



Board of Naturopathy Regular Meeting
Proposed Agenda
February 13, 2026

Time:	9:00 a.m.
Location:	Zoom webinar (see last page for access) Department of Health, Town Center 2 111 Israel Road SE, Room 153 Tumwater, WA 98501
Board Members:	Krystal Richardson, ND, Chair Joanne Hillary, ND, Vice Chair Amira Ahdut, ND Brooke Fotheringham, Public Member Elias Kass, ND Chad Aschtgen, ND Vacant, Public Member
Program Staff:	Danielle Dooley, Program Manager James Chaney, Executive Director Luke Eaton, Assistant Attorney General Shelly Buchanan, Supervising Staff Attorney Marlon Basco-Rodillas, Policy Analyst Jonathan Chamrad, Program Associate Alyssa Brazil, Administrative Support Erin Obenland, Case Manager
Contact:	Danielle Dooley, Program Manager 360.236.2474 naturopathy@doh.wa.gov

In accordance with the Open Public Meetings Act, the agenda for this regular meeting was made available online at least 24 hours prior to the start time of the meeting pursuant to RCW 42.30.077.

For more information, please see [last page](#) of this agenda.

Please Note: Comments from the public in attendance may be solicited after each agenda item.

Open Session:

1. Call to Order/Introductions—DISCUSSION/ACTION—Krystal Richardson, ND, Chair

- 1.1. Introduction of board and supporting staff members
- 1.2. Approval of agenda
- 1.3. Approval of November 14, 2025, business meeting minutes

2. Public Comment— Krystal Richardson, ND, Chair

The board will hear comments from the public. The public may request items to be placed on a future meeting agenda.

3. Old Business—DISCUSSION/ACTION— Krystal Richardson, ND, Chair

- 3.1. Continuing Education – (*Tabled pending new board member appointments*)

4. New Business—DISCUSSION/ACTION— Krystal Richardson, ND, Chair

- 4.1. Signature Delegation Forms
- 4.2. Five-year rule review
- 4.3. Discussion about creating a new rule for expired reactivation
- 4.4. Discussion related to Controlled Substance and Intravenous Therapy Endorsement.

5. Correspondence—DISCUSSION/ACTION— Krystal Richardson, ND, Chair

The board will review and discuss correspondences received since the last meeting.

- No new correspondence has been received since the last business meeting.

6. Program Reports—DISCUSSION—James Chaney, Executive Director; Danielle Dooley, Program Manager

Mr. Chaney and Ms. Dooley will give updates regarding matters specific to the naturopathy medical profession.

- 6.1. Budget report
- 6.2. Credentialing statistics report
- 6.3. [Uniform Disciplinary Act Report](#)
- 6.4. Recruitment update
- 6.5. Newsletter update (Spring Edition)

7. Future Business—DISCUSSION—Krystal Richardson, ND, Chair

The board will discuss agenda items identified or suggested for future meetings.



7.1. Robert’s Rules of Order – Luke Eaton, AAG (*Tabled pending new board member appointments*)

7.2. The board will discuss agenda items identified or suggested for future meetings.

8. Settlement Presentations—DISCUSSION/ACTION—Krystal Richardson, ND, Chair
Settlement and/or Agreed Order presentations are contingent upon agreements being reached between the parties prior to a board meeting. Discussions are held in closed session; however, decisions are made during open session.

9. Adjournment of public meeting—ACTION—Krystal Richardson, ND, Chair

Meeting Access

Virtual Attendance:

This meeting is being held via Zoom webinar. Please mute your microphone/phone if you are not speaking.

Join on your computer, mobile app or room device.

[Click here to register to attend the meeting.](#)

After registering, you will receive a confirmation email containing information about joining the webinar

Times and Order:

Times are approximate. The meeting will continue until all agenda items are complete. This agenda schedule may change, and items may not be taken in order of the agenda.

This meeting will be recorded for the purpose of drafting accurate minutes.



**Board of Naturopathy
Business Meeting Minutes**

November 14, 2025

9:00 a.m.

On November 14, 2025, the Board of Naturopathy held a hybrid business meeting at Department of Health, 111 Israel Road SE, Tumwater, WA 98501, Town Center 2, Room 153, with access via Zoom. In accordance with the Open Public Meetings Act, notices were published on the DOH website and through GovDelivery.

