Medical Assistant-Certified or Interim Application Packet

Contents:

Important Social Security Number Information:

If you have a Social Security Number, the law requires you to disclose it on your application for a professional or occupational license. 42 U.S.C. § 666(a)(13); RCW 26.23.150. It will be used under the state's child support enforcement program to locate individuals for purposes of establishing paternity and establishing, modifying, and enforcing support obligations. You are not required to have or obtain a Social Security Number to apply for or obtain a license from the Department of Health. If you do not have a Social Security Number, you are still eligible to apply for and obtain a credential if you meet the requirements. Please see the Declaration of No Social Security Number Form. Please call the Customer Service Center at 360-236-4700 if you have questions.

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:

Medical Assistant Credentialing
P.O. Box 47877
Olympia, WA 98504-7877

Contact us:

360-236-4700

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.

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Application Instruction 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 all that apply:**
☐ Medical Assistant-Certified ☐ Interim Certification

☐ **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. You are not required to have or obtain a Social Security Number to apply for or obtain a license from the Department of Health. Please see the Declaration of No Social Security Number Form. 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 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 you were born.

Address: List the address we should use to send any information about 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. 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 provide the documentation listed in the note after the questions. 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 obtain 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. Training and Education:**
List in date order your training and education. Attach additional pages if you need more space.

☐ **4. Experience:**
List in date order your professional work experience and practice. Attach additional pages if you need more space.

☐ **5. National Certification or Examination:**
You must pass a medical assistant certification examination within five years prior to submitting your initial application for medical assistant-certified, or currently hold a national medical assistant certification with a national examination organization approved by the secretary. Official scores or national certification must be sent directly from the examination body directly to the Department of Health.

☐ **6. 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. A **Credential Verification** form may be sent to each state or jurisdiction that you have listed, requesting that they complete and submit the form directly to the Department of Health.

☐ **7. Qualifications and Training Attestation:**
You must meet the Qualification and Training Requirements. You must sign and date this as proof of completion.

☐ **8. Applicant Attestation and Signature:**
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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Credentialing Requirements

Thank you for applying to become a medical assistant-certified in Washington State. In order to qualify for certification, you must complete the following.

☐ Complete and submit the application, with an original signature, date, and **fee**.

☐ Sign and date the application as proof of:

- Completion of high school education or its equivalent.

☐ **Education and Training:**
Successful completion of one of the following medical assistant training programs:

a. Post-secondary school or college program accredited by the Accrediting Bureau of Health Education School (ABHES) or the Commission of Accreditation of Allied Health Education Programs (CAAHEP); or

b. Post-secondary school or college accredited by a regional or national accrediting organization approved through the U.S. Department of Education, which includes a minimum of 720 clock hours of training in medical assisting skills, including a clinical externship of no less than 160 hours; or

c. A registered apprenticeship program administered by a department of the state of Washington unless the secretary determines that the apprenticeship program training or experience is not substantially equivalent to the standards of this state. The apprenticeship program shall ensure a participant who successfully completes the program is eligible to take one or more examinations identified in **WAC 246-827-0200(2)**; or

d. The Secretary may also approve an applicant who submits documentation that he or she completed post-secondary education with a minimum of 720 clock hours of training in medical assisting skills. The documentation must include proof of training in all of the duties identified in **RCW.18.360.050(1)** and a clinical externship of no less than 160 hours.

e. The Secretary may approve an applicant who submits documentation that they completed a career and technical education program approved by the office of the superintendent of public instruction with a minimum of 720 clock hours of training in medical assisting skills. The documentation must include proof of training in all of the duties identified in **RCW.18.360.050(1)** and a clinical externship of no less than 160 hours.

f. Military training or experience satisfies the training or experience requirements unless the secretary determines that the military training or experience is not substantially equivalent to the standards of this state. Provide official transcripts showing proof of your education, training, and experience.

☐ **Official Transcripts:** Please contact your school or college to request official transcripts of your medical assistant training program to be sent directly to the Department of Health.

☐ **Experience:**
List in date order your professional experience and practice from date of completion from your medical assistant training program. Include the month/day/year. Attach additional completed pages if you need more space.

☐ **Examination:**

Successfully pass a medical assistant certification examination, approved by the Secretary, within the preceding five years of submitting an initial application or currently hold a national medical assistant certification with a national examining organization approved by the Secretary. A medical assistant certification examination approved by the Secretary means an examination that:

- Is offered by a medical assistant program that is accredited by the National Commission for Certifying Agencies (NCCA); and
- Covers the clinical and administrative duties under **RCW 18.360.050(1)**.

