

Permit, License, Certification, and ID Card Catalog

Department of Health

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Acupuncturist or Acupuncture and Eastern Medicine Practitioner License

Department of Health

Type: License

ID: 1282

Description

This license allows an individual to practice as an Acupuncturist or Acupuncture and Eastern Medicine Practitioner in Washington State.

Legal authority

RCW 18.06.010; WAC 246-803-030

Equity considerations:

Provides an online portal to complete application process online, applicants may print to write. The application includes helpful website links and checklist of license requirements.

Costs/Fees

Application fee:

60

Credential fee:

-99

Fee last changed:

06/2023

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

WAC 246-803-990:

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Submit application, submit application fee, verification of education study and clinical training (transcripts), completion of National Examinations, verification of other health care licenses held (if any), CPR certification, and any additional documents requested by the secretary.

Dependencies, conditions, or requirements:

For applicants submitting application online, clinical verification form will be printed and require the applicant to have the approved school or clinic to sign, seal and mail clinical verification.

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

83

Average processing time (all):

151

Average processing time (completed):

9

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

28

Explanation:**Backlog applications:**

1

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

9

Acupuncturist or Acupuncture and Eastern Medicine Practitioner License - Renewal

Department of Health

Type: License

Description

ID: 1448

This license allows an individual to practice as an Acupuncturist or Acupuncture and Eastern Medicine Practitioner in Washington State.

Legal authority

RCW Chapter 18.06, WAC 246-803

Equity considerations:

None.

Costs/Fees

Application fee:

69

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard Renewal Fee

Legal authority for fees:

RCW Chapter 18.06, WAC 246-803, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

20 CE hour attestation due every 2 years

Dependencies, conditions, or requirements:

Attestation of CE completion due at time of renewal

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

1624

Average processing time (all):

3

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

Average processing time (completed):

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours. Require all renewals to be completed online

Pending applications:

0

Explanation:

Backlog applications:

0

Acupuncturist or Acupuncture and Eastern Medicine Practitioner License Expired Reactivation

Department of Health

Type: License

Description

ID: 1393

This license allows an individual to practice as an Acupuncturist or Acupuncture and Eastern Medicine Practitioner in Washington State.

Legal authority

RCW 18.06.010; WAC 246-803-030

Equity considerations:

Provides an online portal to complete application process online, applicants may print to write. The application includes helpful website links and checklist of license requirements.

Costs/Fees

Application fee:

160

Credential fee:

-99

Fee last changed:

06/2023

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

WAC 246-803-990:

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Submit application, submit application fee, verification of education study and clinical training (transcripts), completion of National Examinations, verification of other health care licenses held (if any), CPR certification, and any additional documents requested by the secretary.

Dependencies, conditions, or requirements:

For applicants submitting application online, clinical verification form will be printed and require the applicant to have the approved school or clinic to sign, seal and mail clinical verification.

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

17

Average processing time (all):

14

Average processing time (completed):

9

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

9

Advanced Emergency Medical Technician Certification

Department of Health

Type: Certification

Description

ID: 1543

A person who has been examined and certified by the secretary as an intermediate life support technician.

Legal authority

RCW 18.71 <https://app.leg.wa.gov/rcw/default.aspx?cite=18.71>
<https://app.leg.wa.gov/wac/default.aspx?cite=246-976>

WAC 246-976

Equity considerations:

Applications are available to fill out online and by paper.

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

never

Comment:

none

Legal authority for fees:

none

Application Information

Application process and form(s):

electronic and paper <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/emergency-medical-services-ems-provider/licensing-information>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/emergency-medical-services-ems-provider/licensing-information>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

online, mail, in-person Online: <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/apply-online/online-instructions> Mail completed applications to: PO Box 47867 Olympia WA 98501

Application/Submittal last updated:

04/2024

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

3 years

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

55

Average processing time (all):

19

Average processing time (completed):

4

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to streamline and reduce deficiencies.

Pending applications:

9

Backlog applications:

-99

Explanation:

Pending applications reviewed- not all requirements have been met. Waiting on additional information from applicant.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

4

Advanced Emergency Medical Technician Certification - Reactivation

Department of Health

Type: Certification

ID: 1606

Description

A person who has been examined and certified by the secretary as an intermediate life support technician.

Legal authority

RCW 18.71 <https://app.leg.wa.gov/rcw/default.aspx?cite=18.71>
<https://app.leg.wa.gov/wac/default.aspx?cite=246-976>

WAC 246-976

Equity considerations:

none

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

never

Comment:

none

Legal authority for fees:

none

Application Information

Application process and form(s):

electronic and paper <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/emergency-medical-services-ems-provider/licensing-information>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/emergency-medical-services-ems-provider/licensing-information>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

online, mail, in-person Online: <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/apply-online/online-instructions> Mail completed applications to: PO Box 47867 Olympia WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

3 yers

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

1

Average processing time (all):

16

Average processing time (completed):

15

Legal processing time:**Streamlining opportunities:**

Continue to streamline and reduce deficiencies.

Pending applications:

0

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

14

Advanced Emergency Medical Technician Certification - Renewal

Department of Health

Type: Certification

ID: 1616

Description

A person who has been examined and certified by the secretary as an intermediate life support technician.

Legal authority

RCW 18.71 <https://app.leg.wa.gov/rcw/default.aspx?cite=18.71>
<https://app.leg.wa.gov/wac/default.aspx?cite=246-976>

WAC 246-976

Equity considerations:

Renewals can be done online or by paper.

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

never

Comment:

none

Legal authority for fees:

none

Application Information

Application process and form(s):

electronic and paper <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/emergency-medical-services-ems-provider/licensing-information>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/emergency-medical-services-ems-provider/licensing-information>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

online, mail, in-person Online: <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/apply-online/online-instructions> Mail completed applications to: PO Box 47867 Olympia WA 98501

Application/Submittal last updated:

unknown

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

3 years

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

76

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to streamline and reduce deficiencies.

Pending applications:

-99

Backlog applications:

-99

Explanation:

Any pending renewals- not all requirements have been met. Waiting on additional information from applicant. Any backlog of renewals were received within the past 3 days and are in the queue for processing.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Advanced Emergency Medical Technician Provisional Certification

Department of Health

Type: Certification

ID: 1542

Description

An individual may apply for a provisional certification to engage in supervised practice as a certified EMS provider for the level they have applied for. Upon completion of any EMS service field training and MPD integration criteria, an applicant may apply for full certification.

Legal authority

RCW 18.71 <https://app.leg.wa.gov/rcw/default.aspx?cite=18.71>
<https://app.leg.wa.gov/wac/default.aspx?cite=246-976>

WAC 246-976

Equity considerations:

None.

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

never

Comment:

none

Legal authority for fees:

none

Application Information

Application process and form(s):

paper <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/emergency-medical-services-ems-provider/licensing-information>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/emergency-medical-services-ems-provider/licensing-information>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

online, mail, in-person Online: <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/apply-online/online-instructions> Mail completed applications to: PO Box 47867 Olympia WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

6 months

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

0

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

0

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Advanced Emergency Medical Technician Temporary Practice Permit

Department of Health

Type: Certification

Description

ID: 1544

A person who has been examined and certified by the secretary as an intermediate life support technician.

Legal authority

RCW 18.71 <https://app.leg.wa.gov/rcw/default.aspx?cite=18.71>
<https://app.leg.wa.gov/wac/default.aspx?cite=246-976>

WAC 246-976

Equity considerations:

none

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

never

Comment:

none

Legal authority for fees:

none

Application Information

Application process and form(s):

electronic and paper <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/emergency-medical-services-ems-provider/licensing-information>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/emergency-medical-services-ems-provider/licensing-information>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
98501

Mail completed applications to: PO Box 47867 Olympia WA
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

Up to 180 days

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

0

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

0

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Agency Affiliated Counselor CoOccurring Disorder Specialist Enhancement Approval

Department of Health

Type: Other

ID: 1303

Description

Est. 2021 as a supplemental SUD training enhancement to permit specific credentials to provide SUD assessments and treatment in specific care settings. Qualifying credentials for this enhancement include Psychologists, LMHC, LICSW, LMFT, and CAAL.

Legal authority

RCW 18.205.105

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications. Applicants are able to request this document in another format by calling 1-800-525-0127, 711, or emailing civil.rights@doh.wa.gov.

Costs/Fees

Application fee:

100

Credential fee:

-99

Fee last changed:

N/A

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

RCW 18.205.105(12), <https://app.leg.wa.gov/rcw/default.aspx?cite=18.205.105>

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Complete application, including supervised experience, verification of completing an approved CODS curriculum, fee

Dependencies, conditions, or requirements:

Exam

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

Permanent issue, conditional to the active status of the underlying eligible credential

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

1

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

3

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Aid Service License

Department of Health

Type: License

ID: 1545

Description

An EMS agency licensed by the secretary to operate one or more aid vehicles, consistent with regional and state plans, and the department-approved license application. Aid services respond with aid equipment and certified emergency medical services providers to the scene of an emergency to provide initial care and treatment to ill or injured people.

Legal authority

RCW 18.73 <https://app.leg.wa.gov/rcw/default.aspx?cite=18.73>
<https://app.leg.wa.gov/wac/default.aspx?cite=246-976>

WAC 246-976

Equity considerations:

none

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

never

Comment:

none

Legal authority for fees:

none

Application Information

Application process and form(s):

paper <https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/ems-service-and-vehicle-licensing-and-verification>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/ems-service-and-vehicle-licensing-and-verification>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

online, mail, in-person Online: <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/apply-online/online-instructions> Mail completed applications to: PO Box 47867 Olympia WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

2 years

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

0

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

7

Backlog applications:

-99

Explanation:

Pending applications reviewed- not all requirements have been met. Waiting on additional information from applicant.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Aid Service License - Renewal

Department of Health

Type: License

ID: 1617

Description

An EMS agency licensed by the secretary to operate one or more aid vehicles, consistent with regional and state plans, and the department-approved license application. Aid services respond with aid equipment and certified emergency medical services providers to the scene of an emergency to provide initial care and treatment to ill or injured people.

Legal authority

RCW 18.73 <https://app.leg.wa.gov/rcw/default.aspx?cite=18.73>
<https://app.leg.wa.gov/wac/default.aspx?cite=246-976>

WAC 246-976

Equity considerations:

Renewals can be done online or by paper.

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

never

Comment:

none

Legal authority for fees:

none

Application Information

Application process and form(s):

paper <https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/ems-service-and-vehicle-licensing-and-verification>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/ems-service-and-vehicle-licensing-and-verification>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

online, mail, in-person Online: <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/apply-online/online-instructions> Mail completed applications to: PO Box 47867 Olympia WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

2 years

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

10

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

-99

Backlog applications:

-99

Explanation:

Any pending renewals- not all requirements have been met. Waiting on additional information from applicant. Any backlog of renewals were received within the past 3 days and are in the queue for processing.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Aid Service Verified License

Department of Health

Type: License

ID: 1546

Description

An EMS agency is capable of providing verified trauma care services and is credentialed under chapters 18.73 and 70.168 RCW.(100) "Washington EMS information system (WEMSIS)" means the statewide electronic EMS data system responsible for collecting EMS data described in RCW 70.168.090(2).

Legal authority

RCW 18.73 <https://app.leg.wa.gov/rcw/default.aspx?cite=18.73>
<https://app.leg.wa.gov/wac/default.aspx?cite=246-976>

WAC 246-976

Equity considerations:

none

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

never

Comment:

none

Legal authority for fees:

none

Application Information

Application process and form(s):

paper <https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/ems-service-and-vehicle-licensing-and-verification>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/ems-service-and-vehicle-licensing-and-verification>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

online, mail, in-person Online: <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/apply-online/online-instructions> Mail completed applications to: PO Box 47867 Olympia WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

2 years

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

2

Average processing time (all):

218

Average processing time (completed):

56

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

1

Backlog applications:

-99

Explanation:

Pending applications reviewed- not all requirements have been met. Waiting on additional information from applicant.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

50

Aid Service Verified License - Renewal

Department of Health

Type: License

ID: 1618

Description

An EMS agency is capable of providing verified trauma care services and is credentialed under chapters 18.73 and 70.168 RCW.(100) "Washington EMS information system (WEMSIS)" means the statewide electronic EMS data system responsible for collecting EMS data described in RCW 70.168.090(2).

Legal authority

RCW 18.73 <https://app.leg.wa.gov/rcw/default.aspx?cite=18.73>
<https://app.leg.wa.gov/wac/default.aspx?cite=246-976>

WAC 246-976

Equity considerations:

Renewals can be done online or by paper.

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

never

Comment:

none

Legal authority for fees:

none

Application Information

Application process and form(s):

paper <https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/ems-service-and-vehicle-licensing-and-verification>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/ems-service-and-vehicle-licensing-and-verification>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

online, mail, in-person Online: <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/apply-online/online-instructions> Mail completed applications to: PO Box 47867 Olympia WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

2 years

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

71

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

-99

Backlog applications:

-99

Explanation:

Any pending renewals- not all requirements have been met. Waiting on additional information from applicant. Any backlog of renewals were received within the past 3 days and are in the queue for processing.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Aid Vehicle

Department of Health

Type: License

Description

ID: 1583

a vehicle used to carry aid equipment and individuals trained in first aid or emergency medical procedure.

Legal authority

RCW 18.73 <https://app.leg.wa.gov/rcw/default.aspx?cite=18.73>
<https://app.leg.wa.gov/wac/default.aspx?cite=246-976>

WAC 246-976

Equity considerations:

none

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

never

Comment:

none

Legal authority for fees:

none

Application Information

Application process and form(s):

paper- <https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/ems-service-and-vehicle-licensing-and-verification>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/ems-service-and-vehicle-licensing-and-verification>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
98501

Mail completed applications to: PO Box 47867 Olympia WA
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

2 years

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

282

Average processing time (all):

18

Average processing time (completed):

10

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

7

Backlog applications:

-99

Explanation:

Pending applications reviewed- not all requirements have been met. Waiting on additional information from applicant.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

9

Aid Vehicle - Renewal

Department of Health

Type: License

ID: 1650

Description

a vehicle used to carry aid equipment and individuals trained in first aid or emergency medical procedure.

Legal authority

RCW 18.73 <https://app.leg.wa.gov/rcw/default.aspx?cite=18.73>
<https://app.leg.wa.gov/wac/default.aspx?cite=246-976>

WAC 246-976

Equity considerations:

Renewals can be done online or by paper.

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

never

Comment:

none

Legal authority for fees:

none

Application Information

Application process and form(s):

paper- <https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/ems-service-and-vehicle-licensing-and-verification>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/ems-service-and-vehicle-licensing-and-verification>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
98501

Mail completed applications to: PO Box 47867 Olympia WA
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

2 years

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

744

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

-99

Backlog applications:

-99

Explanation:

Any pending renewals- not all requirements have been met. Waiting on additional information from applicant. Any backlog of renewals were received within the past 3 days and are in the queue for processing.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Air Ambulance Fixed Wing Aircraft

Department of Health

Type: License

ID: 1582

Description

A fixed wing air vehicle designed and used to transport the ill and injured and to provide personnel, facilities, and equipment to treat patients before and during transportation.

Legal authority

RCW 18.73 <https://app.leg.wa.gov/rcw/default.aspx?cite=18.73>

WAC 246-976

<https://app.leg.wa.gov/wac/default.aspx?cite=246-976>

Equity considerations:

none

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

never

Comment:

none

Legal authority for fees:

none

Application Information

Application process and form(s):

paper- <https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/ems-service-and-vehicle-licensing-and-verification>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/ems-service-and-vehicle-licensing-and-verification>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
98501

Mail completed applications to: PO Box 47867 Olympia WA
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

2 years

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

0

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

0

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Air Ambulance Fixed Wing Aircraft - Renewal

Department of Health

Type: License

ID: 1649

Description

A fixed wing air vehicle designed and used to transport the ill and injured and to provide personnel, facilities, and equipment to treat patients before and during transportation.

Legal authority

RCW 18.73 <https://app.leg.wa.gov/rcw/default.aspx?cite=18.73>

WAC 246-976

<https://app.leg.wa.gov/wac/default.aspx?cite=246-976>

Equity considerations:

none

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

never

Comment:

none

Legal authority for fees:

none

Application Information

Application process and form(s):

paper- <https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/ems-service-and-vehicle-licensing-and-verification>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/ems-service-and-vehicle-licensing-and-verification>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
98501

Mail completed applications to: PO Box 47867 Olympia WA
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

2 years

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

2

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

-99

Backlog applications:

-99

Explanation:

Any pending renewals- not all requirements have been met. Waiting on additional information from applicant. Any backlog of renewals were received within the past 3 days and are in the queue for processing.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Air Ambulance Rotary Wing Aircraft

Department of Health

Type: License

ID: 1585

Description

A rotary wing air vehicle designed and used to transport the ill and injured and to provide personnel, facilities, and equipment to treat patients before and during transportation.

Legal authority

RCW 18.73 <https://app.leg.wa.gov/rcw/default.aspx?cite=18.73>
<https://app.leg.wa.gov/wac/default.aspx?cite=246-976>

WAC 246-976

Equity considerations:

none

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

never

Comment:

none

Legal authority for fees:

none

Application Information

Application process and form(s):

paper- <https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/ems-service-and-vehicle-licensing-and-verification>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/ems-service-and-vehicle-licensing-and-verification>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
98501

Mail completed applications to: PO Box 47867 Olympia WA
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

2 years

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

6

Average processing time (all):

4

Average processing time (completed):

4

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

0

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

4

Air Ambulance Rotary Wing Aircraft - Renewal

Department of Health

Type: License

ID: 1652

Description

A rotary wing air vehicle designed and used to transport the ill and injured and to provide personnel, facilities, and equipment to treat patients before and during transportation.

Legal authority

RCW 18.73 <https://app.leg.wa.gov/rcw/default.aspx?cite=18.73>

WAC 246-976

<https://app.leg.wa.gov/wac/default.aspx?cite=246-976>

Equity considerations:

Renewals can be done online or by paper.

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

never

Comment:

none

Legal authority for fees:

none

Application Information

Application process and form(s):

paper- <https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/ems-service-and-vehicle-licensing-and-verification>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/ems-service-and-vehicle-licensing-and-verification>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
98501

Mail completed applications to: PO Box 47867 Olympia WA
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

2 years

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

0

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

-99

Backlog applications:

-99

Explanation:

Any pending renewals- not all requirements have been met. Waiting on additional information from applicant. Any backlog of renewals were received within the past 3 days and are in the queue for processing.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Air Ambulance Service License

Department of Health

Type: License

ID: 1595

Description

An EMS agency licensed by the secretary to operate one or more ground or air ambulances, consistent with regional and state plans, and the department-approved license application.

Legal authority

RCW 18.73<https://app.leg.wa.gov/RCW/default.aspx?cite=18.73> WAC 246-976<https://app.leg.wa.gov/wac/default.aspx?cite=246-976>

Equity considerations:

none

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

never

Comment:

none

Legal authority for fees:

none

Application Information

Application process and form(s):

paper <https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/ems-service-and-vehicle-licensing-and-verification>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/ems-service-and-vehicle-licensing-and-verification>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

online, mail, in-person Online: <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/apply-online/online-instructions> Mail completed applications to: PO Box 47867 Olympia WA 9850

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

2 years

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

0

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

0

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Air Ambulance Service License - Renewal

Department of Health

Type: License

ID: 1619

Description

An EMS agency licensed by the secretary to operate one or more ground or air ambulances, consistent with regional and state plans, and the department-approved license application.

Legal authority

RCW 18.73 <https://app.leg.wa.gov/RCW/default.aspx?cite=18.73> WAC 246-976 <https://app.leg.wa.gov/wac/default.aspx?cite=246-976>

Equity considerations:

Renewals can be done online or by paper.

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

never

Comment:

none

Legal authority for fees:

none

Application Information

Application process and form(s):

paper <https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/ems-service-and-vehicle-licensing-and-verification>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/ems-service-and-vehicle-licensing-and-verification>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

online, mail, in-person Online: <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/apply-online/online-instructions> Mail completed applications to: PO Box 47867 Olympia WA 9850

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

2 years

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

0

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

-99

Backlog applications:

-99

Explanation:

Any pending renewals- not all requirements have been met. Waiting on additional information from applicant. Any backlog of renewals were received within the past 3 days and are in the queue for processing.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Air Ambulance Service Provisional License

Department of Health

Type: License

ID: 1547

Description

An individual may apply for a provisional certification to engage in supervised practice as a certified EMS provider for the level they have applied for. Upon completion of any EMS service field training and MPD integration criteria, an applicant may apply for full certification.

Legal authority

RCW 18.73 <https://app.leg.wa.gov/rcw/default.aspx?cite=18.73>
<https://app.leg.wa.gov/wac/default.aspx?cite=246-976>

WAC 246-976

Equity considerations:

none

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

never

Comment:

none

Legal authority for fees:

none

Application Information

Application process and form(s):

paper <https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/ems-service-and-vehicle-licensing-and-verification>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/ems-service-and-vehicle-licensing-and-verification>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
98501

Mail completed applications to: PO Box 47867 Olympia WA
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

6 months

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

0

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

0

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Air Ambulance Service Verified License

Department of Health

Type: License

ID: 1548

Description

An EMS agency is capable of providing verified trauma care services and is credentialed under chapters 18.73 and 70.168 RCW.(100) "Washington EMS information system (WEMSIS)" means the statewide electronic EMS data system responsible for collecting EMS data described in RCW 70.168.090(2).

Legal authority

RCW 18.73 <https://app.leg.wa.gov/rcw/default.aspx?cite=18.73>
<https://app.leg.wa.gov/wac/default.aspx?cite=246-976>

WAC 246-976

Equity considerations:

none

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

never

Comment:

none

Legal authority for fees:

none

Application Information

Application process and form(s):

paper <https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/ems-service-and-vehicle-licensing-and-verification>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/ems-service-and-vehicle-licensing-and-verification>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
98501

Mail completed applications to: PO Box 47867 Olympia WA
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

2 years

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

0

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

8

Backlog applications:

-99

Explanation:

Pending applications reviewed- not all requirements have been met. Waiting on additional information from applicant.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Air Ambulance Service Verified License - Renewal

Department of Health

Type: License

ID: 1620

Description

An EMS agency is capable of providing verified trauma care services and is credentialed under chapters 18.73 and 70.168 RCW.(100) "Washington EMS information system (WEMSIS)" means the statewide electronic EMS data system responsible for collecting EMS data described in RCW 70.168.090(2).

Legal authority

RCW 18.73 <https://app.leg.wa.gov/rcw/default.aspx?cite=18.73>
<https://app.leg.wa.gov/wac/default.aspx?cite=246-976>

WAC 246-976

Equity considerations:

Renewals can be done online or by paper.

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

never

Comment:

none

Legal authority for fees:

none

Application Information

Application process and form(s):

paper <https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/ems-service-and-vehicle-licensing-and-verification>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/ems-service-and-vehicle-licensing-and-verification>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

online, mail, in-person Online: <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/apply-online/online-instructions> Mail completed applications to: PO Box 47867 Olympia WA 9850

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

2 years

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

1

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

-99

Backlog applications:

-99

Explanation:

Any pending renewals- not all requirements have been met. Waiting on additional information from applicant. Any backlog of renewals were received within the past 3 days and are in the queue for processing.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Ambulance

Department of Health

Type: License

ID: 1584

Description

a ground or air vehicle designed and used to transport the ill and injured and to provide personnel, facilities, and equipment to treat patients before and during transportation.

Legal authority

RCW 18.73 <https://app.leg.wa.gov/rcw/default.aspx?cite=18.73>

WAC 246-976

<https://app.leg.wa.gov/wac/default.aspx?cite=246-976>

Equity considerations:

none

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

never

Comment:

none

Legal authority for fees:

none

Application Information

Application process and form(s):

paper- <https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/ems-service-and-vehicle-licensing-and-verification>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/ems-service-and-vehicle-licensing-and-verification>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
98501

Mail completed applications to: PO Box 47867 Olympia WA
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

2 years

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

242

Average processing time (all):

14

Average processing time (completed):

10

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

8

Backlog applications:

-99

Explanation:

Pending applications reviewed- not all requirements have been met. Waiting on additional information from applicant.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

9

Ambulance - Renewal

Department of Health

Type: License

ID: 1651

Description

a ground or air vehicle designed and used to transport the ill and injured and to provide personnel, facilities, and equipment to treat patients before and during transportation.

Legal authority

RCW 18.73 <https://app.leg.wa.gov/rcw/default.aspx?cite=18.73>

WAC 246-976

<https://app.leg.wa.gov/wac/default.aspx?cite=246-976>

Equity considerations:

Renewals can be done online or by paper.

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

never

Comment:

none

Legal authority for fees:

none

Application Information

Application process and form(s):

paper- <https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/ems-service-and-vehicle-licensing-and-verification>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/ems-service-and-vehicle-licensing-and-verification>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
98501

Mail completed applications to: PO Box 47867 Olympia WA
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

2 years

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

689

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

-99

Backlog applications:

-99

Explanation:

Any pending renewals- not all requirements have been met. Waiting on additional information from applicant. Any backlog of renewals were received within the past 3 days and are in the queue for processing.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Ambulance Service License

Department of Health

Type: License

ID: 1549

Description

An EMS agency licensed by the secretary to operate one or more ground or air ambulances, consistent with regional and state plans, and the department-approved license application.

Legal authority

RCW 18.73 <https://app.leg.wa.gov/rcw/default.aspx?cite=18.73>

WAC 246-976

<https://app.leg.wa.gov/wac/default.aspx?cite=246-976>

Equity considerations:

none

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

never

Comment:

none

Legal authority for fees:

none

Application Information

Application process and form(s):

paper <https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/ems-service-and-vehicle-licensing-and-verification>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/ems-service-and-vehicle-licensing-and-verification>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
98501

Mail completed applications to: PO Box 47867 Olympia WA
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

2 years

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

2

Average processing time (all):

96

Average processing time (completed):

30

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

1

Backlog applications:

-99

Explanation:

Pending applications reviewed- not all requirements have been met. Waiting on additional information from applicant.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

27

Ambulance Service License - Renewal

Department of Health

Type: License

ID: 1621

Description

An EMS agency licensed by the secretary to operate one or more ground or air ambulances, consistent with regional and state plans, and the department-approved license application.

Legal authority

RCW 18.73 <https://app.leg.wa.gov/rcw/default.aspx?cite=18.73>

WAC 246-976

<https://app.leg.wa.gov/wac/default.aspx?cite=246-976>

Equity considerations:

Renewals can be done online or by paper.

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

never

Comment:

none

Legal authority for fees:

none

Application Information

Application process and form(s):

paper <https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/ems-service-and-vehicle-licensing-and-verification>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/ems-service-and-vehicle-licensing-and-verification>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
98501

Mail completed applications to: PO Box 47867 Olympia WA
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

2 years

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

2

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

-99

Backlog applications:

-99

Explanation:

Any pending renewals- not all requirements have been met. Waiting on additional information from applicant. Any backlog of renewals were received within the past 3 days and are in the queue for processing.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Ambulance Service Verified License

Department of Health

Type: License

ID: 1550

Description

An EMS agency is capable of providing verified trauma care services and is credentialed under chapters 18.73 and 70.168 RCW.(100) "Washington EMS information system (WEMSIS)" means the statewide electronic EMS data system responsible for collecting EMS data described in RCW 70.168.090(2).

Legal authority

RCW 18.73 <https://app.leg.wa.gov/rcw/default.aspx?cite=18.73>
<https://app.leg.wa.gov/wac/default.aspx?cite=246-976>

WAC 246-976

Equity considerations:

none

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

never

Comment:

none

Legal authority for fees:

none

Application Information

Application process and form(s):

paper <https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/ems-service-and-vehicle-licensing-and-verification>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/ems-service-and-vehicle-licensing-and-verification>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
98501

Mail completed applications to: PO Box 47867 Olympia WA
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

2 years

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

6

Average processing time (all):

135

Average processing time (completed):

45

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

9

Backlog applications:

-99

Explanation:

Pending applications reviewed- not all requirements have been met. Waiting on additional information from applicant.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

41

Ambulance Service Verified License - Renewal

Department of Health

Type: License

ID: 1622

Description

An EMS agency is capable of providing verified trauma care services and is credentialed under chapters 18.73 and 70.168 RCW.(100) "Washington EMS information system (WEMSIS)" means the statewide electronic EMS data system responsible for collecting EMS data described in RCW 70.168.090(2).

Legal authority

RCW 18.73 <https://app.leg.wa.gov/rcw/default.aspx?cite=18.73>
<https://app.leg.wa.gov/wac/default.aspx?cite=246-976>

WAC 246-976

Equity considerations:

Renewals can be done online or by paper.

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

never

Comment:

none

Legal authority for fees:

none

Application Information

Application process and form(s):

paper <https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/ems-service-and-vehicle-licensing-and-verification>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/ems-service-and-vehicle-licensing-and-verification>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
98501

Mail completed applications to: PO Box 47867 Olympia WA
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

2 years

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

143

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

-99

Backlog applications:

-99

Explanation:

Any pending renewals- not all requirements have been met. Waiting on additional information from applicant. Any backlog of renewals were received within the past 3 days and are in the queue for processing.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Ambulatory Surgical Facility License

Department of Health

Type: License

ID: 1551

Description

Ambulatory surgical facilities (ASF) are state licensed facilities that provide outpatient specialty or multi-specialty surgical services. Patients are admitted and discharged within 24 hours. Most ASFs are also Medicare certified. ASFs provide patients an alternative to hospital-based surgery, often at a reduced cost.

Legal authority

RCW 70.230<https://app.leg.wa.gov/rcw/default.aspx?cite=70.230>WAC 246-330<https://app.leg.wa.gov/wac/default.aspx?cite=246-330>

Equity considerations:

Technical assistance available for all applicants for an understanding of licensure process, requirements, and expectations. FAQs created on program webpage for additional assistance

Costs/Fees

Application fee:

-99

Credential fee:

0

Fee last changed:

04/2019

Comment:

Accredited or Medicare Certified - Performs 1,000 or few surgical procedures annually - 12,900
Accredited or Medicare Certified - Performs 1,001 - 5,000 surgical procedures annually - 16,000
Accredited or Medicare Certified - Performs more than 5,000 surgical procedures annually - 19,650
State Licensed Only - Performs 1,000 or few surgical procedures annually - 17,550
State Licensed Only - Performs 1,001 - 5,000 surgical procedures annually - 22,000
State Licensed Only - Performs more than 5,000 surgical procedures annually - 19,650
Change of Ownership - 500

Legal authority for fees:

WAC 246-330-199<https://app.leg.wa.gov/WAC/default.aspx?cite=246-330-199>

Application Information

Application process and form(s):

paper <https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/ambulatory-surgical-facilities/license-requirements>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/ambulatory-surgical-facilities/license-requirements>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail completed applications to: PO Box 1099 Olympia WA 98507-1099
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

ASF license is valid for 3 years. Facility is required to submit an annual update application each year by 12/31. There is no fee associated with this annual update application and no new license is issued.

Appeal process:

Analysis

Applications received:

7

Average processing time (all):

214

Average processing time (completed):

1

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

9

Backlog applications:

2

Explanation:

Pending applications reviewed- not all requirements have been met. Waiting on additional information from applicant. Backlog of applications were received within the past 5 days and are in the queue for processing.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

1

Ambulatory Surgical Facility License - Renewal

Department of Health

Type: License

ID: 1623

Description

Ambulatory surgical facilities (ASF) are state licensed facilities that provide outpatient specialty or multi-specialty surgical services. Patients are admitted and discharged within 24 hours. Most ASFs are also Medicare certified. ASFs provide patients an alternative to hospital-based surgery, often at a reduced cost.

Legal authority

RCW 70.230<https://app.leg.wa.gov/rcw/default.aspx?cite=70.230>WAC 246-330<https://app.leg.wa.gov/wac/default.aspx?cite=246-330>

Equity considerations:

Technical assistance available for all applicants for an understanding of licensure process, requirements, and expectations. FAQs created on program webpage for additional assistance

Costs/Fees

Application fee:

-99

Credential fee:

0

Fee last changed:

04/2019

Comment:

Accredited or Medicare Certified - Performs 1,000 or few surgical procedures annually - 12,900
Accredited or Medicare Certified - Performs 1,001 - 5,000 surgical procedures annually - 16,000
Accredited or Medicare Certified - Performs more than 5,000 surgical procedures annually - 19,650
State Licensed Only - Performs 1,000 or few surgical procedures annually - 17,550
State Licensed Only - Performs 1,001 - 5,000 surgical procedures annually - 22,000
State Licensed Only - Performs more than 5,000 surgical procedures annually - 19,650
Late Fee - 50 per day not to exceed 1,000

Legal authority for fees:

WAC 246-330-199<https://app.leg.wa.gov/WAC/default.aspx?cite=246-330-199>

Application Information

Application process and form(s):

paper <https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/ambulatory-surgical-facilities/license-requirements>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/ambulatory-surgical-facilities/applications-and-forms>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail completed applications to: PO Box 1099 Olympia WA 98507-1099
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

ASF license is valid for 3 years. Facility is required to submit an annual update application each year by 12/31. There is no fee associated with this annual update application and no new license is issued.

Appeal process:

Analysis

Applications received:

123

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

-99

Backlog applications:

-99

Explanation:

Any pending renewals- not all requirements have been met. Waiting on additional information from applicant. Any backlog of renewals were received within the past 3 days and are in the queue for processing.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Animal Massage Certification for Large Animals

Department of Health

Type: Certification

Description

ID: 1256

To practice as a certified animal massage therapist for Large animals

Legal authority

RCW 18.240, WAC 246-940

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications.

Costs/Fees

Application fee:

440

Credential fee:

-99

Fee last changed:

10/2019

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

WAC 246-940-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

*Complete Application*Fee*Proof of 300 hours of instruction related to the performance of animal massage on large animals*Successful completion of the National Certification Examination for Equine Massage*Out of State license verification (if applicable)*Personal Data Questions and WA state required background checks*Washington State Jurisprudence Examination

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 15 days.

Valid duration:

Licenses must be renewed every year on the practitioners birthday

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

20

Average time between approval and any post-approval condition(s)/step(s):

Average processing time (all):

-99

27

Average processing time (completed):

12

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

4

Backlog applications:

0

Explanation:

Recommended processing time:

11

Animal Massage Certification for Large Animals - Renewal

Department of Health

Type: Certification

Description

ID: 1449

To practice as a certified animal massage therapist for Large animals

Legal authority

RCW Chapter 18.240, WAC 246-940

Equity considerations:

None.

Costs/Fees

Application fee:

335

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard Renewal Fee

Legal authority for fees:

RCW Chapter 18.240, WAC 246-940, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

none

Dependencies, conditions, or requirements:

none

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

89

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours. Require all renewals to be completed online

Pending applications:

0

Explanation:

Backlog applications:

0

Animal Massage Certification for Large Animals Expired Reactivation

Department of Health

Type: Certification

Description

ID: 1377

To practice as a certified animal massage therapist for Large animals

Legal authority

RCW 18.240, WAC 246-940

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications.

Costs/Fees

Application fee:

600

Credential fee:

-99

Fee last changed:

10/2019

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

WAC 246-940-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

*Complete Application*Fee*Proof of 300 hours of instruction related to the performance of animal massage on large animals*Successful completion of the National Certification Examination for Equine Massage*Out of State license verification (if applicable)*Personal Data Questions and WA state required background checks*Washington State Jurisprudence Examination

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 15 days.

Valid duration:

Licenses must be renewed every year on the practitioners birthday

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

1

Average time between approval and any post-approval condition(s)/step(s):

Average processing time (all):

-99

1

Average processing time (completed):

1

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Backlog applications:

0

Explanation:

Recommended processing time:

1

Animal Massage Certification for Small Animals

Department of Health

Type: Certification

Description

ID: 1257

To practice as a certified animal massage therapist for small animals

Legal authority

RCW 18.240, WAC 246-940

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications.

Costs/Fees

Application fee:

440

Credential fee:

-99

Fee last changed:

10/2019

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

WAC 246-940-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

*Complete Application*Fee*Proof of 300 hours of instruction related to the performance of animal massage on small animals*Successful completion of the National Certification Examination for Canine Massage*Out of State license verification (if applicable)*Personal Data Questions and WA state required background checks*Washington State Jurisprudence Examination

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 15 days.

Valid duration:

Licenses must be renewed every year on the practitioners birthday

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

5

Average time between approval and any post-approval condition(s)/step(s):

Average processing time (all):

-99

14

Average processing time (completed):

4

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Backlog applications:

0

Explanation:

Recommended processing time:

4

Animal Massage Certification for Small Animals - Renewal

Department of Health

Type: Certification

Description

ID: 1450

To practice as a certified animal massage therapist for small animals

Legal authority

RCW Chapter 18.240, WAC 246-940

Equity considerations:

None.

Costs/Fees

Application fee:

335

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard Renewal Fee

Legal authority for fees:

RCW Chapter 18.240, WAC 246-940, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

none

Dependencies, conditions, or requirements:

none

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

58

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours. Require all renewals to be completed online

Pending applications:

0

Explanation:

Backlog applications:

0

Animal Massage Certification for Small Animals Expired Reactivation

Department of Health

Type: Certification

ID: 1378

Description

To practice as a certified animal massage therapist for small animals

Legal authority

RCW 18.240, WAC 246-940

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications.

Costs/Fees

Application fee:

600

Credential fee:

-99

Fee last changed:

10/2019

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

WAC 246-940-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

*Complete Application*Fee*Proof of 300 hours of instruction related to the performance of animal massage on small animals*Successful completion of the National Certification Examination for Canine Massage*Out of State license verification (if applicable)*Personal Data Questions and WA state required background checks*Washington State Jurisprudence Examination

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 15 days.

Valid duration:

Licenses must be renewed every year on the practitioners birthday

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Average processing time (all):

-99

Average processing time (completed):

4

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Backlog applications:

0

Explanation:

Recommended processing time:

4

Athletic Trainer License

Department of Health

Type: License

Description

To practice Athletic Training

ID: 1213

Legal authority

RCW 18.250 and WAC 246-916

Equity considerations:

None.

Costs/Fees

Application fee:

115

Credential fee:

-99

Fee last changed:

01/2016

Comment:

-99

Legal authority for fees:

RCW 43.70.280, 43.70.250

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-916-010>

Dependencies, conditions, or requirements:

background check

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 30 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

120

Average processing time (all):

60

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

11

12

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

21

Explanation:

Backlog applications:

3

Athletic Trainer License - Renewal

Department of Health

Type: License

Description

ID: 1451

To practice Athletic Training

Legal authority

RCW Chapter 18.250, WAC 246-916

Equity considerations:

None.

Costs/Fees

Application fee:

135

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard Renewal Fee

Legal authority for fees:

RCW Chapter 18.250, WAC 246-916, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

50 CE hour attestation due every 2 years

Dependencies, conditions, or requirements:

Attestation of CE completion due at time of renewal

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

808

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours. Require all renewals to be completed online

Pending applications:

0

Explanation:

Backlog applications:

0

Athletic Trainer License Expired Reactivation

Department of Health

Type: License

Description

To practice Athletic Training

ID: 1352

Legal authority

RCW 18.250 and WAC 246-916

Equity considerations:

None.

Costs/Fees

Application fee:

305

Credential fee:

-99

Fee last changed:

01/2016

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

RCW 43.70.280, 43.70.250

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-916-010>

Dependencies, conditions, or requirements:

background check

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 30 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

19

Average processing time (all):

39

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

11

12

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Explanation:

Backlog applications:

0

Audiologist Interim Permit

Department of Health

Type: Permit

Description

ID: 1214

To practice Audiology prior to full license

Legal authority

RCW 18.35 and WAC 246-828

Equity considerations:

None.

Costs/Fees

Application fee:

305

Credential fee:

-99

Fee last changed:

06/2023

Comment:

-99

Legal authority for fees:

RCW 43.70.110, 43.70.250, 43.70.280

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-828-045>

Dependencies, conditions, or requirements:

background check

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 0 days.

Valid duration:

1 year, may be extended upto 24 months

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

1

Average processing time (all):

-99

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

-99

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

0

Explanation:

Backlog applications:

3

Audiologist License

Department of Health

Type: License

Description

To practice Audiology

ID: 1215

Legal authority

RCW 18.35 and WAC 246-828

Equity considerations:

None.

Costs/Fees

Application fee:

175

Credential fee:

-99

Fee last changed:

06/2023

Comment:

-99

Legal authority for fees:

RCW 43.70.110, 43.70.250, 43.70.280

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

<https://app.leg.wa.gov/RCW/default.aspx?cite=18.35.040>

Dependencies, conditions, or requirements:

background check / surety bond

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 61 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

54

Average processing time (all):

73

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

9

9

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

18

Explanation:

Backlog applications:

3

Audiologist License Expired Reactivation

Department of Health

Type: License

Description

ID: 1353

To practice Audiology

Legal authority

RCW 18.35 and WAC 246-828

Equity considerations:

None.

Costs/Fees

Application fee:

230

Credential fee:

-99

Fee last changed:

06/2023

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

RCW 43.70.110, 43.70.250, 43.70.280

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

<https://app.leg.wa.gov/RCW/default.aspx?cite=18.35.040>

Dependencies, conditions, or requirements:

background check / surety bond

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 61 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

3

Average processing time (all):

23

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

9

9

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Explanation:

Backlog applications:

0

Audiologist License_Initial Application - Renewal

Department of Health

Type: License

Description

To practice as an audiologist.

ID: 1452

Legal authority

RCW Chapter 18.35, WAC 246-828

Equity considerations:

None.

Costs/Fees

Application fee:

45

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard Renewal Fee

Legal authority for fees:

RCW Chapter 18.35, WAC 246-828, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

30 CE hours due every three years

Dependencies, conditions, or requirements:

Attestation of CE completion due at time of renewal

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

529

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours.

Pending applications:

0

Explanation:

Backlog applications:

0

Behavioral Health Agency

Department of Health

Type: License

ID: 1553

Description

The Department of Health (DOH) licenses and regulates inpatient and outpatient Behavioral Health Agencies that may be certified to provide mental health, substance use disorder (SUD), problem gambling and gambling disorder services, or any combination of these types of services.

Legal authority

RCW 71.24<https://app.leg.wa.gov/RCW/default.aspx?cite=71.24>WAC 246-341<https://app.leg.wa.gov/wac/default.aspx?cite=246-341>

Equity considerations:

Technical assistance available for all applicants for an understanding of licensure process, requirements, and expectations. FAQs created on program webpage for additional assistance

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

never

Comment:

New Agency Application - 1,000
Change of Ownership Application - 500
Withdrawal Management and Substance Use Disorder Residential Services (non-deemed) - 100 per bed
Withdrawal Management and Substance Use Disorder Residential Services (deemed) - 50 per bed
Substance Use Disorder Nonresidential Services (non-deemed) - 750
Substance Use Disorder Nonresidential Services (deemed) - 200
Mental Health Residential Services - Agencies providing mental health peer respite services, 23-hour crisis relief center services, intensive behavioral health treatment services, evaluation and treatment services, and competency evaluation and restoration treatment services - 90 per bed or recliner
Mental Health Annual Service Hours 0-3,999 (non-deemed) - 728
Mental Health Annual Service Hours 4,000-14,999 (non-deemed) - 1,055
Mental Health Annual Service Hours 15,000-29,999 (non-deemed) - 1,405
Mental Health Annual Service Hours 30,000-49,999 (non-deemed) - 2,105
Mental Health Annual Service Hours 50,000 or more (non-deemed) - 2,575
Mental Health Annual Service Hours (deemed) - 500
Complaint/critical incident investigation - 1,000 per substantiated complaint investigation and/or per substantiated critical incident investigation that results in a requirement for corrective action

Legal authority for fees:

WAC 246-341-365<https://app.leg.wa.gov/WAC/default.aspx?cite=246-341-0365>

Application Information

Application process and form(s):

paper <https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/behavioral-health-agencies-bha/applications-and-forms>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/behavioral-health-agencies-bha/license-requirements>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail completed applications to: PO Box 1099 Olympia WA 98507-1099
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all

requirements

Valid duration:

1 year

Appeal process:

All facilities have appeal rights according to the provisions of RCW 43.70.115, RCW 34.05, and WAC 246-10

Analysis

Applications received:

90

Average processing time (all):

218

Average processing time (completed):

18

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

73

Backlog applications:

1

Explanation:

Pending applications reviewed- not all requirements have been met. Waiting on additional information from applicant. Backlog of applications were received within the past 5 days and are in the queue for processing.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

16

Behavioral Health Agency - Renewal

Department of Health

Type: License

ID: 1625

Description

The Department of Health (DOH) licenses and regulates inpatient and outpatient Behavioral Health Agencies that may be certified to provide mental health, substance use disorder (SUD), problem gambling and gambling disorder services, or any combination of these types of services.

Legal authority

RCW 71.24<https://app.leg.wa.gov/RCW/default.aspx?cite=71.24>WAC 246-341<https://app.leg.wa.gov/wac/default.aspx?cite=246-341>

Equity considerations:

Technical assistance available for all applicants for an understanding of licensure process, requirements, and expectations.FAQs created on program webpage for additional assistance

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

never

Comment:

Withdrawal Management and Substance Use Disorder Residential Services (non-deemed) - 100 per bed
Withdrawal Management and Substance Use Disorder Residential Services (deemed) - 50 per bed
Substance Use Disorder Nonresidential Services (non-deemed) - 750
Substance Use Disorder Nonresidential Services (deemed) - 200
Mental Health Residential Services - Agencies providing mental health peer respite services, 23-hour crisis relief center services, intensive behavioral health treatment services, evaluation and treatment services, and competency evaluation and restoration treatment services - 90 per bed or recliner
Mental Health Annual Service Hours 0-3,999 (non-deemed) - 728
Mental Health Annual Service Hours 4,000-14,999 (non-deemed) - 1,055
Mental Health Annual Service Hours 15,000-29,999 (non-deemed) - 1,405
Mental Health Annual Service Hours 30,000-49,999 (non-deemed) - 2,105
Mental Health Annual Service Hours 50,000 or more (non-deemed) - 2,575
Mental Health Annual Service Hours (deemed) - 500

Legal authority for fees:

WAC 246-341-365<https://app.leg.wa.gov/WAC/default.aspx?cite=246-341-0365>

Application Information

Application process and form(s):

paper <https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/behavioral-health-agencies-bha/applications-and-forms>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/behavioral-health-agencies-bha/license-requirements>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail completed applications to: PO Box 1099 Olympia WA 98507-
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

1 year

Appeal process:

All facilities have appeal rights according to the provisions of RCW 43.70.115, RCW 34.05, and WAC 246-10

Analysis

Applications received:

928

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

-99

Backlog applications:

-99

Explanation:

Any pending renewals- not all requirements have been met. Waiting on additional information from applicant. Any backlog of renewals were received within the past 3 days and are in the queue for processing.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Behavioral Health Agency Attestation

Department of Health

Type: License

ID: 1552

Description

The Department of Health (DOH) licenses and regulates inpatient and outpatient Behavioral Health Agencies that may be certified to provide mental health, substance use disorder (SUD), problem gambling and gambling disorder services, or any combination of these types of services.