Board Members:

Krystal Richardson, ND, Chair
Joanne Hillary, ND, Vice Chair
Chad Aschtgen, ND
Elias Kass, ND
Brooke Fotheringham, Public Member
Amira Ahdut, ND
Vacant, Public Member

Staff:

Tommy Simpson, Program Manager
(Acting)
James Chaney, Executive Director
Jonathan Chamrad, Program Support
Alyssa Gehrig, Admin Support
Luke Eaton, Assistant Attorney General
Shelly Buchanan, Supervising Staff Attorney
Marlon Basco-Rodillas, Policy Analyst
Danielle Dooley, Credentialing Supervisor
Zach Patnode, Q/A Training Manager
Bradley Carter, Credentialing Coordinator

Public Attendees:

Angela Ross, ND
Kaddilatou Keita
Lori Olaf
Michelle Brown-Echerd
Thomas Graham
Marie Carp

Open Session

1. **Call to Order/Introductions**

Dr. Krystal Richardson, ND, Chair, called the meeting of the Washington State Board of Naturopathy to order at 9:03 a.m. on November 14, 2025.

1.1 **Introduction**

Introduction of board and supporting staff members

1.2 **Approval of November 14, 2025 Agenda**

MOTION: A motion was made to approve the agenda for November 14, 2025, business meeting. The motion was seconded and passed.

1.3 **Approval of August 8, 2025, business meeting minutes**

MOTION: A motion was made to approve the August 8, 2025, regular meeting minutes. The motion was seconded and passed.

2. **Public Comment— Krystal Richardson, ND, Chair**

The board heard comments from the public. The public was given the opportunity to request items to be placed on a future meeting agenda.

Public Comment

Members of the public were invited to introduce themselves and share comments not related to an agenda item or to the rules hearing.

Comments Received:

- There was no public comment shared at this time.

3. **Old Business – DISCUSSION/ACTION – Krystal Richardson, ND, Chair**

3.1 **JP Exam Rulemaking**

- Marlon Basco, Policy Analyst, gave the board an update regarding the removal of the JP exam as a requirement for initial licensure.

3.2 **Telemedicine**

MOTION: A motion was made to approve rescinding the 2017 Telemedicine guideline. The motion was seconded and passed

3.3 **Continuing Education**

- Discussion surrounding continuing education was tabled pending new board member appointments.

4. New Business – DISCUSSION/ACTION – Krystal Richardson, ND, Chair

4.1 Disciplinary and Enforcement Training – Shelly Buchanan, Supervising Staff Attorney

- Shelly Buchanan, SSA, gave a presentation to the board regarding Disciplinary and Enforcement.

5. Correspondence—DISCUSSION/ACTION— Krystal Richardson, ND, Chair

The board reviewed and discussed any correspondence received since the last meeting.

- No new correspondence was received since the last business meeting.

6. Program Reports-DISCUSSION- James Chaney, Executive Director; Tommy Simpson III, Program Manager (Acting), Jonathan Chamrad, Program Support

6.1 Budget reports – *Tommy Simpson, Program Manager (Acting), gave an update regarding the current budget to the members and answered any specific questions related to fees and our budget.*

6.2 Credentialing statistics report – *Zach Patnode, Q/A Training Manager, gave an update to the members on the current credentialing timelines.*

6.3 Recruitment update – *Mr. Chaney, Executive Director, gave an update regarding board member recruitment; we are still waiting on the Governor’s office to finalize appointments to be made for board members whose terms expired in 2023.*

6.4 Newsletter (*Fall edition*) - *Mr. Chamrad, Program Support, gave an update regarding board newsletter.*

7. Future Business

The board will discuss agenda items identified or suggested for future meetings.

7.1 Robert’s Rules of Order – Luke Eaton, AAG

8. Settlement Presentations- Krystal Richardson, ND, Chair

- There were no settlement presentations.

9. Adjournment of Public Meeting-

MOTION: A motion was made to adjourn the meeting. The motion was seconded and passed. Dr. Richardson, Chair, adjourned the meeting at 10:49 a.m.

Next Scheduled Meeting:

Date: February 13, 2026

Time: 9:00 a.m.

Location: Hybrid - Virtual Zoom Meeting
with a physical location at the Department of Health.

DRAFT

**Form 1-1-19A: Delegation of Signature Authority
(Credentialing, Disciplinary Functions, and Rules)
(For Board/Commission Authority Professions)**

On 02/13/2026, the **Board of Naturopathy** delegated signature authority for each of the documents indicated as follows:

Credentialing

	Document	DOH Staff Title(s)
<input type="checkbox"/>	Approval of Routine Credentialing Applications	
<input type="checkbox"/>	Notice of Decision – Denial of Credential	
<input type="checkbox"/>	Notice of Determination	
<input type="checkbox"/>	Notice of Required Mental, Physical, or Psychological Evaluation	

