

**DEPARTMENT OF HEALTH
OFFICE OF HEALTH PROFESSIONS
BOARD OF DENTURISTS
POLICY**

TITLE:	Exception Applications	NUMBER: DN 05
REFERENCE:	RCW 18.130.055 – Uniform Disciplinary Act Chapter 18.39 RCW – Denturist Chapter 246-812 WAC	
CONTACT:	Trina Crawford, Executive Director	
EFFECTIVE DATE:	April 26, 2018	
SUPERSEDES:	April 26, 2013	
APPROVED:	Signature on file	
	J. Eric Hansen, Chair, Board of Denturists	

POLICY STATEMENT

This procedure establishes appropriate delegation and ensures consistent processing of denturist exception applications.

Definition

Exception Application: Credential applications whose applicants have criminal backgrounds, an open case or enforcement action on another credential, databank disciplinary history, any “yes” response to personal data questions, or where the applicant does not meet licensing requirements.

The following will cause an application to be designated for the exception process:

- Washington State Patrol background check indicates criminal history.
- FBI background check indicates criminal history.
- One of the professional data banks indicates disciplinary history.
- The applicant discloses on the application that (s)he has criminal history, has a medical condition that may limit the ability to practice, uses chemical substances, has been found guilty in a civil, administrative case or has had a credential denied, suspended or revoked.

- HSQA has a ‘Case Pending’ or ‘Enforcement Action’ for another credential held by the applicant.
- The applicant fails to meet licensing requirements.

Process

1. Credentialing unit identifies if application meets exception criteria.
2. Credentialing unit identifies if cause of exception meets criteria listed in Matrix 1
 - a. If meets established criteria, proceeds with credentialing process.
 - b. If does not meet established criteria, proceeds with credentialing process to summarize and provide to case manager.
3. Case manager reviews exception application summary.
4. Case manager present exception application summary to a Board of Denturist authorization panel.
5. The Board authorization panel determines whether to issue credential or open a case to further review application file.
 - a. If decision is to issue the credential, case manager notifies credentialing unit of decision and they proceed with credentialing process.
 - b. If decision is to open a case, case manager notifies credentialing unit of decision presents to authorization panel.
 - i. Credentialing unit forwards application information to complaint intake unit.
 - ii. Complaint intake unit opens report on applicant and forwards file to case management unit.
 - iii. Case management unit reviews exception application documents and provides a summary and recommendation to a Board of Denturists authorization panel.
 - iv. A Board of Denturists panel determines to issue (2 options) or deny credential: Grant Credential, Grant Credential with conditions, or Deny Credential.
 - a. If Grant Credential: Case management unit records decision, forwards the case file to complaint intake for closure and notifies credentialing unit to proceed with credentialing process.
 - b. If Grant Credential with conditions or Deny Credential: Case management unit records decision, forwards case file to legal services office for Notice of Decision (NOD) process.

Board of Denturists Exception Applications Matrix 1

Class	Conviction	Conviction occurred Decision
M	Disorderly Conduct	Over 1 year, Issue credential
M	Minor Operating Vehicle after Consuming Alcohol	Over 1 year, Issue credential
M	Bail Jumping (when crime is GM)	Over 1 year, Issue credential
M	Malicious Mischief 4	Over 1 year, Issue credential
M	Negligent Driving 1 & 2	Over 1 year, Issue credential
M	No Valid License	Over 1 year, Issue credential
M	Driving with License Suspended/Revoked 3	Over 1 year, Issue credential
GM	DUI – Driving Under Influence (including diversions) If more than 2 convictions, Refer to Board of Denturists	Over 2 years, Issue credential
GM	MIP - Minor in Possession	Over 2 years, Issue credential
GM	Furnishing Alcohol to a Minor	Over 2 years, Issue credential
GM	Driving w/o Ignition Interlock Violation	Over 2 years, Issue credential
GM	Reckless Endangerment	Over 2 years, Issue credential
GM	Hit and Run	Over 2 years, Issue credential
GM	Reckless Driving	Over 2 years, Issue credential
GM	Assault 4	Over 2 years, Issue credential
GM	Physical Control	Over 2 years, Issue credential
GM	Harassment	Over 2 years, Issue credential
GM	Criminal Trespass 1	Over 2 years, Issue credential
GM	Malicious Mischief 3	Over 2 years, Issue credential
GM	Possession of Stolen Property 3	Over 2 years, Issue credential
GM	Theft 3	Over 2 years, Issue credential
GM	Attempted Theft	Over 2 years, Issue credential
M/GM	Shoplifting	Over 2 years, Issue credential
GM	Unlawful Issuance of Bank Checks less than \$250	Over 2 years, Issue credential
GM	False reporting	Over 2 years, Issue credential
GM	Making False or Misleading Statements	Over 2 years, Issue credential
GM	Criminal Trespass 2	Over 2 years, Issue credential
GM	Simple Assault	Over 2 years, Issue credential
GM	Obstructing a Law Enforcement Officer	Over 2 years, Issue credential
GM	Interfering with Reporting Domestic Violence	Over 2 years, Issue credential
GM	Resisting Arrest	Over 2 years, Issue credential
GM	No Contact Order Violation	Over 2 years, Issue credential
GM	Rendering Criminal Assistance 3	Over 2 years, Issue credential
M	Patronizing a Prostitute	Over 2 years, Issue credential

GM	Drug Convictions (including diversions) If more than 2 convictions, Refer to Board of Denturists	Over 5 years, Issue credential
M	Possession of Drug Paraphernalia If more than 2 convictions, Refer to Board of Denturists	Over 5 years, Issue credential
M	Possession of Marijuana 40 grams or less If more than 2 convictions, Refer to Board of Denturists	Over 5 years, Issue credential
M	Unlawful use of Drug Paraphernalia If more than 2 convictions, Refer to Board of Denturists	Over 5 years, Issue credential
GM	Indecent Exposure	Over 5 years, Issue credential
	Any convictions reviewed with or without disciplinary outcome on previous credential. If discipline outcome, compliance must be complete.	Issue credential

Key

M - Misdemeanor

GM – Gross Misdemeanor