Legal authority

RCW 71.24<https://app.leg.wa.gov/RCW/default.aspx?cite=71.24>WAC 246-341<https://app.leg.wa.gov/wac/default.aspx?cite=246-341>

Equity considerations:

Technical assistance available for all applicants for an understanding of licensure process, requirements, and expectations.FAQs created on program webpage for additional assistance

Costs/Fees

Application fee:

261

Credential fee:

0

Fee last changed:

never

Comment:

None

Legal authority for fees:

WAC 246-341-0367<https://app.leg.wa.gov/WAC/default.aspx?cite=246-341-0367>

Application Information

Application process and form(s):

paper <https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/behavioral-health-agencies-bha/applications-and-forms>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/behavioral-health-agencies-bha/license-requirements>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail completed applications to: PO Box 1099 Olympia WA 98507-1099
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

3 years

Appeal process:

All facilities have appeal rights according to the provisions of RCW 43.70.115, RCW 34.05, and WAC 246-10

Analysis

Applications received:

5

Average processing time (all):

86

Average processing time (completed):

66

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

0

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

59

Behavioral Health Agency Attestation - Renewal

Department of Health

Type: License

ID: 1624

Description

The Department of Health (DOH) licenses and regulates inpatient and outpatient Behavioral Health Agencies that may be certified to provide mental health, substance use disorder (SUD), problem gambling and gambling disorder services, or any combination of these types of services.

Legal authority

RCW 71.24<https://app.leg.wa.gov/RCW/default.aspx?cite=71.24>WAC 246-341<https://app.leg.wa.gov/wac/default.aspx?cite=246-341>

Equity considerations:

Technical assistance available for all applicants for an understanding of licensure process, requirements, and expectations.FAQs created on program webpage for additional assistance

Costs/Fees

Application fee:

261

Credential fee:

0

Fee last changed:

never

Comment:

None

Legal authority for fees:

WAC 246-341-0367<https://app.leg.wa.gov/WAC/default.aspx?cite=246-341-0367>

Application Information

Application process and form(s):

paper <https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/behavioral-health-agencies-bha/applications-and-forms>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/behavioral-health-agencies-bha/license-requirements>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail completed applications to: PO Box 1099 Olympia WA 98507-1099
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

Three years

Appeal process:

All facilities have appeal rights according to the provisions of RCW 43.70.115, RCW 34.05, and WAC 246-10

Analysis

Applications received:

0

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

-99

Backlog applications:

-99

Explanation:

Any pending renewals- not all requirements have been met. Waiting on additional information from applicant. Any backlog of renewals were received within the past 3 days and are in the queue for processing.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Behavioral Health Agency Branch Site

Department of Health

Type: License

ID: 1554

Description

The Department of Health (DOH) licenses and regulates inpatient and outpatient Behavioral Health Agencies that may be certified to provide mental health, substance use disorder (SUD), problem gambling and gambling disorder services, or any combination of these types of services.

Legal authority

RCW 71.24<https://app.leg.wa.gov/RCW/default.aspx?cite=71.24>WAC 246-341<https://app.leg.wa.gov/wac/default.aspx?cite=246-341>

Equity considerations:

Technical assistance available for all applicants for an understanding of licensure process, requirements, and expectations. FAQs created on program webpage for additional assistance

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

never

Comment:

Branch Agency Application - 500
Added Certification(s) Application - 200
Withdrawal Management and Substance Use Disorder Residential Services (non-deemed) - 100 per bed
Withdrawal Management and Substance Use Disorder Residential Services (deemed) - 50 per bed
Substance Use Disorder Nonresidential Services (non-deemed) - 750
Substance Use Disorder Nonresidential Services (deemed) - 200
Mental Health Residential Services - Agencies providing mental health peer respite services, 23-hour crisis relief center services, intensive behavioral health treatment services, evaluation and treatment services, and competency evaluation and restoration treatment services - 90 per bed or recliner
Mental Health Annual Service Hours 0-3,999 (non-deemed) - 728
Mental Health Annual Service Hours 4,000-14,999 (non-deemed) - 1,055
Mental Health Annual Service Hours 15,000-29,999 (non-deemed) - 1,405
Mental Health Annual Service Hours 30,000-49,999 (non-deemed) - 2,105
Mental Health Annual Service Hours 50,000 or more (non-deemed) - 2,575
Mental Health Annual Service Hours (deemed) - 500

Legal authority for fees:

WAC 246-341-365<https://app.leg.wa.gov/WAC/default.aspx?cite=246-341-0365>

Application Information

Application process and form(s):

paper <https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/behavioral-health-agencies-bha/applications-and-forms>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/behavioral-health-agencies-bha/license-requirements>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail completed applications to: PO Box 1099 Olympia WA 98507-1099
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

1 year

Appeal process:

All facilities have appeal rights according to the provisions of RCW 43.70.115, RCW 34.05, and WAC 246-10

Analysis

Applications received:

66

Average processing time (all):

216

Average processing time (completed):

20

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

44

Backlog applications:

-99

Explanation:

Pending applications reviewed- not all requirements have been met. Waiting on additional information from applicant.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

18

Behavioral Health Agency Branch Site - Renewal

Department of Health

Type: License

ID: 1626

Description

The Department of Health (DOH) licenses and regulates inpatient and outpatient Behavioral Health Agencies that may be certified to provide mental health, substance use disorder (SUD), problem gambling and gambling disorder services, or any combination of these types of services.

Legal authority

RCW 71.24<https://app.leg.wa.gov/RCW/default.aspx?cite=71.24>WAC 246-341<https://app.leg.wa.gov/wac/default.aspx?cite=246-341>

Equity considerations:

Technical assistance available for all applicants for an understanding of licensure process, requirements, and expectations.FAQs created on program webpage for additional assistance

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

never

Comment:

Withdrawal Management and Substance Use Disorder Residential Services (non-deemed) - 100 per bedWithdrawal Management and Substance Use Disorder Residential Services (deemed) - 50 per bedSubstance Use Disorder Nonresidential Services (non-deemed) - 750Substance Use Disorder Nonresidential Services (deemed) - 200Mental Health Residential Services - Agencies providing mental health peer respite services, 23-hour crisis relief center services, intensive behavioral health treatment services, evaluation and treatment services, and competency evaluation and restoration treatment services - 90 per bed or reclinerMental Health Annual Service Hours 0-3,999 (non-deemed) - 728Mental Health Annual Service Hours 4,000-14,999 (non-deemed) - 1,055Mental Health Annual Service Hours 15,000-29,999 (non-deemed) - 1,405Mental Health Annual Service Hours 30,000-49,999 (non-deemed) - 2,105Mental Health Annual Service Hours 50,000 or more (non-deemed) - 2,575Mental Health Annual Service Hours (deemed) - 500

Legal authority for fees:

WAC 246-341-365<https://app.leg.wa.gov/WAC/default.aspx?cite=246-341-0365>

Application Information

Application process and form(s):

paper <https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/behavioral-health-agencies-bha/applications-and-forms>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/behavioral-health-agencies-bha/license-requirements>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail completed applications to: PO Box 1099 Olympia WA 98507-
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

1 year

Appeal process:

All facilities have appeal rights according to the provisions of RCW 43.70.115, RCW 34.05, and WAC 246-10

Analysis

Applications received:

0

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

-99

Backlog applications:

-99

Explanation:

Any pending renewals- not all requirements have been met. Waiting on additional information from applicant. Any backlog of renewals were received within the past 3 days and are in the queue for processing.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Behavioral Health Support Specialist (new credential)

Department of Health

Type: Certification

ID: 1313

Description

Est. 2023, a BHSS works under appropriate supervision to provide brief, evidence-based interventions for individuals experience behavioral health symptoms in a variety of clinical settings.

Legal authority

RCW 18.227

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications. Applicants are able to request this document in another format by calling 1-800-525-0127, 711, or emailing civil.rights@doh.wa.gov.

Costs/Fees

Application fee:

285

Credential fee:

-99

Fee last changed:

Never

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

N/A

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

complete application, fee, verification of BHSS practicum

Dependencies, conditions, or requirements:

JP Exam

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

annual renewal cycle, no limit on renewals

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

-99

Average time between approval and any post-approval condition(s)/step(s):

-99

Average processing time (all):

-99

Recommended processing time:

Average processing time (completed):

-99

-99

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Explanation:

New Credential Coming 2025

Backlog applications:

-99

Behavioral Health Support Specialist (new credential) Expired Reactivation

Department of Health

Type: Certification

ID: 1421

Description

Est. 2023, a BHSS works under appropriate supervision to provide brief, evidence-based interventions for individuals experience behavioral health symptoms in a variety of clinical settings.

Legal authority

RCW 18.227

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications. Applicants are able to request this document in another format by calling 1-800-525-0127, 711, or emailing civil.rights@doh.wa.gov.

Costs/Fees

Application fee:

575

Credential fee:

-99

Fee last changed:

Never

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

N/A

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

complete application, fee, verification of BHSS practicum

Dependencies, conditions, or requirements:

JP Exam

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

annual renewal cycle, no limit on renewals

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

-99

Average processing time (all):

-99

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

-99

-99

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Explanation:

New Credential Coming 2025

Backlog applications:

-99

Birth Doula Certification

Department of Health

Type: Certification

Description

ID: 1216

To provide birth doula services

Legal authority

RCW 18.47 and WAC 246-835

Equity considerations:

Ancestral practices

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

10/2023

Comment:

-99

Legal authority for fees:

RCW 18.47.030, 43.70.250, 43.70.280

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-835&full=true#246-835-030>

Dependencies, conditions, or requirements:

background check

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 46 days.

Valid duration:

2 years

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

231

Average processing time (all):

47

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

29

32

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

79

Explanation:

Backlog applications:

20

Birth Doula Certification - Renewal

Department of Health

Type: Certification

Description

ID: 1453

To provide birth doula services

Legal authority

RCW Chapter 18.47, WAC 246-835

Equity considerations:

None.

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

unknown

Comment:

No fees collected until 7/1/2025

Legal authority for fees:

RCW Chapter 18.47, WAC 246-835, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

10 CE hour attestation due every 2 years

Dependencies, conditions, or requirements:

Attestations of CE completion due at time of renewal

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

0

Average processing time (all):

-99

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours. Require all renewals to be completed online

Pending applications:

0

Backlog applications:

0

Explanation:

This is a new in 2024 license type. There have been no renewals needed for this license type yet.

Birth Doula Certification Expired Reactivation

Department of Health

Type: Certification

Description

ID: 1354

To provide birth doula services

Legal authority

RCW 18.47 and WAC 246-835

Equity considerations:

Ancestral practices

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

10/2023

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

RCW 18.47.030, 43.70.250, 43.70.280

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-835&full=true#246-835-030>

Dependencies, conditions, or requirements:

background check

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 46 days.

Valid duration:

2 years

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Average processing time (all):

-99

Recommended processing time:

29

Average processing time (completed):

32

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Explanation:

Backlog applications:

0

Blood Collecting or Distributing Establishment Registration

Department of Health

Type: Registration

ID: 1555

Description

The purpose of the registry is to ensure the safety and transparency of Washington's blood supply. The department registry will allow hospitals, etc., that use blood for transfusion in Washington, to be able to see that blood establishments are in good standing with the FDA. The documents to be submitted by the blood establishment upon application and yearly thereafter, will include any enforcement actions taken by the FDA such as titled letters, consent decrees, etc. This information is currently available on the FDA website, but is very hard to access.

Legal authority

RCW 70.335<https://app.leg.wa.gov/RCW/default.aspx?cite=70.335>WAC 246-339<https://app.leg.wa.gov/WAC/default.aspx?cite=246-339>

Equity considerations:

Technical assistance available for all applicants for an understanding of licensure process, requirements, and expectations.

Costs/Fees

Application fee:

13000

Credential fee:

0

Fee last changed:

Never

Comment:

An establishment applying for or renewing a registration under this section shall pay a fee in an amount set by the department in rule. In no case may the fee exceed the amount necessary to defray the costs of administering this chapter.

Legal authority for fees:

WAC 246-339-990 <https://app.leg.wa.gov/WAC/default.aspx?cite=246-339-990>

Application Information

Application process and form(s):

Paper <https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/blood-establishments/applications-and-forms>

Requirements, additional actions, information, or documentation:

WAC 246-339-030 <https://app.leg.wa.gov/WAC/default.aspx?cite=246-339-030>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail completed applications to: PO Box 1099 Olympia WA 98507-
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

1 year

Appeal process:

All facilities have appeal rights according to the provisions of RCW 43.70.115, RCW 34.05, and WAC 246-10

Analysis

Applications received:

1

Average processing time (all):

89

Average processing time (completed):

8

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

0

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

8

Blood Collecting or Distributing Establishment Registration - Renewal

Department of Health

Type: Registration

ID: 1627

Description

The purpose of the registry is to ensure the safety and transparency of Washington's blood supply. The department registry will allow hospitals, etc., that use blood for transfusion in Washington, to be able to see that blood establishments are in good standing with the FDA. The documents to be submitted by the blood establishment upon application and yearly thereafter, will include any enforcement actions taken by the FDA such as titled letters, consent decrees, etc. This information is currently available on the FDA website, but is very hard to access.

Legal authority

RCW 70.335<https://app.leg.wa.gov/RCW/default.aspx?cite=70.335>WAC 246-339<https://app.leg.wa.gov/WAC/default.aspx?cite=246-339>

Equity considerations:

Technical assistance available for all applicants for an understanding of licensure process, requirements, and expectations.

Costs/Fees

Application fee:

13000

Credential fee:

0

Fee last changed:

Never

Comment:

Late Renewal Fee - 300

Legal authority for fees:

WAC 246-339-990 <https://app.leg.wa.gov/WAC/default.aspx?cite=246-339-990>

Application Information

Application process and form(s):

Paper <https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/blood-establishments/applications-and-forms>

Requirements, additional actions, information, or documentation:

WAC 246-339-035<https://app.leg.wa.gov/WAC/default.aspx?cite=246-339-035>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail completed applications to: PO Box 1099 Olympia WA 98507-1099
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

1 year

Appeal process:

All facilities have appeal rights according to the provisions of RCW 43.70.115, RCW 34.05, and WAC 246-10

Analysis

Applications received:

3

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

-99

Backlog applications:

-99

Explanation:

Any pending renewals- not all requirements have been met. Waiting on additional information from applicant. Any backlog of renewals were received within the past 3 days and are in the queue for processing.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Cardiovascular Invasive Specialist Certification

Department of Health

Type: Certification

Description

ID: 1258

To practice as a Cardiovascular Invasive Specialist

Legal authority

RCW 18.84, WAC 246-926

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications.

Costs/Fees

Application fee:

150

Credential fee:

-99

Fee last changed:

05/2012

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

WAC 246-926-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

*Complete Application*Fee*Out of State license verification (if applicable)*Personal Data Questions and WA state required background checks* Graduated from a CAAHEP accredited program (official transcripts)*Successfully pass the national Registered Cardiovascular Invasive Specialist (RCIS) examination administered by the Cardiovascular Credentialing International (CCI)OR*CCI, through RCIS examination, *CCI through (RCES)*HRS Through IBHREOr*ARRT RTR-C, RTR-V, RTR-CV

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 15 days.

Valid duration:

Certificates and registrations must be renewed every two years on the practitioner's birthday

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

62

Average processing time (all):

175

Average processing time (completed):

12

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

20

Explanation:**Backlog applications:**

3

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

11

Cardiovascular Invasive Specialist Certification - Renewal

Department of Health

Type: Certification

Description

ID: 1463

To practice as a Cardiovascular Invasive Specialist

Legal authority

RCW 18.84, WAC 246-926

Equity considerations:

None.

Costs/Fees

Application fee:

105

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard Renewal

Legal authority for fees:

RCW Chapter 18.84, WAC 246-926, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

none

Dependencies, conditions, or requirements:

none

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

2 years

Appeal process:

none

Analysis

Applications received:

182

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours.

Pending applications:

0

Explanation:

Backlog applications:

0

Cardiovascular Invasive Specialist Certification Expired Reactivation

Department of Health

Type: Certification

Description

ID: 1379

To practice as a Cardiovascular Invasive Specialist

Legal authority

RCW 18.84, WAC 246-926

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications.

Costs/Fees

Application fee:

255

Credential fee:

-99

Fee last changed:

05/2012

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

WAC 246-926-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

*Complete Application*Fee*Out of State license verification (if applicable)*Personal Data Questions and WA state required background checks* Graduated from a CAAHEP accredited program (official transcripts)*Successfully pass the national Registered Cardiovascular Invasive Specialist (RCIS) examination administered by the Cardiovascular Credentialing International (CCI)*CCI, through RCIS examination, *CCI through (RCES)*HRS Through IBHREOr*ARRT RTR-C, RTR-V, RTR-CV

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 15 days.

Valid duration:

Certificates and registrations must be renewed every two years on the practitioner's birthday

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

5

Average processing time (all):

10

Average processing time (completed):

10

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

9

Certified Behavior Technician

Department of Health

Type: Certification

Description

ID: 1317

To practice as a Certified Behavior Technician

Legal authority

RCW 18.380, WAC 246.805

Equity considerations:

Applications accepted online and mail

Costs/Fees

Application fee:

95

Credential fee:

-99

Fee last changed:

04/2017

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

WAC 246.805.990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

WAC 246-805-300: Application Requirements

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 46 days.

Valid duration:

2 years

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

1873

Average processing time (all):

57

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

22

24

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

336

Explanation:

Backlog applications:

8

Certified Behavior Technician - Renewal

Department of Health

Type: Certification

Description

ID: 1457

To practice as a Certified Behavior Technician

Legal authority

RCW Chapter 18.380, WAC 246-805

Equity considerations:

None.

Costs/Fees

Application fee:

150

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard Renewal fee

Legal authority for fees:

RCW Chapter 18.380, WAC 246-805, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

Certified Behavior Technician Attestation (PDF)

Dependencies, conditions, or requirements:

As required under WAC 246-805-410, attestation must be completed and remitted to DOH upon renewal

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

2 years

Appeal process:

none

Analysis

Applications received:

1521

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours. Require all renewals to be completed online

Pending applications:

0

Explanation:

Backlog applications:

0

Certified Behavior Technician Expired Reactivation

Department of Health

Type: Certification

Description

ID: 1424

To practice as a Certified Behavior Technician

Legal authority

RCW 18.380, WAC 246.805

Equity considerations:

Applications accepted online and mail

Costs/Fees

Application fee:

300

Credential fee:

-99

Fee last changed:

04/2017

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

WAC 246.805.990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

WAC 246-805-300: Application Requirements

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 46 days.

Valid duration:

2 years

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

25

Average processing time (all):

40

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

22

24

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Explanation:

Backlog applications:

0

Certified Peer Support Specialist (new credential active July 1st 2025)

Department of Health

Type: Certification

ID: 1314

Description

To address the behavioral health workforce crisis, expand access to peer services, eliminate financial barriers to professional licensing, and honor the contributions of the peer profession by creating the profession of certified peer specialists.

Legal authority

RCW 18.420

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications. Applicants are able to request this document in another format by calling 1-800-525-0127, 711, or emailing civil.rights@doh.wa.gov.

Costs/Fees

Application fee:

100

Credential fee:

-99

Fee last changed:

N/A

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

RCW 18.420.020(2)

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Complete application, attestation of lived experience receiving MH or SUD treatment, verification of HCA training(s), verification of supervised experience hours, information on any out of state credentials, fee.

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

Two year renewal cycle, no limit on renewals. 30 hours of continuing education.

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

-99

Average time between approval and any post-approval condition(s)/step(s):

-99

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Backlog applications:

-99

Explanation:

New Credential Coming 2025

Recommended processing time:

-99

Certified Peer Support Specialist (new credential active July 1st 2025) Expired Reactivation

Department of Health

Type: Certification

ID: 1422

Description

To address the behavioral health workforce crisis, expand access to peer services, eliminate financial barriers to professional licensing, and honor the contributions of the peer profession by creating the profession of certified peer specialists.

Legal authority

RCW 18.420

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications. Applicants are able to request this document in another format by calling 1-800-525-0127, 711, or emailing civil.rights@doh.wa.gov.

Costs/Fees

Application fee:

100

Credential fee:

-99

Fee last changed:

N/A

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

RCW 18.420.020(2)

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Complete application, attestation of lived experience receiving MH or SUD treatment, verification of HCA training(s), verification of supervised experience hours, information on any out of state credentials, fee.

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

Two year renewal cycle, no limit on renewals. 30 hours of continuing education.

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

-99

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Backlog applications:

-99

Explanation:

New Credential Coming 2025

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Certified Peer Support Specialist Trainee (new credential active July 1st 2025)

Department of Health

Type: Certification

ID: 1315

Description

To address the behavioral health workforce crisis, expand access to peer services, eliminate financial barriers to professional licensing, and honor the contributions of the peer profession by creating the profession of certified peer specialists.

Legal authority

RCW 18.420

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications. Applicants are able to request this document in another format by calling 1-800-525-0127, 711, or emailing civil.rights@doh.wa.gov.

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

N/A

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

RCW 18.420.020(2)

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Complete application, attestation of lived experience receiving MH or SUD treatment, verification of HCA training(s), attestation of working towards obtaining supervised experience, information on any out of state credentials, fee.

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

One year renewal cycle, limit of 4 renewals as a Trainee. No fee.

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

-99

Average time between approval and any post-approval condition(s)/step(s):

-99

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Backlog applications:

-99

Explanation:

New Credential Coming 2025

Recommended processing time:

-99

Certified Peer Support Specialist Trainee (new credential active July 1st 2025) Expired Reactivation

Department of Health

Type: Certification

ID: 1423

Description

To address the behavioral health workforce crisis, expand access to peer services, eliminate financial barriers to professional licensing, and honor the contributions of the peer profession by creating the profession of certified peer specialists.

Legal authority

RCW 18.420

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications. Applicants are able to request this document in another format by calling 1-800-525-0127, 711, or emailing civil.rights@doh.wa.gov.

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

N/A

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

RCW 18.420.020(2)

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Complete application, attestation of lived experience receiving MH or SUD treatment, verification of HCA training(s), attestation of working towards obtaining supervised experience, information on any out of state credentials, fee.

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

One year renewal cycle, limit of 4 renewals as a Trainee. No fee.

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

-99

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Backlog applications:

-99

Explanation:

New Credential Coming 2025

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Child Birth Center License

Department of Health

Type: License

ID: 1556

Description

Birthing/childbirth centers provide care before, during and after delivery to low-risk mothers-to-be. The centers are designed and equipped to provide care for the mother and newborn in a home-like setting. They include accommodations and staff to support the birthing process. Birthing/childbirth centers are owned and operated by licensed midwives and certified nurse midwives.

Legal authority

RCW 18.46<https://app.leg.wa.gov/rcw/default.aspx?cite=18.46>WAC 246-329<https://app.leg.wa.gov/wac/default.aspx?cite=246-329>

Equity considerations:

Technical assistance available for all applicants for an understanding of licensure process, requirements, and expectations.

Costs/Fees

Application fee:

-99

Credential fee:

0

Fee last changed:

07/2008

Comment:

Annual Fee - 713Change of Ownership Fee - 178

Legal authority for fees:

WAC 246-329-900 <https://app.leg.wa.gov/wac/default.aspx?cite=246-329-990>

Application Information

Application process and form(s):

Paper <https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/birthing-childbirth-centers/applications-and-forms>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/birthing-childbirth-centers/license-requirements>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail completed applications to: PO Box 1099 Olympia WA 98507-
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

1 year

Appeal process:

All facilities have appeal rights according to the provisions of RCW 43.70.115, RCW 34.05, and WAC 246-10

Analysis

Applications received:

2

Average processing time (all):

152

Average processing time (completed):

3

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

2

Backlog applications:

-99

Explanation:

Pending applications reviewed- not all requirements have been met. Waiting on additional information from applicant.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

3

Child Birth Center License - Renewal

Department of Health

Type: License

ID: 1628

Description

Birthing/childbirth centers provide care before, during and after delivery to low-risk mothers-to-be. The centers are designed and equipped to provide care for the mother and newborn in a home-like setting. They include accommodations and staff to support the birthing process. Birthing/childbirth centers are owned and operated by licensed midwives and certified nurse midwives.

Legal authority

RCW 18.46<https://app.leg.wa.gov/rcw/default.aspx?cite=18.46>WAC 246-329<https://app.leg.wa.gov/wac/default.aspx?cite=246-329>

Equity considerations:

Technical assistance available for all applicants for an understanding of licensure process, requirements, and expectations.

Costs/Fees

Application fee:

-99

Credential fee:

0

Fee last changed:

07/2008

Comment:

Annual Fee - 713Late Fee - 29 per day, not to exceed 595

Legal authority for fees:

WAC 246-329-900 <https://app.leg.wa.gov/wac/default.aspx?cite=246-329-990>

Application Information

Application process and form(s):

Paper <https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/birthing-childbirth-centers/applications-and-forms>

Requirements, additional actions, information, or documentation:

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-329-020>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail completed applications to: PO Box 1099 Olympia WA 98507-
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

1 year

Appeal process:

All facilities have appeal rights according to the provisions of RCW 43.70.115, RCW 34.05, and WAC 246-10

Analysis

Applications received:

28

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

-99

Backlog applications:

-99

Explanation:

Any pending renewals- not all requirements have been met. Waiting on additional information from applicant. Any backlog of renewals were received within the past 3 days and are in the queue for processing.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Clandestine Drug Lab Decontamination Contractor Certification

Department of Health

Type: Initial
Certification

ID: 1684

Description

The purpose of certifying contractors who clean up illegal drug labs is to support local health agency's efforts for handling contaminated drug lab sites.

Legal authority

Chapter 246-205: <https://app.leg.wa.gov/wac/default.aspx?cite=246-205> . Chapter 296-843: <https://app.leg.wa.gov/wac/default.aspx?cite=296-843> . Chapter 64.44: <https://app.leg.wa.gov/rcw/default.aspx?cite=64.44> .

Equity considerations:

The Environmental Public Health (EPH) team is committed to ensuring that all communities, regardless of location or resources, have access to clean air, safe drinking water, and a healthy environment. In our state, low-income communities, Indigenous populations, and communities of color often face disproportionate environmental burdens. To address these disparities, EPH programs prioritize support for communities at higher risk of environmental health challenges. EPH also works to empower communities by fostering partnerships with schools, local governments, and community organizations, and by enhancing language access, accessibility, and cultural responsiveness in its programs and processes. OEHS strives to ensure these values are demonstrated consistently in our permitting, licensing, and certification processes.

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

10/2009

Comment:

\$1,125 Initial & Renewal (valid up to 1 year). Clandestine Drug Lab (CDL) Decontamination Contractor Certification expires annually on the expiration date of the applicant's L&I General Contractor Registration. Therefore, a CDL certification may be valid for less than 1 year. The fee is calculated at \$93.75 per month and any partial months are counted as an entire month for the purpose of calculating the fee. Application fee for an entire 12 months is \$1125.00 (For example: If your L&I Contractor Registration expires on September 12 and you apply for CDL Certification on April 23, the fee would be calculated at \$93.75 times six months = \$562.50).

Legal authority for fees:

Chapter 246-205-990: <https://app.leg.wa.gov/wac/default.aspx?cite=246-205-990>

Application Information

Application process and form(s):

Information and links to the application can be found at <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/drug-lab-cleanup-certification/contractor-certification>

Requirements, additional actions, information, or documentation:

Step 1: Be licensed, bonded, and insured as a Washington State General Contractor through L&I. Step 2: Have a minimum of 2 Department of Health certified drug lab decontamination employees, at least 1 of whom must be a certified supervisor. Step 3: Submit a Contractor Certification Application Form.

Dependencies, conditions, or requirements:

Applicant must provide current L&I General contractor's License as well as current Clandestine Drug Lab (CDL) certified worker and supervisor certificate as part of the application process 30 days before the expiration of their current contractor's certificate.

Submittal process:

Mail the form, fee, and the additional required information to: DOH, Revenue Section, PO Box 1099, Olympia, WA 98507-1099.

Application/Submittal last updated:

04/2022

Review/Approval time:

Per Clandestine Drug Lab (CDL) program policy, DOH has 30 business days to process an application.

Valid duration:

Clandestine Drug Lab (CDL) Decontamination Contractor certification expires annually on the expiration date of the applicant's L&I General Contractor Registration. Therefore, a CDL certification may be valid for less than one year.

Appeal process:

Any person who wishes to contest a decision or action must follow Adjudicative Proceedings Chapter 34.05 RCW, the Administrative Procedure Act; chapter 246-10 WAC; and WAC 246 205.

Analysis

Applications received:**Average processing time (all):****Average processing time (completed):****Legal processing time:**

None.

Average time between approval and any post-approval condition(s)/step(s):**Recommended processing time:****Streamlining opportunities:**

Data for this certification is currently manually tracked with an Excel spreadsheet. Program is working with the division data improvement and modernization manager to implement an online application process that would reduce barriers to applicants and program, and utilize modernized software to track, approve and finalize applications. These improvements will streamline and automate collection and analysis processes for improved tracking.

Pending applications:**Explanation:**

No backlog.

Backlog applications:

Clandestine Drug Lab Decontamination Contractor Certification Renewal

Department of Health

Type: Certification
Renewal

ID: 1705

Description

The purpose of certifying contractors who clean up illegal drug labs is to support local health agency's efforts for handling contaminated drug lab sites.

Legal authority

Chapter 246-205: <https://app.leg.wa.gov/wac/default.aspx?cite=246-205> . Chapter 296-843:

<https://app.leg.wa.gov/wac/default.aspx?cite=296-843> . Chapter 64.44: <https://app.leg.wa.gov/rcw/default.aspx?cite=64.44> .

Equity considerations:

The Environmental Public Health (EPH) team is committed to ensuring that all communities, regardless of location or resources, have access to clean air, safe drinking water, and a healthy environment. In our state, low-income communities, Indigenous populations, and communities of color often face disproportionate environmental burdens. To address these disparities, EPH programs prioritize support for communities at higher risk of environmental health challenges. EPH also works to empower communities by fostering partnerships with schools, local governments, and community organizations, and by enhancing language access, accessibility, and cultural responsiveness in its programs and processes. OEHS strives to ensure these values are demonstrated consistently in our permitting, licensing, and certification processes.

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

10/2009

Comment:

\$1,125 Initial & Renewal (valid up to 1 year). Clandestine Drug Lab (CDL) Decontamination Contractor Certification expires annually on the expiration date of the applicant's L&I General Contractor Registration. Therefore, a CDL certification may be valid for less than 1 year. The fee is calculated at \$93.75 per month and any partial months are counted as an entire month for the purpose of calculating the fee. Application fee for an entire 12 months is \$1125.00 (For example: If your L&I Contractor Registration expires on September 12 and you apply for CDL Certification on April 23, the fee would be calculated at \$93.75 times six months = \$562.50).

Legal authority for fees:

Chapter 246-205-990: <https://app.leg.wa.gov/wac/default.aspx?cite=246-205-990>

Application Information

Application process and form(s):

Clandestine Drug Lab Program contracts with current certification receive an email from the Program 30 days prior to expiration.

Requirements, additional actions, information, or documentation:

Step 1: Be licensed, bonded, and insured as a Washington State General Contractor through L&I. Step 2: Have a minimum of 2 Department of Health certified drug lab decontamination employees, at least 1 of whom must be a certified supervisor. Step 3: Submit a Contractor Certification Application Form.

Dependencies, conditions, or requirements:

Applicant must provide current L&I General contractor's License as well as current Clandestine Drug Lab (CDL) certified worker and supervisor certificate as part of the application process 30 days before the expiration of their current contractor's certificate.

Submittal process:

Mail the form, fee, and the additional required information to: DOH, Revenue Section, PO Box 1099, Olympia, WA 98507-1099.

Application/Submittal last updated:

09/2023

Review/Approval time:

Per Clandestine Drug Lab (CDL) program policy, DOH has 30 business days to process an application.

Valid duration:

Clandestine Drug Lab (CDL) Decontamination Contractor certification expires annually on the expiration date of the applicant's L&I General Contractor Registration. Therefore, a CDL certification may be valid for less than one year.

Appeal process:

Any person who wishes to contest a decision or action must follow Adjudicative Proceedings Chapter 34.05 RCW, the Administrative Procedure Act; chapter 246-10 WAC; and WAC 246 205.

Analysis

Applications received:

13

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

None.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Streamlining opportunities:

Data for this certification is currently manually tracked with an Excel spreadsheet. Program is working with the division data improvement and modernization manager to implement an online application process that would reduce barriers to applicants and program, and utilize modernized software to track, approve and finalize applications. These improvements will streamline and automate collection and analysis processes for improved tracking.

Pending applications:

0

Explanation:

No backlog.

Backlog applications:

0

Clandestine Drug Lab Decontamination Supervisor Certification

Department of Health

Type: Initial
Certification

ID: 1685

Description

The purpose of certifying supervisors who clean up illegal drug labs is to support local health agency's efforts for handling contaminated drug lab sites.

Legal authority

Chapter 246 205: <https://app.leg.wa.gov/wac/default.aspx?cite=246-205> . Chapter 296-843: <https://app.leg.wa.gov/wac/default.aspx?cite=296-843> . Chapter 173-303: <https://app.leg.wa.gov/wac/default.aspx?cite=173-303> . Chapter 246-10: <https://app.leg.wa.gov/wac/default.aspx?cite=246-10> . Chapter 64.44: <https://app.leg.wa.gov/rcw/default.aspx?cite=64.44> . Chapter 18.27: <https://app.leg.wa.gov/rcw/default.aspx?cite=18.27> . Chapter 34.05: <https://app.leg.wa.gov/rcw/default.aspx?cite=34.05> .

Chapter 49.17: <https://app.leg.wa.gov/rcw/default.aspx?cite=49.17> . Chapter 70A.300: <https://app.leg.wa.gov/rcw/default.aspx?cite=70A.300> .

Equity considerations:

The Environmental Public Health (EPH) team is committed to ensuring that all communities, regardless of location or resources, have access to clean air, safe drinking water, and a healthy environment. In our state, low-income communities, Indigenous populations, and communities of color often face disproportionate environmental burdens. To address these disparities, EPH programs prioritize support for communities at higher risk of environmental health challenges. EPH also works to empower communities by fostering partnerships with schools, local governments, and community organizations, and by enhancing language access, accessibility, and cultural responsiveness in its programs and processes. OEHS strives to ensure these values are demonstrated consistently in our permitting, licensing, and certification processes.

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

10/2009

Comment:

\$200 Initial (valid 2 years and prorated at \$8.33 per month); \$150 Renewal (valid 2 years and prorated at \$4.16 per month). We prorate fees by month for certificates issued for less than 2 years.

Legal authority for fees:

Chapter 246-205-990: <https://app.leg.wa.gov/wac/default.aspx?cite=246-205-990>

Application Information

Application process and form(s):

Information and links to the application can be found at <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/drug-lab-cleanup-certification/supervisor-certification>

Requirements, additional actions, information, or documentation:

Step 1: Become a certified worker and read the Supervisor Certification Application Form to make sure you understand the requirements for supervisor certification. Step 2: With your current HAZWOPER certification, enroll in a certification course. Step 3: Complete 1-day clandestine drug lab decontamination supervisor certification course and complete 40 hours of on-site experience as a certified worker on hazardous material decontamination projects. The types of acceptable experience are listed on the Supervisor Certification Application Form. Step 4: Submit a Supervisor Certification Application Form.

Dependencies, conditions, or requirements:

Passing an annual refresher course.

Submittal process:

Mail the form, fee, and the additional required information to: Department of Health, Revenue Section, PO Box 1099, Olympia, WA 98507-1099 .

Application/Submittal last updated:

Review/Approval time:

Per CDL program policy, DOH has 30 business days to process an application.

Valid duration:

Clandestine Drug Lab (CDL) Supervisor Certificates expire on November 30 each ODD numbered year.

Appeal process:

Any person who wishes to contest a decision or action must follow Adjudicative Proceedings Chapter 34.05 RCW, the Administrative Procedure Act; chapter 246-10 WAC; and WAC 246 205.

Analysis

Applications received:

23

Average processing time (all):

-99

Average processing time (completed):

-99

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

-99

Legal processing time:

Chapter 246-205-081: <https://app.leg.wa.gov/WAC/default.aspx?cite=246-205-081> . Certified workers and supervisors seeking certificate renewal shall submit to the department 30 or more days before expiration of the current certificate.

Streamlining opportunities:

Data for this certification is currently manually tracked with an Excel spreadsheet. Program is working with the division data improvement and modernization manager to implement an online application process that would reduce barriers to applicants and program, and utilize modernized software to track, approve and finalize applications. These improvements will streamline and automate collection and analysis processes for improved tracking.

Pending applications:

0

Explanation:

No backlog.

Backlog applications:

0

Clandestine Drug Lab Decontamination Supervisor Certification Renewal

Department of Health

Type: Certification
Renewal

ID: 1706

Description

The purpose of certifying supervisors who clean up illegal drug labs is to support local health agency's efforts for handling contaminated drug lab sites.

Legal authority

Chapter 246 205: <https://app.leg.wa.gov/wac/default.aspx?cite=246-205> . Chapter 296-843: <https://app.leg.wa.gov/wac/default.aspx?cite=296-843> . Chapter 173-303: <https://app.leg.wa.gov/wac/default.aspx?cite=173-303> . Chapter 246-10: <https://app.leg.wa.gov/wac/default.aspx?cite=246-10> . Chapter 64.44: <https://app.leg.wa.gov/rcw/default.aspx?cite=64.44> . Chapter 18.27: <https://app.leg.wa.gov/rcw/default.aspx?cite=18.27> . Chapter 34.05: <https://app.leg.wa.gov/rcw/default.aspx?cite=34.05> .

Chapter 49.17: <https://app.leg.wa.gov/rcw/default.aspx?cite=49.17> . Chapter 70A.300: <https://app.leg.wa.gov/rcw/default.aspx?cite=70A.300> .

Equity considerations:

The Environmental Public Health (EPH) team is committed to ensuring that all communities, regardless of location or resources, have access to clean air, safe drinking water, and a healthy environment. In our state, low-income communities, Indigenous populations, and communities of color often face disproportionate environmental burdens. To address these disparities, EPH programs prioritize support for communities at higher risk of environmental health challenges. EPH also works to empower communities by fostering partnerships with schools, local governments, and community organizations, and by enhancing language access, accessibility, and cultural responsiveness in its programs and processes. OEHS strives to ensure these values are demonstrated consistently in our permitting, licensing, and certification processes.

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

10/2009

Comment:

\$150 Renewal (valid 2 years and prorated at \$6.25 per month). We prorate fees by month for certificates issued for less than 2 years.

Legal authority for fees:

Chapter 246-205-990: <https://app.leg.wa.gov/wac/default.aspx?cite=246-205-990>

Application Information

Application process and form(s):

Permit Renewal Notification is sent via GovDelivery 30 days prior to expiration.

Requirements, additional actions, information, or documentation:

Step 1: Become a certified worker and read the Supervisor Certification Application Form to make sure you understand the requirements for supervisor certification. Step 2: With your current HAZWOPER certification, enroll in a certification course. Step 3: Complete 1-day clandestine drug lab decontamination supervisor certification course and complete 40 hours of on-site experience as a certified worker on hazardous material decontamination projects. The types of acceptable experience are listed on the Supervisor Certification Application Form. Step 4: Submit a Supervisor Certification Application Form.

Dependencies, conditions, or requirements:

Passing an annual refresher course.

Submittal process:

Mail the form, fee, and the additional required information to: Department of Health, Revenue Section, PO Box 1099, Olympia, WA 98507-1099 .

Application/Submittal last updated:

09/2023

Review/Approval time:

Per Clandestine Drug Lab (CDL) program policy, DOH has 30 business days to process an application.

Valid duration:

Clandestine Drug Lab (CDL) Supervisor Certificates expire on November 30 each ODD numbered year.

Appeal process:

Any person who wishes to contest a decision or action must follow Adjudicative Proceedings Chapter 34.05 RCW, the Administrative Procedure Act; chapter 246-10 WAC; and WAC 246 205.

Analysis

Applications received:

5

Average processing time (all):

-99

Average processing time (completed):

-99

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Legal processing time:

Chapter 246-205-081: <https://app.leg.wa.gov/WAC/default.aspx?cite=246-205-081> . Certified workers and supervisors seeking certificate renewal shall submit to the department 30 or more days before expiration of the current certificate.

Streamlining opportunities:

Data for this certification is currently manually tracked with an Excel spreadsheet. Program is working with the division data improvement and modernization manager to implement an online application process that would reduce barriers to applicants and program, and utilize modernized software to track, approve and finalize applications. These improvements will streamline and automate collection and analysis processes for improved tracking.

Pending applications:

0

Explanation:

No backlog.

Backlog applications:

0

Clandestine Drug Lab Decontamination Training Provider Certification

Department of Health

Type: Initial
Certification

ID: 1686

Description

The purpose of certifying training providers is to ensure applicants have the breadth of knowledge and experience necessary to properly train workers and supervisors.

Legal authority

Chapter 246 205: <https://app.leg.wa.gov/wac/default.aspx?cite=246-205> . Chapter 296-843: <https://app.leg.wa.gov/wac/default.aspx?cite=296-843> . Chapter 173-303: <https://app.leg.wa.gov/wac/default.aspx?cite=173-303> . Chapter 246-10: <https://app.leg.wa.gov/wac/default.aspx?cite=246-10> . Chapter 64.44: <https://app.leg.wa.gov/rcw/default.aspx?cite=64.44> . Chapter 18.27: <https://app.leg.wa.gov/rcw/default.aspx?cite=18.27> . Chapter 34.05: <https://app.leg.wa.gov/rcw/default.aspx?cite=34.05> .

Chapter 49.17: <https://app.leg.wa.gov/rcw/default.aspx?cite=49.17> . Chapter 70A.300: <https://app.leg.wa.gov/rcw/default.aspx?cite=70A.300> .

Equity considerations:

The Environmental Public Health (EPH) team is committed to ensuring that all communities, regardless of location or resources, have access to clean air, safe drinking water, and a healthy environment. In our state, low-income communities, Indigenous populations, and communities of color often face disproportionate environmental burdens. To address these disparities, EPH programs prioritize support for communities at higher risk of environmental health challenges. EPH also works to empower communities by fostering partnerships with schools, local governments, and community organizations, and by enhancing language access, accessibility, and cultural responsiveness in its programs and processes. OEHS strives to ensure these values are demonstrated consistently in our permitting, licensing, and certification processes.

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

10/2009

Comment:

\$1,000 Initial (valid 2 years and prorated at \$41.66 per month); \$500 Renewal (valid 2 years and prorated at \$20.83 per month). A valid certification is required to work - there are no penalty fees for not renewing on time. We prorate fees by month for certificates issued for less than 2 years.

Legal authority for fees:

Chapter 246-205-990: <https://app.leg.wa.gov/wac/default.aspx?cite=246-205-990>

Application Information

Application process and form(s):

Information and links to the application can be found at <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/drug-lab-cleanup-certification/trainer-certification>

Requirements, additional actions, information, or documentation:

Step 1: Read WAC 246-205-021, Training provider certification. Step 2: Develop training curriculum in accordance with WAC 246-205-031, Basic training course content. Step 3: Have instructors with the knowledge and experience necessary to properly train workers and supervisors. Step 4: Submit a Training Provider Certification Application Form.

Dependencies, conditions, or requirements:

Applicant must submit course material and description of experience for persons teaching the course prior to approval.

Submittal process:

Mail the form, fee, and the additional required information to: Department of Health, Revenue Section, PO Box 1099, Olympia, WA 98507-1099 .

Application/Submittal last updated:

04/2022

Review/Approval time:

Per Clandestine Drug Lab (CDL) program policy, DOH has 30 business days to process an application.

Valid duration:

Clandestine Drug Lab (CDL) Trainer Certificates expire on November 30 each ODD numbered year.

Appeal process:

Any person who wishes to contest a decision or action must follow Adjudicative Proceedings Chapter 34.05 RCW, the Administrative Procedure Act; chapter 246-10 WAC; and WAC 246 205.

Analysis

Applications received:**Average processing time (all):****Average processing time (completed):****Average time between approval and any post-approval condition(s)/step(s):****Recommended processing time:****Legal processing time:**

Chapter 246-205-021(5)(c) : <https://app.leg.wa.gov/wac/default.aspx?cite=246-205-021> . (c) Ensure the department receives the application 60 or more days before the requested approval date.

Streamlining opportunities:

Please Note: No applications for this certification were received in 2024; therefore, 2024 processing times were listed as "-99" to reflect this. When applications are received, data for this certification is currently manually tracked with an Excel spreadsheet. Program is working with the division data improvement and modernization manager to implement an online application process that would reduce barriers to applicants and program, and utilize modernized software to track, approve and finalize applications. These improvements will streamline and automate collection and analysis processes for improved tracking.

Pending applications:**Explanation:**

No backlog.

Backlog applications:

Clandestine Drug Lab Decontamination Training Provider Certification Renewal

Department of Health

Type: Certification
Renewal

ID: 1707

Description

The purpose of certifying training providers is to ensure applicants have the breadth of knowledge and experience necessary to properly train workers and supervisors.

Legal authority

Chapter 246 205: <https://app.leg.wa.gov/wac/default.aspx?cite=246-205> . Chapter 296-843: <https://app.leg.wa.gov/wac/default.aspx?cite=296-843> . Chapter 173-303: <https://app.leg.wa.gov/wac/default.aspx?cite=173-303> . Chapter 246-10: <https://app.leg.wa.gov/wac/default.aspx?cite=246-10> . Chapter 64.44: <https://app.leg.wa.gov/rcw/default.aspx?cite=64.44> . Chapter 18.27: <https://app.leg.wa.gov/rcw/default.aspx?cite=18.27> . Chapter 34.05: <https://app.leg.wa.gov/rcw/default.aspx?cite=34.05> .

Chapter 49.17: <https://app.leg.wa.gov/rcw/default.aspx?cite=49.17> . Chapter 70A.300: <https://app.leg.wa.gov/rcw/default.aspx?cite=70A.300> .

Equity considerations:

The Environmental Public Health (EPH) team is committed to ensuring that all communities, regardless of location or resources, have access to clean air, safe drinking water, and a healthy environment. In our state, low-income communities, Indigenous populations, and communities of color often face disproportionate environmental burdens. To address these disparities, EPH programs prioritize support for communities at higher risk of environmental health challenges. EPH also works to empower communities by fostering partnerships with schools, local governments, and community organizations, and by enhancing language access, accessibility, and cultural responsiveness in its programs and processes. OEHS strives to ensure these values are demonstrated consistently in our permitting, licensing, and certification processes.