Disciplinary

	Document	DOH Staff Title(s)
<input type="checkbox"/>	Citation and Notice (for failure to produce records, documents or other items)	
<input type="checkbox"/>	Declaration for Failure to Answer or Appear	
<input type="checkbox"/>	Notice of Correction	
<input type="checkbox"/>	Notice of Intent	
<input type="checkbox"/>	Notice of Decision	
<input type="checkbox"/>	Notice of Determination	

<input type="checkbox"/>	Notice of Opportunity for Prompt Hearing, Regularly Scheduled Hearing or Settlement	
<input type="checkbox"/>	Notice of Opportunity for Settlement and Hearing	
<input type="checkbox"/>	Withdrawal of: Statement of Charges, Statement of Allegations or Notice of Correction	
<input type="checkbox"/>	Notice of Required Mental, Physical, or Psychological Evaluation	
<input type="checkbox"/>	Statement of Allegations	
<input type="checkbox"/>	Statement of Charges	
<input type="checkbox"/>	Subpoenas	

Rules

	Document	DOH Staff Title(s)
<input type="checkbox"/>	CR-101	
<input type="checkbox"/>	CR-102	

Compliance

	Document	DOH Staff Title(s)
<input type="checkbox"/>	Release from Stipulation to Informal Disposition (STID)	

This delegation shall remain in effect until revoked, terminated, or modified during the effective period. This delegation shall be reviewed and updated biennially.

Dated this day, _____

Chairperson

(Signature of the Chair)

Executive Director

(Executive Director's Signature)

- For the purposes of this document, signature authority means authorization to sign associated documents after the Board / Commission makes a decision.



Form 1-1-19C: Delegation of Decision- Making

I, _____, Chair of the Washington State

_____ (the board or commission), acting upon authorization of the board or commission and under the authority of RCW 18.130.050(10), delegates each of the functions indicated below:

- Legal Services: (Boards and Commission only)**
Brief Adjudicative Proceedings (Initial Orders) – Office of Investigative and Legal Services
Office Director and Supervising Staff Attorney
- Legal Services: (Secretary Professions)**
Brief Adjudicative Proceedings (Initial Orders) – Office of Investigative and Legal Services
Office Director and Deputy Director
- Review Officer:**
Brief Adjudicative Proceedings (review of initial orders) – Review Officer in the Office of the Secretary

Adjudicative Services (Delegated to presiding officer serving in the Adjudicative Service Unit) – RCW 18.130.050(10)

- To serve as the final decision-maker in response to an ex parte motion for summary suspension of a license in which the respondent is alleged to have violated RCW 18.130.400.
- To serve as the final decision-maker in response to an ex parte motion for summary suspension of a license in which the respondent is alleged to have violated RCW 18.130.370.
- To serve as the final decision-maker in response to a motion for an investigative mental health or physical health examination under RCW 18.130.170(2)(b).
- To serve as the final decision-maker in adjudicative proceedings in which a respondent is in default for failure to submit a request for adjudicative proceeding. This delegation does not include cases pertaining to standards of practice or where clinical expertise is necessary.
- To serve as the final decision-maker in adjudicative proceedings in which the respondent is alleged to have violated RCW 18.130.180(5).
- To serve as the final decision-maker in adjudicative proceedings where the board or commission has brought a motion for noncompliance.

- To serve as the final decision-maker in adjudicative proceedings in which the respondent is charged with violation of RCW 18.130.180(9).
- To serve as the final decision-maker in adjudicative proceedings in which the respondent is alleged to have violated RCW 18.130.180(17).
- Notwithstanding RCW 18.130.062 to serve as the final decision-maker in adjudicative proceedings in which the respondent is alleged to have violated RCW 18.130.180(24).
- To serve as the final decision-maker in adjudicative proceedings in which the respondent is alleged to have violated RCW 18.130.180(23).
- To serve as the final decision-maker in adjudicative proceedings in which the respondent is alleged to have violated RCW 18.130.180(6).
- To serve as the final decision-maker in adjudicative proceedings in which the respondent is alleged to have violated RCW 18.130.170.
- To approve or deny proposed settlements in all cases other than those that pertain to standards of practice or where clinical expertise is necessary, that are filed nine (9) calendar days before the scheduled hearing.
- To serve as the final decision-maker in proceedings related to reinstatement of a license previously suspended, revoked, or restricted by the board or commission.

This delegation remains in effect until revoked, terminated or modified. To the extent that this delegation conflicts with prior delegations to presiding officers at the Adjudicative Service Unit, this delegation prevails.

DATE: _____

(Signature) _____

(Name) _____

Chairperson

(Board/Commission) _____

WAC 246-12-040 How to return to active status when a credential has expired.

(1) The credential status is **expired** if the practitioner does not renew on or before the expiration date. The practitioner must not practice until the credential is returned to active status.

