



# Substance Use Disorder Professional Expired Certification (over 5 years) Activation Application Packet

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## Important Social Security Number Information:

You are required by state and federal law to provide a social security number with your application. If you do not have a social security number at the time you send in this application, contact the Customer Service Center at 360-236-4700 for more information.

A U.S. Individual Taxpayer Identification Number (ITIN) or a Canadian Social Insurance Number (SIN) cannot be substituted.

## 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:**

Substance Use Disorder Professional Credentialing  
PO Box 47877  
Olympia, WA 98504-7877

## Contact us:

360-236-4700

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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 [fee page](#) for current fees.
- 1. Demographic Information.**  
**Social Security Number:** You must list your social security number on your application. 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 in date order, most recent to later, **all** credentials you have held since last being credentialed in Washington State. Include your last active credential in Washington State. Attach additional pages, if you need more space.
- 3. Professional 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. Examination Data.** If your CDP certification has lapsed more than five years and you did not take the national examination for initial licensure, you must complete the National Association of Alcoholism and Drug Abuse Counselor (NAABC) National Certification Examination for Addiction Counselors or the International Certification and Reciprocity Consortium (ICKC) Certified Addiction Counselor Level II or higher examinations are acceptable.

The Department of Health will approve you to sit for the examination once you have submitted a completed application. Examinations are administered quarterly ([exam schedule](#)).

- 5. AIDS Education and Training Attestation.** Required by [WAC 246-12-040](#). If AIDS education was included in your professional education or training, an additional course is not required.
- 6. Disciplinary Action Attestation.** Required by [WAC 246-12-040](#).
- 7. Continuing Education Attestation.** Required by [WAC 246-12-040](#).
- 8. Applicant's Attestation.** Required to be both signed and dated in order to process the application.

If your Substance Use Disorder Professional certification has lapsed for more than five years, you must demonstrate continued competency and must pass an examination, if an examination was not successfully passed for the initial certification.

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Check  
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Date  
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Here

Revenue 0207060000

## Substance Use Disorder Professional Expired Certification (over 5 years) Activation Application

Please print clearly. 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

|   |   |  |
|---|---|--|
| <b>Social Security Number (SSN)</b><br>(If you do not have a SSN, see instructions) | <b>National Provider Identifier Number (NPI)</b><br>(Enter 10 digit number) | <input type="checkbox"/> Male <input type="checkbox"/> Female<br><input type="checkbox"/> Prefer not to answer<br><input type="checkbox"/> 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 (Include Previous Credentials in Washington State)

List **all** credentials you have held since last being certified in Washington State. List in date order, most current first. Include your last active certification in Washington State.

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

## 3. Professional Experience

In date order, list all your professional work experience since your Washington State credential expired.

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

## 4. Examination Data.

Have you taken and passed the:

NAADAC       Yes     No      Year? \_\_\_\_\_

ICRC           Yes     No      Year? \_\_\_\_\_

If yes, verification must be sent directly to the Department of Health, Substance Use Disorder Professional Program, from NAADAC or ICRC or the state in which you took and passed the examination.

## 5. AIDS Education and Training Attestation

I certify I have completed the minimum of four hours of education in the prevention, transmission and treatment of AIDS. This includes the topics of etiology and epidemiology, testing and counseling, infection control guidelines, clinical manifestations and treatment, legal and ethical issues to include confidentiality, and psychosocial issues to include special population considerations. I understand I must maintain records documenting said education for two years and be prepared to submit those records to the department if requested.

|                      |      |
|----------------------|------|
| Applicant's Initials | Date |
|                      |      |

**I understand that should I provide any false information, my license may be denied, or if issued, suspended or revoked.** If AIDS education was included in your professional education or training, an additional course is not required.

## 6. 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.

|                      |      |
|----------------------|------|
| Applicant's Initials | Date |
|                      |      |

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.

## 7. Continuing Education/Continuing Competency Attestation

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

|                      |          |
|----------------------|----------|
| Applicant's Initials | Date     |
| <br><br>             | <br><br> |

## 8. 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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Washington State Department of  
**Health**

Substance Use Disorder Professional Credentialing  
PO Box 47877  
Olympia, WA 98504-7877  
360-236-4700

## Out-of-State Credential Verification Form

Applicant Name: \_\_\_\_\_ Birth date: \_\_\_\_\_

I, \_\_\_\_\_, Secretary of \_\_\_\_\_,

hereby certify that \_\_\_\_\_

was granted state:  Registration  Certificate  License

Number: \_\_\_\_\_ to practice \_\_\_\_\_

in the State of \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

On the basis of:  Successfully passing the required examination.  Grandfathered

Did the applicant take and pass the NAADAC exam?  Yes  No Score \_\_\_\_\_ Date \_\_\_\_\_.

Did the applicant take and pass the ICRC level II or higher exam?  Yes  No Score \_\_\_\_\_ Date \_\_\_\_\_.

Required Education? \_\_\_\_\_

Required Experience? \_\_\_\_\_

Status of License:  Current Expiration Date: \_\_\_\_\_  Expired Date \_\_\_\_\_

Legal/Disciplinary Action:  Yes  No If Yes, explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I further certify that the preliminary and professional education of this applicant was verified by this board prior to the examination of the applicant.



Acting In Behalf of the:

Official Name Board \_\_\_\_\_

Phone \_\_\_\_\_

Secretary \_\_\_\_\_

Date Certification Prepared \_\_\_\_\_

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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](#)

[Administrative Procedures and Requirements, WAC 246-12](#)

[Substance Use Disorder Professional Laws, RCW 18.205](#)

[Substance Use Disorder Professional Rules, WAC 246-811](#)

[Standards of Professional Conduct, WAC 246-16](#)

### **OnLine**

[Substance Use Disorder Professional Program, Web Page](#)

### **ListServ**

To receive emails regarding important Substance Use Disorder Professional Information, please join our interested parties list at: ..... [Listserv](#)