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

10/2009

Comment:

\$500 Renewal (valid 2 years and prorated at \$20.83 per month). A valid certification is required to work - there are no penalty fees for not renewing on time. We prorate fees by month for certificates issued for less than 2 years.

Legal authority for fees:

Chapter 246-205-990: <https://app.leg.wa.gov/wac/default.aspx?cite=246-205-990>

Application Information

Application process and form(s):

Permit Renewal Notification is sent via GovDelivery 30 days prior to expiration.

Requirements, additional actions, information, or documentation:

Step 1: Read WAC 246-205-021, Training provider certification. Step 2: Develop training curriculum in accordance with WAC 246-205-031, Basic training course content. Step 3: Have instructors with the knowledge and experience necessary to properly train workers and supervisors. Step 4: Submit a Training Provider Certification Application Form.

Dependencies, conditions, or requirements:

Applicant must submit course material and description of experience for persons teaching the course prior to approval.

Submittal process:

Mail the form, fee, and the additional required information to: Department of Health, Revenue Section, PO Box 1099, Olympia, WA 98507-1099 .

Application/Submittal last updated:

09/2023

Review/Approval time:

Per Clandestine Drug Lab (CDL) program policy, DOH has 30 business days to process an application.

Valid duration:

Clandestine Drug Lab (CDL) Trainer Certificates expire on November 30 each ODD numbered year.

Appeal process:

Any person who wishes to contest a decision or action must follow Adjudicative Proceedings Chapter 34.05 RCW, the Administrative Procedure Act; chapter 246-10 WAC; and WAC 246 205.

Analysis

Applications received:

0

Average processing time (all):

-99

Average processing time (completed):

-99

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Legal processing time:

Chapter 246-205-021(5)(c) : <https://app.leg.wa.gov/wac/default.aspx?cite=246-205-021> . (c) Ensure the department receives the application 60 or more days before the requested approval date.

Streamlining opportunities:

Please Note: No applications for this certification were received in 2024; therefore, 2024 processing times were listed as "-99" to reflect this. When applications are received, data for this certification is currently manually tracked with an Excel spreadsheet. Program is working with the division data improvement and modernization manager to implement an online application process that would reduce barriers to applicants and program, and utilize modernized software to track, approve and finalize applications. These improvements will streamline and automate collection and analysis processes for improved tracking.

Pending applications:

0

Explanation:

No backlog.

Backlog applications:

0

Clandestine Drug Lab Decontamination Worker Certification

Department of Health

Type: Initial
Certification

ID: 1687

Description

The purpose of certifying workers who clean up illegal drug labs is to support local health agency's efforts for handling contaminated drug lab sites.

Legal authority

Chapter 246 205: <https://app.leg.wa.gov/wac/default.aspx?cite=246-205> . Chapter 296-843: <https://app.leg.wa.gov/wac/default.aspx?cite=296-843> . Chapter 173-303: <https://app.leg.wa.gov/wac/default.aspx?cite=173-303> . Chapter 246-10: <https://app.leg.wa.gov/wac/default.aspx?cite=246-10> . Chapter 64.44: <https://app.leg.wa.gov/rcw/default.aspx?cite=64.44> . Chapter 18.27: <https://app.leg.wa.gov/rcw/default.aspx?cite=18.27> . Chapter 34.05: <https://app.leg.wa.gov/rcw/default.aspx?cite=34.05> .

Chapter 49.17: <https://app.leg.wa.gov/rcw/default.aspx?cite=49.17> . Chapter 70A.300: <https://app.leg.wa.gov/rcw/default.aspx?cite=70A.300> .

Equity considerations:

The Environmental Public Health (EPH) team is committed to ensuring that all communities, regardless of location or resources, have access to clean air, safe drinking water, and a healthy environment. In our state, low-income communities, Indigenous populations, and communities of color often face disproportionate environmental burdens. To address these disparities, EPH programs prioritize support for communities at higher risk of environmental health challenges. EPH also works to empower communities by fostering partnerships with schools, local governments, and community organizations, and by enhancing language access, accessibility, and cultural responsiveness in its programs and processes. OEHS strives to ensure these values are demonstrated consistently in our permitting, licensing, and certification processes.

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

10/2009

Comment:

\$100 Initial (valid 2 years and prorated at \$4.16 per month); \$50 Renewal (valid 2 years and prorated at \$2.08 per month). A valid certification is required to work - there are no penalty fees for not renewing on time. We prorate fees by month for certificates issued for less than 2 years.

Legal authority for fees:

Chapter 246-205-990: <https://app.leg.wa.gov/wac/default.aspx?cite=246-205-990>

Application Information

Application process and form(s):

Information and links to the application can be found at <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/drug-lab-cleanup-certification/worker-certification>

Requirements, additional actions, information, or documentation:

Step 1: Read the Worker Certification Application Form to make sure you understand the requirements for worker certification. Step 2: Complete the forty-hour Hazardous Waste Operations (HAZWOPER) training. Step 3: Enroll in a 2-day clandestine drug lab worker certification course. Step 4: Upon successful completion of the worker certification course, submit a completed Worker Certification Application Form.

Dependencies, conditions, or requirements:

Passing an annual refresher course.

Submittal process:

Mail the form, fee, and the additional required information to: Department of Health, Revenue Section, PO Box 1099, Olympia, WA 98507-1099 .

Application/Submittal last updated:

Review/Approval time:

Per Clandestine Drug Lab (CDL) program policy, the Department has 30 business days to process an application.

Valid duration:

Clandestine Drug Lab (CDL) Worker Certificates expire on November 30 each ODD numbered year.

Appeal process:

Any person who wishes to contest a decision or action must follow Adjudicative Proceedings Chapter 34.05 RCW, the Administrative Procedure Act; chapter 246-10 WAC; and WAC 246 205.

Analysis

Applications received:

49

Average processing time (all):

-99

Average processing time (completed):

-99

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Legal processing time:

Chapter 246-205-081: <https://app.leg.wa.gov/WAC/default.aspx?cite=246-205-081> . Certified workers and supervisors seeking certificate renewal shall submit to the department 30 or more days before expiration of the current certificate.

Streamlining opportunities:

Data for this certification is currently manually tracked with an Excel spreadsheet. Program is working with the division data improvement and modernization manager to implement an online application process that would reduce barriers to applicants and program, and utilize modernized software to track, approve and finalize applications. These improvements will streamline and automate collection and analysis processes for improved tracking.

Pending applications:

0

Explanation:

No backlog.

Backlog applications:

0

Clandestine Drug Lab Decontamination Worker Certification Renewal

Department of Health

Type: Certification
Renewal

ID: 1708

Description

The purpose of certifying workers who clean up illegal drug labs is to support local health agency's efforts for handling contaminated drug lab sites.

Legal authority

Chapter 246 205: <https://app.leg.wa.gov/wac/default.aspx?cite=246-205> . Chapter 296-843: <https://app.leg.wa.gov/wac/default.aspx?cite=296-843> . Chapter 173-303: <https://app.leg.wa.gov/wac/default.aspx?cite=173-303> . Chapter 246-10: <https://app.leg.wa.gov/wac/default.aspx?cite=246-10> . Chapter 64.44: <https://app.leg.wa.gov/rcw/default.aspx?cite=64.44> . Chapter 18.27: <https://app.leg.wa.gov/rcw/default.aspx?cite=18.27> . Chapter 34.05: <https://app.leg.wa.gov/rcw/default.aspx?cite=34.05> .

Chapter 49.17: <https://app.leg.wa.gov/rcw/default.aspx?cite=49.17> . Chapter 70A.300: <https://app.leg.wa.gov/rcw/default.aspx?cite=70A.300> .

Equity considerations:

The Environmental Public Health (EPH) team is committed to ensuring that all communities, regardless of location or resources, have access to clean air, safe drinking water, and a healthy environment. In our state, low-income communities, Indigenous populations, and communities of color often face disproportionate environmental burdens. To address these disparities, EPH programs prioritize support for communities at higher risk of environmental health challenges. EPH also works to empower communities by fostering partnerships with schools, local governments, and community organizations, and by enhancing language access, accessibility, and cultural responsiveness in its programs and processes. OEHS strives to ensure these values are demonstrated consistently in our permitting, licensing, and certification processes.

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

10/2009

Comment:

\$50 Renewal (valid 2 years and prorated at \$2.08 per month). A valid certification is required to work - there are no penalty fees for not renewing on time. We prorate fees by month for certificates issued for less than 2 years.

Legal authority for fees:

Chapter 246-205-990: <https://app.leg.wa.gov/wac/default.aspx?cite=246-205-990>

Application Information

Application process and form(s):

Permit Renewal Notification is sent via GovDelivery 30 days prior to expiration.

Requirements, additional actions, information, or documentation:

Step 1: Read the Worker Certification Application Form to make sure you understand the requirements for worker certification. Step 2: Complete the forty-hour Hazardous Waste Operations (HAZWOPER) training. Step 3: Enroll in a 2-day clandestine drug lab worker certification course. Step 4: Upon successful completion of the worker certification course, submit a completed Worker Certification Application Form.

Dependencies, conditions, or requirements:

Passing an annual refresher course.

Submittal process:

Mail the form, fee, and the additional required information to: Department of Health, Revenue Section, PO Box 1099, Olympia, WA 98507-1099 .

Application/Submittal last updated:

09/2023

Review/Approval time:

Per Clandestine Drug Lab (CDL) program policy, the Department has 30 business days to process an application.

Valid duration:

Clandestine Drug Lab (CDL) Worker Certificates expire on November 30 each ODD numbered year.

Appeal process:

Any person who wishes to contest a decision or action must follow Adjudicative Proceedings Chapter 34.05 RCW, the Administrative Procedure Act; chapter 246-10 WAC; and WAC 246 205.

Analysis

Applications received:

2

Average processing time (all):

-99

Average processing time (completed):

-99

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Legal processing time:

Chapter 246-205-081: <https://app.leg.wa.gov/WAC/default.aspx?cite=246-205-081> . Certified workers and supervisors seeking certificate renewal shall submit to the department 30 or more days before expiration of the current certificate.

Streamlining opportunities:

Data for this certification is currently manually tracked with an Excel spreadsheet. Program is working with the division data improvement and modernization manager to implement an online application process that would reduce barriers to applicants and program, and utilize modernized software to track, approve and finalize applications. These improvements will streamline and automate collection and analysis processes for improved tracking.

Pending applications:

0

Explanation:

No backlog.

Backlog applications:

0

Colon Hydrotherapist Certification

Department of Health

Type: Certification

Description

ID: 1259

To practice as a colon hydrotherapist

Legal authority

RCW 18.36A, WAC 246-836A

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications.

Costs/Fees

Application fee:

215

Credential fee:

-99

Fee last changed:

07/2022

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

WAC 246-836A-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

*Complete Application*Fee*Out of State license verification (if applicable)*Personal Data Questions and WA state required background checks*Registration with an approved affiliation relationship* Proof of National certification with GPACT, I-ACT or NBCHTOR*Proof of successful completion of a training program and the Washington State examination administered by NBCHT

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 15 days.

Valid duration:

Licenses must be renewed every year on the practitioners birthday

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

0

Average time between approval and any post-approval condition(s)/step(s):

Average processing time (all):

-99

-99

Average processing time (completed):

-99

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

1

Backlog applications:

0

Explanation:

Recommended processing time:

-99

Colon Hydrotherapist Certification - Renewal

Department of Health

Type: Certification

Description

To practice as a colon hydrotherapist

ID: 1462

Legal authority

RCW Chapter 18.36A, WAC 246-836A

Equity considerations:

None.

Costs/Fees

Application fee:

215

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard Renewal

Legal authority for fees:

RCW Chapter 18.36A, WAC 246-836A, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

none

Dependencies, conditions, or requirements:

none

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

0

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours.

Pending applications:

0

Explanation:

Backlog applications:

0

Colon Hydrotherapist Certification Expired Reactivation

Department of Health

Type: Certification

Description

ID: 1380

To practice as a colon hydrotherapist

Legal authority

RCW 18.36A, WAC 246-836A

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications.

Costs/Fees

Application fee:

390

Credential fee:

-99

Fee last changed:

07/2022

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

WAC 246-836A-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

*Complete Application*Fee*Out of State license verification (if applicable)*Personal Data Questions and WA state required background checks*Registration with an approved affiliation relationship* Proof of National certification with GPACT, I-ACT or NBCHTOR*Proof of successful completion of a training program and the Washington State examination administered by NBCHT

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 15 days.

Valid duration:

Licenses must be renewed every year on the practitioners birthday

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

0

Average time between approval and any post-approval condition(s)/step(s):

Average processing time (all):

-99

-99

Average processing time (completed):

-99

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Explanation:

Backlog applications:

0

Recommended processing time:

-99

Co-Occurring Disorder Specialist Enhancement

Department of Health

Type: Other

ID: 1316

Description

Est. 2021 as a supplemental SUD training enhancement to permit specific credentials to provide SUD assessments and treatment in specific care settings. Qualifying credentials for this enhancement include Psychologists, LMHC, LICSW, LMFT, and CAAL.

Legal authority

RCW 18.205.105

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications. Applicants are able to request this document in another format by calling 1-800-525-0127, 711, or emailing civil.rights@doh.wa.gov.

Costs/Fees

Application fee:

100

Credential fee:

-99

Fee last changed:

N/A

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

RCW 18.205.105(12)

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Complete application, including supervised experience, verification of completing an approved CODS curriculum, fee

Dependencies, conditions, or requirements:

Exam

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

Permanent issue, conditional to the active status of the underlying eligible credential

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

-99

Average time between approval and any post-approval condition(s)/step(s):

-99

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Backlog applications:

0

Explanation:

Recommended processing time:

-99

Counselor Agency Affiliated Certification

Department of Health

Type: Certification

ID: 1304

Description

Established in 2023, certified agency affiliated counselors provide counseling services strictly within an approved agency. Certified agency affiliated counselors can counseling services and provisionally assess and diagnose mental health conditions. The provisional assessment and diagnoses must be reviewed by an MHP defined in RCW 71.05.020(40). Certified agency affiliated counselors cannot be clinical supervisors.

Legal authority

RCW 18.19

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications. Applicants are able to request this document in another format by calling 1-800-525-0127, 711, or emailing civil.rights@doh.wa.gov.

Costs/Fees

Application fee:

175

Credential fee:

-99

Fee last changed:

N/A

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

RCW 18.19.090(1), <https://app.leg.wa.gov/RCW/default.aspx?cite=18.19.090>

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

complete application, fee, official transcripts, and employment verification form

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

annual renewal cycle, no limit on renewals

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

358

Average processing time (all):

112

Average processing time (completed):

26

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

281

Explanation:**Backlog applications:**

1

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

23

Counselor Agency Affiliated Certification - Renewal

Department of Health

Type: Certification

ID: 1454

Description

Established in 2023, certified agency affiliated counselors provide counseling services strictly within an approved agency. Certified agency affiliated counselors can counseling services and provisionally assess and diagnose mental health conditions. The provisional assessment and diagnoses must be reviewed by an MHP defined in RCW 71.05.020(40). Certified agency affiliated counselors cannot be clinical supervisors.

Legal authority

RCW Chapter 18.19, WAC 246-810

Equity considerations:

None.

Costs/Fees

Application fee:

185

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard Renewal Fee

Legal authority for fees:

RCW Chapter 18.19, WAC 246-810, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

none

Dependencies, conditions, or requirements:

none

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

253

Average processing time (all):

3

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

Average processing time (completed):

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours. Require all renewals to be completed online

Pending applications:

0

Explanation:

Backlog applications:

0

Counselor Agency Affiliated Certification Expired Reactivation

Department of Health

Type: Certification

ID: 1413

Description

Established in 2023, certified agency affiliated counselors provide counseling services strictly within an approved agency. Certified agency affiliated counselors can counseling services and provisionally assess and diagnose mental health conditions. The provisional assessment and diagnoses must be reviewed by an MHP defined in RCW 71.05.020(40). Certified agency affiliated counselors cannot be clinical supervisors.

Legal authority

RCW 18.19

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications. Applicants are able to request this document in another format by calling 1-800-525-0127, 711, or emailing civil.rights@doh.wa.gov.

Costs/Fees

Application fee:

330

Credential fee:

-99

Fee last changed:

N/A

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

RCW 18.19.090(1), <https://app.leg.wa.gov/RCW/default.aspx?cite=18.19.090>

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

complete application, fee, official transcripts, and employment verification form

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

annual renewal cycle, no limit on renewals

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

0

Average processing time (all):

-99

Average processing time (completed):

26

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

23

Counselor Agency Affiliated License

Department of Health

Type: License

ID: 1305

Description

Established in 2023, Licensured agency affiliated counselors provide counseling services strictly within an approved agency. Licensured agency affiliated counselors can provide counseling services and assess and diagnose mental health conditions.

Legal authority

RCW. 18.19

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications. Applicants are able to request this document in another format by calling 1-800-525-0127, 711, or emailing civil.rights@doh.wa.gov.

Costs/Fees

Application fee:

175

Credential fee:

-99

Fee last changed:

N/A

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

RCW 18.19.090(1), <https://app.leg.wa.gov/RCW/default.aspx?cite=18.19.090>

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

complete application, fee, official transcripts, and employment verification form

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

annual renewal cycle, no limit on renewals

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

682

Average processing time (all):

89

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

36

32

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

291

Explanation:

Backlog applications:

4

Counselor Agency Affiliated License - Renewal

Department of Health

Type: License

ID: 1455

Description

Established in 2023, Licensured agency affiliated counselors provide counseling services strictly within an approved agency. Licensed agency affiliated counselors can provide counseling services and assess and diagnose mental health conditions.

Legal authority

RCW Chapter 18.19, WAC 246-810

Equity considerations:

None.

Costs/Fees

Application fee:

185

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard Renewal fee

Legal authority for fees:

RCW Chapter 18.19, WAC 246-810, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

none

Dependencies, conditions, or requirements:

none

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

85

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours. Require all renewals to be completed online

Pending applications:

0

Explanation:

Backlog applications:

0

Counselor Agency Affiliated License Expired Reactivation

Department of Health

Type: License

ID: 1414

Description

Established in 2023, Licensured agency affiliated counselors provide counseling services strictly within an approved agency. Licensured agency affiliated counselors can provide counseling services and assess and diagnose mental health conditions.

Legal authority

RCW. 18.19

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications. Applicants are able to request this document in another format by calling 1-800-525-0127, 711, or emailing civil.rights@doh.wa.gov.

Costs/Fees

Application fee:

330

Credential fee:

-99

Fee last changed:

N/A

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

RCW 18.19.090(1), <https://app.leg.wa.gov/RCW/default.aspx?cite=18.19.090>

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

complete application, fee, official transcripts, and employment verification form

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

annual renewal cycle, no limit on renewals

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

0

Average processing time (all):

-99

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

36

32

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

Explanation:

-99

Backlog applications:

0

Counselor Agency Affiliated Registration

Department of Health

Type: Other

ID: 1306

Description

Established in 2009, Registered agency affiliated counselors provide counseling services strictly within an approved agency. Registered agency affiliated counselors can provide low level counseling services like implementing treatment plans developed by an MHP and connecting people with resources.

Legal authority

RCW. 18.19

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications. Applicants are able to request this document in another format by calling 1-800-525-0127, 711, or emailing civil.rights@doh.wa.gov.

Costs/Fees

Application fee:

175

Credential fee:

-99

Fee last changed:

06/2023

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

RCW 18.19.090(1) <https://app.leg.wa.gov/RCW/default.aspx?cite=18.19.090>

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

complete application, fee, and employment verification form

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

annual renewal cycle, no limit on renewals

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

4836

Average time between approval and any post-approval condition(s)/step(s):

-99

Average processing time (all):

115

Average processing time (completed):

39

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

1562

Backlog applications:

10

Explanation:

Recommended processing time:

35

Counselor Agency Affiliated Registration - Renewal

Department of Health

Type: Registration

ID: 1456

Description

Established in 2009, Registered agency affiliated counselors provide counseling services strictly within an approved agency. Registered agency affiliated counselors can provide low level counseling services like implementing treatment plans developed by an MHP and connecting people with resources.

Legal authority

RCW Chapter 18.19, WAC 246-810

Equity considerations:

None.

Costs/Fees

Application fee:

185

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard Renewal fee

Legal authority for fees:

RCW Chapter 18.19, WAC 246-810, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

none

Dependencies, conditions, or requirements:

none

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

8568

Average processing time (all):

3

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

Average processing time (completed):

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours. Require all renewals to be completed online

Pending applications:

0

Explanation:

Backlog applications:

0

Counselor Agency Affiliated Registration Expired Reactivation

Department of Health

Type: Other

ID: 1415

Description

Established in 2009, Registered agency affiliated counselors provide counseling services strictly within an approved agency. Registered agency affiliated counselors can provide low level counseling services like implementing treatment plans developed by an MHP and connecting people with resources.

Legal authority

RCW. 18.19

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications. Applicants are able to request this document in another format by calling 1-800-525-0127, 711, or emailing civil.rights@doh.wa.gov.

Costs/Fees

Application fee:

330

Credential fee:

-99

Fee last changed:

06/2023

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

RCW 18.19.090(1) <https://app.leg.wa.gov/RCW/default.aspx?cite=18.19.090>

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

complete application, fee, and employment verification form

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

annual renewal cycle, no limit on renewals

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

266

Average time between approval and any post-approval condition(s)/step(s):

-99

Average processing time (all):

91

Average processing time (completed):

39

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Backlog applications:

0

Explanation:

Recommended processing time:

35

Counselor Certified Adviser Certification

Department of Health

Type: Certification

ID: 1307

Description

Established in 2009, certified advisers counsel and guide clients in adjusting to life situations, developing new skills, and making desired changes in accordance with the theories and techniques of a specific counseling method. Certified advisers must use the global assessment of functioning (GAF) scale used in the DSM-IV to determine clients GAF score. Recognition of a GAF score of 60 or less requires the certified adviser to refer to a licensed health care practitioner. Certified advisers must maintain a written supervision agreement with a licensed healthcare provider for the duration of their credential with specific requirements for who may provide supervision and details included within the written agreement.

Legal authority

RCW 18.19

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications. Applicants are able to request this document in another format by calling 1-800-525-0127, 711, or emailing civil.rights@doh.wa.gov.

Costs/Fees

Application fee:

705

Credential fee:

-99

Fee last changed:

06/2023

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

RCW 18.19.090(1) <https://app.leg.wa.gov/RCW/default.aspx?cite=18.19.090>

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

complete application, fee, official transcripts, and supervision agreement

Dependencies, conditions, or requirements:

Exam

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

annual renewal cycle, no limit on renewals

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

2

Average processing time (all):

82

Average processing time (completed):

1

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

2

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

1

Counselor Certified Adviser Certification - Renewal

Department of Health

Type: Certification

ID: 1458

Description

Established in 2009, certified advisers counsel and guide clients in adjusting to life situations, developing new skills, and making desired changes in accordance with the theories and techniques of a specific counseling method. Certified advisers must use the global assessment of functioning(GAF) scale used in the DSM-IV to determine clients GAF score. Recognition of a GAF score of 60 or less requires the certified adviser to refer to a licensed health care practitioner. Certified advisers must maintain a written supervision agreement with a licensed healthcare provider for the duration of their credential with specific requirements for who may provide supervision and details included within the written agreement.

Legal authority

RCW Chapter 18.19, WAC 246-810

Equity considerations:

None.

Costs/Fees

Application fee:

185

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard Renewal fee. Changes to facility or employer require updated application/renewal

Legal authority for fees:

RCW Chapter 18.19, WAC 246-810, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

none

Dependencies, conditions, or requirements:

none

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

23

Average processing time (all):

3

Average processing time (completed):

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours. Require all renewals to be completed online

Pending applications:

0

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

Counselor Certified Adviser Certification Expired Reactivation

Department of Health

Type: Certification

ID: 1416

Description

Established in 2009, certified advisers counsel and guide clients in adjusting to life situations, developing new skills, and making desired changes in accordance with the theories and techniques of a specific counseling method. Certified advisers must use the global assessment of functioning (GAF) scale used in the DSM-IV to determine clients GAF score. Recognition of a GAF score of 60 or less requires the certified adviser to refer to a licensed health care practitioner. Certified advisers must maintain a written supervision agreement with a licensed healthcare provider for the duration of their credential with specific requirements for who may provide supervision and details included within the written agreement.

Legal authority

RCW 18.19

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications. Applicants are able to request this document in another format by calling 1-800-525-0127, 711, or emailing civil.rights@doh.wa.gov.

Costs/Fees

Application fee:

1145

Credential fee:

-99

Fee last changed:

06/2023

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

RCW 18.19.090(1) <https://app.leg.wa.gov/RCW/default.aspx?cite=18.19.090>

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

complete application, fee, official transcripts, and supervision agreement

Dependencies, conditions, or requirements:

Exam

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

annual renewal cycle, no limit on renewals

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

0

Average processing time (all):

-99

Average processing time (completed):

1

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

1

Counselor Certified Certification

Department of Health

Type: Certification

ID: 1308

Description

Established in 2009, certified counselors counsel and guide clients in adjusting to life situations, developing new skills, and making desired changes in accordance with the theories and techniques of a specific counseling method. Certified counselors must use the global assessment of functioning (GAF) scale used in the DSM-IV to determine clients GAF score. Recognition of a GAF score of 60 or less requires the certified counselor to refer to a licensed health care practitioner. Certified counselors may see clients with a GAF score of 60 or less in some conditions but cannot be the sole treatment provider for clients with a GAF score of less than 50. Certified counselors must maintain a written supervision agreement with a licensed healthcare provider for the duration of their credential with specific requirements for who may provide supervision and details included within the written agreement.

Legal authority

RCW 18.19

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications. Applicants are able to request this document in another format by calling 1-800-525-0127, 711, or emailing civil.rights@doh.wa.gov.

Costs/Fees

Application fee:

765

Credential fee:

-99

Fee last changed:

06/2023

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

RCW 18.19.090(1) <https://app.leg.wa.gov/RCW/default.aspx?cite=18.19.090>

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

complete application, fee, official transcripts, and supervision agreement

Dependencies, conditions, or requirements:

Exam

Submittal process:

HELMs Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

annual renewal cycle, no limit on renewals

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

66

Average processing time (all):

213

Average processing time (completed):

20

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

63

Explanation:**Backlog applications:**

1

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

18

Counselor Certified Certification - Renewal

Department of Health

Type: Certification

ID: 1459

Description

Established in 2009, certified counselors counsel and guide clients in adjusting to life situations, developing new skills, and making desired changes in accordance with the theories and techniques of a specific counseling method. Certified counselors must use the global assessment of functioning(GAF) scale used in the DSM-IV to determine clients GAF score. Recognition of a GAF score of 60 or less requires the certified counselor to refer to a licensed health care practitioner. Certified counselors may see clients with a GAF score of 60 or less in some conditions but cannot be the sole treatment provider for clients with a GAF score of less than 50. Certified counselors must maintain a written supervision agreement with a licensed healthcare provider for the duration of their credential with specific requirements for who may provide supervision and details included within the written agreement.

Legal authority

RCW Chapter 18.19, WAC 246-810

Equity considerations:

None.

Costs/Fees

Application fee:

800

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard Renewal fee

Legal authority for fees:

RCW Chapter 18.19, WAC 246-810, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

36 CE hour attestation due every 2 years

Dependencies, conditions, or requirements:

Attestation of CE completion due at time of renewal

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

23

Average processing time (all):

3

Average processing time (completed):

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours. Require all renewals to be completed online

Pending applications:

0

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

Counselor Certified Certification Expired Reactivation

Department of Health

Type: Certification

ID: 1417

Description

Established in 2009, certified counselors counsel and guide clients in adjusting to life situations, developing new skills, and making desired changes in accordance with the theories and techniques of a specific counseling method. Certified counselors must use the global assessment of functioning (GAF) scale used in the DSM-IV to determine clients GAF score. Recognition of a GAF score of 60 or less requires the certified counselor to refer to a licensed health care practitioner. Certified counselors may see clients with a GAF score of 60 or less in some conditions but cannot be the sole treatment provider for clients with a GAF score of less than 50. Certified counselors must maintain a written supervision agreement with a licensed healthcare provider for the duration of their credential with specific requirements for who may provide supervision and details included within the written agreement.

Legal authority

RCW 18.19

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications. Applicants are able to request this document in another format by calling 1-800-525-0127, 711, or emailing civil.rights@doh.wa.gov.

Costs/Fees

Application fee:

1200

Credential fee:

-99

Fee last changed:

06/2023

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

RCW 18.19.090(1) <https://app.leg.wa.gov/RCW/default.aspx?cite=18.19.090>

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

complete application, fee, official transcripts, and supervision agreement

Dependencies, conditions, or requirements:

Exam

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

annual renewal cycle, no limit on renewals

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

3

Average processing time (all):

4

Average processing time (completed):

4

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Backlog applications:

0

Explanation:**Average time between approval and any post-approval condition(s)/step(s):**

-99

Recommended processing time:

4

Dental Anesthesia Assistant Certification

Department of Health

Type: Certification

Description

ID: 1283

This license allows an individual to practice as an Dental Anesthesia Assistant in Washington State.

Legal authority

RCW 18.32.640, WAC 246-817-771

Equity considerations:

Provides an online portal to complete application process online, applicants may print to write. The application includes helpful website links and checklist of license requirements.

Costs/Fees

Application fee:

100

Credential fee:

-99

Fee last changed:

06/2023

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

WAC 246-817-99005

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Submit application, submit application fee, verification of completion of a commission-approved dental anesthesia assistant training course and training in IV access or phlebotomy, verification of other health care licenses held (if any), CPR, ACLS, or PALS certification, and supervisor attestation form.

Dependencies, conditions, or requirements:

n/a

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 61 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

59

Average time between approval and any post-approval condition(s)/step(s):

Average processing time (all):

-99

126

Average processing time (completed):

9

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

10

Backlog applications:

1

Explanation:

Recommended processing time:

9

Dental Anesthesia Assistant Certification - Renewal

Department of Health

Type: Certification

Description

ID: 1464

This license allows an individual to practice as an Dental Anesthesia Assistant in Washington State.

Legal authority

RCW Chapter 18.350, WAC 246-817

Equity considerations:

None.

Costs/Fees

Application fee:

85

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard Renewal Fee

Legal authority for fees:

RCW Chapter 18.350, WAC 246-817, WAC 246-12

Application Information

Application process and form(s):

mail, electronic

Requirements, additional actions, information, or documentation:

14 CE hours due every 3 years

Dependencies, conditions, or requirements:

Attestation of CE completion due at time of renewal

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

0

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours. Require online renewals

Pending applications:

0

Explanation:

Backlog applications:

0

Dental Anesthesia Assistant Certification Expired Reactivation

Department of Health

Type: Certification

Description

ID: 1394

This license allows an individual to practice as an Dental Anesthesia Assistant in Washington State.

Legal authority

RCW 18.32.640, WAC 246-817-771

Equity considerations:

Provides an online portal to complete application process online, applicants may print to write. The application includes helpful website links and checklist of license requirements.

Costs/Fees

Application fee:

210

Credential fee:

-99

Fee last changed:

06/2023

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

WAC 246-817-99005

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Submit application, submit application fee, verification of completion of a commission-approved dental anesthesia assistant training course and training in IV access or phlebotomy, verification of other health care licenses held (if any), CPR, ACLS, or PALS certification, and supervisor attestation form.

Dependencies, conditions, or requirements:

n/a

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 61 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

2

Average time between approval and any post-approval condition(s)/step(s):

Average processing time (all):

-99

368

Average processing time (completed):

9

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Backlog applications:

0

Explanation:

Recommended processing time:

9

Dental Assistant Registration

Department of Health

Type: Other

ID: 1284

Description

This license allows an individual to practice as a Registered Dental Assistant in Washington State.

Legal authority

RCW 18.260.020, WAC 246-817-190

Equity considerations:

Provides an online portal to complete application process online, applicants may print to write. The application includes helpful website links and checklist of license requirements.

Costs/Fees

Application fee:

40

Credential fee:

-99

Fee last changed:

06/2023

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

WAC 246-817-99005

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Submit application, submit application fee, and any additional documents requested by the secretary.

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 15 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

3392

Average processing time (all):

35

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

11

10

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

200

Explanation:

Backlog applications:

25

Dental Assistant Registration - Renewal

Department of Health

Type: Registration

ID: 1466

Description

This license allows an individual to practice as a Registered Dental Assistant in Washington State.

Legal authority

RCW Chapter 18.32, WAC 246-817

Equity considerations:

None.

Costs/Fees

Application fee:

25

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard Renewal Fee

Legal authority for fees:

RCW Chapter 18.32, WAC 246-817, WAC 246-12

Application Information

Application process and form(s):

mail, electronic

Requirements, additional actions, information, or documentation:

none

Dependencies, conditions, or requirements:

none

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

15484

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours. Require online renewals

Pending applications:

0

Explanation:

Backlog applications:

0

Dental Assistant Registration Expired Reactivation

Department of Health

Type: Other

Description

ID: 1395

This license allows an individual to practice as a Registered Dental Assistant in Washington State.

Legal authority

RCW 18.260.020, WAC 246-817-190

Equity considerations:

Provides an online portal to complete application process online, applicants may print to write. The application includes helpful website links and checklist of license requirements.

Costs/Fees

Application fee:

70

Credential fee:

-99

Fee last changed:

06/2023

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

WAC 246-817-99005

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Submit application, submit application fee, and any additional documents requested by the secretary.

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 15 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

639

Average processing time (all):

25

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

11

10

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

Explanation:

-99

Backlog applications:

0

Dental Faculty License

Department of Health

Type: License

ID: 1285

Description

This license allows an individual to practice as a Dentist within the confines of a university facility if they have been licensed or otherwise authorized to practice dentistry in another state or country and have been accepted for employment as a faculty member by a school of dentistry in Washington State.

Legal authority

RCW 13.32.195, WAC 246-817-150

Equity considerations:

Provides an online portal to complete application process online, applicants may print to write. The application includes helpful website links and checklist of license requirements.

Costs/Fees

Application fee:

500

Credential fee:

-99

Fee last changed:

06/2023

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

WAC 246-817-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Submit application, submit application fee, verification of professional training and education (transcripts), other documentation as required by the DQAC, verification of other health care licenses held (if any), letter from dean (from university where applicant has received an employment offer), applicant's photograph.

Dependencies, conditions, or requirements:

Letter from dean of university where applicant has received an employment offer.

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 61 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

2

Average processing time (all):

81

Average processing time (completed):

6

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

0

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

6

Dental Faculty License - Renewal

Department of Health

Type: License

ID: 1467

Description

This license allows an individual to practice as a Dentist within the confines of a university facility if they have been licensed or otherwise authorized to practice dentistry in another state or country and have been accepted for employment as a faculty member by a school of dentistry in Washington State.

Legal authority

RCW Chapter 18.32, WAC 246-817

Equity considerations:

None.

Costs/Fees

Application fee:

400

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard Renewal Fee

Legal authority for fees:

RCW Chapter 18.32, WAC 246-817, WAC 246-12

Application Information

Application process and form(s):

mail, electronic

Requirements, additional actions, information, or documentation:

63 hours due every three years

Dependencies, conditions, or requirements:

Attestation of CE completion due at time of renewal

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year. License expires on June 30th and must be renewed annually

Appeal process:

none

Analysis

Applications received:

14

Average processing time (all):

3

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

Average processing time (completed):

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours. Require online renewals

Pending applications:

0

Explanation:

Backlog applications:

0

Dental Faculty License Expired Reactivation

Department of Health

Type: License

ID: 1396

Description

This license allows an individual to practice as a Dentist within the confines of a university facility if they have been licensed or otherwise authorized to practice dentistry in another state or country and have been accepted for employment as a faculty member by a school of dentistry in Washington State.

Legal authority

RCW 13.32.195, WAC 246-817-150

Equity considerations:

Provides an online portal to complete application process online, applicants may print to write. The application includes helpful website links and checklist of license requirements.

Costs/Fees

Application fee:

850

Credential fee:

-99

Fee last changed:

06/2023

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

WAC 246-817-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Submit application, submit application fee, verification of professional training and education (transcripts), other documentation as required by the DQAC, verification of other health care licenses held (if any), letter from dean (from university where applicant has received an employment offer), applicant's photograph.

Dependencies, conditions, or requirements:

Letter from dean of university where applicant has received an employment offer.

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 61 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

0

Average processing time (all):

-99

Average processing time (completed):

6

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

6

Dental Hygiene Initial Temporary License

Department of Health

Type: License

ID: 1286

Description

This license allows an individual to practice as a dental hygienist in Washington State.

Legal authority

RCW 18.29.190

Equity considerations:

Provides an online portal to complete application process online, applicants may print to write. The application includes helpful website links and checklist of license requirements.

Costs/Fees

Application fee:

100

Credential fee:

-99

Fee last changed:

06/2023

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

WAC 246-815-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

RCW 18.29.190 holds a valid license in another state or Canadian province, files documentation with the secretary certifying that the applicant has graduated from an accredited dental hygiene school approved by the secretary, successfully completed the dental hygiene national board exam, demonstrations knowledge of the Washington State dental hygiene jurisprudence exam, pays required fees.

Dependencies, conditions, or requirements:

Must complete required education, written and clinical examinations prior to performing duties related to restorative dentistry, administration of nitrous oxide analgesia or administration of local anesthesia.

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

5 yr term (non renewable)

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

137

Average processing time (all):

47

Average processing time (completed):

7

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

26

Explanation:**Backlog applications:**

1

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

7

Dental Hygiene Initial Temporary License Expired Reactivation

Department of Health

Type: License

Description

ID: 1397

This license allows an individual to practice as a dental hygienist in Washington State.

Legal authority

RCW 18.29.190

Equity considerations:

Provides an online portal to complete application process online, applicants may print to write. The application includes helpful website links and checklist of license requirements.

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

06/2023

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

WAC 246-815-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

RCW 18.29.190 holds a valid license in another state or Canadian province, files documentation with the secretary certifying that the applicant has graduated from an accredited dental hygiene school approved by the secretary, successfully completed the dental hygiene national board exam, demonstrations knowledge of the Washington State dental hygiene jurisprudence exam, pays required fees.

Dependencies, conditions, or requirements:

Must complete required education, written and clinical examinations prior to performing duties related to restorative dentistry, administration of nitrous oxide analgesia or administration of local anesthesia.

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

5 yr term (non renewable)

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

0

Average processing time (all):

-99

Average processing time (completed):

7

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

7

Dental Hygiene License

Department of Health

Type: License

ID: 1287

Description

This license allows an individual to practice as a dental hygienist in Washington State.

Legal authority

RCW 18.29.021 WAC 246-815-020

Equity considerations:

Provides an online portal to complete application process online, applicants may print to write. The application includes helpful website links and checklist of license requirements.

Costs/Fees

Application fee:

100

Credential fee:

-99

Fee last changed:

06/2023

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

WAC 246-815-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

WAC 246-815-020 submit application, submit application fee, proof of completion of the Washington State dental hygiene drug and law jurisprudence exam, official transcripts, official verification of passing the national board dental hygiene written exam, official verification of passing of required dental hygiene written and clinical examinations.

Dependencies, conditions, or requirements:

None

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

1 yr renewal

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

264

Average time between approval and any post-approval condition(s)/step(s):

-99

Average processing time (all):

47

Average processing time (completed):

12

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

36

Explanation:

Backlog applications:

2

Recommended processing time:

11

Dental Hygiene License - Renewal

Department of Health

Type: License

Description

ID: 1469

This license allows an individual to practice as a dental hygienist in Washington State.

Legal authority

RCW 18.29, WAC 246-815

Equity considerations:

None.

Costs/Fees

Application fee:

70

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard renewal fee

Legal authority for fees:

RCW Chapter 18.29, WAC 246-815, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

15 CE hours due annually

Dependencies, conditions, or requirements:

Attestation of CE completion due at time of renewal

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

5965

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours. Require online renewals

Pending applications:

0

Explanation:

Backlog applications:

0

Dental Hygiene License Expired Reactivation

Department of Health

Type: License

ID: 1398

Description

This license allows an individual to practice as a dental hygienist in Washington State.

Legal authority

RCW 18.29.021 WAC 246-815-020

Equity considerations:

Provides an online portal to complete application process online, applicants may print to write. The application includes helpful website links and checklist of license requirements.

Costs/Fees

Application fee:

170

Credential fee:

-99

Fee last changed:

06/2023

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

WAC 246-815-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

WAC 246-815-020 submit application, submit application fee, proof of completion of the Washington State dental hygiene drug and law jurisprudence exam, official transcripts, official verification of passing the national board dental hygiene written exam, official verification of passing of required dental hygiene written and clinical examinations.

Dependencies, conditions, or requirements:

None

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

1 yr renewal

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

22

Average time between approval and any post-approval condition(s)/step(s):

-99

Average processing time (all):

26

Average processing time (completed):

12

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Explanation:

Backlog applications:

0

Recommended processing time:

11

Dental Hygiene Renewable Temporary License

Department of Health

Type: License

ID: 1288

Description

This license allows an individual to practice as a dental hygienist in Washington State.

Legal authority

RCW 18.29.190

Equity considerations:

Provides an online portal to complete application process online, applicants may print to write. The application includes helpful website links and checklist of license requirements.

Costs/Fees

Application fee:

70

Credential fee:

-99

Fee last changed:

06/2023

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

WAC 246-815-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

RCW 19.29.190(2) must have held a dental hygiene initial temporary license, demonstration successful passage of substantively equivalent patient evaluation/prophylaxis examination, demonstration of successful passage of a substantively equivalent local anesthesia examination, demonstration of didactic and clinical competency in the administration of nitrous oxide analgesia, demonstration of successful passage of an educational program on the administration of local anesthesia and nitrous oxide analgesia.

Dependencies, conditions, or requirements:

None

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

1 yr renewal

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

9

Average processing time (all):

146

Average processing time (completed):

33

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

6

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

30

Dental Hygiene Renewable Temporary License - Renewal

Department of Health

Type: License

ID: 1468

Description

This license allows an individual to practice as dental hygienist in Washington State.

Legal authority

RCW 18.29, WAC 246-815

Equity considerations:

None.

Costs/Fees

Application fee:

70

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard renewal fee

Legal authority for fees:

RCW Chapter 18.29, WAC 246-815, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

15 CE hours due annually

Dependencies, conditions, or requirements:

Attestation of CE completion due at time of renewal

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

575

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours. Require online renewals

Pending applications:

0

Explanation:

Backlog applications:

0

Dental Hygiene Renewable Temporary License Expired Reactivation

Department of Health

Type: License

ID: 1399

Description

This license allows an individual to practice as a dental hygienist in Washington State.

Legal authority

RCW 18.29.190

Equity considerations:

Provides an online portal to complete application process online, applicants may print to write. The application includes helpful website links and checklist of license requirements.

Costs/Fees

Application fee:

170

Credential fee:

-99

Fee last changed:

06/2023

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

WAC 246-815-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

RCW 19.29.190(2) must have held a dental hygiene initial temporary license, demonstration successful passage of substantively equivalent patient evaluation/prophylaxis examination, demonstration of successful passage of a substantively equivalent local anesthesia examination, demonstration of didactic and clinical competency in the administration of nitrous oxide analgesia, demonstration of successful passage of an educational program on the administration of local anesthesia and nitrous oxide analgesia.

Dependencies, conditions, or requirements:

None

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

1 yr renewal

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

3

Average processing time (all):

18

Average processing time (completed):

18

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

16

Dental Laboratory Registration

Department of Health

Type: Registration

ID: 1557

Description

A facility that engages in the making, repairing, altering, or supplying of artificial restorations, substitutions, appliances, or materials for the correction of disease, loss, deformity, malposition, dislocation, fracture, injury to the jaws, teeth, lips, gums, cheeks, palate, or associated tissues or parts.

Legal authority

RCW 70.352<https://app.leg.wa.gov/RCW/default.aspx?cite=70.352>WAC 246-315<https://apps.leg.wa.gov/wac/default.aspx?cite=246-315>

Equity considerations:

Technical assistance available for all applicants for an understanding of licensure process, requirements, and expectations.FAQs created on program webpage for additional assistance

Costs/Fees

Application fee:

250

Credential fee:

0

Fee last changed:

never

Comment:

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-315-990>

Legal authority for fees:

WAC 246-315-990 <https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/dental-laboratories/fees>

Application Information

Application process and form(s):

Paper <https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/dental-laboratories/applications-and-forms>

Requirements, additional actions, information, or documentation:

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-315-030> and <https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/dental-laboratories>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail completed applications to: PO Box 1099 Olympia WA 98507-
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

1 year

Appeal process:

All facilities have appeal rights according to the provisions of RCW 43.70.115, RCW 34.05, and WAC 246-10

Analysis

Applications received:

9

Average processing time (all):

321

Average processing time (completed):

22

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

22

Backlog applications:

-99

Explanation:

Pending applications reviewed- not all requirements have been met. Waiting on additional information from applicant.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

20

Dental Laboratory Registration - Reactivation

Department of Health

Type: Registration

ID: 1607

Description

A facility that engages in the making, repairing, altering, or supplying of artificial restorations, substitutions, appliances, or materials for the correction of disease, loss, deformity, malposition, dislocation, fracture, injury to the jaws, teeth, lips, gums, cheeks, palate, or associated tissues or parts.

Legal authority

RCW 70.352<https://app.leg.wa.gov/RCW/default.aspx?cite=70.352>WAC 246-315<https://apps.leg.wa.gov/wac/default.aspx?cite=246-315>

Equity considerations:

Technical assistance available for all applicants for an understanding of licensure process, requirements, and expectations.FAQs created on program webpage for additional assistance

Costs/Fees

Application fee:

500

Credential fee:

0

Fee last changed:

never

Comment:

Must pay total of Renewal (\$250), Late renewal penatly (\$125), and expired registration reissuance (\$125).

Legal authority for fees:

WAC 246-315-990 <https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/dental-laboratories/fees>

Application Information

Application process and form(s):

Paper <https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/dental-laboratories/applications-and-forms>

Requirements, additional actions, information, or documentation:

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-315-030> and <https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/dental-laboratories>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail completed applications to: PO Box 1099 Olympia WA 98507-
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

1 year

Appeal process:

All facilities have appeal rights according to the provisions of RCW 43.70.115, RCW 34.05, and WAC 246-10

Analysis

Applications received:

0

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

0

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Dental Laboratory Registration - Renewal

Department of Health

Type: Registration

ID: 1629

Description

A facility that engages in the making, repairing, altering, or supplying of artificial restorations, substitutions, appliances, or materials for the correction of disease, loss, deformity, malposition, dislocation, fracture, injury to the jaws, teeth, lips, gums, cheeks, palate, or associated tissues or parts.