(2) Any renewal that is postmarked or presented to the department after midnight on the expiration date is late, and subject to a **late renewal penalty fee**. The late penalty fee will be waived if:

(a) The credential expires on a day the department is closed for business; and

(b) Payment is received at the department of health, health professions quality assurance main office on the next business day.

(3) A credential is returned to active status by complying with the following:

(a) Expired for one renewal cycle or less:

(i) Pay the late renewal penalty fee;

(ii) Pay the current renewal fee;

(iii) Pay the current substance abuse monitoring surcharge, if required by the profession;

(iv) Provide written declarations or documentation, if required for the profession; and

(v) Comply with current continuing education or continuing competency requirements if required by the profession.

(b) Expired for more than one renewal cycle but less than three years:

(i) Complete an abbreviated application form;

(ii) Pay the late renewal penalty fee;

(iii) Pay the current renewal fee;

(iv) Pay the current substance abuse monitoring surcharge, if required by the profession;

(v) Pay the expired credential reissuance fee;

(vi) Provide a written declaration that no action has been taken by a state or federal jurisdiction or hospital which would prevent or restrict the practitioner's practice of the profession;

(vii) Provide a written declaration that he or she has not voluntarily given up any credential or privilege or has not been restricted in the practice of the profession in lieu of or to avoid formal action;

(viii) Provide a written declaration that continuing education and competency requirements for the two most recent years have been met, if required for the profession to maintain an active credential; and

(ix) Provide other written declarations or documentation, if required for the profession.

(c) Expired for over three years:

(i) Complete an abbreviated application form;

(ii) Pay the late renewal penalty fee;

(iii) Pay the current renewal fee;

(iv) Pay the current substance abuse monitoring surcharge, if required by the profession;

(v) Pay the expired credential reissuance fee;

(vi) Satisfy other competency requirements of the regulatory entity, if required;

(vii) Provide a written declaration that no action has been taken by a state or federal jurisdiction or hospital which would prevent or restrict the practitioner's practice of the profession;

(viii) Provide a written declaration that he or she has not voluntarily given up any credential or privilege or has not been restric-

ted in the practice of the profession in lieu of or to avoid formal action;

(ix) Provide a written declaration that continuing education or competency requirements for the two most recent years have been met, if required for the profession to maintain an active credential;

(x) **Provide other written declarations or documentation, if required for the profession;** and

(xi) If not previously provided, provide proof of AIDS education as required for the profession and in Part 8 of this chapter.

[Statutory Authority: RCW 43.70.280. WSR 03-19-136, § 246-12-040, filed 9/17/03, effective 10/18/03; WSR 98-05-060, § 246-12-040, filed 2/13/98, effective 3/16/98.]

