Be of good moral character.
• Have either:
  - Completed at least 10,000 hours of apprenticeship training.
  - Successfully completed a prescribed course in an ocularist training program.
  - Had at least 10,000 hours of apprenticeship training under the direct supervision of a practicing ocularist, or has the equivalent experience as a practicing ocularist, or any combination of training and supervision, not in the state of Washington.
• Successfully pass an examination administered by the Department of Health.

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

☐ A completed application and forms provided by the Secretary (see Application breakdown).
☐ Official high school transcripts or equivalency from the issuing agency, forwarded directly to the Department of Health.
☐ Official transcripts showing successful completion of a prescribed course in ocularist training from a school or college approved by the secretary (if applicable), forwarded directly to the Department of Health.
☐ Completed Training Certification for Apprentice Ocularist, if applicable.
☐ Completed Certification of Experience as an Ocularist, if applicable.
☐ Completed Verification of License, if applicable.
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# Ocularist License Application

Please print clearly. 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.

**Select if either apply:**

- [ ] Request for Military Training and Experience Evaluation
- [ ] Spouse or Registered Domestic Partner of Military Personnel

## 1. Demographic Information

<table>
<thead>
<tr>
<th>Social Security Number (SSN)</th>
<th>National Provider Identifier Number (NPI)</th>
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<tr>
<td>(If you do not have a SSN, see instructions)</td>
<td>(Enter 10 digit number)</td>
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<tr>
<th>Name</th>
<th>First</th>
<th>Middle</th>
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<th>Birth date (mm/dd/yyyy)</th>
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<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
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<tr>
<th>Phone (enter 10 digit #)</th>
<th>Fax (enter 10 digit #)</th>
<th>Cell (enter 10 digit #)</th>
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<th>Email address</th>
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<tr>
<th>Mailing address if different from above address of record</th>
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<th>State</th>
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**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

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>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.</td>
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<tr>
<td>“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:</td>
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<td>1a. How your treatment has reduced or eliminated the limitations caused by your medical condition.</td>
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<tr>
<td>1b. How your field of practice, the setting or manner of practice has reduced or eliminated the limitations caused by your medical condition.</td>
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<td><strong>Note:</strong> 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.</td>
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<td>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.</td>
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<td>“Currently” means within the past two years. “Chemical substances” include alcohol, drugs, or medications, whether taken legally or illegally.</td>
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<td>3. Have you ever been diagnosed with, or treated for, pedophilia, exhibitionism, voyeurism or frotteurism?</td>
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<td>4. Are you currently engaged in the illegal use of controlled substances?</td>
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<tr>
<td>“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.</td>
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<td><strong>Note:</strong> 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.</td>
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<td>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?</td>
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<td><strong>Note:</strong> 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. If you have been granted certificate(s) of restoration of opportunity, please provide a certified copy of each certificate. 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.</td>
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2. Personal Data Questions (cont.)

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. Other License, Certification, or Registration

List all states or other jurisdictions where credentials were held. Attach additional completed pages if you need
more space.

<table>
<thead>
<tr>
<th>State/Jurisdiction</th>
<th>License Type</th>
<th>License Number</th>
<th>Issue Date</th>
<th>Expiration Date</th>
<th>Method of License</th>
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DOH 672-001 March 2017
4. 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. 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.

I, ____________________________________________________________________________, declare under penalty of perjury under the laws of 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 ____________________________ By: ____________________________________________

(mm/dd/yyyy) (Original Signature of Applicant)
Training Certification

Please Print Clearly

Supervisor’s Full Name _________________________________________________________________

Last Name __________________________________________ First Name ___________________________ Middle Initial __________________________

Business Name _______________________________________________________________________

Business Address ______________________________________________________________________

City __________________________________________ State __________________________ Zip Code __________________________ County _________________

Daytime Phone (enter 10 digit #) __________________________________________________________

Licensed to practice as________________________________________________________________

License Number ________________________________________________________________________

I certify that (Apprentice’s Name) _________________________________________________________ has been under my direct supervision as an Apprentice Ocularist for the period beginning:

Month _______________ , Day __________ ,Year ___________ and ending:

Month _______________ , Day __________ ,Year ___________ and has accrued a total of ___________ apprenticeship hours while under my supervision.

I, ____________________________________________________________, certify that I am the person identified above as the supervisor and that to the best of my knowledge and belief the statements made in this affidavit are true and correct.

Signature_____________________________________________________

Date  ________________________________________________________

DOH 678-005 March 2017
Experience Certification

Candidate Instructions:
A separate copy of this form should be used to certify each position claimed as work experience outside
of the state of Washington. It is the applicant’s responsibility to have this form fully completed by their
previous employer. This form should be submitted to the above address by each previous employer.

Section I—To be completed by the Applicant—Please Print

Full Name Under Which Applying

Previous or Other Names Used

Street Address

City                        State                        Zip Code                        Phone (enter 10 digit #)

Signature of Applicant

Section II—To be completed by the Employer—Please Print

I certify that the applicant named above was employed by:

Name of Firm or Agency

Street Address

City                        State                        Zip Code                        Phone (enter 10 digit #)

for a period of __________ months from __________ to __________. The applicant was actually and
primarily engaged in the practice of an ocularist.

Under penalties of perjury, I declare and affirm that the above statements are true, complete, and correct.

Signature of Employer/Authorized Agent                        Date

Position in Form

Address

DOH 678-014 March 2017
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
Ocularist Laws, RCW 18.55
Ocularist Rules, WAC 246-849

**Online**

AIDS Training Resources, Reference Page
Ocularist Program, Web Page