Legal authority

RCW 70.352<https://app.leg.wa.gov/RCW/default.aspx?cite=70.352> WAC 246-315<https://apps.leg.wa.gov/wac/default.aspx?cite=246-315>

Equity considerations:

Technical assistance available for all applicants for an understanding of licensure process, requirements, and expectations. FAQs created on program webpage for additional assistance

Costs/Fees

Application fee:

250

Credential fee:

-99

Fee last changed:

never

Comment:

Late Penalty - 125

Legal authority for fees:

WAC 246-315-990 <https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/dental-laboratories/fees>

Application Information

Application process and form(s):

paper <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/nursing-pool/licensing-information>

Requirements, additional actions, information, or documentation:

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-315-030> and <https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/dental-laboratories>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail renewal fee to: PO Box 1099 Olympia WA 98507-
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each renewal is circumstantial in timeline. Our goal is to approve license renewals within 10 days of the renewal determined complete

Valid duration:

1 year

Appeal process:

All facilities have appeal rights according to the provisions of RCW 43.70.115, RCW 34.05, and WAC 246-10

Analysis

Applications received:

138

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

-99

Backlog applications:

-99

Explanation:

Any pending renewals- not all requirements have been met. Waiting on additional information from applicant. Any backlog of renewals were received within the past 3 days and are in the queue for processing.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Dentist General Anesthesia Permit

Department of Health

Type: Permit

Description

ID: 1289

This permit allows a licensed dentist to administer deep sedation or general anesthesia.

Legal authority

RCW 18.32.640, WAC 246-817-770

Equity considerations:

Provides an online portal to complete application process online, applicants may print to write. The application includes helpful website links and checklist of license requirements.

Costs/Fees

Application fee:

150

Credential fee:

-99

Fee last changed:

06/2023

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

WAC 246-817-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Submit application, submit application fee, Provide documentation of anesthesia training and complete: facilities and equipment requirements for general anesthesia and deep sedation/drugs for GA and deep sedation/records for GA and deep sedation, verification of other health care licenses held (if any), and ACLS.

Dependencies, conditions, or requirements:

n/a

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 61 days.

Valid duration:

3 year renewal

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

13

Average time between approval and any post-approval condition(s)/step(s):

Average processing time (all):

-99

64

Average processing time (completed):

17

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

2

Explanation:

Backlog applications:

0

Recommended processing time:

15

Dentist General Anesthesia Permit - Renewal

Department of Health

Type: Permit

Description

ID: 1465

This permit allows a licensed dentist to administer deep sedation or general anesthesia.

Legal authority

RCW Chapter 18.32, WAC 246-817

Equity considerations:

None.

Costs/Fees

Application fee:

160

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard Renewal Fee

Legal authority for fees:

RCW Chapter 18.32, WAC 246-817, WAC 246-12

Application Information

Application process and form(s):

mail, electronic

Requirements, additional actions, information, or documentation:

18 CE hours due every 3 years. Hours are additional and must be separate from DE renewal CE hours requirement

Dependencies, conditions, or requirements:

Attestation of CE completion due at time of renewal

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

3 years from issue date

Appeal process:

none

Analysis

Applications received:

257

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours. Require online renewals

Pending applications:

0

Explanation:

Backlog applications:

0

Dentist General Anesthesia Permit Expired Reactivation

Department of Health

Type: Permit

ID: 1400

Description

This permit allows a licensed dentist to administer deep sedation or general anesthesia.

Legal authority

RCW 18.32.640, WAC 246-817-770

Equity considerations:

Provides an online portal to complete application process online, applicants may print to write. The application includes helpful website links and checklist of license requirements.

Costs/Fees

Application fee:

290

Credential fee:

-99

Fee last changed:

06/2023

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

WAC 246-817-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Submit application, submit application fee, Provide documentation of anesthesia training and complete: facilities and equipment requirements for general anesthesia and deep sedation/drugs for GA and deep sedation/records for GA and deep sedation, verification of other health care licenses held (if any), and ACLS.

Dependencies, conditions, or requirements:

n/a

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 61 days.

Valid duration:

3 year renewal

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

1

Average time between approval and any post-approval condition(s)/step(s):

-99

Average processing time (all):

22

Average processing time (completed):

17

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Backlog applications:

0

Explanation:

Recommended processing time:

15

Dentist License

Department of Health

Type: License

ID: 1290

Description

This license allows an individual to practice as a Dentist in Washington State.

Legal authority

RCW 18.32.091, WAC 246-817-110

Equity considerations:

Provides an online portal to complete application process online, applicants may print to write. The application includes helpful website links and checklist of license requirements.

Costs/Fees

Application fee:

500

Credential fee:

-99

Fee last changed:

06/2023

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

WAC 246-817-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Submit application, submit application fee, proof of graduation from a DQAC approved dental school (transcripts), complete listing of professional training and experience from time date of dental school graduation to present, proof of malpractice clearance (if available) DEA number (if applicant has one), proof of dental written examination, proof of practical/clinical examination, other documentation as required by the DQAC, verification of other health care licenses held (if any), background check, applicant's photograph.

Dependencies, conditions, or requirements:

n/a

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

382

Average processing time (all):

75

Average processing time (completed):

8

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

82

Explanation:**Backlog applications:**

5

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

8

Dentist License - Renewal

Department of Health

Type: License

Description

ID: 1472

This license allows an individual to practice as a Dentist in Washington State.

Legal authority

RCW Chapter 18.32, WAC 246-827

Equity considerations:

None.

Costs/Fees

Application fee:

415

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard Renewal Fee

Legal authority for fees:

RCW Chapter 18.32, WAC 246-827, WAC 246-12

Application Information

Application process and form(s):

mail, electronic

Requirements, additional actions, information, or documentation:

63 CE hours due every three years

Dependencies, conditions, or requirements:

Attestation of CE completion due at time of renewal

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

6972

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours. Require online renewals

Pending applications:

0

Explanation:

Backlog applications:

0

Dentist License Expired Reactivation

Department of Health

Type: License

ID: 1401

Description

This license allows an individual to practice as a Dentist in Washington State.

Legal authority

RCW 18.32.091, WAC 246-817-110

Equity considerations:

Provides an online portal to complete application process online, applicants may print to write. The application includes helpful website links and checklist of license requirements.

Costs/Fees

Application fee:

850

Credential fee:

-99

Fee last changed:

06/2023

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

WAC 246-817-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Submit application, submit application fee, proof of graduation from a DQAC approved dental school (transcripts), complete listing of professional training and experience from time date of dental school graduation to present, proof of malpractice clearance (if available) DEA number (if applicant has one), proof of dental written examination, proof of practical/clinical examination, other documentation as required by the DQAC, verification of other health care licenses held (if any), background check, applicant's photograph.

Dependencies, conditions, or requirements:

n/a

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

25

Average processing time (all):

75

Average processing time (completed):

8

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

8

Dentist Moderate Sedation Permit

Department of Health

Type: Permit

Description

ID: 1291

This permit allows a licensed dentist to administer moderate sedation with enteral agents.

Legal authority

RCW 18.32.640, WAC 246-817-755

Equity considerations:

Provides an online portal to complete application process online, applicants may print to write. The application includes helpful website links and checklist of license requirements.

Costs/Fees

Application fee:

150

Credential fee:

-99

Fee last changed:

06/2023

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

WAC 246-817-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Submit application, submit application fee, Provide documentation of anesthesia training and complete: facilities and equipment requirements for general anesthesia and deep sedation/drugs for GA and deep sedation/records for GA and deep sedation, verification of other health care licenses held (if any), BLS.

Dependencies, conditions, or requirements:

n/a

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 61 days.

Valid duration:

3 year renewal

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

31

Average time between approval and any post-approval condition(s)/step(s):

Average processing time (all):

-99

61

Average processing time (completed):

22

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

7

Backlog applications:

0

Explanation:

Recommended processing time:

20

Dentist Moderate Sedation Permit - Renewal

Department of Health

Type: Permit

Description

ID: 1470

This permit allows a licensed dentist to administer moderate sedation with enteral agents.

Legal authority

RCW Chapter 18.32, WAC 246-817

Equity considerations:

None.

Costs/Fees

Application fee:

160

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard Renewal Fee

Legal authority for fees:

RCW Chapter 18.32, WAC 246-817, WAC 246-12

Application Information

Application process and form(s):

mail, electronic

Requirements, additional actions, information, or documentation:

7 CE hours due every 3 years

Dependencies, conditions, or requirements:

Attestation of CE completion due at time of renewal

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

3 years from issue date

Appeal process:

none

Analysis

Applications received:

87

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours. Require online renewals

Pending applications:

0

Explanation:

Backlog applications:

0

Dentist Moderate Sedation Permit Expired Reactivation

Department of Health

Type: Permit

Description

ID: 1402

This permit allows a licensed dentist to administer moderate sedation with enteral agents.

Legal authority

RCW 18.32.640, WAC 246-817-755

Equity considerations:

Provides an online portal to complete application process online, applicants may print to write. The application includes helpful website links and checklist of license requirements.

Costs/Fees

Application fee:

290

Credential fee:

-99

Fee last changed:

06/2023

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

WAC 246-817-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Submit application, submit application fee, Provide documentation of anesthesia training and complete: facilities and equipment requirements for general anesthesia and deep sedation/drugs for GA and deep sedation/records for GA and deep sedation, verification of other health care licenses held (if any), BLS.

Dependencies, conditions, or requirements:

n/a

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 61 days.

Valid duration:

3 year renewal

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

0

Average time between approval and any post-approval condition(s)/step(s):

Average processing time (all):

-99

-99

Average processing time (completed):

22

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Backlog applications:

0

Explanation:

Recommended processing time:

20

Dentist Moderate Sedation with Parenteral Agents Permit

Department of Health

Type: Permit

ID: 1292

Description

This permit allows a licensed dentist to administer moderate sedation with parenteral agents.

Legal authority

RCW 18.32.640, WAC 246-817-760

Equity considerations:

Provides an online portal to complete application process online, applicants may print to write. The application includes helpful website links and checklist of license requirements.

Costs/Fees

Application fee:

150

Credential fee:

-99

Fee last changed:

06/2023

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

WAC 246-817-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Submit application, submit application fee, Provide documentation of anesthesia training and complete: facilities and equipment requirements for general anesthesia and deep sedation/drugs for GA and deep sedation/records for GA and deep sedation, verification of other health care licenses held (if any), ACLS.

Dependencies, conditions, or requirements:

n/a

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 61 days.

Valid duration:

3 year renewal

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

19

Average time between approval and any post-approval condition(s)/step(s):

-99

Average processing time (all):

77

Average processing time (completed):

29

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

7

Explanation:

Backlog applications:

0

Recommended processing time:

26

Dentist Moderate Sedation with Parenteral Agents Permit - Renewal

Department of Health

Type: Permit

Description

ID: 1474

This permit allows a licensed dentist to administer moderate sedation with parenteral agents.

Legal authority

RCW Chapter 18.32, WAC 246-817

Equity considerations:

None.

Costs/Fees

Application fee:

160

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard Renewal Fee

Legal authority for fees:

RCW Chapter 18.32, WAC 246-817, WAC 246-12

Application Information

Application process and form(s):

mail, electronic

Requirements, additional actions, information, or documentation:

14 CE hours due every 3 years. Hours are additional and must be separate from DE renewal CE hours requirement

Dependencies, conditions, or requirements:

Attestation of CE completion due at time of renewal

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

3 years from issue date

Appeal process:

none

Analysis

Applications received:

83

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours. Require online renewals

Pending applications:

0

Explanation:

Backlog applications:

0

Dentist Moderate Sedation with Parenteral Agents Permit Expired Reactivation

Department of Health

Type: Permit

ID: 1403

Description

This permit allows a licensed dentist to administer moderate sedation with parenteral agents.

Legal authority

RCW 18.32.640, WAC 246-817-760

Equity considerations:

Provides an online portal to complete application process online, applicants may print to write. The application includes helpful website links and checklist of license requirements.

Costs/Fees

Application fee:

290

Credential fee:

-99

Fee last changed:

06/2023

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

WAC 246-817-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Submit application, submit application fee, Provide documentation of anesthesia training and complete: facilities and equipment requirements for general anesthesia and deep sedation/drugs for GA and deep sedation/records for GA and deep sedation, verification of other health care licenses held (if any), ACLS.

Dependencies, conditions, or requirements:

n/a

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 61 days.

Valid duration:

3 year renewal

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Average processing time (all):

-99

Average processing time (completed):

29

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Backlog applications:

0

Explanation:

Recommended processing time:

26

Dentist Pediatric Sedation Endorsement

Department of Health

Type: Other

ID: 1301

Description

This endorsement allows a licensed dentist to administer moderate sedation with parenteral agents or moderate sedation with enteral agents to pediatric patients.

Legal authority

WAC 246-817-765

Equity considerations:

Provides an online portal to complete application process online, applicants may print to write. The application includes helpful website links and checklist of license requirements.

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

06/2023

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

WAC 246-817-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Submit application, must hold a valid moderate sedation with enteral agents or moderate sedation with parenteral agents permit, 14 hours of pediatric sedation training, 37 hours of minimal and moderate sedation training, PALS and BLS.

Dependencies, conditions, or requirements:

n/a

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

3 years

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

-99

Average time between approval and any post-approval condition(s)/step(s):

-99

Average processing time (all):

13

Average processing time (completed):

12

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Backlog applications:

0

Recommended processing time:

11

Explanation:

New Credential Coming 2025

Dentist Pediatric Sedation Endorsement Expired Reactivation

Department of Health

Type: Other

ID: 1411

Description

This endorsement allows a licensed dentist to administer moderate sedation with parenteral agents or moderate sedation with enteral agents to pediatric patients.

Legal authority

WAC 246-817-765

Equity considerations:

Provides an online portal to complete application process online, applicants may print to write. The application includes helpful website links and checklist of license requirements.

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

Application Information

Application process and form(s):

Mail/Paper, DOH Website/SAW

Requirements, additional actions, information, or documentation:

Submit application, must hold a valid moderate sedation with enteral agents or moderate sedation with parenteral agents permit, 14 hours of pediatric sedation training, 37 hours of minimal and moderate sedation training, PALS and BLS.

Dependencies, conditions, or requirements:

n/a

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

3 years

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

0

Average processing time (all):

-99

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

12

11

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Explanation:

New Credential Coming 2025

Backlog applications:

-99

Dentist Resident Community License

Department of Health

Type: License

Description

ID: 1293

Attend postdoctoral residency.

Legal authority

RCW 18.32.195

Equity considerations:

Provides an online portal to complete application process online, applicants may print to write. The application includes helpful website links and checklist of license requirements.

Costs/Fees

Application fee:

115

Credential fee:

-99

Fee last changed:

06/2023

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

WAC 246-817-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Application fee, submit application, letter from dean, professional training and experience, other license, photo of applicant, attestation.

Dependencies, conditions, or requirements:

Letter from dean.

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

23

Average time between approval and any post-approval condition(s)/step(s):

-99

Average processing time (all):

65

Recommended processing time:

Average processing time (completed):

27

24

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

2

Explanation:

Backlog applications:

0

Dentist Resident Community License - Renewal

Department of Health

Type: License

Description

ID: 1473

To allow a dental resident to practice.

Legal authority

RCW Chapter 18.32, WAC 246-817

Equity considerations:

None.

Costs/Fees

Application fee:

415

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard Renewal Fee

Legal authority for fees:

RCW Chapter 18.32, WAC 246-817, WAC 246-12

Application Information

Application process and form(s):

mail, electronic

Requirements, additional actions, information, or documentation:

none

Dependencies, conditions, or requirements:

none

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year. License expires on June 30th and must be renewed annually

Appeal process:

none

Analysis

Applications received:

7

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours. Require online renewals

Pending applications:

0

Explanation:

Backlog applications:

0

Dentist Resident Community License Expired Reactivation

Department of Health

Type: License

ID: 1412

Description

Attend postdoctoral residency.

Legal authority

RCW 18.32.195

Equity considerations:

Provides an online portal to complete application process online, applicants may print to write. The application includes helpful website links and checklist of license requirements.

Costs/Fees

Application fee:

850

Credential fee:

-99

Fee last changed:

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Application fee, submit application, letter from dean, professional training and experience, other license, photo of applicant, attestation.

Dependencies, conditions, or requirements:

Letter from dean.

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

0

Average processing time (all):

-99

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

27

24

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Explanation:

New Credential Coming 2025

Backlog applications:

-99

Dentist Resident Postdoctoral License

Department of Health

Type: License

Description

Attend postdoctoral residency.

ID: 1294

Legal authority

RCW 18.32.195

Equity considerations:

Provides an online portal to complete application process online, applicants may print to write. The application includes helpful website links and checklist of license requirements.

Costs/Fees

Application fee:

115

Credential fee:

-99

Fee last changed:

06/2023

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

WAC 246-817-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Application fee, submit application, letter from dean, professional training and experience, other license, photo of applicant, attestation.

Dependencies, conditions, or requirements:

Letter from dean.

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

20

Average time between approval and any post-approval condition(s)/step(s):

-99

Average processing time (all):

104

Recommended processing time:

Average processing time (completed):

54

49

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

0

Explanation:

Backlog applications:

0

Dentist Resident Postdoctoral License - Renewal

Department of Health

Type: License

Description

ID: 1475

Attend postdoctoral residency.

Legal authority

RCW Chapter 18.32, WAC 246-817

Equity considerations:

None.

Costs/Fees

Application fee:

415

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard Renewal Fee

Legal authority for fees:

RCW Chapter 18.32, WAC 246-817, WAC 246-12

Application Information

Application process and form(s):

mail, electronic

Requirements, additional actions, information, or documentation:

none

Dependencies, conditions, or requirements:

none

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year. License expires on June 30th and must be renewed annually

Appeal process:

none

Analysis

Applications received:

9

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours. Require online renewals

Pending applications:

0

Explanation:

Backlog applications:

0

Dentist Resident Postdoctoral License Expired Reactivation

Department of Health

Type: License

ID: 1404

Description

Attend postdoctoral residency.

Legal authority

RCW 18.32.195

Equity considerations:

Provides an online portal to complete application process online, applicants may print to write. The application includes helpful website links and checklist of license requirements.

Costs/Fees

Application fee:

850

Credential fee:

-99

Fee last changed:

06/2023

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

WAC 246-817-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Application fee, submit application, letter from dean, professional training and experience, other license, photo of applicant, attestation.

Dependencies, conditions, or requirements:

Letter from dean.

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

0

Average processing time (all):

-99

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

54

49

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

Explanation:

-99

Backlog applications:

0

Dentist Temporary Practice Permit

Department of Health

Type: Permit

ID: 1302

Description

This permit allows a dentist who is credentialed in another state to receive a temporary practice permit while the national background check is completed.

Legal authority

WAC 246-817-185:

Equity considerations:

Provides an online portal to complete application process online, applicants may print to write. The application includes helpful website links and checklist of license requirements.

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

06/2023

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

WAC 246-817-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Submit application, submit application fee, proof of graduation from a DQAC approved dental school (transcripts), complete listing of professional training and experience from time date of dental school graduation to present, proof of malpractice clearance (if available) DEA number (if applicant has one), proof of dental written examination, proof of practical/clinical examination, other documentation as required by the DQAC, verification of other health care licenses held (if any), background check, applicant's photograph.

Dependencies, conditions, or requirements:

n/a

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

180 days

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

-99

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Backlog applications:

-99

Explanation:

New Credential Coming 2025

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Denturist Alternate Location

Department of Health

Type: License

ID: 1295

Description

This allows a licensed denturist to practice in multiple locaitons within Washington State.

Legal authority

WAC 246-812-350:

Equity considerations:

Provides an online portal to complete application process online, applicants may print to write. The application includes helpful website links and checklist of license requirements.

Costs/Fees

Application fee:

50

Credential fee:

-99

Fee last changed:

02/2028

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

WAC 246-812-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Must be a licensed denturist, submit required fee, submit application for each location in which the provider is practicing

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 15 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

7

Average processing time (all):

30

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

30

27

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

1

Explanation:

Backlog applications:

0

Denturist Alternate Location Expired Reactivation

Department of Health

Type: License

ID: 1405

Description

This allows a licensed denturist to practice in multiple locaitons within Washington State.

Legal authority

WAC 246-812-350:

Equity considerations:

Provides an online portal to complete application process online, applicants may print to write. The application includes helpful website links and checklist of license requirements.

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Must be a licensed denturist, submit required fee, submit application for each location in which the provider is practicing

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 15 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

0

Average processing time (all):

-99

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

27

30

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Explanation:

Backlog applications:

0

Denturist License

Department of Health

Type: License

ID: 1296

Description

This license allows an individual to practice as Denturist in Washington State.

Legal authority

RCW 18.30.010

Equity considerations:

Provides an online portal to complete application process online, applicants may print to write. The application includes helpful website links and checklist of license requirements.

Costs/Fees

Application fee:

350

Credential fee:

-99

Fee last changed:

02/2018

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

WAC 246-812-990:

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Complete application Submit application fee Verification of board approved written and practical examination, Pass jurisprudence examination, official transcripts.

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

11

Average processing time (all):

186

Average time between approval and any post-approval condition(s)/step(s):

Recommended processing time:

Average processing time (completed):

8

8

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

6

Explanation:

Backlog applications:

0

Denturist License - Renewal

Department of Health

Type: License

Description

ID: 1471

This license allows an individual to practice as Denturist in Washington State.

Legal authority

RCW Chapter 18.30, WAC 246-812

Equity considerations:

None.

Costs/Fees

Application fee:

1700

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard Renewal

Legal authority for fees:

RCW Chapter 18.30, WAC 246-812, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

15 CE hours due annually

Dependencies, conditions, or requirements:

Attestation of CE completion due at time of renewal

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

142

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours.

Pending applications:

0

Explanation:

Backlog applications:

0

Denturist License Expired Reactivation

Department of Health

Type: License

ID: 1406

Description

This license allows an individual to practice as Denturist in Washington State.

Legal authority

RCW 18.30.010

Equity considerations:

Provides an online portal to complete application process online, applicants may print to write. The application includes helpful website links and checklist of license requirements.

Costs/Fees

Application fee:

2300

Credential fee:

-99

Fee last changed:

02/2018

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

WAC 246-812-990:

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Complete application Submit application fee Verification of board approved written and practical examination, Pass jurisprudence examination, official transcripts.

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

5

Average processing time (all):

13

Average time between approval and any post-approval condition(s)/step(s):

Recommended processing time:

Average processing time (completed):

8

8

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

Explanation:

-99

Backlog applications:

0

Dietitian Certification

Department of Health

Type: Certification

Description

ID: 1217

To practice dietetics

Legal authority

RCW 18.138 and WAC 246-822

Equity considerations:

None.

Costs/Fees

Application fee:

65

Credential fee:

-99

Fee last changed:

09/2024

Comment:

-99

Legal authority for fees:

RCW 18.137.070 and RCW 43.70.280, 43.70.250

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-822-120>

Dependencies, conditions, or requirements:

background check

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 30 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

367

Average processing time (all):

96

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

14

15

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

115

Explanation:

Backlog applications:

11

Dietitian Certification - Renewal

Department of Health

Type: Certification

Description

To practice dietetics

ID: 1476

Legal authority

RCW 18.138, WAC 246-822

Equity considerations:

None.

Costs/Fees

Application fee:

61

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard renewal fee, includes mandatory \$16 HEAL.WA fee

Legal authority for fees:

RCW Chapter 18.138, WAC 246-822, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

none

Dependencies, conditions, or requirements:

none

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

2539

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours. Require online renewals

Pending applications:

0

Explanation:

Backlog applications:

0

Dietitian Certification Expired Reactivation

Department of Health

Type: Certification

Description

To practice dietetics

ID: 1355

Legal authority

RCW 18.138 and WAC 246-822

Equity considerations:

None.

Costs/Fees

Application fee:

140

Credential fee:

-99

Fee last changed:

09/2024

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

RCW 18.137.070 and RCW 43.70.280, 43.70.250

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-822-120>

Dependencies, conditions, or requirements:

background check

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 30 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

40

Average processing time (all):

14

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

13

14

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Explanation:

Backlog applications:

0

Drug Animal Control/Humane Society Registration Sodium Pentobarbital

Department of Health

Type: Registration

ID: 1587

Description

Humane societies and animal control agencies registered with the commission may purchase, possess, and administer sodium pentobarbital and approved legend drugs

Legal authority

RCW 18.64 <https://app.leg.wa.gov/RCW/default.aspx?cite=18.64>

WAC 246-945

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-945>

Equity considerations:

none

Costs/Fees

Application fee:

55

Credential fee:

0

Fee last changed:

unknown

Comment:

WAC 246-945-990 <https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-990>
<https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-992>

WAC 246-945-992

Legal authority for fees:

WAC 246-945-990 <https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-990>

Application Information

Application process and form(s):

electronic <https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/pharmaceutical-firms/licensing-information>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/pharmaceutical-firms/licensing-information>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail completed applications to: PO Box 1099 Olympia WA 98507-
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

1 year (expires annually on 9/30)

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

0

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

1

Backlog applications:

-99

Explanation:

Pending applications reviewed- not all requirements have been met. Waiting on additional information from applicant.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Drug Animal Control/Humane Society Registration Sodium Pentobarbital - Renewal

Department of Health

Type: Registration

ID: 1654

Description

Humane societies and animal control agencies registered with the commission may purchase, possess, and administer sodium pentobarbital and approved legend drugs

Legal authority

RCW 18.64 <https://app.leg.wa.gov/RCW/default.aspx?cite=18.64>
<https://app.leg.wa.gov/WAC/default.aspx?cite=246-945>

WAC 246-945

Equity considerations:

none

Costs/Fees

Application fee:

55

Credential fee:

0

Fee last changed:

unknown

Comment:

Late Penalty - 50

Legal authority for fees:

WAC 246-945-990 <https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-990>

Application Information

Application process and form(s):

Not applicable

Requirements, additional actions, information, or documentation:

No application required - Fee Only

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail renewal fee to: PO Box 1099 Olympia WA 98507-
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each renewal is circumstantial in timeline. Our goal is to approve license renewals within 10 days of the renewal determined complete

Valid duration:

1 year (expires annually on 9/30)

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

35

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

-99

Backlog applications:

-99

Explanation:

Any pending renewals- not all requirements have been met. Waiting on additional information from applicant. Any backlog of renewals were received within the past 3 days and are in the queue for processing.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Drug Controlled Substance Researcher Registration

Department of Health

Type: Registration

ID: 1592

Description

A controlled substance researcher must list the controlled substances to be used, the purpose for such use, and the names of the people authorized to access the controlled substances.

Legal authority

RCW 69.50 <https://app.leg.wa.gov/RCW/default.aspx?cite=69.50.320>

WAC 246-945

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-507>

Equity considerations:

none

Costs/Fees

Application fee:

400

Credential fee:

0

Fee last changed:

unknown

Comment:

WAC 246-945-990 <https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-990>

WAC 246-945-992

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-992>

Legal authority for fees:

WAC 246-945-990 <https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-990>

Application Information

Application process and form(s):

electronic <https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/pharmaceutical-firms/licensing-information>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/pharmaceutical-firms/licensing-information>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail completed applications to: PO Box 1099 Olympia WA 98507-
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

1 year (expires annually on 9/30)

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

53

Average processing time (all):

75

Average processing time (completed):

9

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

9

Backlog applications:

-99

Explanation:

Pending applications reviewed- not all requirements have been met. Waiting on additional information from applicant.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

9

Drug Controlled Substance Researcher Registration - Renewal

Department of Health

Type: Registration

ID: 1659

Description

A controlled substance researcher must list the controlled substances to be used, the purpose for such use, and the names of the people authorized to access the controlled substances.

Legal authority

RCW 69.50 <https://app.leg.wa.gov/RCW/default.aspx?cite=69.50.320>

WAC 246-945

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-507>

Equity considerations:

none

Costs/Fees

Application fee:

400

Credential fee:

0

Fee last changed:

unknown

Comment:

None

Legal authority for fees:

WAC 246-945-990 <https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-990>

Application Information

Application process and form(s):

Not applicable

Requirements, additional actions, information, or documentation:

No application required - Fee Only

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail renewal fee to: PO Box 1099 Olympia WA 98507-
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each renewal is circumstantial in timeline. Our goal is to approve license renewals within 10 days of the renewal determined complete

Valid duration:

1 year (expires annually on 9/30)

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

318

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

-99

Backlog applications:

-99

Explanation:

Any pending renewals- not all requirements have been met. Waiting on additional information from applicant. Any backlog of renewals were received within the past 3 days and are in the queue for processing.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Drug Dog Handlers K9 Registration

Department of Health

Type: Registration

ID: 1590

Description

A controlled substance registration for dog handlers/trainers who use dogs for drug detection purposes

Legal authority

RCW 69.50 <https://app.leg.wa.gov/RCW/default.aspx?cite=69.50.320>
<https://app.leg.wa.gov/WAC/default.aspx?cite=246-945>

WAC 246-945

Equity considerations:

none

Costs/Fees

Application fee:

55

Credential fee:

0

Fee last changed:

unknown

Comment:

WAC 246-945-990 <https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-990>
<https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-992>

WAC 246-945-992

Legal authority for fees:

WAC 246-945-990 <https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-990>

Application Information

Application process and form(s):

electronic <https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/pharmaceutical-firms/licensing-information>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/pharmaceutical-firms/licensing-information>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail completed applications to: PO Box 1099 Olympia WA 98507-
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

1 year (expires annually on 5/31)

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

0

Average processing time (all):

430

Average processing time (completed):

6

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

0

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

6

Drug Dog Handlers K9 Registration - Renewal

Department of Health

Type: Registration

ID: 1657

Description

A controlled substance registration for dog handlers/trainers who use dogs for drug detection purposes

Legal authority

RCW 69.50 <https://app.leg.wa.gov/RCW/default.aspx?cite=69.50.320>
<https://app.leg.wa.gov/WAC/default.aspx?cite=246-945>

WAC 246-945

Equity considerations:

none

Costs/Fees

Application fee:

55

Credential fee:

0

Fee last changed:

unknown

Comment:

None

Legal authority for fees:

WAC 246-945-990 <https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-990>

Application Information

Application process and form(s):

Not applicable

Requirements, additional actions, information, or documentation:

No application required - Fee Only

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail renewal fee to: PO Box 1099 Olympia WA 98507-
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each renewal is circumstantial in timeline. Our goal is to approve license renewals within 10 days of the renewal determined complete

Valid duration:

1 year (expires annually on 5/31)

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

11

Average processing time (all):

-99

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

-99

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

-99

Backlog applications:

-99

Explanation:

Any pending renewals- not all requirements have been met. Waiting on additional information from applicant. Any backlog of renewals were received within the past 3 days and are in the queue for processing.

Drug Itinerant Vendor Registration

Department of Health

Type: Registration

ID: 1591

Description

Any itinerant vendor or any peddler of any nonprescription drug or preparation for the treatment of disease or injury.

Legal authority

RCW 18.64 <https://app.leg.wa.gov/rcw/default.aspx?cite=18.64.047>
<https://app.leg.wa.gov/WAC/default.aspx?cite=246-945>

WAC 246-945

Equity considerations:

none

Costs/Fees

Application fee:

55

Credential fee:

0

Fee last changed:

unknown

Comment:

WAC 246-945-990 <https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-990>
<https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-992>

WAC 246-945-992

Legal authority for fees:

WAC 246-945-990 <https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-990>

Application Information

Application process and form(s):

electronic <https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/pharmaceutical-firms/licensing-information>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/pharmaceutical-firms/licensing-information>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail completed applications to: PO Box 1099 Olympia WA 98507-
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

1 year (expires annually on 9/30)

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

0

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

0

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Drug Itinerant Vendor Registration - Renewal

Department of Health

Type: Registration

ID: 1658

Description

Any itinerant vendor or any peddler of any nonprescription drug or preparation for the treatment of disease or injury.

Legal authority

RCW 18.64 <https://app.leg.wa.gov/rcw/default.aspx?cite=18.64.047>
<https://app.leg.wa.gov/WAC/default.aspx?cite=246-945>

WAC 246-945

Equity considerations:

none

Costs/Fees

Application fee:

55

Credential fee:

0

Fee last changed:

unknown

Comment:

Late Penalty - 50

Legal authority for fees:

WAC 246-945-990 <https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-990>

Application Information

Application process and form(s):

Not applicable

Requirements, additional actions, information, or documentation:

No application required - Fee Only

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail renewal fee to: PO Box 1099 Olympia WA 98507-
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each renewal is circumstantial in timeline. Our goal is to approve license renewals within 10 days of the renewal determined complete

Valid duration:

1 year (expires annually on 9/30)

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

1

Average processing time (all):

-99

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

-99

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

-99

Backlog applications:

-99

Explanation:

Any pending renewals- not all requirements have been met. Waiting on additional information from applicant. Any backlog of renewals were received within the past 3 days and are in the queue for processing.

Drug Other Controlled Substances Registration

Department of Health

Type: Registration

ID: 1589

Description

An other controlled substance registration must be location and ownership-specific to legally possess and use controlled substances.

Legal authority

RCW 69.50 <https://app.leg.wa.gov/RCW/default.aspx?cite=69.50.320>

WAC 246-945

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-945>

Equity considerations:

none

Costs/Fees

Application fee:

360

Credential fee:

0

Fee last changed:

unknown

Comment:

WAC 246-945-990 <https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-990>

WAC 246-945-992

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-992>

Legal authority for fees:

WAC 246-945-990 <https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-990>

Application Information

Application process and form(s):

electronic <https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/pharmaceutical-firms/licensing-information>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/pharmaceutical-firms/licensing-information>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail completed applications to: PO Box 1099 Olympia WA 98507-
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

1 year (expires annually on 9/30)

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

22

Average processing time (all):

117

Average processing time (completed):

4

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

4

Backlog applications:

-99

Explanation:

Pending applications reviewed- not all requirements have been met. Waiting on additional information from applicant.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

4

Drug Other Controlled Substances Registration - Renewal

Department of Health

Type: Registration

ID: 1656

Description

An other controlled substance registration must be location and ownership-specific to legally possess and use controlled substances.

Legal authority

RCW 69.50 <https://app.leg.wa.gov/RCW/default.aspx?cite=69.50.320>

WAC 246-945

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-945>

Equity considerations:

none

Costs/Fees

Application fee:

360

Credential fee:

0

Fee last changed:

unknown

Comment:

None

Legal authority for fees:

WAC 246-945-990 <https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-990>

Application Information

Application process and form(s):

Not applicable

Requirements, additional actions, information, or documentation:

No application required - Fee Only

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail renewal fee to: PO Box 1099 Olympia WA 98507-
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each renewal is circumstantial in timeline. Our goal is to approve license renewals within 10 days of the renewal determined complete

Valid duration:

1 year (expires annually on 9/30)

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

72

Average time between approval and any post-approval condition(s)/step(s):

-99

Average processing time (all):

-99

Recommended processing time:

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

-99

Backlog applications:

-99

Explanation:

Any pending renewals- not all requirements have been met. Waiting on additional information from applicant. Any backlog of renewals were received within the past 3 days and are in the queue for processing.

Drug Precursor Chemicals Registration

Department of Health

Type: Registration

ID: 1588

Description

Applicants who are not wholesalers, manufacturers, or retailers must have a permit to sell, transfer or furnish any precursor substance.

Legal authority

RCW 69.43 <https://app.leg.wa.gov/RCW/default.aspx?cite=69.43>

WAC 246-945

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-945>

Equity considerations:

none

Costs/Fees

Application fee:

55

Credential fee:

0

Fee last changed:

unknown

Comment:

WAC 246-945-990 <https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-990>

WAC 246-945-992

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-992>

Legal authority for fees:

WAC 246-945-990 <https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-990>

Application Information

Application process and form(s):

electronic <https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/pharmaceutical-firms/licensing-information>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/pharmaceutical-firms/licensing-information>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail completed applications to: PO Box 1099 Olympia WA 98507-
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

1 year (expires annually on 9/30)

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

0

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

0

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Drug Precursor Chemicals Registration - Renewal

Department of Health

Type: Registration

ID: 1655

Description

Applicants who are not wholesalers, manufacturers, or retailers must have a permit to sell, transfer or furnish any precursor substance.

Legal authority

RCW 69.43 <https://app.leg.wa.gov/RCW/default.aspx?cite=69.43>

WAC 246-945

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-945>

Equity considerations:

none

Costs/Fees

Application fee:

55

Credential fee:

0

Fee last changed:

unknown

Comment:

Late Penalty - 50

Legal authority for fees:

WAC 246-945-990 <https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-990>

Application Information

Application process and form(s):

Not applicable

Requirements, additional actions, information, or documentation:

No application required - Fee Only

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail renewal fee to: PO Box 1099 Olympia WA 98507-
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each renewal is circumstantial in timeline. Our goal is to approve license renewals within 10 days of the renewal determined complete

Valid duration:

1 year (expires annually on 9/30)

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

5

Average time between approval and any post-approval condition(s)/step(s):

-99

Average processing time (all):

-99

Recommended processing time:

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

-99

Backlog applications:

-99

Explanation:

Any pending renewals- not all requirements have been met. Waiting on additional information from applicant. Any backlog of renewals were received within the past 3 days and are in the queue for processing.

Drug Sample Distributor Registration

Department of Health

Type: Registration

ID: 1593

Description

A drug sample distributor is a manufacturer of any federal food and drug administration approved controlled substance, legend drug, or products requiring prescriptions in this state, which is distributed at no charge to a practitioner by a manufacturer or a manufacturer's representative, exclusive of drugs under clinical investigations approved by the federal food and drug administration.

Legal authority

RCW 69.45 <https://app.leg.wa.gov/RCW/default.aspx?cite=69.45>

Equity considerations:

none

Costs/Fees

Application fee:

540

Credential fee:

0

Fee last changed:

unknown

Comment:

WAC 246-945-990 <https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-990>
<https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-992>

WAC 246-945-992

Legal authority for fees:

WAC 246-945-990 <https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-990>

Application Information

Application process and form(s):

electronic <https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/pharmaceutical-firms/licensing-information>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/pharmaceutical-firms/licensing-information>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail completed applications to: PO Box 1099 Olympia WA 98507-
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

1 year (expires annually on 9/30)

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

26

Average processing time (all):

104

Average processing time (completed):

13

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

4

Backlog applications:

-99

Explanation:

Pending applications reviewed- not all requirements have been met. Waiting on additional information from applicant.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

12

Drug Sample Distributor Registration - Renewal

Department of Health

Type: Registration

ID: 1660

Description

A drug sample distributor is a manufacturer of any federal food and drug administration approved controlled substance, legend drug, or products requiring prescriptions in this state, which is distributed at no charge to a practitioner by a manufacturer or a manufacturer's representative, exclusive of drugs under clinical investigations approved by the federal food and drug administration.

Legal authority

RCW 69.45 <https://app.leg.wa.gov/RCW/default.aspx?cite=69.45>

Equity considerations:

none

Costs/Fees

Application fee:

540

Credential fee:

0

Fee last changed:

unknown

Comment:

Late Renewal Penalty - 270 Controlled Substance Authority - 150

Legal authority for fees:

WAC 246-945-990 <https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-990>

Application Information

Application process and form(s):

Not applicable

Requirements, additional actions, information, or documentation:

No application required - Fee Only

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail renewal fee to: PO Box 1099 Olympia WA 98507-
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each renewal is circumstantial in timeline. Our goal is to approve license renewals within 10 days of the renewal determined complete

Valid duration:

1 year (expires annually on 9/30)

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

151

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

-99

Backlog applications:

-99

Explanation:

Any pending renewals- not all requirements have been met. Waiting on additional information from applicant. Any backlog of renewals were received within the past 3 days and are in the queue for processing.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Emergency Medical Responder Certification

Department of Health

Type: Certification

ID: 1563

Description

A person who has been examined and certified by the secretary as a first responder to render prehospital EMS care

Legal authority

RCW 18.73 <https://app.leg.wa.gov/rcw/default.aspx?cite=18.73>
<https://app.leg.wa.gov/wac/default.aspx?cite=246-976>

WAC 246-976

Equity considerations:

Applications are available to fill out online and by paper.

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

never

Comment:

none

Legal authority for fees:

none

Application Information

Application process and form(s):

electronic and paper <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/emergency-medical-services-ems-provider/licensing-information>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/emergency-medical-services-ems-provider/licensing-information>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

online, mail, in-person Online: <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/apply-online/online-instructions> Mail completed applications to: PO Box 47867 Olympia WA 98501

Application/Submittal last updated:

unknown

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

3 years

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

20

Average processing time (all):

77

Average processing time (completed):

5

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to streamline and reduce deficiencies.

Pending applications:

0

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

5

Emergency Medical Responder Certification - Reactivation

Department of Health

Type: Certification

ID: 1610

Description

A person who has been examined and certified by the secretary as a first responder to render prehospital EMS care

Legal authority

RCW 18.73 <https://app.leg.wa.gov/rcw/default.aspx?cite=18.73>
<https://app.leg.wa.gov/wac/default.aspx?cite=246-976>

WAC 246-976

Equity considerations:

none

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

never

Comment:

none

Legal authority for fees:

none

Application Information

Application process and form(s):

electronic and paper <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/emergency-medical-services-ems-provider/licensing-information>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/emergency-medical-services-ems-provider/licensing-information>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

online, mail, in-person Online: <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/apply-online/online-instructions> Mail completed applications to: PO Box 47867 Olympia WA 98501

Application/Submittal last updated:

unknown

Review/Approval time:

Each renewal is circumstantial in timeline. Our goal is to approve license renewals within 10 days of the renewal determined complete

Valid duration:

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

2

Average time between approval and any post-approval condition(s)/step(s):

-99

Average processing time (all):

2

Recommended processing time:

2

Average processing time (completed):

2

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

0

Explanation:

Backlog applications:

0

Emergency Medical Responder Certification - Renewal

Department of Health

Type: Certification

Description

ID: 1633

A person who has been examined and certified by the secretary as a first responder to render prehospital EMS care

Legal authority

RCW 18.73 <https://app.leg.wa.gov/rcw/default.aspx?cite=18.73>
<https://app.leg.wa.gov/wac/default.aspx?cite=246-976>

WAC 246-976

Equity considerations:

Renewals can be done online or by paper.

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

never

Comment:

none

Legal authority for fees:

none

Application Information

Application process and form(s):

electronic and paper <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/emergency-medical-services-ems-provider/licensing-information>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/emergency-medical-services-ems-provider/licensing-information>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

online, mail, in-person Online: <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/apply-online/online-instructions> Mail completed applications to: PO Box 47867 Olympia WA 98501

Application/Submittal last updated:

unknown

Review/Approval time:

Each renewal is circumstantial in timeline. Our goal is to approve license renewals within 10 days of the renewal determined complete

Valid duration:

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

40

Average time between approval and any post-approval condition(s)/step(s):

-99

Average processing time (all):

-99

Recommended processing time:

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to streamline and reduce deficiencies.

Pending applications:

-99

Backlog applications:

-99

Explanation:

Any pending renewals- not all requirements have been met. Waiting on additional information from applicant. Any backlog of renewals were received within the past 3 days and are in the queue for processing.

Emergency Medical Responder Provisional Certification

Department of Health

Type: Certification

ID: 1564

Description

An individual may apply for a provisional certification to engage in supervised practice as a certified EMS provider for the level they have applied for. Upon completion of any EMS service field training and MPD integration criteria, an applicant may apply for full certification.

Legal authority

RCW 18.73 <https://app.leg.wa.gov/rcw/default.aspx?cite=18.73>
<https://app.leg.wa.gov/wac/default.aspx?cite=246-976>

WAC 246-976

Equity considerations:

none

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

never

Comment:

none

Legal authority for fees:

none

Application Information

Application process and form(s):

paper <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/emergency-medical-services-ems-provider/licensing-information>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/emergency-medical-services-ems-provider/licensing-information>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
98501

Mail completed applications to: PO Box 47867 Olympia WA
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

Up to six months

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

0

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

0

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Emergency Medical Technician Certification

Department of Health

Type: Certification

ID: 1558

Description

A person who is authorized by the secretary to render emergency medical care, under the responsible supervision and direction of an approved medical program director, which may include participating in an emergency services supervisory organization or a community assistance referral and education services program, or providing collaborative medical care if the participation or provision of collaborative medical care does not exceed the participant's training and certification.

Legal authority

RCW 18.73 <https://app.leg.wa.gov/rcw/default.aspx?cite=18.73>
<https://app.leg.wa.gov/wac/default.aspx?cite=246-976>

WAC 246-976

Equity considerations:

Applications are available to fill out online and by paper.

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

never

Comment:

none

Legal authority for fees:

none

Application Information

Application process and form(s):

electronic and paper <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/emergency-medical-services-ems-provider/licensing-information>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/emergency-medical-services-ems-provider/licensing-information>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

online, mail, in-person Online: <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/apply-online/online-instructions> Mail completed applications to: PO Box 47867 Olympia WA 98501

Application/Submittal last updated:

04/2024

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

3 years

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

2007

Average processing time (all):

35

Average processing time (completed):

4

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to streamline and reduce deficiencies.

Pending applications:

216

Backlog applications:

5

Explanation:

Pending applications reviewed- not all requirements have been met. Waiting on additional information from applicant. Backlog of applications were received within the past 5 days and are in the queue for processing.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

4

Emergency Medical Technician Certification - Reactivation

Department of Health

Type: Certification

ID: 1608

Description

A person who is authorized by the secretary to render emergency medical care, under the responsible supervision and direction of an approved medical program director, which may include participating in an emergency services supervisory organization or a community assistance referral and education services program, or providing collaborative medical care if the participation or provision of collaborative medical care does not exceed the participant's training and certification.

Legal authority

RCW 18.73 <https://app.leg.wa.gov/rcw/default.aspx?cite=18.73>
<https://app.leg.wa.gov/wac/default.aspx?cite=246-976>

WAC 246-976

Equity considerations:

none

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

never

Comment:

none

Legal authority for fees:

none

Application Information

Application process and form(s):

electronic and paper <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/emergency-medical-services-ems-provider/licensing-information>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/emergency-medical-services-ems-provider/licensing-information>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

online, mail, in-person Online: <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/apply-online/online-instructions> Mail completed applications to: PO Box 47867 Olympia WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

3 years

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

167

Average processing time (all):

21

Average processing time (completed):

20

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to streamline and reduce deficiencies.

Pending applications:

0

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

18

Emergency Medical Technician Certification - Renewal

Department of Health

Type: Certification

ID: 1630

Description

A person who is authorized by the secretary to render emergency medical care, under the responsible supervision and direction of an approved medical program director, which may include participating in an emergency services supervisory organization or a community assistance referral and education services program, or providing collaborative medical care if the participation or provision of collaborative medical care does not exceed the participant's training and certification.