Naturopathic Physician

FY2026 Starting Fund Balance

\$2.06M

Current Fund Balance

\$2.27M

Revenue

\$399.11K

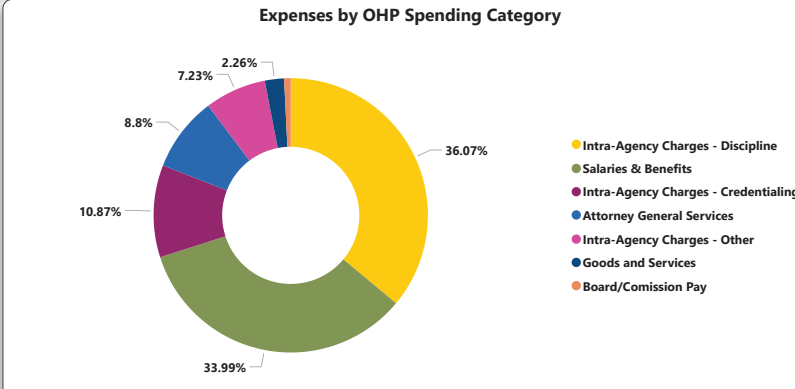
FY26 HELMS Transfer

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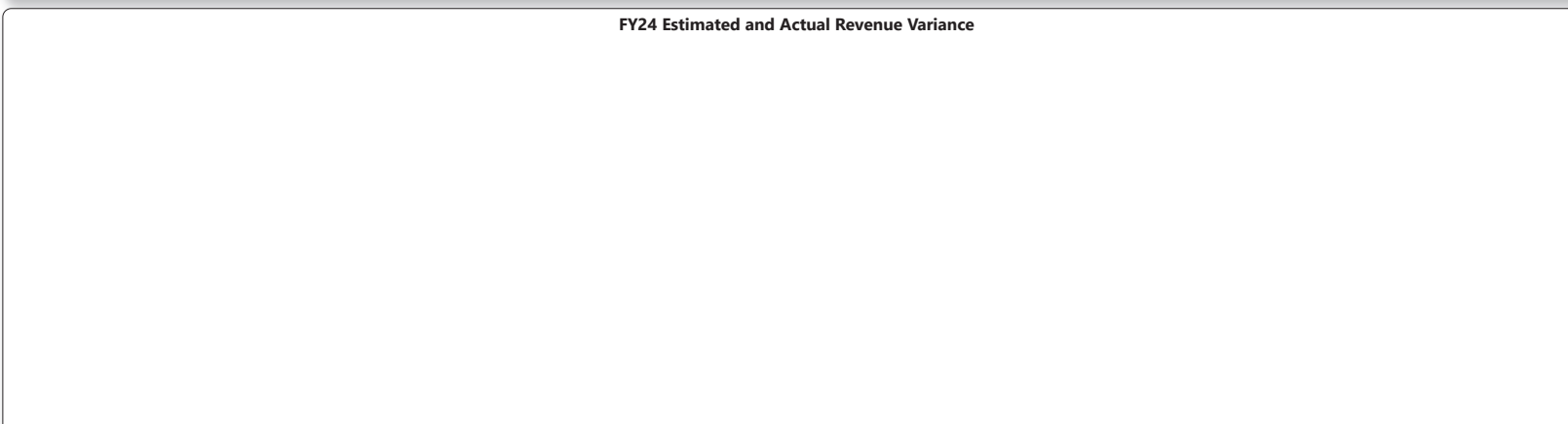
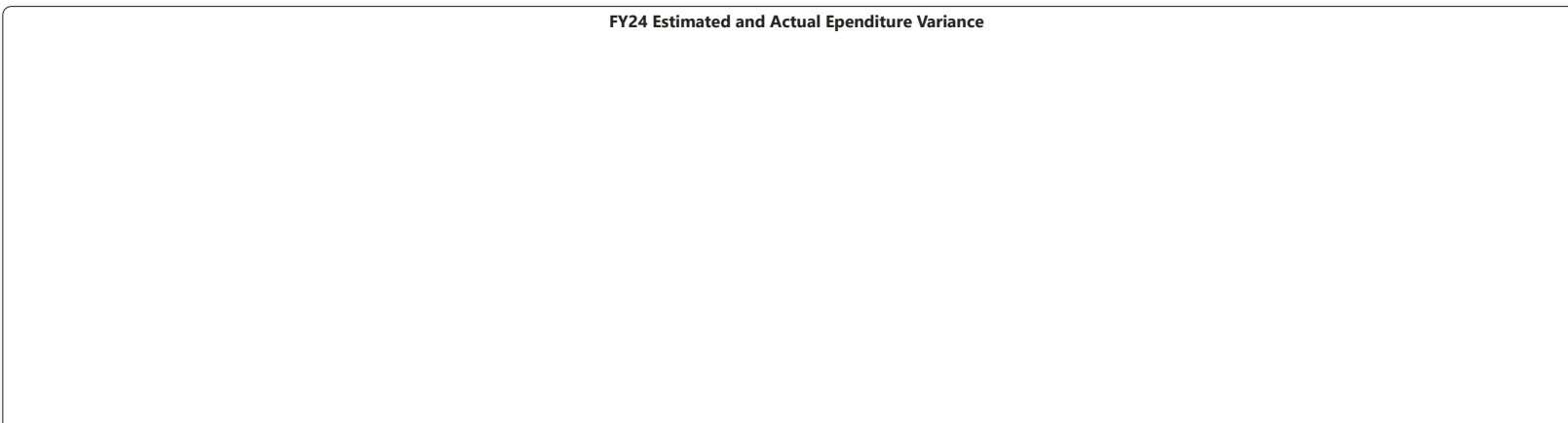
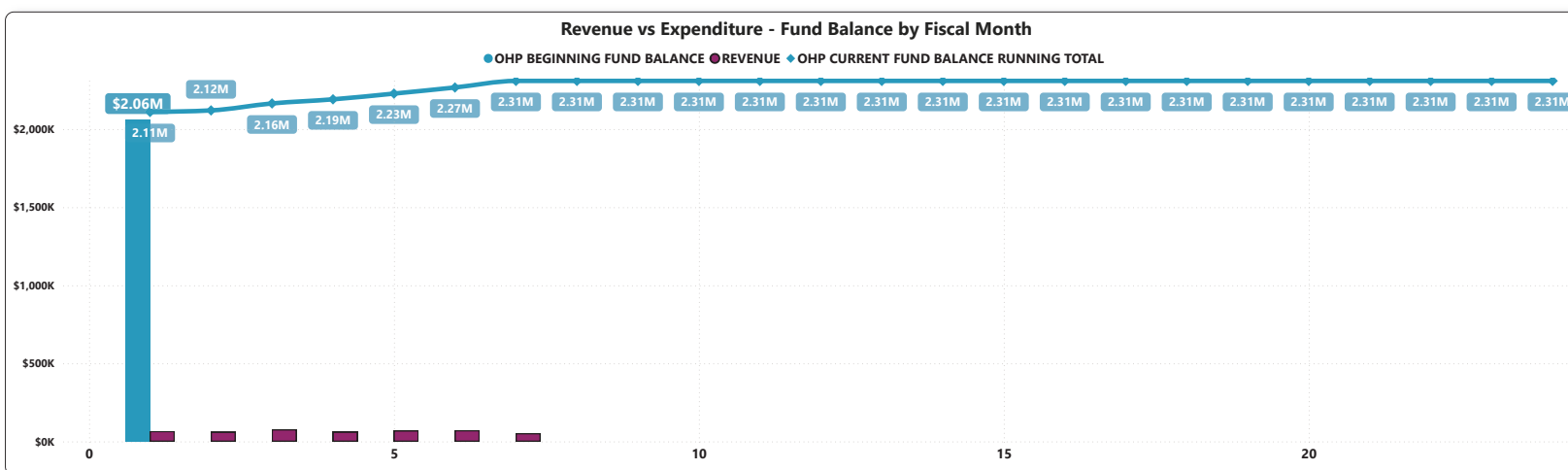
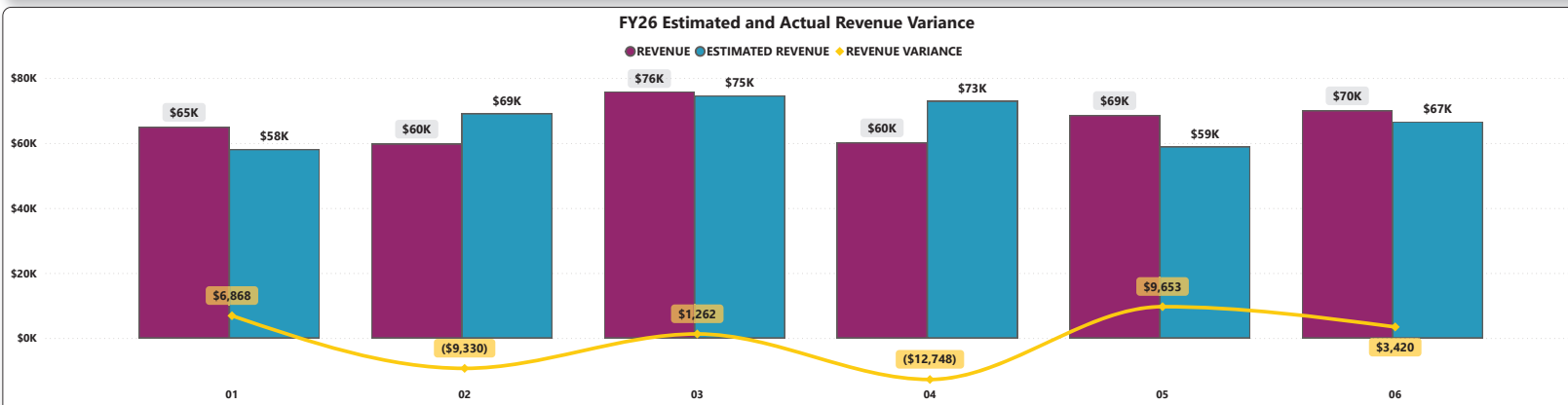
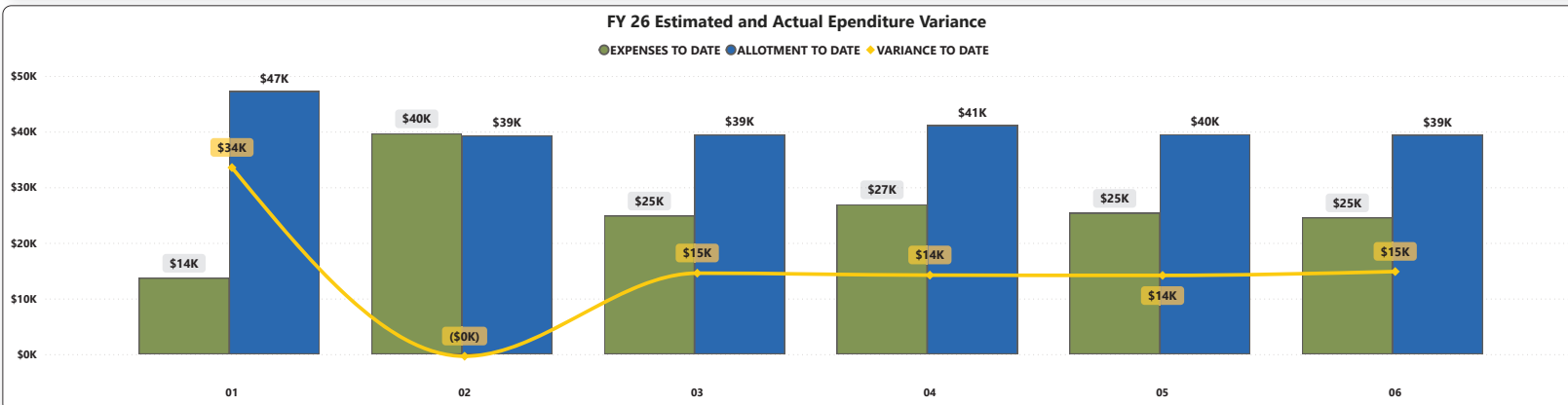
Fiscal Month

