



# **Certified Adviser Expired Credential Activation Application**

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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  
PO Box 1099  
Olympia, WA 98507-1099

**Send other documents not sent with initial application to:**

Certified Adviser Credentialing  
PO 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

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. 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 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. Disciplinary Action Attestation.** Required by [WAC 246-12-040](#).
- 5. Continuing Education Attestation.** Required by [WAC 246-12-040](#).
- 6. Applicant's Attestation.** Required to be both signed and dated in order to process the application.



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## Certified Adviser 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  
 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. 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. Attach additional pages if you need more space.

State/Jurisdiction	Profession	Credential			Method of Credentialing	Currently in force	
		Type	Number	Yr Issued		No	Yes

## 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.

Type of experience of practice and location	start (mm/yyyy)	end (mm/yyyy)

## 4. 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.

Applicant's Initials	Date

## 5. Continuing Education/Continuing Competency Attestation (if applicable)

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

Applicant's Initials	Date

## 6. Applicant's Attestation

I, \_\_\_\_\_, declare under penalty of perjury under the laws of  
(Print applicant name clearly)  
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)

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Certified Adviser Credentialing  
PO 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 (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 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, recordkeeping, financial arrangements, client confidentiality, and potential conflict of interest. [WAC 246-810-025](#).

# Approved Supervisor Certified Adviser

**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, \_\_\_\_\_  
Name of Supervisor (print)

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

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

attests to \_\_\_\_\_ that I have read and met all  
Name of Certified Adviser

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 Counselor Program, Web Page](#)

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