Legal authority

RCW 18.73 <https://app.leg.wa.gov/rcw/default.aspx?cite=18.73>
<https://app.leg.wa.gov/wac/default.aspx?cite=246-976>

WAC 246-976

Equity considerations:

Renewals can be done online or by paper.

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

never

Comment:

none

Legal authority for fees:

none

Application Information

Application process and form(s):

electronic and paper <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/emergency-medical-services-ems-provider/licensing-information>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/emergency-medical-services-ems-provider/licensing-information>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

online, mail, in-person Online: <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/apply-online/online-instructions> Mail completed applications to: PO Box 47867 Olympia WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each renewal is circumstantial in timeline. Our goal is to approve license renewals within 10 days of the renewal determined complete

Valid duration:

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

2971

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to streamline and reduce deficiencies.

Pending applications:

-99

Backlog applications:

-99

Explanation:

Any pending renewals- not all requirements have been met. Waiting on additional information from applicant. Any backlog of renewals were received within the past 3 days and are in the queue for processing.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Emergency Medical Technician Provisional Certification

Department of Health

Type: Certification

ID: 1559

Description

An individual may apply for a provisional certification to engage in supervised practice as a certified EMS provider for the level they have applied for. Upon completion of any EMS service field training and MPD integration criteria, an applicant may apply for full certification.

Legal authority

RCW 18.73 <https://app.leg.wa.gov/rcw/default.aspx?cite=18.73>
<https://app.leg.wa.gov/wac/default.aspx?cite=246-976>

WAC 246-976

Equity considerations:

none

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

never

Comment:

none

Legal authority for fees:

none

Application Information

Application process and form(s):

paper <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/emergency-medical-services-ems-provider/licensing-information>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/emergency-medical-services-ems-provider/licensing-information>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
98501

Mail completed applications to: PO Box 47867 Olympia WA
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

Up to 6 months

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

0

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

0

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Emergency Medical Technician Temporary Practice Permit

Department of Health

Type: Permit

ID: 1560

Description

A person who is authorized by the secretary to render emergency medical care, under the responsible supervision and direction of an approved medical program director, which may include participating in an emergency services supervisory organization or a community assistance referral and education services program, or providing collaborative medical care if the participation or provision of collaborative medical care does not exceed the participant's training and certification.

Legal authority

RCW 18.73 <https://app.leg.wa.gov/rcw/default.aspx?cite=18.73>
<https://app.leg.wa.gov/wac/default.aspx?cite=246-976>

WAC 246-976

Equity considerations:

none

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

never

Comment:

none

Legal authority for fees:

none

Application Information

Application process and form(s):

paper <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/emergency-medical-services-ems-provider/licensing-information>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/emergency-medical-services-ems-provider/licensing-information>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

online, mail, in-person Online: <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/apply-online/online-instructions> Mail completed applications to: PO Box 47867 Olympia WA 98501

Application/Submittal last updated:

04/2024

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

Up to 180 days

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

0

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

0

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

EMS Evaluator

Department of Health

Type: Recognition

ID: 1561

Description

a person approved and recognized by the department that is authorized to conduct continuing medical education and ongoing training and evaluate psychomotor skills during initial, refresher, and continuing medical education and ongoing training.

Legal authority

RCW 18.73 <https://app.leg.wa.gov/rcw/default.aspx?cite=18.73>

WAC 246-976

<https://app.leg.wa.gov/wac/default.aspx?cite=246-976>

Equity considerations:

none

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

never

Comment:

none

Legal authority for fees:

none

Application Information

Application process and form(s):

paper- <https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/ems-education-and-training/ems-evaluator-information>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/ems-education-and-training/ems-evaluator-information>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
98501

Mail completed applications to: PO Box 47867 Olympia WA
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

3 years

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

379

Average processing time (all):

58

Average processing time (completed):

20

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

0

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

18

EMS Evaluator - Reactivation

Department of Health

Type: Recognition

ID: 1609

Description

a person approved and recognized by the department that is authorized to conduct continuing medical education and ongoing training and evaluate psychomotor skills during initial, refresher, and continuing medical education and ongoing training.

Legal authority

RCW 18.73 <https://app.leg.wa.gov/rcw/default.aspx?cite=18.73>

WAC 246-976

<https://app.leg.wa.gov/wac/default.aspx?cite=246-976>

Equity considerations:

none

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

never

Comment:

none

Legal authority for fees:

none

Application Information

Application process and form(s):

paper- <https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/ems-education-and-training/ems-evaluator-information>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/ems-education-and-training/ems-evaluator-information>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
98501

Mail completed applications to: PO Box 47867 Olympia WA
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

3 years

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

106

Average processing time (all):

26

Average processing time (completed):

25

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

0

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

23

EMS Evaluator - Renewal

Department of Health

Type: Recognition

ID: 1631

Description

a person approved and recognized by the department that is authorized to conduct continuing medical education and ongoing training and evaluate psychomotor skills during initial, refresher, and continuing medical education and ongoing training.

Legal authority

RCW 18.73 <https://app.leg.wa.gov/rcw/default.aspx?cite=18.73>

WAC 246-976

<https://app.leg.wa.gov/wac/default.aspx?cite=246-976>

Equity considerations:

none

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

never

Comment:

none

Legal authority for fees:

none

Application Information

Application process and form(s):

paper- <https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/ems-education-and-training/ems-evaluator-information>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/ems-education-and-training/ems-evaluator-information>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
98501

Mail completed applications to: PO Box 47867 Olympia WA
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

3 years

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

810

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

-99

Backlog applications:

-99

Explanation:

Any pending renewals- not all requirements have been met. Waiting on additional information from applicant. Any backlog of renewals were received within the past 3 days and are in the queue for processing.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

EMS Provider Supervisory Organization

Department of Health

Type: Recognition

ID: 1562

Description

An entity that is authorized by the secretary to use first responders to provide medical evaluation and initial treatment to sick or injured people, while in the course of duties with the organization for on-site medical care prior to any necessary activation of emergency medical services. ESSOs include law enforcement agencies, disaster management organizations, search and rescue operations, and diversion centers.

Legal authority

RCW 18.73 <https://app.leg.wa.gov/rcw/default.aspx?cite=18.73>
<https://app.leg.wa.gov/wac/default.aspx?cite=246-976>

WAC 246-976

Equity considerations:

none

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

never

Comment:

none

Legal authority for fees:

none

Application Information

Application process and form(s):

paper <https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/ems-service-and-vehicle-licensing-and-verification>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/ems-service-and-vehicle-licensing-and-verification>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
98501

Mail completed applications to: PO Box 47867 Olympia WA
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

2 years

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

3

Average processing time (all):

47

Average processing time (completed):

12

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

4

Backlog applications:

-99

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

11

Explanation:

Pending applications reviewed- not all requirements have been met. Waiting on additional information from applicant.

EMS Provider Supervisory Organization - Renewal

Department of Health

Type: Recognition

ID: 1632

Description

An entity that is authorized by the secretary to use first responders to provide medical evaluation and initial treatment to sick or injured people, while in the course of duties with the organization for on-site medical care prior to any necessary activation of emergency medical services. ESSOs include law enforcement agencies, disaster management organizations, search and rescue operations, and diversion centers.

Legal authority

RCW 18.73 <https://app.leg.wa.gov/rcw/default.aspx?cite=18.73>
<https://app.leg.wa.gov/wac/default.aspx?cite=246-976>

WAC 246-976

Equity considerations:

none

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

never

Comment:

none

Legal authority for fees:

none

Application Information

Application process and form(s):

paper <https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/ems-service-and-vehicle-licensing-and-verification>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/ems-service-and-vehicle-licensing-and-verification>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
98501

Mail completed applications to: PO Box 47867 Olympia WA
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

2 years

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

19

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

-99

Backlog applications:

-99

Explanation:

Any pending renewals- not all requirements have been met. Waiting on additional information from applicant. Any backlog of renewals were received within the past 3 days and are in the queue for processing.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Expanded Function Dental Auxiliary

Department of Health

Type: Other

Description

ID: 1297

This license allows an individual to practice as an Expanded Function Dental Auxiliary in Washington State.

Legal authority

RCW 18.260.050, WAC 246-817-195

Equity considerations:

Provides an online portal to complete application process online, applicants may print to write. The application includes helpful website links and checklist of license requirements.

Costs/Fees

Application fee:

175

Credential fee:

-99

Fee last changed:

06/2023

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

WAC 246-817-99005

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

RCW 18.260.050 Pays fees, submits application, proof of DA education program, proof of EFDA education program, proof of written and clinical examination in restorations, or have an active RDH license and provide proof of training taking final impressions.

Dependencies, conditions, or requirements:

n/a

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 61 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

61

Average time between approval and any post-approval condition(s)/step(s):

Average processing time (all):

-99

35

Average processing time (completed):

10

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

5

Explanation:

Backlog applications:

1

Recommended processing time:

9

Expanded Function Dental Auxiliary - Renewal

Department of Health

Type: Other

Description

ID: 1480

This license allows an individual to practice as an Expanded Function Dental Auxiliary in Washington State.

Legal authority

RCW Chapter 18.260, WAC 246-817

Equity considerations:

None.

Costs/Fees

Application fee:

165

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard Renewal Fee

Legal authority for fees:

RCW Chapter 18.260, WAC 246-817, WAC 246-12

Application Information

Application process and form(s):

mail, electronic

Requirements, additional actions, information, or documentation:

none

Dependencies, conditions, or requirements:

none

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

424

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours. Require online renewals

Pending applications:

0

Explanation:

Backlog applications:

0

Expanded Function Dental Auxiliary Expired Reactivation

Department of Health

Type: Other

ID: 1407

Description

This license allows an individual to practice as an Expanded Function Dental Auxiliary in Washington State.

Legal authority

RCW 18.260.050, WAC 246-817-195

Equity considerations:

Provides an online portal to complete application process online, applicants may print to write. The application includes helpful website links and checklist of license requirements.

Costs/Fees

Application fee:

300

Credential fee:

-99

Fee last changed:

06/2023

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

WAC 246-817-99005

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

RCW 18.260.050 Pays fees, submits application, proof of DA education program, proof of EFDA education program, proof of written and clinical examination in restorations, or have an active RDH license and provide proof of training taking final impressions.

Dependencies, conditions, or requirements:

n/a

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 61 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

4

Average time between approval and any post-approval condition(s)/step(s):

-99

Average processing time (all):

5

Average processing time (completed):

5

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Backlog applications:

0

Explanation:

Recommended processing time:

5

Food Safety

Department of Health

Type: Initial Permit

ID: 1688

Description

The purpose of the Food Safety Permit Program is to protect people from foodborne illnesses. Specifically, the program permits the retail food preparation at a small number of state institutions, such as the State Patrol Academy and state-owned ferries. Note: these are permits for State-owned food establishment facilities such as ferries, community colleges and the state patrol academy

Legal authority

Chapter 43.20 RCW State Board of Health: <https://app.leg.wa.gov/rcw/default.aspx?cite=43.20> . Chapter 43.70.080 RCW Specific Food Inspection Authority: <https://app.leg.wa.gov/RCW/default.aspx?cite=43.70.080> . Chapter 246-215 WAC Food Code: <https://app.leg.wa.gov/wac/default.aspx?cite=246-215> .

Equity considerations:

The Environmental Public Health (EPH) team is committed to ensuring that all communities, regardless of location or resources, have access to clean air, safe drinking water, and a healthy environment. In our state, low-income communities, Indigenous populations, and communities of color often face disproportionate environmental burdens. To address these disparities, EPH programs prioritize support for communities at higher risk of environmental health challenges. EPH also works to empower communities by fostering partnerships with schools, local governments, and community organizations, and by enhancing language access, accessibility, and cultural responsiveness in its programs and processes. OEHS strives to ensure these values are demonstrated consistently in our permitting, licensing, and certification processes.

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

11/2006

Comment:

A valid permit is required to serve food. The permit fee for serving potentially hazardous food is \$603.30; the permit fee for serving non-potentially hazardous food is \$302.60. The permit is valid until Dec 31 each year. There are no application fees.

Legal authority for fees:

Chapter 246-380-990 WAC specific fees: <https://app.leg.wa.gov/wac/default.aspx?cite=246-380-990> . Chapter 246-215-08320 WAC requirements for permit: <https://app.leg.wa.gov/wac/default.aspx?cite=246-215> .

Application Information

Application process and form(s):

State owned and operated food establishments request an application via email (foodsafety@doh.wa.gov). This helps prevent establishments which need a Local Health Jurisdiction (LHJ) permit from completing the wrong form. A list of Local Health Jurisdiction (LHJ) Food Safety Contacts can be found here: <https://doh.wa.gov/community-and-environment/food/local-food-safety-contacts>

Requirements, additional actions, information, or documentation:

1. Applicant submits all materials for operation (application, floor plan, equipment manuals, menu, food preparation procedures, training procedures, etc.). 2. Environmental health specialist reviews submitted materials and communicates any questions, clarifications, etc. 4. Record is created in electronic database. 5. Schedule and conduct a pre-opening inspection. 6. Approval letter and invoice is sent to applicant. 7. Applicant pays permit fee. 8. Permit sent electronically to applicant.

Dependencies, conditions, or requirements:

Construction Review Services conduct a partial review (floor plan) of some state institutions that apply for a new permit or go through a remodel. One inspection is conducted each year per permit. More inspections are conducted based on risk and volume of menu. A permit can receive up to 3 inspections per year. Annual renewal is required.

Submittal process:

Completed application is emailed to foodsafety@doh.wa.gov.

Application/Submittal last updated:

01/2025

Review/Approval time:

Completed applications have a targeted completion time within 30 business days. This is highly dependent on the quality of materials submitted, complexity of food menu(s), and construction timeline.

Valid duration:

The permit period is January 1 through December 31 of each year regardless of when the application is submitted.

Appeal process:

An applicant or licensee may contest a department decision or action according to the provisions of Chapter 34.05 RCW, Chapter 246-10, and Chapter 246-215 WAC.

Analysis

Applications received:

14

Average processing time (all):

41

Average processing time (completed):

-99

Legal processing time:

None.

Streamlining opportunities:

The Program recently updated the permit application to better describe the required information that needs to be included with the application, to reduce delays due to incomplete application submittal. The Program is currently working to move from an outdated Legacy database to a more modern version which will allow online applications and payments. We plan to track average processing time for new applicants with completed applications in the future.

Pending applications:

2

Backlog applications:

0

Explanation:

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

-99

Food Safety Permit Renewals

Department of Health

Type: Permit Renewal

ID: 1709

Description

The purpose of the Food Safety Permit Program is to protect people from foodborne illnesses. Specifically, the program permits the retail food preparation at a small number of state institutions, such as the State Patrol Academy and state-owned ferries. Note: these are permits for State-owned food establishment facilities such as ferries, community colleges and the state patrol academy

Legal authority

Chapter 43.20 RCW State Board of Health: <https://app.leg.wa.gov/rcw/default.aspx?cite=43.20> . Chapter 43.70.080 RCW Specific Food Inspection Authority: <https://app.leg.wa.gov/RCW/default.aspx?cite=43.70.080> . Chapter 246-215 WAC Food Code: <https://app.leg.wa.gov/wac/default.aspx?cite=246-215> .

Equity considerations:

The Environmental Public Health (EPH) team is committed to ensuring that all communities, regardless of location or resources, have access to clean air, safe drinking water, and a healthy environment. In our state, low-income communities, Indigenous populations, and communities of color often face disproportionate environmental burdens. To address these disparities, EPH programs prioritize support for communities at higher risk of environmental health challenges. EPH also works to empower communities by fostering partnerships with schools, local governments, and community organizations, and by enhancing language access, accessibility, and cultural responsiveness in its programs and processes. OEHS strives to ensure these values are demonstrated consistently in our permitting, licensing, and certification processes.

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

11/2006

Comment:

A valid permit is required to serve food. The permit fee for serving potentially hazardous food is \$603.30; the permit fee for serving non-potentially hazardous food is \$302.60. The permit is valid until Dec 31 each year. There are no penalty fees for not renewing within a specified timeframe.

Legal authority for fees:

Chapter 246-380-990 WAC specific fees: <https://app.leg.wa.gov/wac/default.aspx?cite=246-380-990> . Chapter 246-215-08320 WAC requirements for permit: <https://app.leg.wa.gov/wac/default.aspx?cite=246-215> .

Application Information

Application process and form(s):

The Food Safety Program emails renewal notifications to all state regulated food establishments on the first business day of November. Food establishments have until December 31 to renew.

Requirements, additional actions, information, or documentation:

1. Applicant is sent invoice and renewal letter in November which requests for signed application, contact updates, floor plan (if changes have been made), menu, hours of operation, number of employees, number of seats available for dine in. 2. Environmental health and program specialist reviews submitted materials for completeness and communicates any questions, clarifications, etc. 4. Record in electronic database is updated if applicable. 5. Applicant pays permit fee. 8. Permit sent electronically to applicant.

Dependencies, conditions, or requirements:

Not applicable

Submittal process:

Completed renewal application is emailed to foodsafety@doh.wa.gov.

Application/Submittal last updated:

01/2025

Review/Approval time:

Completed renewal applications can typically be renewed within 15 business days.

Valid duration:

The permit period is January 1 through December 31 of each year.

Appeal process:

An applicant or licensee may contest a department decision or action according to the provisions of Chapter 34.05 RCW, Chapter 246-10, and Chapter 246-215 WAC.

Analysis

Applications received:

51

Average processing time (all):

8

Average processing time (completed):

-99

Legal processing time:

None.

Streamlining opportunities:

The Program recently updated the permit application to better describe the required information that needs to be included with the application, to reduce delays due to incomplete application submittal. The Program is currently working to move from an outdated Legacy database to a more modern version which will allow online applications and payments. We plan to track average processing time for new applicants with completed applications in the future.

Pending applications:

0

Backlog applications:

0

Explanation:

No backlog.

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

-99

Forensic Phlebotomist Certification

Department of Health

Type: Certification

ID: 1249

Description

A police officer, law enforcement officer, or employee of a correctional facility or detention facility, who is certified and meets any additional training and proficiency standards of his or her employer to collect a venous blood sample for forensic testing pursuant to a search warrant, a waiver of the warrant requirement, or exigent circumstances.

Legal authority

RCW 18.360.070 Secretary and Uniform disciplinary act

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications.

Costs/Fees

Application fee:

145

Credential fee:

-99

Fee last changed:

03/2018

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

Secretary

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Forensic Phlebotomist Certification Requirements

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

Licenses must be renewed every two years on the practitioners birthday

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

21

Average processing time (all):

48

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

32

29

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

Explanation:

-99

Backlog applications:

0

Forensic Phlebotomist Certification - Renewal

Department of Health

Type: Certification

ID: 1481

Description

A police officer, law enforcement officer, or employee of a correctional facility or detention facility, who is certified and meets any additional training and proficiency standards of his or her employer to collect a venous blood sample for forensic testing pursuant to a search warrant, a waiver of the warrant requirement, or exigent circumstances.

Legal authority

RCW 18.360, WAC 246-827A

Equity considerations:

None.

Costs/Fees

Application fee:

145

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard renewal fee

Legal authority for fees:

RCW Chapter 18.360, WAC 246-827A, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

Forensic Phlebotomist Attestation

Dependencies, conditions, or requirements:

Attestation must be signed and submitted annually as part of renewal process

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

3

Average processing time (all):

3

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

Average processing time (completed):

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours. Require online renewals

Pending applications:

0

Explanation:

Backlog applications:

0

Forensic Phlebotomist Certification Expired Reactivation

Department of Health

Type: Certification

ID: 1372

Description

A police officer, law enforcement officer, or employee of a correctional facility or detention facility, who is certified and meets any additional training and proficiency standards of his or her employer to collect a venous blood sample for forensic testing pursuant to a search warrant, a waiver of the warrant requirement, or exigent circumstances.

Legal authority

RCW 18.360.070 Secretary and Uniform disciplinary act

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications.

Costs/Fees

Application fee:

275

Credential fee:

-99

Fee last changed:

03/2018

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

Secretary

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Forensic Phlebotomist Certification Requirements

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

Licenses must be renewed every two years on the practitioners birthday

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

0

Average processing time (all):

-99

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

32

29

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

Explanation:

-99

Backlog applications:

0

Genetic Counselor License

Department of Health

Type: License

Description

To practice genetic counseling

ID: 1218

Legal authority

RCW 18.290 and WAC 246-825

Equity considerations:

None.

Costs/Fees

Application fee:

50

Credential fee:

-99

Fee last changed:

02/2020

Comment:

-99

Legal authority for fees:

RCW 18.290.020, 43.70.110, 43.70.250

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-825-060>

Dependencies, conditions, or requirements:

background check

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 30 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

74

Average processing time (all):

106

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

8

8

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

26

Explanation:

Backlog applications:

1

Genetic Counselor License - Renewal

Department of Health

Type: License

Description

To practice genetic counseling

ID: 1482

Legal authority

RCW 18.290, WAC 246-825

Equity considerations:

None.

Costs/Fees

Application fee:

50

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard renewal fee

Legal authority for fees:

RCW Chapter 18.290, WAC 246-825, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

75 CE hours due every three years

Dependencies, conditions, or requirements:

Attestation of CE completion due at time of renewal

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

526

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours. Require online renewals

Pending applications:

0

Explanation:

Backlog applications:

0

Genetic Counselor License Expired Reactivation

Department of Health

Type: License

Description

To practice genetic counseling

ID: 1356

Legal authority

RCW 18.290 and WAC 246-825

Equity considerations:

None.

Costs/Fees

Application fee:

200

Credential fee:

-99

Fee last changed:

02/2020

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

RCW 18.290.020, 43.70.110, 43.70.250

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-825-060>

Dependencies, conditions, or requirements:

background check

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 30 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

8

Average processing time (all):

-99

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

8

8

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Explanation:

Backlog applications:

0

Genetic Counselor Provisional License

Department of Health

Type: License

Description

ID: 1219

to practice genetic counseling prior to full license

Legal authority

RCW 18.290 and WAC 246-825

Equity considerations:

None.

Costs/Fees

Application fee:

30

Credential fee:

-99

Fee last changed:

02/2020

Comment:

-99

Legal authority for fees:

RCW 18.290.020, 43.70.110, 43.70.250

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-825-100>

Dependencies, conditions, or requirements:

background check

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 30 days.

Valid duration:

1 year, may renew up to 3 times

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

7

Average processing time (all):

53

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

11

12

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

1

Explanation:

Backlog applications:

0

Genetic Counselor Provisional License - Renewal

Department of Health

Type: License

Description

ID: 1483

to practice genetic counseling prior to full license

Legal authority

RCW 18.290, WAC 246-825

Equity considerations:

None.

Costs/Fees

Application fee:

50

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard renewal fee

Legal authority for fees:

RCW Chapter 18.290, WAC 246-825, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

75 CE hours due every three years. License limited to 3 renewals

Dependencies, conditions, or requirements:

Attestation of CE completion due at time of renewal

Submittal process:

mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

3

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours. Require online renewals

Pending applications:

0

Explanation:

Backlog applications:

0

Hearing Aid Specialist License

Department of Health

Type: License

Description

ID: 1220

To provide fitting and dispensing of hearing instruments

Legal authority

RCW 18.35 and WAC 246-828

Equity considerations:

None.

Costs/Fees

Application fee:

175

Credential fee:

-99

Fee last changed:

06/2023

Comment:

-99

Legal authority for fees:

RCW 43.70.110, 43.70.250, 43.70.280

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

<https://app.leg.wa.gov/RCW/default.aspx?cite=18.35.040>

Dependencies, conditions, or requirements:

background check

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 152 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

37

Average processing time (all):

202

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

8

8

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

21

Explanation:

Backlog applications:

3

Hearing Aid Specialist License - Renewal

Department of Health

Type: License

Description

ID: 1484

To provide fitting and dispensing of hearing instruments

Legal authority

RCW Chapter 18.35, WAC 246-828

Equity considerations:

None.

Costs/Fees

Application fee:

45

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard Renewal

Legal authority for fees:

RCW Chapter 18.35, WAC 246-828, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

30 CE hours due every three years. Hearing & Speech Attestation is required for each renewal

Dependencies, conditions, or requirements:

Attestation of CE completion due at time of renewal

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

317

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours.

Pending applications:

0

Explanation:

Backlog applications:

0

Hearing Aid Specialist License Expired Reactivation

Department of Health

Type: License

Description

ID: 1357

To provide fitting and dispensing of hearing instruments

Legal authority

RCW 18.35 and WAC 246-828

Equity considerations:

None.

Costs/Fees

Application fee:

226

Credential fee:

-99

Fee last changed:

06/2023

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

RCW 43.70.110, 43.70.250, 43.70.280

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

<https://app.leg.wa.gov/RCW/default.aspx?cite=18.35.040>

Dependencies, conditions, or requirements:

background check

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 152 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

0

Average processing time (all):

-99

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

8

8

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Explanation:

Backlog applications:

0

Home Care Aide Certification

Department of Health

Type: Certification

ID: 1350

Description

The home care aide certification allows a long-term care worker to assist clients within an adult family home, assisted living facility, or home care agency.

Legal authority

RCW 18.88B WAC 246-980

Equity considerations:

20 to 30 percent of home care aide applicants speak languages other than English. DOH translates the exams into 13 languages. The exam vendor is slow to schedule interpreter exams and often causes months of delays for LEP applicants.

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

06/2023

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

RCW 18.88B.090RCW 43.70.280RCW 43.70.250WAC 246-980-045WAC 246-980-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

(1) An applicant for certification as a home care aide shall submit to the department:(a) A completed application on forms provided by the department;(b) The required fees under WAC 246-980-990; and(c) A certificate of completion from an approved training program indicating that the applicant has successfully completed the entry level training required by RCW 74.39A.074. The certificate of completion or other official verification may be submitted directly from the approved instructor or training program.(2) An applicant must submit to a state and federal background check as required by RCW 74.39A.056 and 18.130.064.

Dependencies, conditions, or requirements:

None

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 201 days.

Valid duration:

Renewed yearly on licensee's birthday

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

12467

Average processing time (all):

450

Average processing time (completed):

39

Legal processing time:

RCW 18.88B.021 allows 200 days from date of hire to complete training and exam and be certified.

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

35

Pending applications:

29873

Backlog applications:

746

Explanation:

COVID cohorts meant pending Home Care Aide applications could not be closed for several years. The last cohort expires in April 2025, closures will follow quickly afterwards. Home Care Backlog was over 5000 in early 2024.

Home Care Aide Certification - Renewal

Department of Health

Type: Certification

ID: 1485

Description

The home care aide certification allows a long-term care worker to assist clients within an adult family home, assisted living facility, or home care agency.

Legal authority

RCW 18.290, WAC 246-825

Equity considerations:

None.

Costs/Fees

Application fee:

100

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard renewal fee

Legal authority for fees:

RCW Chapter 18.290, WAC 246-825, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

12 CE hours due annually

Dependencies, conditions, or requirements:

Attestation of CE completion due at time of renewal

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

24188

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours. Require online renewals

Pending applications:

0

Explanation:

Backlog applications:

0

Home Care Aide Certification Expired Reactivation

Department of Health

Type: Certification

ID: 1447

Description

The home care aide certification allows a long-term care worker to assist clients within an adult family home, assisted living facility, or home care agency.

Legal authority

RCW 18.88B WAC 246-980

Equity considerations:

20 to 30 percent of home care aide applicants speak languages other than English. DOH translates the exams into 13 languages. The exam vendor is slow to schedule interpreter exams and often causes months of delays for LEP applicants.

Costs/Fees

Application fee:

180

Credential fee:

-99

Fee last changed:

06/2023

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

RCW 18.88B.090RCW 43.70.280RCW 43.70.250WAC 246-980-045WAC 246-980-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

(1) An applicant for certification as a home care aide shall submit to the department:(a) A completed application on forms provided by the department;(b) The required fees under WAC 246-980-990; and(c) A certificate of completion from an approved training program indicating that the applicant has successfully completed the entry level training required by RCW 74.39A.074. The certificate of completion or other official verification may be submitted directly from the approved instructor or training program.(2) An applicant must submit to a state and federal background check as required by RCW 74.39A.056 and 18.130.064.

Dependencies, conditions, or requirements:

None

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 201 days.

Valid duration:

Renewed yearly on licensee's birthday

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

267

Average processing time (all):

128

Average processing time (completed):

39

Legal processing time:

RCW 18.88B.021 allows 200 days from date of hire to complete training and exam and be certified.

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Backlog applications:

-99

Explanation:

COVID cohorts meant pending Home Care Aide applications could not be closed for several years. The last cohort expires in April 2025, closures will follow quickly afterwards. Home Care Backlog was over 5000 in early 2024.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

35

Home Care Aide Provisional Certification

Department of Health

Type: Certification

ID: 1351

Description

The home care aide provisional certification allows a long-term care worker to work assisting clients within an adult family home, assisted living facility, or home care agency for an additional 60 days while they complete requirements to be certified.

Legal authority

RCW 18.88B WAC 246-980

Equity considerations:

All provisional applicants speak languages other than English. DOH translates the exams into 13 languages. The exam vendor is slow to schedule interpreter exams and often causes months of delays for LEP applicants.

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

06/2023

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

RCW 18.88B.090RCW 43.70.280RCW 43.70.250WAC 246-980-045WAC 246-980-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

(1) An applicant for certification as a home care aide shall submit to the department:(a) A completed application on forms provided by the department;(b) The required fees under WAC 246-980-990; and(c) A certificate of completion from an approved training program indicating that the applicant has successfully completed the entry level training required by RCW 74.39A.074. The certificate of completion or other official verification may be submitted directly from the approved instructor or training program.(2) An applicant must submit to a state and federal background check as required by RCW 74.39A.056 and 18.130.064. In addition, a provisional certification can be issued for a long-term care worker who:(a) Is limited English proficient; and(b) Complies with other requirements established by the department in rule.(2) The department shall issue a provisional certification to a long-term care worker who has met the requirements of subsection (1) of this section. The provisional certification may only be issued once and is valid for no more than sixty days after the expiration of the two hundred calendar day requirement for becoming certified.

Dependencies, conditions, or requirements:

None

Submittal process:

HELMs Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 201 days.

Valid duration:

Valid for 260 days. No renewal.

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a

disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

1240

Average processing time (all):

179

Average processing time (completed):

103

Legal processing time:

RCW 18.88B.035 allows 260 days from date of hire to complete training and exam and be certified.

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

2777

Backlog applications:

0

Explanation:

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

93

Hospital Acute Care License

Department of Health

Type: License

ID: 1565

Description

Acute care hospitals may offer inpatient services, outpatient services, continuous nursing services, pharmacy services, food services and necessary ancillary services.

Legal authority

RCW 70.41<https://app.leg.wa.gov/rcw/default.aspx?cite=70.41>WAC 246-320<https://app.leg.wa.gov/wac/default.aspx?cite=246-320>

Equity considerations:

Technical assistance available for all applicants for an understanding of licensure process, requirements, and expectations.

Costs/Fees

Application fee:

-99

Credential fee:

0

Fee last changed:

11/2024

Comment:

Critical Access - 380 per bedAcute Care - 505 per bed

Legal authority for fees:

<https://app.leg.wa.gov/wac/default.aspx?cite=246-320-199>

Application Information

Application process and form(s):

[paperhttps://doh.wa.gov/sites/default/files/legacy/Documents/Pubs/505069.pdf](https://doh.wa.gov/sites/default/files/legacy/Documents/Pubs/505069.pdf)

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/hospitals/apply-license/initial-change-ownership>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail completed applications to: PO Box 1099 Olympia WA 98507-
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

HAC license is valid for 3 years. Facility is required to submit an annual update application each year by 11/30. An annual bed usage fee is required with the annual update application. No new license is issued.

Appeal process:

All facilities have appeal rights according to the provisions of RCW 43.70.115, RCW 34.05, and WAC 246-10

Analysis

Applications received:

1

Average processing time (all):

81

Average processing time (completed):

30

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

0

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

27

Hospital Acute Care License - Renewal

Department of Health

Type: License

ID: 1634

Description

Acute care hospitals may offer inpatient services, outpatient services, continuous nursing services, pharmacy services, food services and necessary ancillary services.

Legal authority

RCW 70.41<https://app.leg.wa.gov/rcw/default.aspx?cite=70.41>WAC 246-320<https://app.leg.wa.gov/wac/default.aspx?cite=246-320>

Equity considerations:

Technical assistance available for all applicants for an understanding of licensure process, requirements, and expectations.

Costs/Fees

Application fee:

-99

Credential fee:

0

Fee last changed:

11/2024

Comment:

Critical Access - 380 per bedAcute Care - 505 per bedLate Fee - 100 per day, not to exceed 1,200

Legal authority for fees:

<https://app.leg.wa.gov/wac/default.aspx?cite=246-320-199>

Application Information

Application process and form(s):

[paperhttps://doh.wa.gov/sites/default/files/legacy/Documents/Pubs/505069.pdf](https://doh.wa.gov/sites/default/files/legacy/Documents/Pubs/505069.pdf)

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/hospitals/apply-license/renewals>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail completed applications to: PO Box 1099 Olympia WA 98507-
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

HAC license is valid for 3 years. Facility is required to submit an annual update application each year by 11/30. An annual bed usage fee is required with the annual update application. No new license is issued.

Appeal process:

All facilities have appeal rights according to the provisions of RCW 43.70.115, RCW 34.05, and WAC 246-10

Analysis

Applications received:

29

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

-99

Backlog applications:

-99

Explanation:

Any pending renewals- not all requirements have been met. Waiting on additional information from applicant. Any backlog of renewals were received within the past 3 days and are in the queue for processing.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Hospital Alcohol and Chemical Dependency License

Department of Health

Type: License

ID: 1566

Description

A private alcohol and chemical dependency hospital is a privately owned and operated establishment or institution exclusively for diagnosing, treating, and caring for people with signs or symptoms of alcoholism and the complications of associated substance use, and other medical diseases appropriately treated and cared for in the facility.

Legal authority

RCW 71.12<https://app.leg.wa.gov/rcw/default.aspx?cite=71.12>WAC 246-324<https://app.leg.wa.gov/wac/default.aspx?cite=246-324>

Equity considerations:

Technical assistance available for all applicants for an understanding of licensure process, requirements, and expectations.

Costs/Fees

Application fee:

-99

Credential fee:

0

Fee last changed:

10/2019

Comment:

135 per bed

Legal authority for fees:

<https://app.leg.wa.gov/wac/default.aspx?cite=246-324-990>

Application Information

Application process and form(s):

[paperhttps://doh.wa.gov/sites/default/files/legacy/Documents/Pubs/505113.pdf](https://doh.wa.gov/sites/default/files/legacy/Documents/Pubs/505113.pdf)

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/hospitals/apply-license/initial-change-ownership>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail completed applications to: PO Box 1099 Olympia WA 98507-
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

1 year

Appeal process:

All facilities have appeal rights according to the provisions of RCW 43.70.115, RCW 34.05, and WAC 246-10

Analysis

Applications received:

0

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

0

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Hospital Alcohol and Chemical Dependency License - Renewal

Department of Health

Type: License

ID: 1635

Description

A private alcohol and chemical dependency hospital is a privately owned and operated establishment or institution exclusively for diagnosing, treating, and caring for people with signs or symptoms of alcoholism and the complications of associated substance use, and other medical diseases appropriately treated and cared for in the facility.

Legal authority

RCW 71.12<https://app.leg.wa.gov/rcw/default.aspx?cite=71.12>WAC 246-324<https://app.leg.wa.gov/wac/default.aspx?cite=246-324>

Equity considerations:

Technical assistance available for all applicants for an understanding of licensure process, requirements, and expectations.

Costs/Fees

Application fee:

-99

Credential fee:

0

Fee last changed:

10/2019

Comment:

135 per bed

Legal authority for fees:

<https://app.leg.wa.gov/wac/default.aspx?cite=246-324-990>

Application Information

Application process and form(s):

[paperhttps://doh.wa.gov/sites/default/files/legacy/Documents/Pubs/505113.pdf](https://doh.wa.gov/sites/default/files/legacy/Documents/Pubs/505113.pdf)

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/hospitals/apply-license/renewals>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail completed applications to: PO Box 1099 Olympia WA 98507-
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

1 year

Appeal process:

All facilities have appeal rights according to the provisions of RCW 43.70.115, RCW 34.05, and WAC 246-10

Analysis

Applications received:

1

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

-99

Backlog applications:

-99

Explanation:

Any pending renewals- not all requirements have been met. Waiting on additional information from applicant. Any backlog of renewals were received within the past 3 days and are in the queue for processing.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Hospital Psychiatric License

Department of Health

Type: License

ID: 1567

Description

A private psychiatric hospital is a privately owned and operated establishment or institution exclusively for observing, diagnosing, or caring for people with signs or symptoms of mental illness.

Legal authority

RCW 71.12<https://app.leg.wa.gov/rcw/default.aspx?cite=71.12>WAC 246-

322<https://app.leg.wa.gov/wac/default.aspx?cite=246-322>

Equity considerations:

Technical assistance available for all applicants for an understanding of licensure process, requirements, and expectations.

Costs/Fees

Application fee:

-99

Credential fee:

0

Fee last changed:

11/2024

Comment:

1,700 per bed

Legal authority for fees:

<https://app.leg.wa.gov/wac/default.aspx?cite=246-322-990>

Application Information

Application process and form(s):

[paperhttps://doh.wa.gov/sites/default/files/2024-07/505120.pdf](https://doh.wa.gov/sites/default/files/2024-07/505120.pdf)

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/hospitals/apply-license/initial-change-ownership>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail completed applications to: PO Box 1099 Olympia WA 98507-
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

1 year

Appeal process:

All facilities have appeal rights according to the provisions of RCW 43.70.115, RCW 34.05, and WAC 246-10

Analysis

Applications received:

0

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

53

Backlog applications:

2

Explanation:

Pending applications reviewed- not all requirements have been met. Waiting on additional information from applicant. Backlog of applications were received within the past 5 days and are in the queue for processing.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Hospital Psychiatric License - Renewal

Department of Health

Type: License

ID: 1636

Description

A private psychiatric hospital is a privately owned and operated establishment or institution exclusively for observing, diagnosing, or caring for people with signs or symptoms of mental illness.

Legal authority

RCW 71.12<https://app.leg.wa.gov/rcw/default.aspx?cite=71.12>WAC 246-

322<https://app.leg.wa.gov/wac/default.aspx?cite=246-322>

Equity considerations:

Technical assistance available for all applicants for an understanding of licensure process, requirements, and expectations.

Costs/Fees

Application fee:

-99

Credential fee:

0

Fee last changed:

11/2024

Comment:

1,700 per bed

Legal authority for fees:

<https://app.leg.wa.gov/wac/default.aspx?cite=246-322-990>

Application Information

Application process and form(s):

[paperhttps://doh.wa.gov/sites/default/files/2024-07/505120.pdf](https://doh.wa.gov/sites/default/files/2024-07/505120.pdf)

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/hospitals/apply-license/renewals>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail completed applications to: PO Box 1099 Olympia WA 98507-
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

1 year

Appeal process:

All facilities have appeal rights according to the provisions of RCW 43.70.115, RCW 34.05, and WAC 246-10

Analysis

Applications received:

10

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

-99

Backlog applications:

-99

Explanation:

Any pending renewals- not all requirements have been met. Waiting on additional information from applicant. Any backlog of renewals were received within the past 3 days and are in the queue for processing.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Hypnotherapist Registration

Department of Health

Type: Other

ID: 1309

Description

Hypnotherapy is the appropriate application of therapeutic tools while in a highly relaxed and suggestable state to help clients make healthful changes in their perceptions, sensations, emotions, memories, thoughts or behaviors.

Legal authority

RCW. 18.19

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications. Applicants are able to request this document in another format by calling 1-800-525-0127, 711, or emailing civil.rights@doh.wa.gov.

Costs/Fees

Application fee:

155

Credential fee:

-99

Fee last changed:

12/2011

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

RCW 18.19.090(1) <https://app.leg.wa.gov/RCW/default.aspx?cite=18.19.090>

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

complete application and fee

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

annual renewal cycle, no limit on renewals

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

67

Average processing time (all):

36

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

29

26

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

Explanation:

7

Backlog applications:

0

Hypnotherapist Registration - Renewal

Department of Health

Type: Registration

ID: 1486

Description

Hypnotherapy is the appropriate application of therapeutic tools while in a highly relaxed and suggestable state to help clients make healthful changes in their perceptions, sensations, emotions, memories, thoughts or behaviors.

Legal authority

RCW 18.19, WAC 246-810

Equity considerations:

None.

Costs/Fees

Application fee:

80

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard renewal fee

Legal authority for fees:

RCW Chapter 18.19, WAC 246-810, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

none

Dependencies, conditions, or requirements:

none

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

636

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours. Require online renewals

Pending applications:

0

Explanation:

Backlog applications:

0

Hypnotherapist Registration Expired Reactivation

Department of Health

Type: Other

ID: 1418

Description

Hypnotherapy is the appropriate application of therapeutic tools while in a highly relaxed and suggestable state to help clients make healthful changes in their perceptions, sensations, emotions, memories, thoughts or behaviors.

Legal authority

RCW. 18.19

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications. Applicants are able to request this document in another format by calling 1-800-525-0127, 711, or emailing civil.rights@doh.wa.gov.

Costs/Fees

Application fee:

230

Credential fee:

-99

Fee last changed:

12/2011

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

RCW 18.19.090(1) <https://app.leg.wa.gov/RCW/default.aspx?cite=18.19.090>

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

complete application and fee

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

annual renewal cycle, no limit on renewals

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

11

Average processing time (all):

16

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

15

14

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

Explanation:

-99

Backlog applications:

0

In Home Services Agency License

Department of Health

Type: License

ID: 1568

Description

In-Home Service Agencies may provide services such as: Home Care - provide non-medical services to ill, disabled, or vulnerable people with functional limitations, enabling them to maintain their highest level of independence and remain in their homes. Home Health - provide skilled nursing and therapy related services to ill, disabled, or vulnerable persons in their homes, assisting them to recover and rehabilitate from an illness or recent surgical procedure, or to maintain their highest possible level of health and independence. Hospice - provide symptom and pain management to terminally ill people and emotional, spiritual and bereavement services for the individual and their family, in the home or places of permanent or temporary residence. Hospice Care Center - provide hospice services for terminally ill patients in a home-like, non-institutional environment.

Legal authority

RCW 70.127 <https://app.leg.wa.gov/rcw/default.aspx?cite=70.127> WAC 246-335 <https://app.leg.wa.gov/wac/default.aspx?cite=246-335>

Equity considerations:

Technical assistance available for all applicants for an understanding of licensure process, requirements, and expectations. Orientation class provided online to better accommodate potential IHS applicants from all locations.

Costs/Fees

Application fee:

-99

Credential fee:

0

Fee last changed:

04/2018

Comment:

3,283 per service category (Home Care, Home Health, Hospice, Hospice Care Center)

Legal authority for fees:

<https://app.leg.wa.gov/wac/default.aspx?cite=246-335-990>

Application Information

Application process and form(s):

paper <https://doh.wa.gov/sites/default/files/legacy/Documents/Pubs/505052.pdf>

Requirements, additional actions, information, or documentation:

Home Care: <https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/home-care-agencies/license-requirements> Home Health: <https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/home-health-agencies/license-requirements> Hospice: <https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/hospice-agencies/license-requirements> Hospice Care Center: <https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/hospice-care-centers/license-requirements>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail completed applications to: PO Box 1099 Olympia WA 98507-
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

Initial license is 1 year, upon first renewal the license is good for 2 years.

Appeal process:

All facilities have appeal rights according to the provisions of RCW 43.70.115, RCW 34.05, and WAC 246-10

Analysis

Applications received:

136

Average processing time (all):

106

Average processing time (completed):

2

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

33

Backlog applications:

2

Explanation:

Pending applications reviewed- not all requirements have been met. Waiting on additional information from applicant. Backlog of applications were received within the past 5 days and are in the queue for processing.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

2

In Home Services Agency License - Renewal

Department of Health

Type: License

ID: 1637

Description

In-Home Service Agencies may provide services such as: Home Care - provide non-medical services to ill, disabled, or vulnerable people with functional limitations, enabling them to maintain their highest level of independence and remain in their homes. Home Health - provide skilled nursing and therapy related services to ill, disabled, or vulnerable persons in their homes, assisting them to recover and rehabilitate from an illness or recent surgical procedure, or to maintain their highest possible level of health and independence. Hospice - provide symptom and pain management to terminally ill people and emotional, spiritual and bereavement services for the individual and their family, in the home or places of permanent or temporary residence. Hospice Care Center - provide hospice services for terminally ill patients in a home-like, non-institutional environment.

Legal authority

RCW 70.127 <https://app.leg.wa.gov/rcw/default.aspx?cite=70.127> WAC 246-335 <https://app.leg.wa.gov/wac/default.aspx?cite=246-335>

Equity considerations:

Technical assistance available for all applicants for an understanding of licensure process, requirements, and expectations.

Costs/Fees

Application fee:

-99

Credential fee:

0

Fee last changed:

04/2018

Comment:

IHS licensed for a single category pay the according fee below. An IHS can be licensed for one or more categories. If licensed for multiple categories - 100% of home health fee required and 75% of each additional (home care, hospice, hospice care center) OR 100% of hospice fee and 75% of each additional (home care hospice care center). Home Care/5 FTEs or less - 1,530 Home Care/6-15 FTEs - 1,783 Home Care/16-50 FTEs - 1,916 Home Care/51-100 FTEs - 2,244 Home Care/101 FTEs or more - 2,408 Home Health/5 FTEs or less - 3,283 Home Health/6-15 FTEs - 4,618 Home Health/16-50 FTEs - 5,256 Home Health/51-100 FTEs - 6,623 Home Health/101 FTEs or more - 6,820 Hospice/5 FTEs or less - 1,642 Hospice/6-15 FTEs - 1,856 Hospice/16-50 FTEs - 2,383 Hospice/51-100 FTEs - 4,120 Hospice/101 FTEs or more - 4,335 Hospice Care Center/5 beds or less - 1,642 Hospice Care Center/6-10 beds - 2,190 Hospice Care Center/11-15 beds - 3,283 Hospice Care Center/16-20 beds - 4,378

Legal authority for fees:

<https://app.leg.wa.gov/wac/default.aspx?cite=246-335-990>

Application Information

Application process and form(s):

paper <https://doh.wa.gov/sites/default/files/legacy/Documents/Pubs/505052.pdf>

Requirements, additional actions, information, or documentation:

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-335-325>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail completed applications to: PO Box 1099 Olympia WA 98507-
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could

prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

2 years

Appeal process:

All facilities have appeal rights according to the provisions of RCW 43.70.115, RCW 34.05, and WAC 246-10

Analysis

Applications received:

268

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

-99

Backlog applications:

-99

Explanation:

Any pending renewals- not all requirements have been met. Waiting on additional information from applicant. Any backlog of renewals were received within the past 3 days and are in the queue for processing.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Large On-Site Sewage System (LOSS) Operating Permit

Department of Health

Type: Initial Permit

ID: 1690

Description

The purpose of the Large On-Site Sewage System (LOSS) Operating Permit is to ensure sewage from communities served by LOSS is safely treated by ensuring LOSS are properly operated and maintained.