01	04	07	10	13	16	19	22
02	05	08	11	14	17	20	23
03	06	09	12	15	18	21	24

Health Professions	ALLOTMENT TO DATE	TOTAL EXPENSES AND INDIRECT COSTS	VARIANCE TO DATE
Naturopathic Physician	\$246,016	\$194,573.56	\$90,976
Attorney General Services	\$19,110	\$13,644.05	\$5,466
Board/Comission Pay	\$3,500	\$1,204.79	\$2,295
Contracts	\$2,705	\$2,705	\$2,705
Goods and Services	\$2,392	\$3,500.13	(\$1,108)
Indirect		\$39,533.08	
Intra-Agency Charges - Credentialing	\$20,060	\$16,848.26	\$3,212
Intra-Agency Charges - Discipline	\$59,176	\$55,927.35	\$3,249
Intra-Agency Charges - Other	\$16,357	\$11,217.10	\$5,140
IT Equipment	\$1,300	\$1,300	\$1,300
Salaries & Benefits	\$120,516	\$52,698.80	\$67,817
Travel	\$900	\$900	\$900
Total	\$246,016	\$194,573.56	\$90,976



Health Professions	ESTIMATED REVENUE	REVENUE	REVENUE VARIANCE
Naturopathic Physician	\$399,981.00	\$399,106	(\$875)
Total	\$399,981.00	\$399,106	(\$875)





NATUROPATHY CREDENTIALING UPDATE

Table of Contents

- Credentialing and HELMS Updates
- Performance Data
- Focus Areas
- Questions

Credentialing and HELMS Updates

- We're excited by the progress being shown in credentialing timelines this month, with most profession types returning to pre-HELMS issuance and renewal timelines. It is remarkable to see this progress just 8 months out from a complete system change. These achievements are the result of resilience and hard work by credentialing teams.
- Using the momentum we are seeing in credentialing, we are hard at work completing user testing for release 3 enforcement+ functionality. We are implementing lessons learned from R2 to ensure we are set up for success. We expect to encounter issues and bugs and fix them to make a stronger system overall.
- Training for release 3 has been transformed to focus on direct training that prioritizes role-based training by trainers who are familiar with the work, high-quality training materials, and multiple training sessions per group. Final dates and materials are still in progress, but the plan has been socialized with leaders.
- We're looking forward to closing user acceptance testing towards the end of this month to inform the Steering Committee's decision on the R3 launch date and related freeze timeline, which is estimated to require 5.5 days.
- HELMS is collaborating with the Office of Customer Service to implement process improvements specifically for customers interacting with HELMS and will be sharing updates to the HELMS webpage and HELMS user portal in the coming weeks.

Credentialing and HELMS Updates

- Credentialing teams have renewed more than 107,000 licenses and issued more than 24,000 credentials!
- So far for 2026, more than 9,000 credentials have been issued, of which 7,177 were from applications completed online.

Performance Data

Board of Naturopathy

Licence		Total Licensees	In Process as of - 01/29/2026			
Naturopathic Physician License		1,651		Naturopathic Physician	Temporary	Colon Hydrotherapist
Colon Hydrotherapist Certification		17	Total Pending	29	0	2
			Intake	0	0	0
			Final Approval	4	0	0
Rolling 6 months 07/01/2025 thru 12/31/2025			Timeline			
	Naturopathic Physician	Colon Hydrotherapist	Naturopathic Physician License			
Applications Received	50	1	Issued		Days	
Applications Resolved	54	0	Average Q3 2025	19	87	
Issued	54	0	Average Q4 2025	35	103	
Closed	0	0				
Denied	0	0				
Ratio	1.08	0				

Priorities

- HELMS launch represented a major interruption, but the credentialing team covering Naturopathy and its affiliated credentials has effectively caught up.
- We continue to look for system efficiencies to maintain our effective credentialing.
- The team will continue to partner to support their peers and other teams, as possible.



