Certified Counselor Expired Credential Activation Application

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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 request:
Mail your application with initial documentation and your check or money order payable to:

Department of Health
PO Box 1099
Olympia, WA 98507-1099

Send other documents not sent with initial application to:

Certified Counselor Credentialing
PO 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 Late Penalty Fee.
☐ Pay Current Renewal Fee.
☐ Pay Expired Certification Reissuance 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.

Address: List the address we should use to send any information on your certification. 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. 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. 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.


7. Applicant’s Attestation. Required to be both signed and dated in order to process the application.
Certified Counselor Expired Credential Activation Application

Please print clearly in ink. 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) | Male | Female
---|---|---|---
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

List all licenses you have held since last being licensed in Washington State. List in date order, most current first. Include your last active licensed in Washington State.

<table>
<thead>
<tr>
<th>State/Jurisdiction</th>
<th>Profession</th>
<th>Credential Type</th>
<th>Number</th>
<th>Yr Issued</th>
<th>Method of Credentialing</th>
<th>Currently in force</th>
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3. Professional Experience

In date order, list all your professional work experience since your Washington State credential expired.

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<tr>
<th>Type of experience of practice and location</th>
<th>Start (mm/yyyy)</th>
<th>End (mm/yyyy)</th>
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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.

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<th>Applicant’s Initials</th>
<th>Date</th>
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5. Disciplinary Action Attestation

I certify that 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 that 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.

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<th>Date</th>
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6. Continuing Education/Continuing Competency Attestation (if applicable)

I certify that I have met all continuing education and competency requirements for the past two years. I am enclosing documentation on all classes attended/claimed.

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<th>Applicant’s Initials</th>
<th>Date</th>
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7. Applicant’s Attestation

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 ____________________________ at ____________________________

(mm/dd/yyyy) (City, state)

By: ____________________________

(Signature of applicant)
To the Certified Counselor Supervisor:

Please review [WAC 246-810-025](#) and [WAC 246-810-026](#). To act as a supervisor for a certified counselor, you must meet the following:

- Have an active credential in a counseling-related field for a minimum of five (5) years.
- The credential or credentials must be in good standing while serving as supervisor.

You must not be a blood or legal relative or cohabitant of the credential holder, or someone who has acted as the credential holder’s counselor within the past two years. You must not have a reciprocal supervisory arrangement with another credential holder.

Prior to the commencement of any supervision, you must provide the certified counselor with a declaration of supervision.

As an approved supervisor, I attest that I have completed the following education and training in:

- Supervision or management of individuals who provide counseling or mental health services
- Risk assessment
- Screening using the global assessment of functioning scale
- Professional ethics
- Washington State law

A written agreement between the certified counselor and the supervisor is required. The agreement must be reviewed and renewed at least every two years. At a minimum, the agreement addresses the agreement duration, expectations of both parties, frequency and modalities of supervision, recordkeeping, financial arrangements, client confidentiality, and potential conflict of interest. [WAC 246-810-025](#).
Approved Supervisor
Certified Counselor

Declaration of Supervision—must be completed by supervisor and provided to certified counselor prior to the commencement of supervision as set in \textit{WAC 246-810-025}.

I, \hspace{1cm} \hfill Name of Supervisor (print)

\hspace{1cm} \hfill a credentialed \hspace{1cm} \hfill Name of Certified Counselor

\hspace{1cm} \hfill in the state of Washington with credential number \hspace{1cm} \hfill that I have read and met all

\hfill the requirements in accordance with \textit{WAC 246-810-026}.

\hfill Signature of Supervisor \hspace{1cm} \hfill 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
Certified Counselor Laws, RCW 18.19
Certified Counselor Rules, WAC 246-810

Online

AIDS Training Resources, Reference Page
Certified Counselor Program, Web Page
Credentialing Requirements for Certified Counselor, Web Page
Exam Study References for Certified Counselor, Web Page

Get important information about your credential type by subscribing to email alerts.