Legal authority

Chapter 246-272B: <https://app.leg.wa.gov/wac/default.aspx?cite=246-272B> . Chapter 70A.115: <http://apps.leg.wa.gov/rcw/default.aspx?cite=70A.115>

Equity considerations:

The Environmental Public Health (EPH) team is committed to ensuring that all communities, regardless of location or resources, have access to clean air, safe drinking water, and a healthy environment. In our state, low-income communities, Indigenous populations, and communities of color often face disproportionate environmental burdens. To address these disparities, EPH programs prioritize support for communities at higher risk of environmental health challenges. EPH also works to empower communities by fostering partnerships with schools, local governments, and community organizations, and by enhancing language access, accessibility, and cultural responsiveness in its programs and processes. OEHS strives to ensure these values are demonstrated consistently in our permitting, licensing, and certification processes.

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

07/2020

Comment:

There is a \$608 base fee + \$0.0405 per gallon of design flow, annually. The Department will assess a \$94 late application processing fee to Large On-Site Sewage System (LOSS) owners who do not submit an annual operating permit at least 30 days prior to the permit's expiration date.

Legal authority for fees:

Chapter 246-272-3000 : <https://app.leg.wa.gov/wac/default.aspx?cite=246-272-3000> . Chapter 70A.115.030(4) : <https://app.leg.wa.gov/RCW/default.aspx?cite=70A.115.030> . Chapter 43.20B.020 : <https://app.leg.wa.gov/RCW/default.aspx?cite=43.20B.020>

Application Information

Application process and form(s):

The first operating permit is emailed to the system owner as a DRAFT; the owner then has 30 days to review and comment before the permit is issued. Construction of the Large On-Site Sewage System (LOSS) cannot begin until the Operating Permit is received. LOSS Renewal Reminders with application and invoice are emailed to system owners 75 days prior to the expiration of the current operating permit. They can be paid online and submitted via email to wastewatermgmt@doh.wa.gov or mailed to the Department of Health, P.O. Box 47824, Olympia, WA 98504-7824.

Requirements, additional actions, information, or documentation:

Large On-Site Sewage System (LOSS) Operating Permits must have a completed application, and fee, including any additional documents required by the permit.

Dependencies, conditions, or requirements:

After reviewing the annual report, the Department may impose those permit conditions, requirements for system improvements, and compliance schedules as it determines are reasonable and necessary to ensure that the system will be operated and maintained properly.

Submittal process:

Email Large On-Site Sewage System (LOSS) Operating Permit applications to wastewatermgmt@doh.wa.gov . Payments can be made online using the Secure Access WA (SAW) system. LOSS can also accept hard copy forms mailed to Department of Health, LOSS Program, P

Application/Submittal last updated:

03/2024

Review/Approval time:

Per Chapter WAC 246-272B-02650 - LOSS Permit Renewal Applications (RAPPs) are due 30 calendar days prior to the expiration date. Permit applications received on time are issued 5 calendar days prior to expiration. Targeted completion time is within 15 business days.

Valid duration:

Large On-Site Sewage System (LOSS) Operating Permits are valid for 1 year. There are currently 2 expiration dates. One permit period is April 1 through March 31 of each year; the second permit period is October 1 through September 30 of each year.

Appeal process:

A permittee may contest a Department decision or action according to the provisions of RCW 43.70.115, chapter 34.05 RCW, and WAC 246-272B-08200.

Analysis

Applications received:**Average processing time (all):****Average processing time (completed):****Average time between approval and any post-approval condition(s)/step(s):****Recommended processing time:****Legal processing time:**

Chapter 246-272B-02650: <https://app.leg.wa.gov/wac/default.aspx?cite=246-272B-02650>

Streamlining opportunities:

In July 2020, the Large On-Site Sewage System (LOSS) Program began accepting payments online via Secure Access WA (SAW) and Renewal Applications and Annual Reports can be emailed to wastewatermgmt@doh.wa.gov.

Pending applications:**Explanation:**

No backlog.

Backlog applications:

Large On-Site Sewage System (LOSS) Operating Permit Renewal

Department of Health

Type: Permit Renewal

ID: 1710

Description

The purpose of the Large On-Site Sewage System (LOSS) Operating Permit is to ensure sewage from communities served by LOSS is safely treated by ensuring LOSS are properly operated and maintained.

Legal authority

Chapter 246-272B: <https://app.leg.wa.gov/wac/default.aspx?cite=246-272B> . Chapter 70A.115: <http://apps.leg.wa.gov/rcw/default.aspx?cite=70A.115>

Equity considerations:

The Environmental Public Health (EPH) team is committed to ensuring that all communities, regardless of location or resources, have access to clean air, safe drinking water, and a healthy environment. In our state, low-income communities, Indigenous populations, and communities of color often face disproportionate environmental burdens. To address these disparities, EPH programs prioritize support for communities at higher risk of environmental health challenges. EPH also works to empower communities by fostering partnerships with schools, local governments, and community organizations, and by enhancing language access, accessibility, and cultural responsiveness in its programs and processes. OEHS strives to ensure these values are demonstrated consistently in our permitting, licensing, and certification processes.

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

07/2020

Comment:

There is a \$608 base fee + \$0.0405 per gallon of design flow, annually. The Department will assess a \$94 late application processing fee to Large On-Site Sewage System (LOSS) owners who do not submit an annual operating permit at least 30 days prior to the permit's expiration date.

Legal authority for fees:

Chapter 246-272-3000 : <https://app.leg.wa.gov/wac/default.aspx?cite=246-272-3000> . Chapter 70A.115.030(4) : <https://app.leg.wa.gov/RCW/default.aspx?cite=70A.115.030> . Chapter 43.20B.020 : <https://app.leg.wa.gov/RCW/default.aspx?cite=43.20B.020>

Application Information

Application process and form(s):

LOSS Renewal Reminders with application and invoice are emailed to system owners 75 days prior to the expiration of the current operating permit. They can be paid online and submitted via email to wastewatermgmt@doh.wa.gov or mailed to the Department of Health, P.O. Box 47824, Olympia, WA 98504-7824.

Requirements, additional actions, information, or documentation:

Large On-Site Sewage System (LOSS) Operating Permits must have a completed application, fee, and completed annual report, including any additional documents required by the permit.

Dependencies, conditions, or requirements:

After reviewing the annual report, the Department may impose those permit conditions, requirements for system improvements, and compliance schedules as it determines are reasonable and necessary to ensure that the system will be operated and maintained properly.

Submittal process:

Email Large On-Site Sewage System (LOSS) Operating Permit applications to wastewatermgmt@doh.wa.gov . Payments can be made online using the Secure Access WA (SAW) system. LOSS can also accept hard copy forms mailed to Department of Health, LOSS Program, P

Application/Submittal last updated:

03/2024

Review/Approval time:

Per Chapter WAC 246-272B-02650 - LOSS Permit Renewal Applications (RAPPs) are due 30 calendar days prior to the expiration date. Permit renewals received on time are issued 5 calendar days prior to expiration. Targeted completion time is within 15 business days.

Valid duration:

Large On-Site Sewage System (LOSS) Operating Permits are valid for 1 year. There are currently 2 expiration dates. One permit period is April 1 through March 31 of each year; the second permit period is October 1 through September 30 of each year.

Appeal process:

A permittee may contest a Department decision or action according to the provisions of RCW 43.70.115, chapter 34.05 RCW, and WAC 246-272B-08200.

Analysis

Applications received:**Average processing time (all):****Average processing time (completed):****Average time between approval and any post-approval condition(s)/step(s):****Recommended processing time:****Legal processing time:**

Chapter 246-272B-02650: <https://app.leg.wa.gov/wac/default.aspx?cite=246-272B-02650>

Streamlining opportunities:

In July 2020, the Large On-Site Sewage System (LOSS) Program began accepting payments online via Secure Access WA (SAW) and Renewal Applications and Annual Reports can be emailed to wastewatermgmt@doh.wa.gov.

Pending applications:**Explanation:**

No backlog.

Backlog applications:

Large On-Site Sewage System (LOSS) Project Review Permit

Department of Health

Type: Initial Permit

ID: 1689

Description

The purpose of the Large On-Site Sewage System (LOSS) project review is to ensure that sewage is properly treated and public health and the environment are protected over the long term when a LOSS is used.

Legal authority

Chapter 246-272B: <https://app.leg.wa.gov/wac/default.aspx?cite=246-272B> . Chapter 70A.115: <http://apps.leg.wa.gov/rcw/default.aspx?cite=70A.115> .

Equity considerations:

The Environmental Public Health (EPH) team is committed to ensuring that all communities, regardless of location or resources, have access to clean air, safe drinking water, and a healthy environment. In our state, low-income communities, Indigenous populations, and communities of color often face disproportionate environmental burdens. To address these disparities, EPH programs prioritize support for communities at higher risk of environmental health challenges. EPH also works to empower communities by fostering partnerships with schools, local governments, and community organizations, and by enhancing language access, accessibility, and cultural responsiveness in its programs and processes. OEHS strives to ensure these values are demonstrated consistently in our permitting, licensing, and certification processes.

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

07/2020

Comment:

\$848 for 8 hours of review time. Additional fees of \$106 per hour will be charged for hours of review beyond those provided by the application fee. \$1000 fee for site and environmental inspections per visit. \$500 fee for Final (post construction) inspection. Owner must have a valid operating permit (\$608 base fee + \$0.0405 per gallon of design flow, annually) in order to construct a Large On-Site Sewage System (LOSS).

Legal authority for fees:

Chapter 246-272-3000: <https://app.leg.wa.gov/wac/default.aspx?cite=246-272-3000> . Chapter 70A.115.030(4) : <https://app.leg.wa.gov/RCW/default.aspx?cite=70A.115.030> . Chapter 43.20B.020: <https://app.leg.wa.gov/RCW/default.aspx?cite=43.20B.020>

Application Information

Application process and form(s):

The Large On-Site Sewage System (LOSS) Project Submittal form is available online at <https://doh.wa.gov/sites/default/files/legacy/Documents/Pubs/337-055.docx> and can be sent via email to wastewatmgmt@doh.wa.gov. An applicant is sent an invoice which can be paid online or mailed to the Department of Health, P.O. Box 47824, Olympia, WA 98504-7824.

Requirements, additional actions, information, or documentation:

Once the fee is paid, the Large On-Site Sewage System (LOSS) engineers will begin review of the following documents: Pre-Design; Site Inspection; Site Risk Survey; Engineering Report; Plans and Specifications; and, Review and Approval of Draft Operating Permit.

Dependencies, conditions, or requirements:

Once the Large On-Site Sewage System (LOSS) project is approved for construction, the submitter has 2 years to complete construction and may request a single 2 year extension. The following documents are required in the operating permit, which specifies due dates: Construction Report; Operating and Maintenance Manual; Management Plan; and, Record Drawing.

Submittal process:

Email Large On-Site Sewage System (LOSS) Project Submittal forms to wastewatmgmt@doh.wa.gov . LOSS would also accept a paper form mailed to Department of Health, LOSS Program, PO Box 47824, Olympia WA 98504-7824. Please note: A LOSS Design Engineer m

Application/Submittal last updated:

Review/Approval time:

Targeted completion time within 30 business days.

Valid duration:

Large On-Site Sewage System (LOSS) Construction Permits are valid for 2 years. The applicant can apply for a single extension for 1 additional year.

Appeal process:

An applicant may contest a department decision or action according to the provisions of RCW 43.70.115, Chapter 34.05 RCW, and WAC 246-272B-08200.

Analysis

Applications received:

Average processing time (all):

Average processing time (completed):

Legal processing time:

None.

Average time between approval and any post-approval condition(s)/step(s):

Recommended processing time:

Streamlining opportunities:

In April 2019, the Department of Health revised Chapter 246-272B to remove requirements for hard copy submittals, allowing submitters to send in application materials in an electronic format acceptable to the department. In July 2020, the Large On-Site Sewage System (LOSS) Program began accepting online payments via Secure Access WA (SAW).

Pending applications:

Explanation:

No backlog.

Backlog applications:

Licensed Assistant Behavior Analyst

Department of Health

Type: License

Description

ID: 1318

To practice as a Licensed Assistant Behavior Analyst

Legal authority

RCW 18.380, WAC 246.805

Equity considerations:

Applications accepted online and mail

Costs/Fees

Application fee:

160

Credential fee:

-99

Fee last changed:

04/2017

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

WAC 246.805.990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

WAC 246-805-200: Application Requirements

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

2 years

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

122

Average processing time (all):

91

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

23

25

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

28

Explanation:

Backlog applications:

0

Licensed Assistant Behavior Analyst - Renewal

Department of Health

Type: License

ID: 1487

Description

To practice as a Licensed Assistant Behavior Analyst

Legal authority

RCW 18.380, WAC 246-805

Equity considerations:

None.

Costs/Fees

Application fee:

175

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard renewal fee

Legal authority for fees:

RCW Chapter 18.380, WAC 246-805, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

20 CE hours due every two years

Dependencies, conditions, or requirements:

Attestation of CE completion due at time of renewal

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

2 years

Appeal process:

none

Analysis

Applications received:

104

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours. Require online renewals

Pending applications:

0

Explanation:

Backlog applications:

0

Licensed Assistant Behavior Analyst Expired Reactivation

Department of Health

Type: License

Description

ID: 1425

To practice as a Licensed Assistant Behavior Analyst

Legal authority

RCW 18.380, WAC 246.805

Equity considerations:

Applications accepted online and mail

Costs/Fees

Application fee:

355

Credential fee:

-99

Fee last changed:

04/2017

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

WAC 246.805.990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

WAC 246-805-200: Application Requirements

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

2 years

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

1

Average processing time (all):

8

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

8

8

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Explanation:

Backlog applications:

0

Licensed Behavior Analyst

Department of Health

Type: License

Description

ID: 1319

To practice as a Licensed Behavior Analyst

Legal authority

RCW 18.380, WAC 246.805

Equity considerations:

Applications accepted online and mail

Costs/Fees

Application fee:

250

Credential fee:

-99

Fee last changed:

04/2017

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

WAC 246.805.990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

WAC 246-805-100: Application Requirements

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 30 days.

Valid duration:

2 years

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

225

Average processing time (all):

63

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

26

29

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

27

Explanation:

Backlog applications:

1

Licensed Behavior Analyst - Renewal

Department of Health

Type: License

Description

ID: 1488

To practice as a Licensed Behavior Analyst

Legal authority

RCW 18.380, WAC 246-805

Equity considerations:

None.

Costs/Fees

Application fee:

350

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard renewal fee

Legal authority for fees:

RCW Chapter 18.380, WAC 246-805, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

32 CE hours due every two years

Dependencies, conditions, or requirements:

Attestation of CE completion due at time of renewal

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

2 years

Appeal process:

none

Analysis

Applications received:

674

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours. Require online renewals

Pending applications:

0

Explanation:

Backlog applications:

0

Licensed Behavior Analyst Expired Reactivation

Department of Health

Type: License

Description

ID: 1426

To practice as a Licensed Behavior Analyst

Legal authority

RCW 18.380, WAC 246.805

Equity considerations:

Applications accepted online and mail

Costs/Fees

Application fee:

700

Credential fee:

-99

Fee last changed:

04/2017

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

WAC 246.805.990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

WAC 246-805-100: Application Requirements

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 30 days.

Valid duration:

2 years

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

3

Average processing time (all):

12

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

11

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Explanation:**Backlog applications:**

0

Marriage and Family Therapist Associate License

Department of Health

Type: License

ID: 1332

Description

to allow professionals to perform licensed marriage and family therapy counseling with individuals located in Washington state.

Legal authority

Chapter 18.225

Equity considerations:

This profession works with incredibly vulnerable populations, licensure is critical for stakeholders.

Costs/Fees

Application fee:

65

Credential fee:

-99

Fee last changed:

04/2018

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

RCW 18.225.040

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

1. Submit a Completed Application: Fully filled out and accompanied by all applicable fees. 2. Include the Following in Your Application: • Program Equivalencies/Educational Qualifications for Non-COAMFTE Accredited Programs. • Attestation of Declaration Working Toward Licensure. • Attestation of Application. • *Personal Data Questions: Provide explanations and documentation if you answer "yes" to any question, including all court records.3. Request for Direct Submissions from Primary Sources: • Official Transcripts directly from your educational institution. • Internationally Educated Applicants will need a foreign transcript evaluation • Credential Verification directly from the regulatory authority. • Approved Supervisor Form directly from the supervisor. • *Court documents directly from the courts.4. Background Checks: • Washington State Background Check for all applicants. • FBI Background Check and Fingerprints for all out-of-state applicants and those opting into the compacts.5. OPTIONAL Examination for MFT Applicants: Submit a request for examination along with your application.6. Consequences of Incomplete Application: will not move forward for review until all required documents are received. This also includes an additional step for the credentialing specialist, as they need to email the applicant for the remaining documents that are missing.

<https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/marriage-and-family-therapist/licensing-information>

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 107 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

316

Average processing time (all):

102

Average processing time (completed):

27

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

79

Explanation:

Backlog applications:

2

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

24

Marriage and Family Therapist Associate License - Renewal

Department of Health

Type: License

ID: 1496

Description

to allow professionals to perform licensed marriage and family therapy counseling with individuals located in Washington state.

Legal authority

RCW 18.225, WAC 246-809

Equity considerations:

None.

Costs/Fees

Application fee:

66

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard Renewal

Legal authority for fees:

RCW Chapter 18.225, WAC 246-809, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

18 CE hours due annually

Dependencies, conditions, or requirements:

Attestation of CE completion due at time of renewal

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

647

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours. Require online renewals

Pending applications:

0

Explanation:

Backlog applications:

0

Marriage and Family Therapist Associate License Expired Reactivation

Department of Health

Type: License

ID: 1436

Description

to allow professionals to perform licensed marriage and family therapy counseling with individuals located in Washington state.

Legal authority

Chapter 18.225

Equity considerations:

This profession works with incredibly vulnerable populations, licensure is critical for stakeholders.

Costs/Fees

Application fee:

140

Credential fee:

-99

Fee last changed:

04/2018

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

RCW 18.225.040

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

1. Submit a Completed Application: Fully filled out and accompanied by all applicable fees. 2. Include the Following in Your Application: • Program Equivalencies/Educational Qualifications for Non-COAMFTE Accredited Programs. • Attestation of Declaration Working Toward Licensure. • Attestation of Application. • *Personal Data Questions: Provide explanations and documentation if you answer "yes" to any question, including all court records.3. Request for Direct Submissions from Primary Sources: • Official Transcripts directly from your educational institution. • Internationally Educated Applicants will need a foreign transcript evaluation • Credential Verification directly from the regulatory authority. • Approved Supervisor Form directly from the supervisor. • *Court documents directly from the courts.4. Background Checks: • Washington State Background Check for all applicants. • FBI Background Check and Fingerprints for all out-of-state applicants and those opting into the compacts.5. OPTIONAL Examination for MFT Applicants: Submit a request for examination along with your application.6. Consequences of Incomplete Application: will not move forward for review until all required documents are received. This also includes an additional step for the credentialing specialist, as they need to email the applicant for the remaining documents that are missing.

<https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/marriage-and-family-therapist/licensing-information>

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 107 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

13

Average processing time (all):

35

Average processing time (completed):

27

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Backlog applications:

0

Explanation:

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

24

Marriage and Family Therapist License

Department of Health

Type: License

ID: 1333

Description

to allow professionals to perform licensed marriage and family therapy counseling with individuals located in Washington state.

Legal authority

Chapter 18.225

Equity considerations:

This profession works with incredibly vulnerable populations, licensure is critical for stakeholders.

Costs/Fees

Application fee:

290

Credential fee:

-99

Fee last changed:

04/2018

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

RCW 18.225.040

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

1. Submit a Completed Application: Fully filled out and accompanied by all applicable fees. 2. Include the Following in Your Application: • Program Equivalencies/Educational Qualifications for Non-COAMFTE Accredited Programs. • Attestation of Application. • Attestation of CEU Completion. • Submit a request for examination. • Personal Data Questions: Provide explanations and documentation if you answer "yes" to any question, including all court records. 3. Request for Direct Submissions from Primary Sources: • Official Transcripts directly from your educational institution. • Internationally Educated Applicants will need a foreign transcript evaluation • Credential Verification directly from the regulatory authority. • Exam scores directly from the testing entity. • Approved Supervisor Form directly from the supervisor. • Supervised Experience Hours Form directly from the supervisor. • *Court documents directly from the courts. 4. Background Checks: • Washington State Background Check for all applicants. • FBI Background Check and Fingerprints for all out-of-state applicants and those opting into the compacts. 5. Consequences of Incomplete Application: will not move forward for review until all required documents are received. This also includes an additional step for the credentialing specialist, as they need to email the applicant for the remaining documents that are missing. <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/marriage-and-family-therapist/licensing-information>

Dependencies, conditions, or requirements:

Exam

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 183 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

304

Average processing time (all):

255

Average processing time (completed):

42

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

228

Backlog applications:

14

Explanation:

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

38

Marriage and Family Therapist License - Renewal

Department of Health

Type: License

Description

ID: 1495

to allow professionals to perform licensed marriage and family therapy counseling with individuals located in Washington state.

Legal authority

RCW 18.225, WAC 246-809

Equity considerations:

None.

Costs/Fees

Application fee:

196

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard Renewal, includes mandatory \$16 HEAL.WA fee

Legal authority for fees:

RCW Chapter 18.225, WAC 246-809, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

36 CE hours due every two years

Dependencies, conditions, or requirements:

Attestation of CE completion due at time of renewal

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

2459

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours. Require online renewals

Pending applications:

0

Explanation:

Backlog applications:

0

Marriage and Family Therapist License Expired Reactivation

Department of Health

Type: License

ID: 1437

Description

to allow professionals to perform licensed marriage and family therapy counseling with individuals located in Washington state.

Legal authority

Chapter 18.225

Equity considerations:

This profession works with incredibly vulnerable populations, licensure is critical for stakeholders.

Costs/Fees

Application fee:

355

Credential fee:

-99

Fee last changed:

04/2018

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

RCW 18.225.040

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

1. Submit a Completed Application: Fully filled out and accompanied by all applicable fees. 2. Include the Following in Your Application: • Program Equivalencies/Educational Qualifications for Non-COAMFTE Accredited Programs. • Attestation of Application. • Attestation of CEU Completion. • Submit a request for examination. • Personal Data Questions: Provide explanations and documentation if you answer "yes" to any question, including all court records. 3. Request for Direct Submissions from Primary Sources: • Official Transcripts directly from your educational institution. • Internationally Educated Applicants will need a foreign transcript evaluation • Credential Verification directly from the regulatory authority. • Exam scores directly from the testing entity. • Approved Supervisor Form directly from the supervisor. • Supervised Experience Hours Form directly from the supervisor. • *Court documents directly from the courts. 4. Background Checks: • Washington State Background Check for all applicants. • FBI Background Check and Fingerprints for all out-of-state applicants and those opting into the compacts. 5. Consequences of Incomplete Application: will not move forward for review until all required documents are received. This also includes an additional step for the credentialing specialist, as they need to email the applicant for the remaining documents that are missing. <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/marriage-and-family-therapist/licensing-information>

Dependencies, conditions, or requirements:

Exam

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 183 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

21

Average processing time (all):

36

Average processing time (completed):

35

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Backlog applications:

0

Explanation:

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

32

Marriage and Family Therapist Probationary License

Department of Health

Type: License

ID: 1334

Description

to allow professionals to perform licensed marriage and family therapy counseling with individuals located in Washington state.

Legal authority

Chapter 18.225

Equity considerations:

This profession works with incredibly vulnerable populations, licensure is critical for stakeholders.

Costs/Fees

Application fee:

290

Credential fee:

-99

Fee last changed:

05/2023

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

RCW 18.225.040

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

1. Submit a Completed Application: Fully filled out and accompanied by all applicable fees. 2. Include the Following in Your Application: • Program Equivalencies/Educational Qualifications for Non-COAMFTE Accredited Programs. • Attestation of Application. • Attestation of CEU Completion. • Submit a request for examination. • Personal Data Questions: Provide explanations and documentation if you answer "yes" to any question, including all court records. 3. Request for Direct Submissions from Primary Sources: • Official Transcripts directly from your educational institution. • Credential Verification directly from the regulatory authority. • Internationally Educated Applicants will need a foreign transcript evaluation • Exam scores directly from the testing entity. • Approved Supervisor Form directly from the supervisor. • Supervised Experience Hours Form directly from the supervisor. • *Court documents directly from the courts. 4. Background Checks: • Washington State Background Check for all applicants. • FBI Background Check and Fingerprints for all out-of-state applicants and those opting into the compacts. 5. Consequences of Incomplete Application: will not move forward for review until all required documents are received. This also includes an additional step for the credentialing specialist, as they need to email the applicant for the remaining documents that are missing. <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/marriage-and-family-therapist/licensing-information>

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

1 year, maybe renewed 1x

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

87

Average processing time (all):

106

Average processing time (completed):

56

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

29

Backlog applications:

8

Explanation:

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

50

Massage Therapist License

Department of Health

Type: License

Description

ID: 1260

To practice as a massage therapist

Legal authority

RCW 18.108, WAC 246-830

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications.

Costs/Fees

Application fee:

210

Credential fee:

-99

Fee last changed:

10/2019

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

WAC 246-830-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

*Complete Application*Fee*Out of State license verification (if applicable)*Personal Data Questions and WA state required background checks*Official passing examination scores from FSMTB or NCBTMB*First Aid/CPR*Washington State Jurisprudence Examination*Completion of Washington State approved Massage programOR *Licensure by endorsement-hold an active license in good standing in another state or foreign jurisdiction if the other state or foreign jurisdiction examination and educational requirements are substantially equivalent to WA.*Transcripts with EEF*CE (if applicable)

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

Licenses must be renewed every year on the practitioners birthday

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

659

Average processing time (all):

75

Average processing time (completed):

20

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

241

Explanation:**Backlog applications:**

23

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

18

Massage Therapist License - Renewal

Department of Health

Type: License

Description

To practice as a massage therapist

ID: 1494

Legal authority

RCW Chapter 18.108, WAC 246-830

Equity considerations:

None.

Costs/Fees

Application fee:

166

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard Renewal, includes mandatory \$16 HEAL.WA fee

Legal authority for fees:

RCW Chapter 18.108, WAC 246-830, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

24 CE hours due every two years

Dependencies, conditions, or requirements:

Attestation of CE completion due at time of renewal

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

11415

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours.

Pending applications:

0

Explanation:

Backlog applications:

0

Massage Therapist License Expired Reactivation

Department of Health

Type: License

Description

ID: 1381

To practice as a massage therapist

Legal authority

RCW 18.108, WAC 246-830

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications.

Costs/Fees

Application fee:

275

Credential fee:

-99

Fee last changed:

10/2019

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

WAC 246-830-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

*Complete Application*Fee*Out of State license verification (if applicable)*Personal Data Questions and WA state required background checks*Official passing examination scores from FSMTB or NCBTMB*First Aid/CPR*Washington State Jurisprudence Examination*Completion of Washington State approved Massage programOR *Licensure by endorsement-hold an active license in good standing in another state or foreign jurisdiction if the other state or foreign jurisdiction examination and educational requirements are substantially equivalent to WA.*Transcripts with EEF*CE (if applicable)

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

Licenses must be renewed every year on the practitioners birthday

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

218

Average processing time (all):

34

Average processing time (completed):

20

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

18

Massage Therapist Temporary Practice Permit

Department of Health

Type: Permit

ID: 1261

Description

To practice as a massage therapist prior to full licensure

Legal authority

RCW 18.130.040(2)(a)

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications.

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

N/A

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

N/A

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Must meet all licensure requirements excluding the completion of a required FBI background check and licensed in another state that is substantively equivalent to Washington State

Dependencies, conditions, or requirements:

N/A

Submittal process:

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

One hundred and eighty days or full license is issued.

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

-99

Average processing time (all):

-99

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

-99

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Explanation:

Backlog applications:

0

Medical Assistant Certification

Department of Health

Type: Certification

ID: 1250

Description

Assist a health care practitioner with patient care, executes administrative and clinical procedures, and performs functions as provided under the supervision of the health care practitioner.

Legal authority

RCW 18.360.070 Secretary and Uniform disciplinary act

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications.

Costs/Fees

Application fee:

145

Credential fee:

-99

Fee last changed:

03/2018

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

Secretary

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Medical Assistant License Requirements

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

Licenses must be renewed every two years on the practitioners birthday

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

2074

Average processing time (all):

184

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

32

29

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

Explanation:

1181

Backlog applications:

32

Medical Assistant Certification - Renewal

Department of Health

Type: Certification

ID: 1489

Description

Assist a health care practitioner with patient care, executes administrative and clinical procedures, and performs functions as provided under the supervision of the health care practitioner.

Legal authority

RCW 18.360, WAC 246-827

Equity considerations:

None.

Costs/Fees

Application fee:

145

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard renewal fee

Legal authority for fees:

RCW Chapter 18.360, WAC 246-827, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

none

Dependencies, conditions, or requirements:

none

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

2 years

Appeal process:

none

Analysis

Applications received:

10470

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours. Require online renewals

Pending applications:

0

Explanation:

Backlog applications:

0

Medical Assistant Certification Expired Reactivation

Department of Health

Type: Certification

ID: 1373

Description

Assist a health care practitioner with patient care, executes administrative and clinical procedures, and performs functions as provided under the supervision of the health care practitioner.

Legal authority

RCW 18.360.070 Secretary and Uniform disciplinary act

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications.

Costs/Fees

Application fee:

275

Credential fee:

-99

Fee last changed:

03/2018

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

Secretary

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Medical Assistant License Requirements

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

Licenses must be renewed every two years on the practitioners birthday

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

103

Average processing time (all):

36

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

32

29

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

Explanation:

-99

Backlog applications:

0

Medical Assistant Certification Temporary Practice Permit

Department of Health

Type: Permit

ID: 1251

Description

Practice as a Medical Assistant Certified. In response to the delays caused by national fingerprint-based background checks, the secretary has adopted permanent rules to allow the issuance of temporary practice permits to applicants for eligible secretary authority professions listed in RCW 18.130.040(2)(a). The permanent rules replace the emergency rules and took effect December 17, 2009.

Legal authority

RCW 18.360.070 Secretary and Uniform disciplinary act

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

N/A

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

Secretary

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Temporary Practice Permits for Secretary Authority Healthcare Professions

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

Licenses must be renewed every two years on the practitioners birthday

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

-99

Average time between approval and any post-approval condition(s)/step(s):

Average processing time (all):

-99

-99

Average processing time (completed):

-99

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Explanation:

Backlog applications:

0

Recommended processing time:

-99

Medical Assistant Emergency Services Certification - Renewal

Department of Health

Type: Certification

ID: 1490

Description

To practice as a medical assistant in emergency services settings

Legal authority

RCW 18.360, WAC 246-827

Equity considerations:

None.

Costs/Fees

Application fee:

145

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard renewal fee

Legal authority for fees:

RCW Chapter 18.360, WAC 246-827, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

none

Dependencies, conditions, or requirements:

none

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

2 years

Appeal process:

none

Analysis

Applications received:

0

Average processing time (all):

-99

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours. Require online renewals

Pending applications:

0

Backlog applications:

-99

Explanation:

This was a new license type in 2024 with a 2 year renewal cycle. There have been no renewals due.

Medical Assistant Hemodialysis Technician Certification

Department of Health

Type: Certification

ID: 1252

Description

A licensed Medical Assistant Hemodialysis Technician Certification may perform hemodialysis and other functions under the supervision of a health care practitioner.

Legal authority

RCW 18.360.070 Secretary and Uniform disciplinary act

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications.

Costs/Fees

Application fee:

145

Credential fee:

-99

Fee last changed:

03/2018

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

Secretary

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Medical Assistant License Requirements

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

Licenses must be renewed every two years on the practitioners birthday

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

363

Average processing time (all):

84

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

33

30

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

Explanation:

145

Backlog applications:

0

Medical Assistant Hemodialysis Technician Certification - Renewal

Department of Health

Type: Certification

ID: 1491

Description

A licensed Medical Assistant Hemodialysis Technician Certification may perform hemodialysis and other functions under the supervision of a health care practitioner.

Legal authority

RCW 18.360, WAC 246-827

Equity considerations:

None.

Costs/Fees

Application fee:

145

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard Renewal

Legal authority for fees:

RCW Chapter 18.360, WAC 246-827, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

none

Dependencies, conditions, or requirements:

none

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

2 years

Appeal process:

none

Analysis

Applications received:

677

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours. Require online renewals

Pending applications:

0

Explanation:

Backlog applications:

0

Medical Assistant Hemodialysis Technician Certification Expired Reactivation

Department of Health

Type: Certification

ID: 1374

Description

A licensed Medical Assistant Hemodialysis Technician Certification may perform hemodialysis and other functions under the supervision of a health care practitioner.

Legal authority

RCW 18.360.070 Secretary and Uniform disciplinary act

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications.

Costs/Fees

Application fee:

275

Credential fee:

-99

Fee last changed:

03/2018

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

Secretary

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Medical Assistant License Requirements

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

Licenses must be renewed every two years on the practitioners birthday

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

5

Average processing time (all):

269

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

33

30

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

Explanation:

-99

Backlog applications:

0

Medical Assistant Interim Certification

Department of Health

Type: Certification

ID: 1253

Description

A person who has meet all credentialing requirements except passage one of an approved exam may practice as a medical assistant-certified with full scope for up to one year or passage of exam, whichever occurs first.

Legal authority

RCW 18.360.070 Secretary and Uniform disciplinary act

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications.

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

03/2018

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

Secretary

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Medical Assistant License Requirements

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

Licenses must be renewed every two years on the practitioners birthday

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

827

Average processing time (all):

102

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

28

25

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

Explanation:

262

Backlog applications:

24

Medical Assistant Phlebotomist Certification

Department of Health

Type: Certification

ID: 1254

Description

A licensed Medical Assistant Phlebotomist Certification may perform capillary, venous, and arterial invasive procedures for blood withdrawal and other functions under the supervision of a health care practitioner.

Legal authority

RCW 18.360.070 Secretary and Uniform disciplinary act

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications.

Costs/Fees

Application fee:

145

Credential fee:

-99

Fee last changed:

03/2018

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

Secretary

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Medical Assistant Phlebotomist Requirements

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

Licenses must be renewed every two years on the practitioners birthday

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

2991

Average processing time (all):

79

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

44

40

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

Explanation:

724

Backlog applications:

5

Medical Assistant Phlebotomist Certification - Renewal

Department of Health

Type: Certification

ID: 1492

Description

A licensed Medical Assistant Phlebotomist Certification may perform capillary, venous, and arterial invasive procedures for blood withdrawal and other functions under the supervision of a health care practitioner.

Legal authority

RCW 18.360, WAC 246-827

Equity considerations:

None.

Costs/Fees

Application fee:

145

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard Renewal

Legal authority for fees:

RCW Chapter 18.360, WAC 246-827, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

none

Dependencies, conditions, or requirements:

none

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

2 years

Appeal process:

none

Analysis

Applications received:

6440

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours. Require online renewals

Pending applications:

0

Explanation:

Backlog applications:

0

Medical Assistant Phlebotomist Certification Expired Reactivation

Department of Health

Type: Certification

ID: 1375

Description

A licensed Medical Assistant Phlebotomist Certification may perform capillary, venous, and arterial invasive procedures for blood withdrawal and other functions under the supervision of a health care practitioner.

Legal authority

RCW 18.360.070 Secretary and Uniform disciplinary act

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications.

Costs/Fees

Application fee:

275

Credential fee:

-99

Fee last changed:

03/2018

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

Secretary

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Medical Assistant Phlebotomist Requirements

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

Licenses must be renewed every two years on the practitioners birthday

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

64

Average processing time (all):

109

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

44

40

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

Explanation:

-99

Backlog applications:

0

Medical Assistant Registration

Department of Health

Type: Other

ID: 1255

Description

A licensed Medical Assistant registered pursuant to an endorsement by a health care practitioner, clinic, or group practice, may assist a health care practitioner with patient care, executes administrative and clinical procedures, and performs functions as provided in under the supervision of the health care practitioner.

Legal authority

RCW 18.360.070 Secretary and Uniform disciplinary act

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications.

Costs/Fees

Application fee:

115

Credential fee:

-99

Fee last changed:

03/2018

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

Secretary

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Medical Assistant Registration Requirements

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

Licenses must be renewed every two years on the practitioners birthday

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

3080

Average processing time (all):

86

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

38

34

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

Explanation:

963

Backlog applications:

31

Medical Assistant Registration - Renewal

Department of Health

Type: Registration

ID: 1493

Description

A licensed Medical Assistant registered pursuant to an endorsement by a health care practitioner, clinic, or group practice, may assist a health care practitioner with patient care, executes administrative and clinical procedures, and performs functions as provided in under the supervision of the health care practitioner.

Legal authority

RCW 18.360, WAC 246-827

Equity considerations:

None.

Costs/Fees

Application fee:

110

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard Renewal

Legal authority for fees:

RCW Chapter 18.360, WAC 246-827, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

none

Dependencies, conditions, or requirements:

none

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

2 years

Appeal process:

none

Analysis

Applications received:

3287

Average processing time (all):

3

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

Average processing time (completed):

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours. Require online renewals

Pending applications:

0

Explanation:

Backlog applications:

0

Medical Assistant Registration Expired Reactivation

Department of Health

Type: Other

ID: 1376

Description

A licensed Medical Assistant registered pursuant to an endorsement by a health care practitioner, clinic, or group practice, may assist a health care practitioner with patient care, executes administrative and clinical procedures, and performs functions as provided in under the supervision of the health care practitioner.

Legal authority

RCW 18.360.070 Secretary and Uniform disciplinary act

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications.

Costs/Fees

Application fee:

210

Credential fee:

-99

Fee last changed:

03/2018

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

Secretary

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Medical Assistant Registration Requirements

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

Licenses must be renewed every two years on the practitioners birthday

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

15

Average processing time (all):

50

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

38

34

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

Explanation:

-99

Backlog applications:

0

Medical Cannabis Consultant Certification

Department of Health

Type: Certification

ID: 1569

Description

A certified consultant who has an active credential issued by the Department of Health may:

- Enter patient and designated provider information from the authorization form into the medical cannabis database and create the medical cannabis recognition card.
- Assist the patient with selecting products that may help with their qualifying condition.
- Describe risks and benefits of methods for using products.
- Give advice on ways to properly store products and keep them safe from children and pets.
- Show how to properly use products.
- Answer questions about the medical cannabis law.

Legal authority

RCW 69.51A <https://app.leg.wa.gov/RCW/default.aspx?cite=69.51A>
<https://app.leg.wa.gov/wac/default.aspx?cite=246-72>

WAC 246-72

Equity considerations:

Applications are available to fill out online and by paper.

Costs/Fees

Application fee:

95

Credential fee:

0

Fee last changed:

never

Comment:

<https://app.leg.wa.gov/wac/default.aspx?cite=246-72-990>

Legal authority for fees:

WAC 246-72-990 <https://app.leg.wa.gov/wac/default.aspx?cite=246-72-990>

Application Information

Application process and form(s):

paper and online <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/medical-cannabis-consultant/licensing-information>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/medical-cannabis-consultant/licensing-information>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

online, mail, in-person Online: <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/apply-online/online-instructions> Mail completed applications to: PO Box 47867 Olympia WA 9850

Application/Submittal last updated:

04/2024

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

1 year

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Applications received:

415

Average processing time (all):

27

Average processing time (completed):

5

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to streamline and reduce deficiencies.

Pending applications:

0

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

5

Medical Cannabis Consultant Certification - Reactivation

Department of Health

Type: Certification

ID: 1611

Description

A certified consultant who has an active credential issued by the Department of Health may:

- Enter patient and designated provider information from the authorization form into the medical cannabis database and create the medical cannabis recognition card.
- Assist the patient with selecting products that may help with their qualifying condition.
- Describe risks and benefits of methods for using products.
- Give advice on ways to properly store products and keep them safe from children and pets.
- Show how to properly use products.
- Answer questions about the medical cannabis law.

Legal authority

RCW 69.51A <https://app.leg.wa.gov/RCW/default.aspx?cite=69.51A>
<https://app.leg.wa.gov/wac/default.aspx?cite=246-72>

WAC 246-72

Equity considerations:

none

Costs/Fees

Application fee:

-99

Credential fee:

0

Fee last changed:

never

Comment:

Must pay total of Renewal of certificate (\$90), Late renewal penalty (\$50), and expired certificate reissuance (\$50).

Legal authority for fees:

Application Information

Application process and form(s):

paper and online <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/medical-cannabis-consultant/licensing-information>

Requirements, additional actions, information, or documentation:

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-72-090>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

online, mail, in-person Online: <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/apply-online/online-instructions> Mail completed applications to: PO Box 47867 Olympia WA 9850

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

1 year

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

30

Average processing time (all):

59

Average processing time (completed):

30

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

-99

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

27

Medical Cannabis Consultant Certification - Renewal

Department of Health

Type: Certification

ID: 1638

Description

A certified consultant who has an active credential issued by the Department of Health may:

- Enter patient and designated provider information from the authorization form into the medical cannabis database and create the medical cannabis recognition card.
- Assist the patient with selecting products that may help with their qualifying condition.
- Describe risks and benefits of methods for using products.
- Give advice on ways to properly store products and keep them safe from children and pets.
- Show how to properly use products.
- Answer questions about the medical cannabis law.

Legal authority

RCW 69.51A <https://app.leg.wa.gov/RCW/default.aspx?cite=69.51A>
<https://app.leg.wa.gov/wac/default.aspx?cite=246-72>

WAC 246-72

Equity considerations:

Renewals can be done online or by paper.

Costs/Fees

Application fee:

90

Credential fee:

Fee last changed:

never

Comment:

Late renewal penalty \$50

Legal authority for fees:

WAC 246-72-990 <https://app.leg.wa.gov/wac/default.aspx?cite=246-72-990>

Application Information

Application process and form(s):

paper and online <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/medical-cannabis-consultant/licensing-information>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/medical-cannabis-consultant/licensing-information>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

<https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/medical-cannabis-consultant/renewal-faqs>

Application/Submittal last updated:

never

Review/Approval time:

Each renewal is circumstantial in timeline. Our goal is to approve license renewals within 10 days of the renewal determined complete

Valid duration:

1 year

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

364

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to streamline and reduce deficiencies.

Pending applications:

-99

Backlog applications:

-99

Explanation:

Any pending renewals- not all requirements have been met. Waiting on additional information from applicant. Any backlog of renewals were received within the past 3 days and are in the queue for processing.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Medical Test Site Accredited License

Department of Health

Type: License

Description

ID: 1570

Medical Test Sites — sites that perform clinical laboratory testing for the purpose of diagnosis and treatment.

Legal authority

RCW 70.42<https://app.leg.wa.gov/rcw/default.aspx?cite=70.42>WAC 246-338<https://app.leg.wa.gov/wac/default.aspx?cite=246-338>

Equity considerations:

Technical assistance available for all applicants for an understanding of licensure process, requirements, and expectations.FAQs created on program webpage for additional assistance

Costs/Fees

Application fee:

-99

Credential fee:

0

Fee last changed:

04/2023

Comment:

Low Volume 1-2,000 tests - 230Category A/2,001-10,000 tests, 1-3 specialties - 290Category B/2,001-10,000 tests, 4 or more specialties - 320Category C/10,001-25,000 tests, 1-3 specialties - 730Category D/10,001-25,000 tests, 4 or more specialties - 780Category E/25,001-50,000 tests - 1,090Category F/50,001-75,000 tests - 1,740Category G/75,001-100,000 tests - 2,390Category H/100,001-500,000 tests - 3,090Category I/500,001-1,000,000 tests - 8,920Category J/>1,000,000 tests - 11,330Licenses issued between July 1 of each odd year and June 30 of each even year pay 100% of appropriate fee above and receive up to a 2 year license, expiring on June 30 of the next odd year. Licenses fees are prorated to 50% on July 1 of each even year and therefore are issued a license of up to 1 year, valid through June 30 of next odd year.

Legal authority for fees:

<https://app.leg.wa.gov/wac/default.aspx?cite=246-338-990>

Application Information

Application process and form(s):

[paperhttps://doh.wa.gov/sites/default/files/legacy/Documents/Pubs/505035.pdf](https://doh.wa.gov/sites/default/files/legacy/Documents/Pubs/505035.pdf)

Requirements, additional actions, information, or documentation:

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-338-022>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail completed applications to: PO Box 1099 Olympia WA 98507-
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

Up to 2 years. License expires on 6/30 of each odd year.

Appeal process:

All facilities have appeal rights according to the provisions of RCW 43.70.115, RCW 34.05, and WAC 246-10

Applications received:

9

Average processing time (all):

73

Average processing time (completed):

70

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

8

Backlog applications:

-99

Explanation:

Pending applications reviewed- not all requirements have been met. Waiting on additional information from applicant.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

63

Medical Test Site Accredited License - Renewal

Department of Health

Type: License

ID: 1639

Description

Medical Test Sites — sites that perform clinical laboratory testing for the purpose of diagnosis and treatment.

Legal authority

RCW 70.42<https://app.leg.wa.gov/rcw/default.aspx?cite=70.42>WAC 246-338<https://app.leg.wa.gov/wac/default.aspx?cite=246-338>

Equity considerations:

Technical assistance available for all applicants for an understanding of licensure process, requirements, and expectations.FAQs created on program webpage for additional assistance

Costs/Fees

Application fee:

-99

Credential fee:

0

Fee last changed:

04/2023

Comment:

Low Volume 1-2,000 tests - 230Category A/2,001-10,000 tests, 1-3 specialties - 290Category B/2,001-10,000 tests, 4 or more specialties - 320Category C/10,001-25,000 tests, 1-3 specialties - 730Category D/10,001-25,000 tests, 4 or more specialties - 780Category E/25,001-50,000 tests - 1,090Category F/50,001-75,000 tests - 1,740Category G/75,001-100,000 tests - 2,390Category H/100,001-500,000 tests - 3,090Category I/500,001-1,000,000 tests - 8,920Category J/>1,000,000 tests - 11,330

Legal authority for fees:

<https://app.leg.wa.gov/wac/default.aspx?cite=246-338-990>

Application Information

Application process and form(s):

Not applicable

Requirements, additional actions, information, or documentation:

No application required - Fee Only

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail renewal fee to: PO Box 1099 Olympia WA 98507-
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each renewal is circumstantial in timeline. Our goal is to approve license renewals within 10 days of the renewal determined complete

Valid duration:

2 years

Appeal process:

All facilities have appeal rights according to the provisions of RCW 43.70.115, RCW 34.05, and WAC 246-10

Analysis

Applications received:

0

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

-99

Backlog applications:

-99

Explanation:

Any pending renewals- not all requirements have been met. Waiting on additional information from applicant. Any backlog of renewals were received within the past 3 days and are in the queue for processing.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Medical Test Site Categorized License

Department of Health

Type: License

Description

ID: 1571

Medical Test Sites — sites that perform clinical laboratory testing for the purpose of diagnosis and treatment.