National examining organizations approved by the Secretary:

a. Certified Medical Assistant Examination through the American Association of Medical Assistants (AAMA);

b. Registered Medical Assistant Certification Examination through American Medical Technologists (AMT);

c. Clinical Medical Assistant Certification Examination through the National Healthcareer Association (NHA);

d. National Certified Medical Assistant Examination through the National Center for Competency Testing (NCCT); Or,

e. Clinical Medical Assistant Certification Examination through the American Medical Certification Association (AMCA).

☐ Other licenses, certifications, or registration: A **Credential Verification** form may be sent to each state where you hold or have held a credential. The state will complete its portion of the form and mail it directly to the Department of Health.

Interim Certification Requirements:

An interim certification may be issued under the following conditions:

a. A person who has met all the application requirements except passage of the examination, may be issued an interim certification.

b. A person holding an interim certification possesses the full scope of practice of a medical assistant-certified.

   A person's interim certification expires upon passage of the examination and issuance of the medical assistant-certified credential or after one year, whichever occurs first.

c. A person cannot renew an interim certification.

d. A person is only eligible for an interim certification upon initial application.

Note: You may not practice as a medical assistant-certified without a valid credential.

Washington State Department of HEALTH

Medical Assistant Credentialing
P.O. Box 1099
Olympia, WA 98507-1099

Revenue: 0252625081

Date Stamp Here

Medical Assistant-Certified or Interim Application

Please handwrite clearly in ink. It is the responsibility of the applicant to submit all supporting documentation. Failure to do so may result in a delay in processing your application.

Check all that apply: ☐ Medical Assistant-Certified ☐ Interim Certification

Select if either apply: ☐ Request for Military Training and Experience Evaluation
☐ Spouse or Registered Domestic Partner of Military Personnel

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 ☐ Prefer Not to Answer ☐ X

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. Personal Data Questions

Yes No

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. ☐ ☐

   "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:

   1a. How your treatment has reduced or eliminated the limitations caused by your medical condition.

   1b. How your field of practice, the setting or manner of practice has reduced or eliminated the limitations caused by your medical condition.

   Note: 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.

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. ☐ ☐

   "Currently" means within the past two years.

   "Chemical substances" include alcohol, drugs, or medications, whether taken legally or illegally.

3. Have you ever been diagnosed with, or treated for, pedophilia, exhibitionism, voyeurism or frotteurism? ☐ ☐

4. Are you currently engaged in the illegal use of controlled substances? ☐ ☐

   "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.

   Note: 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.

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? ☐ ☐

   Note: 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.

2. Personal Data Questions (Cont.)

Yes No

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. Training and Education

List in date order your training and education. Attach additional pages if you need more space.

Full Name, City and State/Schools Attended	Degree Earned	Attendance	
		Entrance Date	Ending Date

4. Experience

List in date order your professional work experience and practice. Attach additional pages if you need more space.

Name and Location of Institution	From (mm/dd/yy)	To (mm/dd/yy)	Type of Experience or Specialty

5. Examination

Have you taken and passed one of the following exams within the last five years? ☐ Yes ☐ No

Do you currently hold a national certification with one of the following organizations? ☐ Yes ☐ No

Please answer Yes or No and select all that apply:

☐ Certified medical assistant examination through American Association of Medical Assistants (AAMA)
Date passed (mm/dd/yyyy)? _____

☐ Registered medical assistant certification examination through American Medical Technologists (AMT)
Date passed (mm/dd/yyyy)? _____

☐ Clinical medical assistant certification examination through the National Healthcareer Association (NHA)
Date passed (mm/dd/yyyy)? _____

☐ National certified medical assistant examination through the National Center for Competency Testing (NCCT)
Date passed (mm/dd/yyyy)? _____

☐ Clinical Medical Assistant Certification Examination through the American Medical Certification Association (AMCA).
Date passed (mm/dd/yyyy)? _____

National Certification Number: _____

Request official scores to be sent directly to the Department of Health.

6. Other License, Certification, or Registration

List all states, including Washington, where you hold or have held a credential.

State/Jurisdiction	Credential Type	Credential		Method of Licensure		
		Year Issued	Number	Exam	Endorse	Grandparented

7. Qualifications and Training Attestation

I certify I have completed the requirement below.

- A high school diploma or equivalent;

Applicant's Initials	Date (mm/dd/yyyy)

8. Applicant's Attestation

I,_____, declare under penalty of perjury under the laws of the
(Name of Applicant)

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)

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RCW/WAC and Online Website Links

RCW/WAC Links

Uniform Disciplinary Act, RCW 18.130

Administrative Procedure Act, RCW 34.05

Medical Assistant Law, RCW 18.360

Medical Assistant Rules, WAC 246-827

Online

Medical Assistant, Web Page

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