



## **Certified Adviser Application Packet**

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### **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:**

Certified Adviser 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](mailto:civil.rights@doh.wa.gov).

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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 forms required.

**Application and Exam Fees.** These fees are non-refundable. You can check the online [fee page](#) for current fees.

**Select if the following applies:**  
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 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 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 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 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. Title Description:**

Give a brief description of your therapeutic orientation, discipline, theory, or technique in the title description section.

**4. Education:**

Identify your appropriate educational preparation, course work, and training and list in date order, most recent to later. Attach additional pages if you need more space.

Transcripts: Have an associate degree which included a supervised internship in a counseling-related field as defined in [WAC 246-810-024](#).

Have your school send official transcripts directly to Certified Adviser Credentialing.

**5. Supervised Internship:**

Briefly describe your supervised internship. Include internship dates, location, setting, and supervisor.

**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. 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.

**7. Applicant’s Supervision Agreement Declaration:**

You must sign and date that you have a written supervision agreement between you and a qualified supervisor defined in [WAC 246-810-025](#).

**8. Applicant’s Attestation:**

You must sign and date this for us to process the application.

## **Exam:**

You will receive notification by email with exam details when your application and exam fees have been received. You will not be able to schedule an exam until these fees have been paid in full. Study reference for the exam are available [online](#).

**Note: The exam is administered on a computer.**

Professional assistance for test takers with disabilities must submit the request for ADA accommodations to the program 30 days prior to the scheduled exam date. The request must include a written verification from a health care provider. The answer to many frequently asked questions may be found [online](#).

We appreciate your interest in obtaining a credential. You will be notified in writing if further documentation is required. If your application is incomplete, you will be mailed or emailed a letter regarding the deficiencies.

- The application is considered incomplete if requested information is left blank. Put N/A or place a line through a section instead of leaving it blank.
- The initial credential will expire on your birthday unless the credential is issued within 90 days of your next birthday. See [WAC 246-12-020\(3\)](#).
- You must keep your address up to date in order to receive a courtesy renewal notice. Any renewal postmarked or presented to the department after midnight on the expiration date is late.

## **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.

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Date Stamp Here

Revenue: 0207080000

### Certified Advisor Credential 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 the following applies:  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.**





## 4. Education

You must have an associate degree which includes a supervised internship. At least one-fourth of the required courses must have included one or more subjects listed in the table below.

Please complete the table below in addition to submitting your official transcripts.

<b>Subject of Course(s)</b>	<b>Title of Course(s)</b>	<b>Course Number(s)</b>	<b>Credits Earned</b>
a) Addiction counseling			
b) Adolescent and child counseling			
c) Anger management counseling			
d) Applied behavioral science			
e) Behavior management or behavior modification			
f) Biofeedback			
g) Child development			
h) Clinical social work			
i) Community mental health			
j) Counseling persons with developmental or intellectual disabilities			
k) Counseling ethics			
l) Developmental psychology			
m) Domestic violence counseling			
n) Elder counseling			
o) Grief counseling			
p) Human development			
q) Human services counseling			
r) Learning disabilities counseling			
s) Marriage and family counseling			

**4. Education (Cont.)**

Subject of Course(s)	Title of Course(s)	Course Number(s)	Credits Earned
t) Mental health counseling			
u) Ministerial or pastoral counseling			
v) Multicultural counseling			
w) Organizational psychology			
x) Personality theory			
y) Physiological psychology			
z) Psychiatry and psychiatric nursing			
aa) Psychological measurement and research			
bb) Psychology			
cc) Psychopathology and abnormal Psychology			
dd) Sexual disorder counseling			
ee) Social work			
ff) Special education			
gg) Stress disorder counseling			
hh) Substance and chemical abuse counseling			
ii) Transpersonal psychology			

**5. Supervised Internship**

Internship Dates		Location/Facility	Name of Supervisor
Beginning	Ending		

Please provide a brief description of the internship :

## 6. Other License, Certification, or Registration

List all states, including Washington State, where credentials are or were held.

State	License/Certification/Registration Type	License/Certification/Registration		Method Licensed		
		Year Issued	Number	Exam	Endorse	Grand Fathered

## 7. Applicant's Supervision Agreement Declaration

Prior to the practice of counseling in Washington State:

I declare that I have or will have a written supervision agreement with a qualified supervisor.

Applicant's Initials	Date

## 8. Applicant's Attestation

I, \_\_\_\_\_, declare under penalty of perjury under the laws of the state of  
(Name of Applicant)

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 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: \_\_\_\_\_  
(Original Signature of Applicant)

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Certified Adviser Credentialing  
P.O. Box 47877  
Olympia, WA 98504-7877  
360-236-4700

## **Approved Supervisor Certified Adviser**

### **To the Supervisor:**

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

- Have an active credential in a counseling-related field for a minimum of five 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 adviser 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 adviser 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, record keeping, financial arrangements, client confidentiality, and potential conflict of interest. See [WAC 246-810-025](#).

# Approved Supervisor Certified Advisor

**Declaration of Supervision**—must be completed by supervisor and provided to certified adviser prior to the commencement of supervision as set in [WAC 246-810-025](#).

I, \_\_\_\_\_

a credentialed \_\_\_\_\_

in the state of Washington with credential number \_\_\_\_\_

attests to \_\_\_\_\_ that I have read and met all the

requirements in accordance with [WAC 246-810-026](#).

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
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 Adviser Laws, RCW 18.19](#)

[Certified Adviser Rules, WAC 246-810](#)

### **Online**

[Certified Adviser Program, Web Page](#)

Get important information about your credential type by [subscribing to email alerts](#).