Legal authority

RCW 70.42<https://app.leg.wa.gov/rcw/default.aspx?cite=70.42>WAC 246-338<https://app.leg.wa.gov/wac/default.aspx?cite=246-338>

Equity considerations:

Technical assistance available for all applicants for an understanding of licensure process, requirements, and expectations.FAQs created on program webpage for additional assistance

Costs/Fees

Application fee:

-99

Credential fee:

0

Fee last changed:

04/2023

Comment:

Low Volume 1-2,000 tests - 620Category A/2,001-10,000 tests, 1-3 specialties - 1,900Category B/2,001-10,000 tests, 4 or more specialties - 2,450Category C/10,001-25,000 tests, 1-3 specialties - 3,410Category D/10,001-25,000 tests, 4 or more specialties - 3,910Category E/25,001-50,000 tests - 4,700Category F/50,001-75,000 tests - 5,810Category G/75,001-100,000 tests - 6,930Category H/100,001-500,000 tests - 8,090Category I/500,001-1,000,000 tests - 14,390Category J/>1,000,000 tests - 17,260Licenses issued between July 1 of each odd year and June 30 of each even year pay 100% of appropriate fee above and receive up to a 2 year license, expiring on June 30 of the next odd year. Licenses fees are prorated to 50% on July 1 of each even year and therefore are issued a license of up to 1 year, valid through June 30 of next odd year.

Legal authority for fees:

<https://app.leg.wa.gov/wac/default.aspx?cite=246-338-990>

Application Information

Application process and form(s):

paper<https://doh.wa.gov/sites/default/files/legacy/Documents/Pubs/505044.pdf>

Requirements, additional actions, information, or documentation:

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-338-022>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail completed applications to: PO Box 1099 Olympia WA 98507-
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

Up to 2 years. License expires on 6/30 of each odd year.

Appeal process:

All facilities have appeal rights according to the provisions of RCW 43.70.115, RCW 34.05, and WAC 246-10

Applications received:

27

Average processing time (all):

69

Average processing time (completed):

16

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

4

Backlog applications:

-99

Explanation:

Pending applications reviewed- not all requirements have been met. Waiting on additional information from applicant.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

14

Medical Test Site Categorized License - Renewal

Department of Health

Type: License

ID: 1640

Description

Medical Test Sites — sites that perform clinical laboratory testing for the purpose of diagnosis and treatment.

Legal authority

RCW 70.42<https://app.leg.wa.gov/rcw/default.aspx?cite=70.42>WAC 246-338<https://app.leg.wa.gov/wac/default.aspx?cite=246-338>

Equity considerations:

Technical assistance available for all applicants for an understanding of licensure process, requirements, and expectations.FAQs created on program webpage for additional assistance

Costs/Fees

Application fee:

-99

Credential fee:

0

Fee last changed:

04/2023

Comment:

Low Volume 1-2,000 tests - 620Category A/2,001-10,000 tests, 1-3 specialties - 1,900Category B/2,001-10,000 tests, 4 or more specialties - 2,450Category C/10,001-25,000 tests, 1-3 specialties - 3,410Category D/10,001-25,000 tests, 4 or more specialties - 3,910Category E/25,001-50,000 tests - 4,700Category F/50,001-75,000 tests - 5,810Category G/75,001-100,000 tests - 6,930Category H/100,001-500,000 tests - 8,090Category I/500,001-1,000,000 tests - 14,390Category J/>1,000,000 tests - 17,260

Legal authority for fees:

<https://app.leg.wa.gov/wac/default.aspx?cite=246-338-990>

Application Information

Application process and form(s):

Not applicable

Requirements, additional actions, information, or documentation:

No application required - Fee Only

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail renewal fee to: PO Box 1099 Olympia WA 98507-
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each renewal is circumstantial in timeline. Our goal is to approve license renewals within 10 days of the renewal determined complete

Valid duration:

2 years

Appeal process:

All facilities have appeal rights according to the provisions of RCW 43.70.115, RCW 34.05, and WAC 246-10

Analysis

Applications received:

0

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

-99

Backlog applications:

-99

Explanation:

Any pending renewals- not all requirements have been met. Waiting on additional information from applicant. Any backlog of renewals were received within the past 3 days and are in the queue for processing.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Medical Test Site Certificate of Waiver License

Department of Health

Type: License

Description

ID: 1573

Medical Test Sites — sites that perform clinical laboratory testing for the purpose of diagnosis and treatment.

Legal authority

RCW 70.42<https://app.leg.wa.gov/rcw/default.aspx?cite=70.42>WAC 246-338<https://app.leg.wa.gov/wac/default.aspx?cite=246-338>

Equity considerations:

Technical assistance available for all applicants for an understanding of licensure process, requirements, and expectations.FAQs created on program webpage for additional assistance

Costs/Fees

Application fee:

260

Credential fee:

130

Fee last changed:

04/2023

Comment:

Licenses issued between July 1 of each odd year and June 30 of each even year pay full fee of 260 and receive up to a 2 year license, expiring on June 30 of the next odd year. Licenses fees are prorated to 50% on July 1 of each even year and therefore are issued a license of up to 1 year, valid through June 30 of next odd year.

Legal authority for fees:

<https://app.leg.wa.gov/wac/default.aspx?cite=246-338-990>

Application Information

Application process and form(s):

[paperhttps://doh.wa.gov/sites/default/files/legacy/Documents/Pubs/505038.pdf](https://doh.wa.gov/sites/default/files/legacy/Documents/Pubs/505038.pdf)

Requirements, additional actions, information, or documentation:

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-338-022>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail completed applications to: PO Box 1099 Olympia WA 98507-
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

Up to 2 years. License expires on 6/30 of each odd year.

Appeal process:

All facilities have appeal rights according to the provisions of RCW 43.70.115, RCW 34.05, and WAC 246-10

Analysis

Applications received:

1193

Average processing time (all):

62

Average processing time (completed):

5

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

0

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

5

Medical Test Site Certificate of Waiver License - Renewal

Department of Health

Type: License

ID: 1642

Description

Medical Test Sites — sites that perform clinical laboratory testing for the purpose of diagnosis and treatment.

Legal authority

RCW 70.42<https://app.leg.wa.gov/rcw/default.aspx?cite=70.42>WAC 246-338<https://app.leg.wa.gov/wac/default.aspx?cite=246-338>

Equity considerations:

Technical assistance available for all applicants for an understanding of licensure process, requirements, and expectations.FAQs created on program webpage for additional assistance

Costs/Fees

Application fee:

260

Credential fee:

0

Fee last changed:

04/2023

Comment:

None

Legal authority for fees:

<https://app.leg.wa.gov/wac/default.aspx?cite=246-338-990>

Application Information

Application process and form(s):

Not applicable

Requirements, additional actions, information, or documentation:

No application required - Fee Only

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail renewal fee to: PO Box 1099 Olympia WA 98507-
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each renewal is circumstantial in timeline. Our goal is to approve license renewals within 10 days of the renewal determined complete

Valid duration:

2 years

Appeal process:

All facilities have appeal rights according to the provisions of RCW 43.70.115, RCW 34.05, and WAC 246-10

Analysis

Applications received:

4

Average time between approval and any post-approval condition(s)/step(s):

-99

Average processing time (all):

-99

Recommended processing time:

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

-99

Backlog applications:

-99

Explanation:

Any pending renewals- not all requirements have been met. Waiting on additional information from applicant. Any backlog of renewals were received within the past 3 days and are in the queue for processing.

Medical Test Site Provider Performed Microscopic Procedures License

Department of Health

Type: License

ID: 1572

Description

Medical Test Sites — sites that perform clinical laboratory testing for the purpose of diagnosis and treatment.

Legal authority

RCW 70.42<https://app.leg.wa.gov/rcw/default.aspx?cite=70.42>WAC 246-338<https://app.leg.wa.gov/wac/default.aspx?cite=246-338>

Equity considerations:

Technical assistance available for all applicants for an understanding of licensure process, requirements, and expectations.FAQs created on program webpage for additional assistance

Costs/Fees

Application fee:

300

Credential fee:

150

Fee last changed:

04/2023

Comment:

Licenses issued between July 1 of each odd year and June 30 of each even year pay full fee of 300 and receive up to a 2 year license, expiring on June 30 of the next odd year. Licenses fees are prorated to 50% on July 1 of each even year and therefore are issued a license of up to 1 year, valid through June 30 of next odd year.

Legal authority for fees:

<https://app.leg.wa.gov/wac/default.aspx?cite=246-338-990>

Application Information

Application process and form(s):

[paperhttps://doh.wa.gov/sites/default/files/legacy/Documents/Pubs/505041.pdf](https://doh.wa.gov/sites/default/files/legacy/Documents/Pubs/505041.pdf)

Requirements, additional actions, information, or documentation:

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-338-022>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail completed applications to: PO Box 1099 Olympia WA 98507-
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

Up to 2 years. License expires on 6/30 of each odd year.

Appeal process:

All facilities have appeal rights according to the provisions of RCW 43.70.115, RCW 34.05, and WAC 246-10

Analysis

Applications received:

34

Average processing time (all):

58

Average processing time (completed):

2

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

262

Backlog applications:

1

Explanation:

Pending applications reviewed- not all requirements have been met. Waiting on additional information from applicant. Backlog of applications were received within the past 5 days and are in the queue for processing.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

2

Medical Test Site Provider Performed Microscopic Procedures License - Renewal

Department of Health

Type: License

Description

ID: 1641

Medical Test Sites — sites that perform clinical laboratory testing for the purpose of diagnosis and treatment.

Legal authority

RCW 70.42<https://app.leg.wa.gov/rcw/default.aspx?cite=70.42>WAC 246-338<https://app.leg.wa.gov/wac/default.aspx?cite=246-338>

Equity considerations:

Technical assistance available for all applicants for an understanding of licensure process, requirements, and expectations. FAQs created on program webpage for additional assistance

Costs/Fees

Application fee:

300

Credential fee:

0

Fee last changed:

04/2023

Comment:

None

Legal authority for fees:

<https://app.leg.wa.gov/wac/default.aspx?cite=246-338-990>

Application Information

Application process and form(s):

Not applicable

Requirements, additional actions, information, or documentation:

No application required - Fee Only

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail renewal fee to: PO Box 1099 Olympia WA 98507-
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each renewal is circumstantial in timeline. Our goal is to approve license renewals within 10 days of the renewal determined complete

Valid duration:

2 years

Appeal process:

All facilities have appeal rights according to the provisions of RCW 43.70.115, RCW 34.05, and WAC 246-10

Analysis

Applications received:

0

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

-99

Backlog applications:

-99

Explanation:

Any pending renewals- not all requirements have been met. Waiting on additional information from applicant. Any backlog of renewals were received within the past 3 days and are in the queue for processing.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Medication Assistant Endorsement

Department of Health

Type: Other

ID: 1298

Description

This endorsement allows a NAC to be delegated to administer medication and certain treatments to residents in a nursing home.

Legal authority

Equity considerations:

Provides an online portal to complete application process online, applicants may print to write. The application includes helpful website links and checklist of license requirements.

Costs/Fees

Application fee:

25

Credential fee:

-99

Fee last changed:

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Pays any applicable fees, Submits application,

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

56

Average processing time (all):

192

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

33

37

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

55

Explanation:

Backlog applications:

0

Medication Assistant Endorsement - Renewal

Department of Health

Type: Other

ID: 1504

Description

This endorsement allows a NAC to be delegated to administer medication and certain treatments to residents in a nursing home.

Legal authority

RCW 18.88A, WAC 246-841

Equity considerations:

None.

Costs/Fees

Application fee:

10

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard renewal fee

Legal authority for fees:

RCW Chapter 18.88A, WAC 246-841, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

8 CE hours due annually. Must have active NA-C license

Dependencies, conditions, or requirements:

Attestation of CE completion due at time of renewal

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

84

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours.

Pending applications:

0

Explanation:

Backlog applications:

0

Medication Assistant Endorsement Expired Reactivation

Department of Health

Type: Other

ID: 1408

Description

This endorsement allows a NAC to be delegated to administer medication and certain treatments to residents in a nursing home.

Legal authority

Equity considerations:

Provides an online portal to complete application process online, applicants may print to write. The application includes helpful website links and checklist of license requirements.

Costs/Fees

Application fee:

10

Credential fee:

-99

Fee last changed:

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Pays any applicable fees, Submits application,

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

0

Average processing time (all):

-99

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

33

37

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Explanation:

Backlog applications:

0

Mental Health Counselor Associate License

Department of Health

Type: License

ID: 1335

Description

to allow professionals to perform licensed mental health counseling with individuals located in Washington state.

Legal authority

Chapter 18.225

Equity considerations:

This profession works with incredibly vulnerable populations, licensure is critical for stakeholders.

Costs/Fees

Application fee:

35

Credential fee:

-99

Fee last changed:

01/2016

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

RCW 18.225.040

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

1. Submit a Completed Application: Fully filled out and accompanied by all applicable fees. 2. Include the Following in Your Application: • Program Equivalencies/Educational Qualifications for Non-COAMFTE Accredited Programs. • Attestation of Declaration Working Toward Licensure. • Attestation of Application. • *Personal Data Questions: Provide explanations and documentation if you answer "yes" to any question, including all court records. 3. Request for Direct Submissions from Primary Sources: • Official Transcripts directly from your educational institution. • Internationally Educated Applicants will need a foreign transcript evaluation • Credential Verification directly from the regulatory authority. • Approved Supervisor Form directly from the supervisor. • *Court documents directly from the courts. 4. Background Checks: • Washington State Background Check for all applicants. • FBI Background Check and Fingerprints for all out-of-state applicants and those opting into the compacts. 5. Consequences of Incomplete Application: will not move forward for review until all required documents are received. This also includes an additional step for the credentialing specialist, as they need to email the applicant for the remaining documents that are missing.

<https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/mental-health-counselor/licensing-information>

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 107 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

1343

Average processing time (all):

98

Average processing time (completed):

27

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

404

Backlog applications:

14

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

24

Explanation:

Mental Health Counselor is one of the trickiest workloads to manage, bringing both a medium volume and high complexity. These have been reduced, being slightly above 350 back in July 2024.

Mental Health Counselor Associate License - Renewal

Department of Health

Type: License

Description

ID: 1498

to allow professionals to perform licensed mental health counseling with individuals located in Washington state.

Legal authority

RCW 18.225, WAC 246-809

Equity considerations:

None.

Costs/Fees

Application fee:

25

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard Renewal

Legal authority for fees:

RCW Chapter 18.225, WAC 246-809, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

18 CE hours due annually

Dependencies, conditions, or requirements:

Attestation of CE completion due at time of renewal

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

2489

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours. Require online renewals

Pending applications:

0

Explanation:

Backlog applications:

0

Mental Health Counselor Associate License Expired Reactivation

Department of Health

Type: License

ID: 1438

Description

to allow professionals to perform licensed mental health counseling with individuals located in Washington state.

Legal authority

Chapter 18.225

Equity considerations:

This profession works with incredibly vulnerable populations, licensure is critical for stakeholders.

Costs/Fees

Application fee:

90

Credential fee:

-99

Fee last changed:

01/2016

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

RCW 18.225.040

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

1. Submit a Completed Application: Fully filled out and accompanied by all applicable fees. 2. Include the Following in Your Application: • Program Equivalencies/Educational Qualifications for Non-COAMFTE Accredited Programs. • Attestation of Declaration Working Toward Licensure. • Attestation of Application. • *Personal Data Questions: Provide explanations and documentation if you answer "yes" to any question, including all court records. 3. Request for Direct Submissions from Primary Sources: • Official Transcripts directly from your educational institution. • Internationally Educated Applicants will need a foreign transcript evaluation • Credential Verification directly from the regulatory authority. • Approved Supervisor Form directly from the supervisor. • *Court documents directly from the courts. 4. Background Checks: • Washington State Background Check for all applicants. • FBI Background Check and Fingerprints for all out-of-state applicants and those opting into the compacts. 5. Consequences of Incomplete Application: will not move forward for review until all required documents are received. This also includes an additional step for the credentialing specialist, as they need to email the applicant for the remaining documents that are missing.

<https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/mental-health-counselor/licensing-information>

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 107 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

40

Average processing time (all):

39

Average processing time (completed):

27

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Backlog applications:

-99

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

24

Explanation:

Mental Health Counselor is one of the trickiest workloads to manage, bringing both a medium volume and high complexity. These have been reduced, being slightly above 350 back in July 2024.

Mental Health Counselor License

Department of Health

Type: License

ID: 1336

Description

to allow professionals to perform licensed mental health counseling with individuals located in Washington state.

Legal authority

Chapter 18.225

Equity considerations:

This profession works with incredibly vulnerable populations, licensure is critical for stakeholders.

Costs/Fees

Application fee:

175

Credential fee:

-99

Fee last changed:

02/2014

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

RCW 18.225.040

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

1. Submit a Completed Application: Fully filled out and accompanied by all applicable fees. 2. Include the Following in Your Application: • Program Equivalencies/Educational Qualifications for Non-COAMFTE Accredited Programs. • Attestation of Application. • Attestation of CEU Completion. • Personal Data Questions: Provide explanations and documentation if you answer "yes" to any question, including all court records. 3. Request for Direct Submissions from Primary Sources: • Official Transcripts directly from your educational institution. • Internationally Educated Applicants will need a foreign transcript evaluation. • Credential Verification directly from the regulatory authority. • Exam scores directly from the testing entity. • Approved Supervisor Form directly from the supervisor. • Supervised Experience Hours Form directly from the supervisor. • *Court documents directly from the courts. 4. Background Checks: • Washington State Background Check for all applicants. • FBI Background Check and Fingerprints for all out-of-state applicants and those opting into the compacts. 5. Consequences of Incomplete Application: will not move forward for review until all required documents are received. This also includes an additional step for the credentialing specialist, as they need to email the applicant for the remaining documents that are missing. <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/mental-health-counselor/licensing-information>

Dependencies, conditions, or requirements:

Exam

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

1243

Average processing time (all):

154

Average processing time (completed):

35

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

538

Backlog applications:

139

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

32

Explanation:

Mental Health Counselor is one of the trickiest workloads to manage, bringing both a medium volume and high complexity. These have been reduced, being slightly above 350 back in July 2024.

Mental Health Counselor License - Renewal

Department of Health

Type: License

Description

ID: 1497

to allow professionals to perform licensed mental health counseling with individuals located in Washington state.

Legal authority

RCW 18.225, WAC 246-809

Equity considerations:

None.

Costs/Fees

Application fee:

141

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard Renewal, includes mandatory \$16 HEAL.WA fee

Legal authority for fees:

RCW Chapter 18.225, WAC 246-809, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

36 CE hours due every two years

Dependencies, conditions, or requirements:

Attestation of CE completion due at time of renewal

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

10552

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours. Require online renewals

Pending applications:

0

Explanation:

Backlog applications:

0

Mental Health Counselor License Expired Reactivation

Department of Health

Type: License

ID: 1439

Description

to allow professionals to perform licensed mental health counseling with individuals located in Washington state.

Legal authority

Chapter 18.225

Equity considerations:

This profession works with incredibly vulnerable populations, licensure is critical for stakeholders.

Costs/Fees

Application fee:

255

Credential fee:

-99

Fee last changed:

02/2014

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

RCW 18.225.040

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

1. Submit a Completed Application: Fully filled out and accompanied by all applicable fees. 2. Include the Following in Your Application:

- Program Equivalencies/Educational Qualifications for Non-COAMFTE Accredited Programs.
- Attestation of Application.
- Attestation of CEU Completion.
- Personal Data Questions: Provide explanations and documentation if you answer "yes" to any question, including all court records.

3. Request for Direct Submissions from Primary Sources:

- Official Transcripts directly from your educational institution.
- Internationally Educated Applicants will need a foreign transcript evaluation.
- Credential Verification directly from the regulatory authority.
- Exam scores directly from the testing entity.
- Approved Supervisor Form directly from the supervisor.
- Supervised Experience Hours Form directly from the supervisor.
- *Court documents directly from the courts.

4. Background Checks:

- Washington State Background Check for all applicants.
- FBI Background Check and Fingerprints for all out-of-state applicants and those opting into the compacts.

5. Consequences of Incomplete Application: will not move forward for review until all required documents are received. This also includes an additional step for the credentialing specialist, as they need to email the applicant for the remaining documents that are missing. <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/mental-health-counselor/licensing-information>

Dependencies, conditions, or requirements:

Exam

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

38

Average processing time (all):

40

Average processing time (completed):

35

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Backlog applications:

-99

Explanation:

Mental Health Counselor is one of the trickiest workloads to manage, bringing both a medium volume and high complexity. These have been reduced, being slightly above 350 back in July 2024.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

32

Mental Health Counselor Probationary License

Department of Health

Type: License

ID: 1337

Description

to allow professionals to perform licensed mental health counseling with individuals located in Washington state.

Legal authority

Chapter 18.225

Equity considerations:

This profession works with incredibly vulnerable populations, licensure is critical for stakeholders.

Costs/Fees

Application fee:

175

Credential fee:

-99

Fee last changed:

05/2023

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

RCW 18.225.040

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

1. Submit a Completed Application: Fully filled out and accompanied by all applicable fees. 2. Include the Following in Your Application: • Program Equivalencies/Educational Qualifications for Non-COAMFTE Accredited Programs. • Attestation of Application. • Attestation of CEU Completion. • Personal Data Questions: Provide explanations and documentation if you answer "yes" to any question, including all court records. 3. Request for Direct Submissions from Primary Sources: • Official Transcripts directly from your educational institution. • Internationally Educated Applicants will need a foreign transcript evaluation • Credential Verification directly from the regulatory authority. • Exam scores directly from the testing entity. • Approved Supervisor Form directly from the supervisor. • Supervised Experience Hours Form directly from the supervisor. • *Court documents directly from the courts. 4. Background Checks: • Washington State Background Check for all applicants. • FBI Background Check and Fingerprints for all out-of-state applicants and those opting into the compacts. 5. Consequences of Incomplete Application: will not move forward for review until all required documents are received. This also includes an additional step for the credentialing specialist, as they need to email the applicant for the remaining documents that are missing. <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/mental-health-counselor/licensing-information>

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

1 year, maybe renewed 1x

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

261

Average processing time (all):

103

Average processing time (completed):

58

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

53

Backlog applications:

23

Explanation:

Mental Health Counselor is one of the trickiest workloads to manage, bringing both a medium volume and high complexity. These have been reduced, being slightly above 350 back in July 2024.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

52

Midwife License

Department of Health

Type: License

Description

To practice midwifery

ID: 1221

Legal authority

RCW 18.50 and WAC 246-834

Equity considerations:

None.

Costs/Fees

Application fee:

525

Credential fee:

-99

Fee last changed:

06/2018

Comment:

-99

Legal authority for fees:

RCW 18.50.010, 43.70.250, 43.70.280, 43.70.110

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-834-030>

Dependencies, conditions, or requirements:

background check

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 183 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

22

Average processing time (all):

105

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

13

14

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

14

Explanation:

Backlog applications:

2

Midwife License - Renewal

Department of Health

Type: License

Description

To practice midwifery

ID: 1499

Legal authority

RCW 18.50, RCW 246-834

Equity considerations:

None.

Costs/Fees

Application fee:

541

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard Renewal, includes mandatory \$16 HEAL.WA fee

Legal authority for fees:

RCW Chapter 18.50, WAC 246-834, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

30 CE hours due every three years. Must complete the Midwife Attestation (if applicable) and the Midwifery Plan for Consultation

Dependencies, conditions, or requirements:

Attestation of CE completion due at time of renewal

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

210

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours. Require online renewals

Pending applications:

0

Explanation:

Backlog applications:

0

Midwife License Expired Reactivation

Department of Health

Type: License

Description

ID: 1358

To practice midwifery

Legal authority

RCW 18.50 and WAC 246-834

Equity considerations:

None.

Costs/Fees

Application fee:

1090

Credential fee:

-99

Fee last changed:

06/2018

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

RCW 18.50.010, 43.70.250, 43.70.280, 43.70.110

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-834-030>

Dependencies, conditions, or requirements:

background check

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 183 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

2

Average processing time (all):

35

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

13

14

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Explanation:

Backlog applications:

0

Music Therapist License

Department of Health

Type: License

Description

ID: 1320

To practice as a Music Therapist

Legal authority

RCW 18.233, WAC 246.837

Equity considerations:

Applications accepted online and mail

Costs/Fees

Application fee:

300

Credential fee:

-99

Fee last changed:

09/2024

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

WAC 246-837-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

WAC 246-837-050: Application Requirements

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

2 years

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

39

Average processing time (all):

23

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

16

18

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

0

Explanation:

Backlog applications:

1

Music Therapist License - Renewal

Department of Health

Type: License

Description

ID: 1500

To practice as a Music Therapist

Legal authority

RCW 18.233, WAC 246-837

Equity considerations:

None.

Costs/Fees

Application fee:

680

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard Renewal

Legal authority for fees:

RCW Chapter 18.233, WAC 246-837, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

40 CE hours due every two years

Dependencies, conditions, or requirements:

Attestation of CE completion due at time of renewal

Submittal process:

mail, phone, in-person (Tumwater office only). Online not available in 2024

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

2 years

Appeal process:

none

Analysis

Applications received:

0

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours. Require online renewals

Pending applications:

0

Backlog applications:

-99

Explanation:

This was a new license type in 2024. There have been no renewals due.

Music Therapist License Expired Reactivation

Department of Health

Type: License

Description

ID: 1427

To practice as a Music Therapist

Legal authority

RCW 18.233, WAC 246.837

Equity considerations:

Applications accepted online and mail

Costs/Fees

Application fee:

1020

Credential fee:

-99

Fee last changed:

09/2024

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

WAC 246-837-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

WAC 246-837-050: Application Requirements

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

2 years

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Average processing time (all):

-99

Recommended processing time:

16

Average processing time (completed):

18

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Explanation:

Backlog applications:

0

Naturopathic Physician License

Department of Health

Type: License

Description

ID: 1262

To practice naturopathy

Legal authority

WAC 246-836, RCW 18.130.040(2)(a)

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications.

Costs/Fees

Application fee:

370

Credential fee:

-99

Fee last changed:

03/2018

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

WAC 246-836-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

*Complete Application*Fee*Out of State license verification (if applicable)*Personal Data Questions and WA state required background checks* Official Transcripts from an approved school*Successful completion of NPLEX examination Part I, Part II and Minor surgery*Washington State Jurisprudence Examination

Dependencies, conditions, or requirements:

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 61 days.

Valid duration:

Licenses must be renewed every year on the practitioners birthday

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

82

Average processing time (all):

58

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

12

11

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

16

Explanation:

Backlog applications:

0

Naturopathic Physician License - Renewal

Department of Health

Type: License

Description

To practice naturopathy

ID: 1503

Legal authority

RCW Chapter 18.36A, WAC 246-836

Equity considerations:

None.

Costs/Fees

Application fee:

456

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard Renewal, includes mandatory \$16 HEAL.WA fee

Legal authority for fees:

RCW Chapter 18.36A, WAC 246-836, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

60 CE hours due every two years

Dependencies, conditions, or requirements:

Attestation of CE completion due at time of renewal

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

1630

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours.

Pending applications:

0

Explanation:

Backlog applications:

0

Naturopathic Physician License Expired Reactivation

Department of Health

Type: License

ID: 1382

Description

To practice naturopathy

Legal authority

WAC 246-836, RCW 18.130.040(2)(a)

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications.

Costs/Fees

Application fee:

725

Credential fee:

-99

Fee last changed:

03/2018

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

WAC 246-836-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

*Complete Application*Fee*Out of State license verification (if applicable)*Personal Data Questions and WA state required background checks* Official Transcripts from an approved school*Successful completion of NPLEX examination Part I, Part II and Minor surgery*Washington State Jurisprudence Examination

Dependencies, conditions, or requirements:

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 61 days.

Valid duration:

Licenses must be renewed every year on the practitioners birthday

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

8

Average processing time (all):

367

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

12

11

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

Explanation:

-99

Backlog applications:

0

Naturopathic Physician Temporary Practice Permit

Department of Health

Type: Permit

ID: 1263

Description

to practice naturopathy prior to full licensure

Legal authority

RCW 18.36A WAC 246-836

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications.

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

N/A

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

N/A

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Must meet all licensure requirements excluding the completion of a required FBI background check and licensed in another state that is substantively equivalent to Washington State OR Military Spouse or Partner may receive a TPP while completing any specific requirements that are not related to training or practice standards

Dependencies, conditions, or requirements:

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 30 days.

Valid duration:

One hundred and eighty days or full license is issued.

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

0

Average processing time (all):

-99

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

-99

-99

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

Explanation:

-99

Backlog applications:

0

Nursing Assistant Certification

Department of Health

Type: Certification

ID: 1299

Description

This license allows an individual to practice as NAC in WA State.

Legal authority

RCW 18.88A

Equity considerations:

Provides an online portal to complete application process online, applicants may print to write. The application includes helpful website links and checklist of license requirements.

Costs/Fees

Application fee:

85

Credential fee:

-99

Fee last changed:

11/2023

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

RCW 18.88A.120

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Proof of successful completion a dental assisting education program approved by DQAC,

Dependencies, conditions, or requirements:

Background checks

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 46 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

10483

Average processing time (all):

86

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

29

26

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

2362

Backlog applications:

37

Explanation:

Due to challenges with Examination Vendor, pending NAC applications remain higher than target.

Nursing Assistant Certification - Renewal

Department of Health

Type: Certification

Description

ID: 1501

This license allows an individual to practice as NAC in WA State.

Legal authority

RCW 18.88A, WAC 246-841

Equity considerations:

None.

Costs/Fees

Application fee:

95

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard Renewal

Legal authority for fees:

RCW Chapter 18.88A, WAC 246-841, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

none

Dependencies, conditions, or requirements:

none

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

48205

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours. Require online renewals

Pending applications:

0

Explanation:

Backlog applications:

0

Nursing Assistant Certification Expired Reactivation

Department of Health

Type: Certification

ID: 1409

Description

This license allows an individual to practice as NAC in WA State.

Legal authority

RCW 18.88A

Equity considerations:

Provides an online portal to complete application process online, applicants may print to write. The application includes helpful website links and checklist of license requirements.

Costs/Fees

Application fee:

197

Credential fee:

-99

Fee last changed:

11/2023

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

RCW 18.88A.120

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Proof of successful completion a dental assisting education program approved by DQAC,

Dependencies, conditions, or requirements:

Background checks

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 46 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

281

Average processing time (all):

95

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

29

26

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Backlog applications:

-99

Explanation:

Due to challenges with Examination Vendor, pending NAC applications remain higher than target.

Nursing Assistant Registration

Department of Health

Type: Other

ID: 1300

Description

This license allows an individual to practice as NAR in WA State.

Legal authority

RCW 18.88A

Equity considerations:

Provides an online portal to complete application process online, applicants may print to write. Applicants have the option to complete and pay online or contact customer service to pay renewal over the phone.

Costs/Fees

Application fee:

85

Credential fee:

-99

Fee last changed:

11/2023

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

RCW 18.88A.120:

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Proof of successful completion an EFDA education program approved by DQAC, proof of written examination and a clinical examination in restorations approved by DQAC, or have an active RDH license and provide proof of training in taking final impression course approved by DQAC.

Dependencies, conditions, or requirements:

Background checks

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 23 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

11203

Average time between approval and any post-approval condition(s)/step(s):

-99

Average processing time (all):

77

Average processing time (completed):

55

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

1194

Backlog applications:

84

Explanation:

Recommended processing time:

50

Nursing Assistant Registration - Renewal

Department of Health

Type: Registration

ID: 1502

Description

This license allows an individual to practice as NAR in WA State.

Legal authority

RCW 18.88A, WAC 246-841

Equity considerations:

None.

Costs/Fees

Application fee:

95

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard Renewal

Legal authority for fees:

RCW Chapter 18.88A, WAC 246-841, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

none

Dependencies, conditions, or requirements:

none

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

19930

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours. Require online renewals

Pending applications:

0

Explanation:

Backlog applications:

0

Nursing Assistant Registration Expired Reactivation

Department of Health

Type: Other

ID: 1410

Description

This license allows an individual to practice as NAR in WA State.

Legal authority

RCW 18.88A

Equity considerations:

Provides an online portal to complete application process online, applicants may print to write. Applicants have the option to complete and pay online or contact customer service to pay renewal over the phone.

Costs/Fees

Application fee:

197

Credential fee:

-99

Fee last changed:

11/2023

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

RCW 18.88A.120:

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Proof of successful completion an EFDA education program approved by DQAC, proof of written examination and a clinical examination in restorations approved by DQAC, or have an active RDH license and provide proof of training in taking final impression course approved by DQAC.

Dependencies, conditions, or requirements:

Background checks

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 23 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

877

Average time between approval and any post-approval condition(s)/step(s):

Average processing time (all):

-99

94

Average processing time (completed):

55

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Backlog applications:

0

Explanation:

Recommended processing time:

50

Nursing Home Administrator In Training Approval

Department of Health

Type: Other

Description

ID: 1321

Pathway to become a Licensed Nursing Home Administrator

Legal authority

RCW 18.52, WAC 246.843

Equity considerations:

Applications accepted online and mail

Costs/Fees

Application fee:

285

Credential fee:

-99

Fee last changed:

11/2021

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

WAC 246-843-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

WAC 246-843-090: Application Requirement

Dependencies, conditions, or requirements:

A AIT site visit must be completed before they can move on to the next steps in licensure.

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 30 days.

Valid duration:

As long as the AIT program

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

21

Average processing time (all):

97

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

Recommended processing time:

19

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

6

Explanation:**Backlog applications:**

0

Nursing Home Administrator License

Department of Health

Type: License

Description

ID: 1322

To practice as a Nursing Home Administrator

Legal authority

RCW 18.52, WAC 246.843

Equity considerations:

Applications accepted online and mail

Costs/Fees

Application fee:

805

Credential fee:

-99

Fee last changed:

11/2021

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

WAC 246-843-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

WAC 246-843-071: Application Requirements

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 304 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

52

Average processing time (all):

172

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

13

14

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

24

Explanation:

Backlog applications:

0

Nursing Home Administrator License Expired Reactivation

Department of Health

Type: License

ID: 1428

Description

To practice as a Nursing Home Administrator

Legal authority

RCW 18.52, WAC 246.843

Equity considerations:

Applications accepted online and mail

Costs/Fees

Application fee:

1560

Credential fee:

-99

Fee last changed:

11/2021

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

WAC 246-843-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

WAC 246-843-071: Application Requirements

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 304 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

8

Average processing time (all):

44

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

13

14

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Explanation:

Backlog applications:

0

Nursing Pool Registration

Department of Health

Type: Registration

ID: 1605

Description

Any person engaged in the business of providing, procuring, or referring health care or long-term care personnel for temporary employment in health care facilities, such as licensed nurses or practical nurses, nursing assistants, and chore service providers. "Nursing pool" does not include an individual who only engages in providing his or her own services.

Legal authority

RCW 18.52C <https://app.leg.wa.gov/rcw/default.aspx?cite=18.52C>
<https://app.leg.wa.gov/wac/default.aspx?cite=246-845>

WAC 246-845

Equity considerations:

none

Costs/Fees

Application fee:

175

Credential fee:

0

Fee last changed:

07/2023

Comment:

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-845-990>

Legal authority for fees:

WAC 246-845-990 <https://app.leg.wa.gov/wac/default.aspx?cite=246-845-990>

Application Information

Application process and form(s):

paper <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/nursing-pool/licensing-information>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/nursing-pool/licensing-information>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail completed applications to: PO Box 1099 Olympia WA 98507-
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

1 year

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

150

Average processing time (all):

23

Average processing time (completed):

9

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

13

Backlog applications:

1

Explanation:

Pending applications reviewed- not all requirements have been met. Waiting on additional information from applicant. Backlog of applications were received within the past 5 days and are in the queue for processing.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

9

Nursing Pool Registration - Reactivation

Department of Health

Type: Registration

ID: 1615

Description

Any person engaged in the business of providing, procuring, or referring health care or long-term care personnel for temporary employment in health care facilities, such as licensed nurses or practical nurses, nursing assistants, and chore service providers. "Nursing pool" does not include an individual who only engages in providing his or her own services.

Legal authority

RCW 18.52C <https://app.leg.wa.gov/rcw/default.aspx?cite=18.52C>
<https://app.leg.wa.gov/wac/default.aspx?cite=246-845>

WAC 246-845

Equity considerations:

Technical assistance available for all applicants for an understanding of licensure process, requirements, and expectations.

Costs/Fees

Application fee:

480

Credential fee:

0

Fee last changed:

06/2023

Comment:

Must pay renewal, late renewal penalty, and expired registration re-issuance.

Legal authority for fees:

WAC 246-845-990 <https://app.leg.wa.gov/wac/default.aspx?cite=246-845-990>

Application Information

Application process and form(s):

paper <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/nursing-pool/licensing-information>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/nursing-pool/licensing-information>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail completed applications to: PO Box 1099 Olympia WA 98507-
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

1 year

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

0

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

0

Explanation:

No backlog

Backlog applications:

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Nursing Pool Registration - Renewal

Department of Health

Type: Registration

ID: 1671

Description

Any person engaged in the business of providing, procuring, or referring health care or long-term care personnel for temporary employment in health care facilities, such as licensed nurses or practical nurses, nursing assistants, and chore service providers. "Nursing pool" does not include an individual who only engages in providing his or her own services.

Legal authority

RCW 18.52C <https://app.leg.wa.gov/rcw/default.aspx?cite=18.52C>
<https://app.leg.wa.gov/wac/default.aspx?cite=246-845>

WAC 246-845

Equity considerations:

none

Costs/Fees

Application fee:

280

Credential fee:

0

Fee last changed:

06/2023

Comment:

Late renewal penalty \$140

Legal authority for fees:

WAC 246-845-990 <https://app.leg.wa.gov/wac/default.aspx?cite=246-845-990>

Application Information

Application process and form(s):

Not applicable

Requirements, additional actions, information, or documentation:

No application required - Fee Only

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail renewal fee to: PO Box 1099 Olympia WA 98507-
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each renewal is circumstantial in timeline. Our goal is to approve license renewals within 10 days of the renewal determined complete

Valid duration:

1 year

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

395

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

-99

Backlog applications:

-99

Explanation:

Any pending renewals- not all requirements have been met. Waiting on additional information from applicant. Any backlog of renewals were received within the past 3 days and are in the queue for processing.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Nutritionist Certification

Department of Health

Type: Certification

Description

To practice nutrition services

ID: 1222

Legal authority

RCW 18.138 and WAC 246-822

Equity considerations:

None.

Costs/Fees

Application fee:

65

Credential fee:

-99

Fee last changed:

09/2024

Comment:

-99

Legal authority for fees:

RCW 18.137.070 and RCW 43.70.280, 43.70.250

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-822-120>

Dependencies, conditions, or requirements:

background check

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 30 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

79

Average processing time (all):

95

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

16

18

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

32

Explanation:

Backlog applications:

0

Nutritionist Certification - Renewal

Department of Health

Type: Certification

Description

To practice nutrition services

ID: 1505

Legal authority

RCW 18.138, WAC 246-822

Equity considerations:

None.

Costs/Fees

Application fee:

61

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard renewal fee, includes mandatory \$16 HEAL.WA fee

Legal authority for fees:

RCW Chapter 18.138, WAC 246-822, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

none

Dependencies, conditions, or requirements:

none

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

358

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours.

Pending applications:

0

Explanation:

Backlog applications:

0

Nutritionist Certification Expired Reactivation

Department of Health

Type: Certification

Description

ID: 1359

To practice nutrition services

Legal authority

RCW 18.138 and WAC 246-822

Equity considerations:

None.

Costs/Fees

Application fee:

140

Credential fee:

-99

Fee last changed:

09/2024

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

RCW 18.137.070 and RCW 43.70.280, 43.70.250

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-822-120>

Dependencies, conditions, or requirements:

background check

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 30 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

6

Average processing time (all):

2

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

2

2

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Explanation:

Backlog applications:

0

Occupational Therapist License

Department of Health

Type: License

Description

ID: 1223

To practice Occupational Therapy

Legal authority

RCW 18.59 and WAC 246-847

Equity considerations:

None.

Costs/Fees

Application fee:

150

Credential fee:

-99

Fee last changed:

01/2016

Comment:

-99

Legal authority for fees:

RCW 18.59.110 and RCW 43.70.250, 43.70.280

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-847-055>

Dependencies, conditions, or requirements:

background check

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

2 years

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

431

Average processing time (all):

73

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

9

10

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

96

Explanation:

Backlog applications:

15

Occupational Therapist License - Renewal

Department of Health

Type: License

Description

To practice Occupational Therapy

ID: 1511

Legal authority

RCW Chapter 18.59, WAC 246-847

Equity considerations:

None.

Costs/Fees

Application fee:

157

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard Renewal, includes mandatory \$16 HEAL.WA fee

Legal authority for fees:

RCW Chapter 18.59, WAC 246-847, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

30 CE hours due every two years

Dependencies, conditions, or requirements:

Attestation of CE completion due at time of renewal

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

2 years

Appeal process:

none

Analysis

Applications received:

2221

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours.

Pending applications:

0

Explanation:

Backlog applications:

0

Occupational Therapist License Expired Reactivation

Department of Health

Type: License

Description

ID: 1360

To practice Occupational Therapy

Legal authority

RCW 18.59 and WAC 246-847

Equity considerations:

None.

Costs/Fees

Application fee:

270

Credential fee:

-99

Fee last changed:

01/2016

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

RCW 18.59.110 and RCW 43.70.250, 43.70.280

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-847-055>

Dependencies, conditions, or requirements:

background check

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

2 years

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

18

Average processing time (all):

30

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

9

10

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Explanation:

Backlog applications:

0

Occupational Therapist Limited Permit

Department of Health

Type: Permit

Description

ID: 1224

To practice occupational therapy prior to full license

Legal authority

RCW 18.59 and WAC 246-847

Equity considerations:

None.

Costs/Fees

Application fee:

55

Credential fee:

-99

Fee last changed:

01/2016

Comment:

-99

Legal authority for fees:

RCW 18.59.110 and RCW 43.70.250, 43.70.280

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-847-115>

Dependencies, conditions, or requirements:

background check

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

90 days

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

19

Average processing time (all):

32

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

19

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

4

Explanation:**Backlog applications:**

1

Occupational Therapy Assistant License

Department of Health

Type: License

Description

ID: 1225

To practice occupational therapy assisting

Legal authority

RCW 18.59 and WAC 246-847

Equity considerations:

None.

Costs/Fees

Application fee:

150

Credential fee:

-99

Fee last changed:

01/2016

Comment:

-99

Legal authority for fees:

RCW 18.59.110 and RCW 43.70.250, 43.70.280

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-847-055>

Dependencies, conditions, or requirements:

background check

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

2 years

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

94

Average processing time (all):

84

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

14

15

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

33

Explanation:

Backlog applications:

1

Occupational Therapy Assistant License - Renewal

Department of Health

Type: License

Description

To practice occupational therapy assisting

ID: 1512

Legal authority

RCW Chapter 18.59, WAC 246-847

Equity considerations:

None.

Costs/Fees

Application fee:

137

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard Renewal, includes mandatory \$16 HEAL.WA fee

Legal authority for fees:

RCW Chapter 18.59, WAC 246-847, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

30 CE hours due every two years

Dependencies, conditions, or requirements:

Attestation of CE completion due at time of renewal

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

2 years

Appeal process:

none

Analysis

Applications received:

596

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours.

Pending applications:

0

Explanation:

Backlog applications:

0

Occupational Therapy Assistant License Expired Reactivation

Department of Health

Type: License

Description

ID: 1361

To practice occupational therapy assisting

Legal authority

RCW 18.59 and WAC 246-847

Equity considerations:

None.

Costs/Fees

Application fee:

230

Credential fee:

-99

Fee last changed:

01/2016

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

RCW 18.59.110 and RCW 43.70.250, 43.70.280

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-847-055>

Dependencies, conditions, or requirements:

background check

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

2 years

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

6

Average processing time (all):

41

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

14

15

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Explanation:

Backlog applications:

0

Occupational Therapy Assistant Limited Permit

Department of Health

Type: Permit

Description

ID: 1226

to practice occupational therapy assisting prior to full license

Legal authority

RCW 18.59 and WAC 246-847

Equity considerations:

None.

Costs/Fees

Application fee:

45

Credential fee:

-99

Fee last changed:

01/2016

Comment:

-99

Legal authority for fees:

RCW 18.59.110 and RCW 43.70.250, 43.70.280

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-847-115>

Dependencies, conditions, or requirements:

background check

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

90 days

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

11

Average processing time (all):

38

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

14

16

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

2

Explanation:

Backlog applications:

0

Ocularist

Department of Health

Type: Other

Description

ID: 1323

To practice as a Ocularist Apprentice in pathway to Ocularist

Legal authority

RCW 18.55.60

Equity considerations:

Applications accepted online and paper

Costs/Fees

Application fee:

370

Credential fee:

-99

Fee last changed:

11/2021

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

WAC-246-849-210

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

WAC 246-849-225

Dependencies, conditions, or requirements:

Fee and Form must be submitted for each supervising Ocularist

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

Annual

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

0

Average processing time (all):

-99

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

Recommended processing time:

-99

-99

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

0

Explanation:

Backlog applications:

0

Ocularist Apprentice Registration - Renewal

Department of Health

Type: Registration

ID: 1506

Description

To practice as an ocularist apprentice

Legal authority

RCW 18.55, WAC 246-849

Equity considerations:

None.

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

unknown

Comment:

This license type cannot be renewed

Legal authority for fees:

N/A

Application Information

Application process and form(s):

N/A

Requirements, additional actions, information, or documentation:

N/A

Dependencies, conditions, or requirements:

N/A

Submittal process:

N/A

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

8 years

Appeal process:

none

Analysis

Applications received:

3

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours.