QUESTIONS?



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.

2023-25 Uniform Disciplinary Act Report

Reporting requirement

The Uniform Disciplinary Act (UDA) provides a legal and policy framework for the regulation and oversight of health care providers in Washington, including disciplinary activities.

[RCW 18.130.310](#) requires the Department of Health (department) to submit a biennial report to the legislature on its proceedings during the biennium, including:

- The number of complaints made, investigated, and adjudicated, and manner of disposition.
- Data on the department's background check activities conducted under [RCW 18.130.064](#) and the effectiveness of those activities in identifying potential license holders who may not be qualified to practice safely.
- A summary of the distribution of the number of cases assigned to each attorney and investigator for each profession, keeping the identities of the attorneys and investigators anonymous.
- May include recommendations for improving the disciplinary process, including proposed legislation.
- May include health professions board and commission supplemental reports that cover disciplinary activities, rulemaking and policy activities, and receipts and expenditures for the individual disciplining authority.

Profession	Total Applicant Checks Made	WATCH Reports Generated	Cases Opened on Applicants	Self-disclosed?		% Disclosed	Actions Taken
				Yes	No		
Medical Assistant	15558	475	35	170	305	36%	11
Medical Program Director	0	0	0	0	0		0
Medication Assistant Endorsement	30	0	0	0	0		0
Mental Health Counselor	3646	19	2	12	7	63%	1
Mental Health Counselor Associate	2439	49	4	37	12	76%	1
Midwife	34	0	0	0	0		0
Music Therapist	64	0	0	0	0		0
Naturopathic Physician	150	2	0	1	1	50%	0

Profession	Licensee Counts	Total Complaints	Licensed Investigations Completed	Unlicensed Practice Investigations Completed	Total Investigations Completed
Medical Program Director Delegate	1631	0	0	0	0
Medication Assistant	95	9	0	0	0
Mental Health Counselor	11765	663	214	20	234
Mental Health Counselor Associate	3463	287	105	1	106
Midwife	223	58	24	5	29
Music Therapist	62	2	0	0	0
Naturopathic Physician	1659	125	47	4	51
Nursing Assistant	94182	6931	866	21	887
Nursing Home Administrator	401	232	56	2	58
Nursing Pool Operator	487	8	6	0	6

2023-25 Uniform Disciplinary Act Report

Profession	Total Applicant Checks Made	WATCH Reports Generated	Cases Opened on Applicants	Self-disclosed?		% Disclosed	Actions Taken
				Yes	No		
Acupuncture and Eastern Medicine Pract.	153	2	0	2	0	100%	0
Advanced Emergency Medical Technician	84	2	0	2	0	100%	0
Advanced Registered Nurse Practitioner	6719	18	0	0	18	0%	0
Animal Massage Practitioner	51	0	0	0	0		0
Athletic Trainer	201	0	1	0	0		0
Audiologist	94	0	0	0	0		0
Birth Doula	367	5	0	3	2	60%	0
Cardiovascular Invasive Specialist	98	0	0	0	0		0
Certified Behavior Technician	3601	111	6	43	68	39%	1
Chiropractic Preceptor Trainee	0	0	0	0	0		0
Chiropractic X-Ray Technician	67	1	0	0	1	0%	0
Chiropractor	361	43	0	1	42	2%	0
Colon Hydrotherapist	4	0	0	0	0		0

Profession	Licensee Counts	Total Complaints	Licensed Investigations Completed	Unlicensed Practice Investigations Completed	Total Investigations Completed
Acupuncture & Eastern Medicine Pract.	1682	62	15	6	21
Advanced Emergency Medical Technician	355	2	1	0	1
Advanced Registered Nurse Practitioner	17756	1192	292	5	297
Animal Massage Practitioner	161	13	1	7	8
Athletic Trainer	905	18	7	5	12
Audiologist	582	8	5	0	5
Birth Doula	365	2	0	0	0
Cardiovascular Invasive Specialist	400	5	4	0	4
Certified Behavior Technician	4368	78	22	2	24
Chiropractic X-Ray Technician	194	0	0	0	0
Chiropractor	2649	281	134	7	141
Colon Hydrotherapist	13	0	0	0	0
Counselor, Agency Affiliated	12720	932	350	9	359
Counselor, Certified	289	52	20	2	22

2023-25 Uniform Disciplinary Act Report