Pending applications:

0

Explanation:

Backlog applications:

0

Ocularist Expired Reactivation

Department of Health

Type: Other

Description

ID: 1429

To practice as a Ocularist Apprentice in pathway to Ocularist

Legal authority

RCW 18.55.60

Equity considerations:

Applications accepted online and paper

Costs/Fees

Application fee:

855

Credential fee:

-99

Fee last changed:

11/2021

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

WAC-246-849-210

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

WAC 246-849-225

Dependencies, conditions, or requirements:

Fee and Form must be submitted for each supervising Ocularist

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

Annual

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

-99

Average processing time (all):

-99

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

Recommended processing time:

-99

-99

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Explanation:

Backlog applications:

0

Ocularist License - Renewal

Department of Health

Type: License

Description

ID: 1507

To practices as an ocularist

Legal authority

RCW 18.55, WAC 246-849

Equity considerations:

None.

Costs/Fees

Application fee:

555

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard renewal fee

Legal authority for fees:

RCW Chapter 18.55, WAC 246-849, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

none

Dependencies, conditions, or requirements:

none

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

10

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours.

Pending applications:

0

Explanation:

Backlog applications:

0

Optician Dispensing Apprentice Registration

Department of Health

Type: Other

Description

ID: 1324

To practice as a Dispensing Optician Apprentice in pathway to Dispensing Optician

Legal authority

RCW 18.34.030

Equity considerations:

Applications accepted online and paper

Costs/Fees

Application fee:

75

Credential fee:

-99

Fee last changed:

07/2017

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

WAC 246-824-990:

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

WAC 246-824-020

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 23 days.

Valid duration:

Annual

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

135

Average processing time (all):

43

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

Recommended processing time:

8

8

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

13

Explanation:

Backlog applications:

0

Optician Dispensing License

Department of Health

Type: License

Description

ID: 1325

To practice as a Dispensing Optician

Legal authority

RCW 18.34

Equity considerations:

Applications accepted online and paper

Costs/Fees

Application fee:

100

Credential fee:

-99

Fee last changed:

07/2017

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

WAC 246-824-990:

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

WAC 18.34.070

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 46 days.

Valid duration:

Annual

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

37

Average processing time (all):

144

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

14

15

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

14

Explanation:

Backlog applications:

0

Optician Dispensing License - Renewal

Department of Health

Type: License

Description

ID: 1509

To practice as a Dispensing Optician

Legal authority

RCW 18.134, WAC 246-824

Equity considerations:

None.

Costs/Fees

Application fee:

125

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard renewal fee

Legal authority for fees:

RCW Chapter 18.134, WAC 246-824, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

30 hours due every three years (15 hours must relate to contact lenses). A minimum of 5 CE hours must be earned in each year of a 3 year reporting cycle

Dependencies, conditions, or requirements:

Attestation of CE completion due at time of renewal

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

938

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours

Pending applications:

0

Explanation:

Backlog applications:

0

Optician Dispensing License Expired Reactivation

Department of Health

Type: License

Description

ID: 1430

To practice as a Dispensing Optician

Legal authority

RCW 18.34

Equity considerations:

Applications accepted online and paper

Costs/Fees

Application fee:

255

Credential fee:

-99

Fee last changed:

07/2017

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

WAC 246-824-990:

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

WAC 18.34.070

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 46 days.

Valid duration:

Annual

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

13

Average processing time (all):

12

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

9

10

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Explanation:

Backlog applications:

0

Optometrist License

Department of Health

Type: License

Description

To practice as an Optometrist

ID: 1326

Legal authority

RCW 18.53

Equity considerations:

Applications accepted online and paper

Costs/Fees

Application fee:

130

Credential fee:

-99

Fee last changed:

01/2016

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

WAC 246-851-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

WAC 246-851-490

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 46 days.

Valid duration:

Annual

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

87

Average processing time (all):

73

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

9

9

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

9

Explanation:

Backlog applications:

0

Optometrist License - Renewal

Department of Health

Type: License

Description

To practice as an Optometrist

ID: 1508

Legal authority

RCW Chapter 18.53, WAC 246-851

Equity considerations:

None.

Costs/Fees

Application fee:

166

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard Renewal, includes mandatory \$16 HEAL.WA fee

Legal authority for fees:

RCW Chapter 18.53, WAC 246-851, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

50 CE hours due every two years (out-of-state CE is accepted)

Dependencies, conditions, or requirements:

Attestation of CE completion due at time of renewal

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

1784

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours.

Pending applications:

0

Explanation:

Backlog applications:

0

Optometrist License Expired Reactivation

Department of Health

Type: License

Description

ID: 1431

To practice as an Optometrist

Legal authority

RCW 18.53

Equity considerations:

Applications accepted online and paper

Costs/Fees

Application fee:

300

Credential fee:

-99

Fee last changed:

01/2016

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

WAC 246-851-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

WAC 246-851-490

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 46 days.

Valid duration:

Annual

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

4

Average processing time (all):

2

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

2

2

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Explanation:

Backlog applications:

0

Organ Transport Service License

Department of Health

Type: License

ID: 1574

Description

An organization that operates one or more organ transport vehicles.

Legal authority

RCW 18.73 <https://app.leg.wa.gov/rcw/default.aspx?cite=18.73>
<https://app.leg.wa.gov/wac/default.aspx?cite=246-976>

WAC 246-976

Equity considerations:

none

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

never

Comment:

none

Legal authority for fees:

none

Application Information

Application process and form(s):

paper- <https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/organ-transport-services>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/organ-transport-services>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
98501

Mail completed applications to: PO Box 47867 Olympia WA
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

2 years

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

1

Average processing time (all):

26

Average processing time (completed):

25

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

40

Backlog applications:

-99

Explanation:

Pending applications reviewed- not all requirements have been met. Waiting on additional information from applicant.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

23

Organ Transport Service License - Renewal

Department of Health

Type: License

ID: 1643

Description

An organization that operates one or more organ transport vehicles.

Legal authority

RCW 18.73 <https://app.leg.wa.gov/rcw/default.aspx?cite=18.73>
<https://app.leg.wa.gov/wac/default.aspx?cite=246-976>

WAC 246-976

Equity considerations:

none

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

never

Comment:

none

Legal authority for fees:

none

Application Information

Application process and form(s):

paper- <https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/organ-transport-services>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/organ-transport-services>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
98501

Mail completed applications to: PO Box 47867 Olympia WA
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

2 years

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

0

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

-99

Backlog applications:

-99

Explanation:

Any pending renewals- not all requirements have been met. Waiting on additional information from applicant. Any backlog of renewals were received within the past 3 days and are in the queue for processing.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Organ Transport Vehicle

Department of Health

Type: License

ID: 1586

Description

any vehicle operated or contracted by an organ procurement organization as defined in RCW 68.64.010, and clearly and identifiably marked as such on all sides of the vehicle.

Legal authority

RCW 18.73 <https://app.leg.wa.gov/rcw/default.aspx?cite=18.73>

WAC 246-976

<https://app.leg.wa.gov/wac/default.aspx?cite=246-976>

Equity considerations:

none

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

never

Comment:

none

Legal authority for fees:

none

Application Information

Application process and form(s):

paper- <https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/organ-transport-services>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/organ-transport-services>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
98501

Mail completed applications to: PO Box 47867 Olympia WA
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

2 years

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

10

Average processing time (all):

3

Average processing time (completed):

1

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

0

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

1

Organ Transport Vehicle - Renewal

Department of Health

Type: License

ID: 1653

Description

any vehicle operated or contracted by an organ procurement organization as defined in RCW 68.64.010, and clearly and identifiably marked as such on all sides of the vehicle.

Legal authority

RCW 18.73 <https://app.leg.wa.gov/rcw/default.aspx?cite=18.73>

WAC 246-976

<https://app.leg.wa.gov/wac/default.aspx?cite=246-976>

Equity considerations:

none

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

never

Comment:

none

Legal authority for fees:

none

Application Information

Application process and form(s):

paper- <https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/organ-transport-services>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/organ-transport-services>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
98501

Mail completed applications to: PO Box 47867 Olympia WA
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

2 years

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

0

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

-99

Backlog applications:

-99

Explanation:

Any pending renewals- not all requirements have been met. Waiting on additional information from applicant. Any backlog of renewals were received within the past 3 days and are in the queue for processing.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Orthotist License

Department of Health

Type: License

Description

ID: 1264

To practice as an orthotist

Legal authority

RCW 18.200, WAC 246-850

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications.

Costs/Fees

Application fee:

265

Credential fee:

-99

Fee last changed:

05/2019

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

WAC 246-850-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

*Complete Application*Fee*Out of State license verification (if applicable)*Personal Data Questions and WA state required background checks* Official transcripts from a NCOPE or CAAHEP accredited program *Successful completion of a residency of 1900 hours*Verification of successful completion of ABC examination

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 61 days.

Valid duration:

Licenses must be renewed every year on the practitioners birthday

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

9

Average time between approval and any post-approval condition(s)/step(s):

-99

Average processing time (all):

29

Recommended processing time:

Average processing time (completed):

13

12

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

4

Explanation:

Backlog applications:

0

Orthotist License - Renewal

Department of Health

Type: License

Description

To practice as an orthotist

ID: 1510

Legal authority

RCW 18.200, WAC 246-850

Equity considerations:

None.

Costs/Fees

Application fee:

125

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard renewal fee

Legal authority for fees:

RCW Chapter 18.200, WAC 246-850, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

45 CE hours due every three years. If provider holds both a Orthotic and Prosthetic license, 60 total hours of CE are due

Dependencies, conditions, or requirements:

Attestation of CE completion due at time of renewal

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

191

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours

Pending applications:

0

Explanation:

Backlog applications:

0

Orthotist License Expired Reactivation

Department of Health

Type: License

Description

ID: 1383

To practice as an orthotist

Legal authority

RCW 18.200, WAC 246-850

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications.

Costs/Fees

Application fee:

380

Credential fee:

-99

Fee last changed:

05/2019

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

WAC 246-850-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

*Complete Application*Fee*Out of State license verification (if applicable)*Personal Data Questions and WA state required background checks* Official transcripts from a NCOPE or CAAHEP accredited program *Successful completion of a residency of 1900 hours*Verification of successful completion of ABC examination

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 61 days.

Valid duration:

Licenses must be renewed every year on the practitioners birthday

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

1

Average processing time (all):

-99

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

13

12

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Explanation:

Backlog applications:

0

Osteopathic Physician & Surgeon License

Department of Health

Type: License

ID: 1265

Description

To practice as an osteopathic physician

Legal authority

RCW 18.57, WAC 246-853

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications.

Costs/Fees

Application fee:

375

Credential fee:

-99

Fee last changed:

07/2024

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

WAC 246-853-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

*Complete Application*Fee*Out of State license verification (if applicable)*Personal Data Questions and WA state required background checks*Official transcripts from a college or school accredited Osteopathic Association Commission or Osteopathic College Accreditation*Successfully completion of a nationally approved one-year internship or first year residency program approved by AOA or AMA*Completion of approved examination by the osteopathic medicine and surgery board*FSMB*AOIA

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 61 days.

Valid duration:

Licenses must be renewed every year on the practitioners birthday

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

490

Average processing time (all):

89

Average processing time (completed):

14

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

89

Explanation:**Backlog applications:**

8

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

13

Osteopathic Physician & Surgeon License - Renewal

Department of Health

Type: License

Description

ID: 1478

To practice as an osteopathic physician

Legal authority

RCW 18.57, WAC 246-853

Equity considerations:

None.

Costs/Fees

Application fee:

461

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard renewal fee, includes mandatory \$16 HEAL.WA fee

Legal authority for fees:

RCW Chapter18.57, WAC 246-853, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

150 CE hours due every three years.

Dependencies, conditions, or requirements:

Attestation of CE completion due at time of renewal. Required to complete demographic survey prior to renewal

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

3248

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours. Require online renewals

Pending applications:

0

Explanation:

Backlog applications:

0

Osteopathic Physician & Surgeon License Expired Reactivation

Department of Health

Type: License

Description

ID: 1384

To practice as an osteopathic physician

Legal authority

RCW 18.57, WAC 246-853

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications.

Costs/Fees

Application fee:

815

Credential fee:

-99

Fee last changed:

07/2024

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

WAC 246-853-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

*Complete Application*Fee*Out of State license verification (if applicable)*Personal Data Questions and WA state required background checks*Official transcripts from a college or school accredited Osteopathic Association Commission or Osteopathic College Accreditation*Successfully completion of a nationally approved one-year internship or first year residency program approved by AOA or AMA*Completion of approved examination by the osteopathic medicine and surgery board*FSMB*AOIA

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 61 days.

Valid duration:

Licenses must be renewed every year on the practitioners birthday

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

15

Average processing time (all):

46

Average processing time (completed):

14

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

13

Osteopathic Physician & Surgeon Limited License

Department of Health

Type: License

ID: 1266

Description

To practice as an osteopathic physician in a postgraduate training program

Legal authority

RCW 18.57, WAC 246-853

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications.

Costs/Fees

Application fee:

285

Credential fee:

-99

Fee last changed:

07/2024

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

WAC 246-853-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

*Complete Application*Fee*Out of State license verification (if applicable)*Personal Data Questions and WA state required background checks*Official transcripts from a college or school accredited Osteopathic Association Commission or Osteopathic College Accreditation* Verification of enrollment in an approved training program in Washington State

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 61 days.

Valid duration:

Postgraduate training limited licenses must be renewed every year to correspond to program dates.

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

120

Average processing time (all):

58

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

6

6

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

2

Explanation:

Backlog applications:

0

Osteopathic Physician & Surgeon Limited License - Renewal

Department of Health

Type: License

ID: 1479

Description

To practice as an osteopathic physician in a postgraduate training program

Legal authority

RCW 18.57, WAC 246-853

Equity considerations:

None.

Costs/Fees

Application fee:

351

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard renewal fee, includes mandatory \$16 HEAL.WA fee

Legal authority for fees:

RCW Chapter 18.57, WAC 246-853, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

150 CE hours due every three years.

Dependencies, conditions, or requirements:

Attestation of CE completion due at time of renewal. Required to complete demographic survey prior to renewal

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

189

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours. Require online renewals

Pending applications:

0

Explanation:

Backlog applications:

0

Osteopathic Physician & Surgeon Temporary Permit

Department of Health

Type: Permit

ID: 1267

Description

To practice as an osteopathic physician prior to full licensure

Legal authority

WAC 246-853, RCW 18.130.040(2)(a)

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications.

Costs/Fees

Application fee:

70

Credential fee:

-99

Fee last changed:

07/2024

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

WAC 246-853-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

*Submit request for TPP*Fee*Must be licensed in a state that is substationally equivalent*Verification from all state licenses*FSMB *AOIAORMust meet all licensure requirements excluding the completion of a required FBI background check and licensed in another state that is substationally equivalent to Washington StateORMilitary Spouse or Partner may receive a TPP while completing any specific requirements that are not realted to training or practice standards

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 61 days.

Valid duration:

One hundred and eighty days or full license is issued.

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

25

Average time between approval and any post-approval condition(s)/step(s):

Average processing time (all):

-99

60

Average processing time (completed):

10

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

3

Backlog applications:

0

Explanation:

Recommended processing time:

9

Osteopathic Physician and Surgeon License Interstate Medical Licensure Compact

Department of Health

Type: Other

Description

ID: 1268

To practice as an osteopathic physician under the IMLC Compact

Legal authority

RCW 18.71B

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications.

Costs/Fees

Application fee:

375

Credential fee:

-99

Fee last changed:

07/2024

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

WAC 246-853-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

*Complete Application from ILMCC*Fee from IMLC*Verification of board certification

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

Licenses must be renewed every year on the practitioners birthday

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

211

Average processing time (all):

5

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

5

5

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

3

Explanation:

Backlog applications:

8

Osteopathic Physician and Surgeon License Interstate Medical Licensure Compact - Renewal

Department of Health

Type: License

Description

To practice as an osteopathic physician under the IMLC Compact

ID: 1477

Legal authority

RCW 18.71B

Equity considerations:

None.

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

unknown

Comment:

Fees are remitted to the Compact organizational body and then forwarded to DOH for processing

Legal authority for fees:

RCW 18.71B, WAC 246-12

Application Information

Application process and form(s):

electronic only

Requirements, additional actions, information, or documentation:

150 CE hours due every three years.

Dependencies, conditions, or requirements:

Attestation of CE completion due at time of renewal. Required to complete demographic survey prior to renewal. Must maintain a full and unrestricted license in a state of principal license have active Compact License with no disciplinary actions.

Submittal process:

Renewal application and Fees are remitted to the Compact organizational body and then forwarded electronically to DOH for processing

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

354

Average time between approval and any post-approval condition(s)/step(s):

0

Average processing time (all):

3

Average processing time (completed):

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours. Require online renewals

Pending applications:

0

Explanation:

Backlog applications:

0

Recommended processing time:

3

Paramedic Certification

Department of Health

Type: Certification

ID: 1575

Description

A person who has been trained in an approved program to perform all phases of prehospital emergency medical care, including advanced life support, under written or oral authorization of an MPD or approved physician delegate, examined and certified by the secretary

Legal authority

RCW 18.71 <https://app.leg.wa.gov/rcw/default.aspx?cite=18.71>
<https://app.leg.wa.gov/wac/default.aspx?cite=246-976>

WAC 246-976

Equity considerations:

Applications are available to fill out online and by paper.

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

never

Comment:

none

Legal authority for fees:

none

Application Information

Application process and form(s):

electronic and paper <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/emergency-medical-services-ems-provider/licensing-information>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/emergency-medical-services-ems-provider/licensing-information>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

online, mail, in-person Online: <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/apply-online/online-instructions> Mail completed applications to: PO Box 47867 Olympia WA 98501

Application/Submittal last updated:

unknown

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

3 years

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

293

Average processing time (all):

61

Average processing time (completed):

5

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to streamline and reduce deficiencies.

Pending applications:

0

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

5

Paramedic Certification - Reactivation

Department of Health

Type: Certification

ID: 1612

Description

A person who has been trained in an approved program to perform all phases of prehospital emergency medical care, including advanced life support, under written or oral authorization of an MPD or approved physician delegate, examined and certified by the secretary

Legal authority

RCW 18.71 <https://app.leg.wa.gov/rcw/default.aspx?cite=18.71>
<https://app.leg.wa.gov/wac/default.aspx?cite=246-976>

WAC 246-976

Equity considerations:

none

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

never

Comment:

none

Legal authority for fees:

none

Application Information

Application process and form(s):

electronic and paper <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/emergency-medical-services-ems-provider/licensing-information>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/emergency-medical-services-ems-provider/licensing-information>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

online, mail, in-person Online: <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/apply-online/online-instructions> Mail completed applications to: PO Box 47867 Olympia WA 98501

Application/Submittal last updated:

unknown

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

3 years

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

20

Average processing time (all):

19

Average processing time (completed):

15

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to streamline and reduce deficiencies.

Pending applications:

0

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

14

Paramedic Certification - Renewal

Department of Health

Type: Certification

ID: 1644

Description

A person who has been trained in an approved program to perform all phases of prehospital emergency medical care, including advanced life support, under written or oral authorization of an MPD or approved physician delegate, examined and certified by the secretary

Legal authority

RCW 18.71 <https://app.leg.wa.gov/rcw/default.aspx?cite=18.71>
<https://app.leg.wa.gov/wac/default.aspx?cite=246-976>

WAC 246-976

Equity considerations:

Renewals can be done online or by paper.

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

never

Comment:

none

Legal authority for fees:

none

Application Information

Application process and form(s):

electronic and paper <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/emergency-medical-services-ems-provider/licensing-information>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/emergency-medical-services-ems-provider/licensing-information>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

online, mail, in-person Online: <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/apply-online/online-instructions> Mail completed applications to: PO Box 47867 Olympia WA 98501

Application/Submittal last updated:

unknown

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

3 years

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

779

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to streamline and reduce deficiencies.

Pending applications:

-99

Backlog applications:

-99

Explanation:

Any pending renewals- not all requirements have been met. Waiting on additional information from applicant. Any backlog of renewals were received within the past 3 days and are in the queue for processing.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Paramedic Provisional Certification

Department of Health

Type: Certification

ID: 1576

Description

An individual may apply for a provisional certification to engage in supervised practice as a certified EMS provider for the level they have applied for. Upon completion of any EMS service field training and MPD integration criteria, an applicant may apply for full certification.

Legal authority

RCW 18.71 <https://app.leg.wa.gov/rcw/default.aspx?cite=18.71>
<https://app.leg.wa.gov/wac/default.aspx?cite=246-976>

WAC 246-976

Equity considerations:

none

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

never

Comment:

none

Legal authority for fees:

none

Application Information

Application process and form(s):

paper <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/emergency-medical-services-ems-provider/licensing-information>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/emergency-medical-services-ems-provider/licensing-information>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

online, mail, in-person Online: <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/apply-online/online-instructions> Mail completed applications to: PO Box 47867 Olympia WA 98501

Application/Submittal last updated:

04/2024

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

6 months

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

4

Average processing time (all):

4

Average processing time (completed):

4

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

0

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

4

Paramedic Temporary Practice Permit

Department of Health

Type: Permit

ID: 1577

Description

A person who has been trained in an approved program to perform all phases of prehospital emergency medical care, including advanced life support, under written or oral authorization of an MPD or approved physician delegate, examined and certified by the secretary

Legal authority

RCW 18.71 <https://app.leg.wa.gov/rcw/default.aspx?cite=18.71>
<https://app.leg.wa.gov/wac/default.aspx?cite=246-976>

WAC 246-976

Equity considerations:

none

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

never

Comment:

none

Legal authority for fees:

none

Application Information

Application process and form(s):

paper <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/emergency-medical-services-ems-provider/licensing-information>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/emergency-medical-services-ems-provider/licensing-information>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

online, mail, in-person Online: <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/apply-online/online-instructions> Mail completed applications to: PO Box 47867 Olympia WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

180 days

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

0

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

0

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Pharmaceutical Manufacturer License

Department of Health

Type: License

ID: 1600

Description

A person, corporation, or other entity engaged in the manufacture of drugs or devices.

Legal authority

RCW 18.64 <https://app.leg.wa.gov/RCW/default.aspx?cite=18.64>
<https://app.leg.wa.gov/WAC/default.aspx?cite=246-945>

WAC 246-945

Equity considerations:

none

Costs/Fees

Application fee:

825

Credential fee:

0

Fee last changed:

unknown

Comment:

WAC 246-945-990 <https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-990>
<https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-992>

WAC 246-945-992

Legal authority for fees:

WAC 246-945-990 <https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-990>

Application Information

Application process and form(s):

paper <https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/pharmaceutical-firms/licensing-information>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/pharmaceutical-firms/licensing-information>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail completed applications to: PO Box 1099 Olympia WA 98507-
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

1 year (expires annually on 9/30)

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

2

Average processing time (all):

266

Average processing time (completed):

12

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

1

Backlog applications:

-99

Explanation:

Pending applications reviewed- not all requirements have been met. Waiting on additional information from applicant.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

11

Pharmaceutical Manufacturer License - Renewal

Department of Health

Type: License

ID: 1666

Description

A person, corporation, or other entity engaged in the manufacture of drugs or devices.

Legal authority

RCW 18.64 <https://app.leg.wa.gov/RCW/default.aspx?cite=18.64>
<https://app.leg.wa.gov/WAC/default.aspx?cite=246-945>

WAC 246-945

Equity considerations:

none

Costs/Fees

Application fee:

-99

Credential fee:

0

Fee last changed:

unknown

Comment:

Renewal - 825Late Renewal Penalty - 300Controlled Substance Authority - 150

Legal authority for fees:

WAC 246-945-990 <https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-990>

Application Information

Application process and form(s):

Not applicable

Requirements, additional actions, information, or documentation:

No application required - Fee Only

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail renewal fee to: PO Box 1099 Olympia WA 98507-
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each renewal is circumstantial in timeline. Our goal is to approve license renewals within 10 days of the renewal determined complete

Valid duration:

1 year (expires annually on 9/30)

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

40

Average processing time (all):

-99

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

-99

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

-99

Backlog applications:

-99

Explanation:

Any pending renewals- not all requirements have been met. Waiting on additional information from applicant. Any backlog of renewals were received within the past 3 days and are in the queue for processing.

Pharmaceutical Wholesaler License

Department of Health

Type: License

ID: 1603

Description

A corporation, individual, or other entity which buys drugs or devices for resale and distribution to corporations, individuals, or entities other than consumers.

Legal authority

RCW 18.64 <https://app.leg.wa.gov/RCW/default.aspx?cite=18.64>

WAC 246-945

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-945>

Equity considerations:

none

Costs/Fees

Application fee:

825

Credential fee:

465

Fee last changed:

unknown

Comment:

WAC 246-945-990 <https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-990>

WAC 246-945-992

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-992>

Legal authority for fees:

WAC 246-945-990 <https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-990>

Application Information

Application process and form(s):

paper <https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/pharmaceutical-firms/licensing-information>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/pharmaceutical-firms/licensing-information>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail completed applications to: PO Box 1099 Olympia WA 98507-
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

1 year (expires annually on 9/30)

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

201

Average processing time (all):

155

Average processing time (completed):

6

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

75

Backlog applications:

-99

Explanation:

Pending applications reviewed- not all requirements have been met. Waiting on additional information from applicant.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

6

Pharmaceutical Wholesaler License - Renewal

Department of Health

Type: License

ID: 1669

Description

A corporation, individual, or other entity which buys drugs or devices for resale and distribution to corporations, individuals, or entities other than consumers.

Legal authority

RCW 18.64 <https://app.leg.wa.gov/RCW/default.aspx?cite=18.64>

WAC 246-945

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-945>

Equity considerations:

none

Costs/Fees

Application fee:

-99

Credential fee:

0

Fee last changed:

unknown

Comment:

Full Line Wholesaler - 825 Full Line Wholesaler Late Penalty - 300 Controlled Substance Authority - 150 Export Wholesaler - 825 Export Wholesaler Late Penalty - 300 Over-the-Counter Only Wholesaler - 465 Over-the-Counter Only Wholesaler Late Penalty - 235 Export nonprofit humanitarian organization Wholesaler - 25 Export nonprofit humanitarian organization Wholesaler Late Penalty - 25

Legal authority for fees:

WAC 246-945-990 <https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-990>

Application Information

Application process and form(s):

Not applicable

Requirements, additional actions, information, or documentation:

No application required - Fee Only

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail renewal fee to: PO Box 1099 Olympia WA 98507-
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each renewal is circumstantial in timeline. Our goal is to approve license renewals within 10 days of the renewal determined complete

Valid duration:

1 year (expires annually on 9/30)

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

1375

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

-99

Backlog applications:

-99

Explanation:

Any pending renewals- not all requirements have been met. Waiting on additional information from applicant. Any backlog of renewals were received within the past 3 days and are in the queue for processing.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Pharmacist Intern Registration

Department of Health

Type: Other

ID: 1242

Description

allows someone working toward their pharmacist credential to complete required intern hours

Legal authority

RCW 18.64.080(3)

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications. Applicants are able to request this document in a format that better suits them by calling 1-800-525-0127, 711, or emailing civil.rights@doh.wa.gov.

Costs/Fees

Application fee:

90

Credential fee:

-99

Fee last changed:

01/2019

Comment:

-99

Legal authority for fees:

RCW 18.64.080(3)

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Student of pharmacy in an accredited college making timely progress toward graduation - Submits an application, fee, and background check

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 23 days.

Valid duration:

2 year renewal cycle, intern credential may be renewed 3 times and possibly more if good cause is determined by the commission WAC 246-945-155

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

309

Average processing time (all):

59

Average processing time (completed):

13

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

34

Explanation:**Backlog applications:**

5

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

12

Pharmacist Intern Registration - Renewal

Department of Health

Type: Registration

ID: 1514

Description

allows someone working toward their pharmacist credential to complete required intern hours

Legal authority

RCW Chapter 18.64, WAC 246-945

Equity considerations:

None.

Costs/Fees

Application fee:

90

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard renewal fee

Legal authority for fees:

RCW Chapter 18.64, WAC 246-945, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

Pharmacy Intern Renewal Attestation

Dependencies, conditions, or requirements:

Attestation must be completed at time of renewal. Renewals limited to 3

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

2 years

Appeal process:

none

Analysis

Applications received:

423

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours.

Pending applications:

0

Explanation:

Backlog applications:

0

Pharmacist Intern Registration Expired Reactivation

Department of Health

Type: Other

ID: 1368

Description

allows someone working toward their pharmacist credential to complete required intern hours

Legal authority

RCW 18.64.080(3)

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications. Applicants are able to request this document in a format that better suits them by calling 1-800-525-0127, 711, or emailing civil.rights@doh.wa.gov.

Costs/Fees

Application fee:

185

Credential fee:

-99

Fee last changed:

01/2019

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

RCW 18.64.080(3)

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Student of pharmacy in an accredited college making timely progress toward graduation - Submits an application, fee, and background check

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 23 days.

Valid duration:

2 year renewal cycle, intern credential may be renewed 3 times and possibly more if good cause is determined by the commission WAC 246-945-155

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

6

Average processing time (all):

23

Average processing time (completed):

13

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

12

Pharmacist License

Department of Health

Type: License

Description

ID: 1243

allows someone to practice as a pharmacist

Legal authority

RCW 18.64.080(1)

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications. Applicants are able to request this document in a format that better suits them by calling 1-800-525-0127, 711, or emailing civil.rights@doh.wa.gov.

Costs/Fees

Application fee:

400

Credential fee:

-99

Fee last changed:

01/2019

Comment:

-99

Legal authority for fees:

RCW 18.64.080(5)

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

At least eighteen years of age, of good moral and professional character, holds a baccalaureate degree in pharmacy or a doctor of pharmacy degree granted by an accredited school or college of pharmacy, completed internship requirements as set forth in commission rules (1500 hours per WAC 246-945-162(2)(c)), and passed the necessary examinations (NAPLEX and MPJE) - Submits an application, fee, and background check. Note: There is a pathway to licensure for someone already licensed as a pharmacist in another state. In this case, they complete an application, pay the applicable fee, complete the background check, complete the state license verification form, NABP Score Transfer, and pass the Washington MPJE. Note: There is a pathway to licensure for someone trained to be a pharmacist in another country. In this case, they complete an application, pay the applicable fee, complete the background check, achieve FPGECC certification, provide official diploma or transcripts, provide certification of completing 1,500 intern hours, and passed the necessary examinations (NAPLEX and MPJE).

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

2 year renewal cycle

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Applications received:

550

Average processing time (all):

203

Average processing time (completed):

7

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

342

Explanation:**Backlog applications:**

2

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

7

Pharmacist License - Renewal

Department of Health

Type: License

Description

allows someone to practice as a pharmacist

ID: 1515

Legal authority

RCW Chapter 18.64, WAC 246-945

Equity considerations:

None.

Costs/Fees

Application fee:

530

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard renewal fee

Legal authority for fees:

RCW Chapter 18.64, WAC 246-945, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

30 CE hours due every two years

Dependencies, conditions, or requirements:

Attestation of CE completion due at time of renewal

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

2 years

Appeal process:

none

Analysis

Applications received:

9402

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours.

Pending applications:

0

Explanation:

Backlog applications:

0

Pharmacist License Expired Reactivation

Department of Health

Type: License

Description

ID: 1369

allows someone to practice as a pharmacist

Legal authority

RCW 18.64.080(1)

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications. Applicants are able to request this document in a format that better suits them by calling 1-800-525-0127, 711, or emailing civil.rights@doh.wa.gov.

Costs/Fees

Application fee:

1060

Credential fee:

-99

Fee last changed:

01/2019

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

RCW 18.64.080(5)

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

At least eighteen years of age, of good moral and professional character, holds a baccalaureate degree in pharmacy or a doctor of pharmacy degree granted by an accredited school or college of pharmacy, completed internship requirements as set forth in commission rules (1500 hours per WAC 246-945-162(2)(c)), and passed the necessary examinations (NAPLEX and MPJE) - Submits an application, fee, and background check. Note: There is a pathway to licensure for someone already licensed as a pharmacist in another state. In this case, they complete an application, pay the applicable fee, complete the background check, complete the state license verification form, NABP Score Transfer, and pass the Washington MPJE. Note: There is a pathway to licensure for someone trained to be a pharmacist in another country. In this case, they complete an application, pay the applicable fee, complete the background check, achieve FPGE certification, provide official diploma or transcripts, provide certification of completing 1,500 intern hours, and passed the necessary examinations (NAPLEX and MPJE).

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

2 year renewal cycle

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Applications received:

14

Average processing time (all):

221

Average processing time (completed):

7

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Explanation:

Backlog applications:

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

7

Pharmacist Temporary License

Department of Health

Type: License

ID: 1244

Description

allows an applicant for a pharmacist license via license transfer to practice pharmacy while their application is pending - also allows an applicant who is a military spouse to receive a temporary license while full credential is pending

Legal authority

RCW 18.130.075 and RCW 18.340.020

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications. Applicants are able to request this document in a format that better suits them by calling 1-800-525-0127, 711, or emailing civil.rights@doh.wa.gov.

Costs/Fees

Application fee:

100

Credential fee:

-99

Fee last changed:

01/2019

Comment:

-99

Legal authority for fees:

RCW 18.130.075; no fee for military members or military spouses

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Applicant holds an active and in good standing pharmacist license issued by another U.S. jurisdiction, has filed for license transfer using the NABP eLTP process, has taken and passed examinations, is not subject to denial of a credential or issuance of a conditional or restricted credential in any U.S. jurisdiction, does not have a criminal record in Washington state, the applicant's fingerprint-based national background check results are pending, has submitted a written request, and has paid the applicable fees

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 15 days.

Valid duration:

valid for 180 days with a maximum of one extension for up to 90 days, until the pharmacist license is issued, or until the notice of decision is mailed to the applicant

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

1

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

0

Explanation:

Backlog applications:

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Pharmacy Assistant License

Department of Health

Type: Other

ID: 1245

Description

allows someone to work as a pharmacy assistant

Legal authority

RCW 18.64A.030

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications. Applicants are able to request this document in a format that better suits them by calling 1-800-525-0127, 711, or emailing civil.rights@doh.wa.gov.

Costs/Fees

Application fee:

70

Credential fee:

-99

Fee last changed:

01/2019

Comment:

-99

Legal authority for fees:

RCW 18.64A.030

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Applicant pays applicable fees in WAC 246-945-990 and submits their application and completes a background check

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 30 days.

Valid duration:

2 year renewal cycle

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

3448

Average processing time (all):

27

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

16

14

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

Explanation:

250

Backlog applications:

17

Pharmacy Assistant License - Renewal

Department of Health

Type: License

Description

allows someone to work as a pharmacy assistant

ID: 1513

Legal authority

RCW Chapter 18.64A, WAC 246-945

Equity considerations:

None.

Costs/Fees

Application fee:

70

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard renewal fee

Legal authority for fees:

RCW Chapter 18.64A, WAC 246-945, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

none

Dependencies, conditions, or requirements:

none

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

2 years

Appeal process:

none

Analysis

Applications received:

2352

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours.

Pending applications:

0

Explanation:

Backlog applications:

0

Pharmacy Assistant License Expired Reactivation

Department of Health

Type: Other

ID: 1370

Description

allows someone to work as a pharmacy assistant

Legal authority

RCW 18.64A.030

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications. Applicants are able to request this document in a format that better suits them by calling 1-800-525-0127, 711, or emailing civil.rights@doh.wa.gov.

Costs/Fees

Application fee:

155

Credential fee:

-99

Fee last changed:

01/2019

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

RCW 18.64A.030

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Applicant pays applicable fees in WAC 246-945-990 and submits their application and completes a background check

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 30 days.

Valid duration:

2 year renewal cycle

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

102

Average processing time (all):

41

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

16

14

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

Explanation:

-99

Backlog applications:

0

Pharmacy Health Care Entity License

Department of Health

Type: License

ID: 1599

Description

An organization that provides health care services in a setting that is not otherwise licensed by the state to acquire or possess legend drugs.

Legal authority

RCW 18.64 <https://app.leg.wa.gov/RCW/default.aspx?cite=18.64>

WAC 246-945

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-945>

Equity considerations:

none

Costs/Fees

Application fee:

540

Credential fee:

0

Fee last changed:

unknown

Comment:

WAC 246-945-990 <https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-990>

WAC 246-945-992

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-992>

Legal authority for fees:

WAC 246-945-990 <https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-990>

Application Information

Application process and form(s):

paper- <https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/pharmaceutical-firms/licensing-information>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/pharmaceutical-firms/licensing-information>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail completed applications to: PO Box 1099 Olympia WA 98507-
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

1 year (expires annually on 9/30)

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

69

Average processing time (all):

89

Average processing time (completed):

4

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

11

Backlog applications:

-99

Explanation:

Pending applications reviewed- not all requirements have been met. Waiting on additional information from applicant.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

4

Pharmacy Health Care Entity License - Renewal

Department of Health

Type: Licese

ID: 1665

Description

An organization that provides health care services in a setting that is not otherwise licensed by the state to acquire or possess legend drugs.

Legal authority

RCW 18.64 <https://app.leg.wa.gov/RCW/default.aspx?cite=18.64>

WAC 246-945

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-945>

Equity considerations:

none

Costs/Fees

Application fee:

-99

Credential fee:

0

Fee last changed:

unknown

Comment:

Renewal - 540Late Renewal Penalty - 270Controlled Substance Authority - 150

Legal authority for fees:

WAC 246-945-990 <https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-990>

Application Information

Application process and form(s):

Not applicable

Requirements, additional actions, information, or documentation:

No application required - Fee Only

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail renewal fee to: PO Box 1099 Olympia WA 98507-
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each renewal is circumstantial in timeline. Our goal is to approve license renewals within 10 days of the renewal determined complete

Valid duration:

1 year (expires annually on 9/30)

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

687

Average time between approval and any post-approval condition(s)/step(s):

-99

Average processing time (all):

-99

Recommended processing time:

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

-99

Backlog applications:

-99

Explanation:

Any pending renewals- not all requirements have been met. Waiting on additional information from applicant. Any backlog of renewals were received within the past 3 days and are in the queue for processing.

Pharmacy Intern Temporary Registration (pending creation in HELMS)

Department of Health

Type: Registration

ID: 1247

Description

allows a pharmacy intern who is the spouse of a military personnel licensed in another state to temporarily practice in Washington and also allows someone licensed in another state to begin practicing pending completion of the full licensure process

Legal authority

RCW 18.340.020 & RCW 18.130.075

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications. Applicants are able to request this document in a format that better suits them by calling 1-800-525-0127, 711, or emailing civil.rights@doh.wa.gov.

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

01/2019

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

No legal authority to charge a fee, so no fee is charged.

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

military spouse or state registered domestic partner of a member of the military, moving to Washington as a result of the military person's transfer to Washington, an unrestricted active license in another state, not subject to any pending investigation, charges, or disciplinary action by the regulatory body of the other state or states, not subject to denial of a credential or issuance of a conditional or restricted credential in any state, does not have a criminal record in Washington state, fingerprint-based national background check, and currently enrolled in a professional degree program of a commission accredited school or college of pharmacy or a graduate of a commission accredited school or college of pharmacy

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

valid for 180 days with a maximum of one extension for up to 90 days

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Applications received:

-99

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Explanation:

Backlog applications:

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Pharmacy License

Department of Health

Type: License

ID: 1596

Description

Every place properly licensed by the commission where the practice of pharmacy is conducted. This includes the practice of and responsibility for: Interpreting prescription orders; the compounding, dispensing, labeling, administering, and distributing of drugs and devices; the monitoring of drug therapy and use; the initiating or modifying of drug therapy in accordance with written guidelines or protocols previously established and approved for his or her practice by a practitioner authorized to prescribe drugs; the participating in drug utilization reviews and drug product selection; the proper and safe storing and distributing of drugs and devices and maintenance of proper records thereof; the providing of information on legend drugs which may include, but is not limited to, the advising of therapeutic values, hazards, and the uses of drugs and devices.

Legal authority

RCW 18.64 <https://app.leg.wa.gov/RCW/default.aspx?cite=18.64>

WAC 246-945

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-945>

Equity considerations:

none

Costs/Fees

Application fee:

540

Credential fee:

0

Fee last changed:

unknown

Comment:

WAC 246-945-990 <https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-990>

WAC 246-945-992

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-992>

Legal authority for fees:

WAC 246-945-990 <https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-990>

Application Information

Application process and form(s):

<https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/pharmacies/pharmacy-licensing>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/pharmacies/pharmacy-licensing>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail completed applications to: PO Box 1099 Olympia WA 98507-
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

1 year (expires annually on 5/31)

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Applications received:

130

Average processing time (all):

124

Average processing time (completed):

8

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

19

Backlog applications:

-99

Explanation:

Pending applications reviewed- not all requirements have been met. Waiting on additional information from applicant.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

8

Pharmacy License - Renewal

Department of Health

Type: License

ID: 1662

Description

Every place properly licensed by the commission where the practice of pharmacy is conducted. This includes the practice of and responsibility for: Interpreting prescription orders; the compounding, dispensing, labeling, administering, and distributing of drugs and devices; the monitoring of drug therapy and use; the initiating or modifying of drug therapy in accordance with written guidelines or protocols previously established and approved for his or her practice by a practitioner authorized to prescribe drugs; the participating in drug utilization reviews and drug product selection; the proper and safe storing and distributing of drugs and devices and maintenance of proper records thereof; the providing of information on legend drugs which may include, but is not limited to, the advising of therapeutic values, hazards, and the uses of drugs and devices.

Legal authority

RCW 18.64 <https://app.leg.wa.gov/RCW/default.aspx?cite=18.64>

WAC 246-945

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-945>

Equity considerations:

none

Costs/Fees

Application fee:

-99

Credential fee:

0

Fee last changed:

unknown

Comment:

Renewal - 540Late Renewal Penalty - 270Controlled Substance Authority - 150Pharmacy Technician Utilization - 100

Legal authority for fees:

WAC 246-945-990 <https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-990>

Application Information

Application process and form(s):

Not applicable

Requirements, additional actions, information, or documentation:

No application required - Fee Only

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail renewal fee to: PO Box 1099 Olympia WA 98507-
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each renewal is circumstantial in timeline. Our goal is to approve license renewals within 10 days of the renewal determined complete

Valid duration:

1 year (expires annually on 5/31)

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

1265

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

-99

Backlog applications:

-99

Explanation:

Any pending renewals- not all requirements have been met. Waiting on additional information from applicant. Any backlog of renewals were received within the past 3 days and are in the queue for processing.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Pharmacy License Hospital

Department of Health

Type: License

ID: 1597

Description

That portion of a hospital licensed under RCW 18.64.043 which is engaged in the manufacture, production, preparation, dispensing, sale, or distribution of drugs, components, biologicals, chemicals, devices and other materials used in the diagnosis and treatment of injury, illness and diseases.

Legal authority

RCW 18.64 <https://app.leg.wa.gov/RCW/default.aspx?cite=18.64>
<https://app.leg.wa.gov/WAC/default.aspx?cite=246-945>

WAC 246-945

Equity considerations:

none

Costs/Fees

Application fee:

540

Credential fee:

0

Fee last changed:

unknown

Comment:

WAC 246-945-990 <https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-990>
<https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-992>

WAC 246-945-992

Legal authority for fees:

WAC 246-945-990 <https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-990>

Application Information

Application process and form(s):

<https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/pharmacies/pharmacy-licensing>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/pharmacies/pharmacy-licensing>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail completed applications to: PO Box 1099 Olympia WA 98507-
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

1 year (expires annually on 5/31)

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

2

Average processing time (all):

55

Average processing time (completed):

4

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

0

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

4

Pharmacy License Hospital - Renewal

Department of Health

Type: License

ID: 1663

Description

That portion of a hospital licensed under RCW 18.64.043 which is engaged in the manufacture, production, preparation, dispensing, sale, or distribution of drugs, components, biologicals, chemicals, devices and other materials used in the diagnosis and treatment of injury, illness and diseases.

Legal authority

RCW 18.64 <https://app.leg.wa.gov/RCW/default.aspx?cite=18.64>
<https://app.leg.wa.gov/WAC/default.aspx?cite=246-945>

WAC 246-945

Equity considerations:

none

Costs/Fees

Application fee:

-99

Credential fee:

0

Fee last changed:

unknown

Comment:

Renewal - 540Late Renewal Penalty - 270Controlled Substance Authority - 150Pharmacy Technician Utilization - 100

Legal authority for fees:

WAC 246-945-990 <https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-990>

Application Information

Application process and form(s):

Not applicable

Requirements, additional actions, information, or documentation:

No application required - Fee Only

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail renewal fee to: PO Box 1099 Olympia WA 98507-
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each renewal is circumstantial in timeline. Our goal is to approve license renewals within 10 days of the renewal determined complete

Valid duration:

1 year (expires annually on 5/31)

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

109

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

-99

Backlog applications:

-99

Explanation:

Any pending renewals- not all requirements have been met. Waiting on additional information from applicant. Any backlog of renewals were received within the past 3 days and are in the queue for processing.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Pharmacy Non Resident License

Department of Health

Type: License

ID: 1601

Description

Any pharmacy located outside this state that ships, mails, or delivers, in any manner, except when delivered in person to an individual, controlled substances, legend drugs, or devices into this state is a nonresident pharmacy,

Legal authority

RCW 18.64 <https://app.leg.wa.gov/RCW/default.aspx?cite=18.64>

WAC 246-945

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-945>

Equity considerations:

none

Costs/Fees

Application fee:

540

Credential fee:

0

Fee last changed:

unknown

Comment:

WAC 246-945-990 <https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-990>

WAC 246-945-992

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-992>

Legal authority for fees:

WAC 246-945-990 <https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-990>

Application Information

Application process and form(s):

<https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/pharmacies/pharmacy-licensing>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/pharmacies/pharmacy-licensing>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail completed applications to: PO Box 1099 Olympia WA 98507-
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

1 year (expires annually on 5/31)

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

176

Average processing time (all):

78

Average processing time (completed):

7

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

54

Backlog applications:

-99

Explanation:

Pending applications reviewed- not all requirements have been met. Waiting on additional information from applicant.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

7

Pharmacy Non Resident License - Renewal

Department of Health

Type: License

ID: 1667

Description

Any pharmacy located outside this state that ships, mails, or delivers, in any manner, except when delivered in person to an individual, controlled substances, legend drugs, or devices into this state is a nonresident pharmacy,

Legal authority

RCW 18.64 <https://app.leg.wa.gov/RCW/default.aspx?cite=18.64>

WAC 246-945

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-945>

Equity considerations:

none

Costs/Fees

Application fee:

-99

Credential fee:

0

Fee last changed:

unknown

Comment:

Renewal - 540Late Renewal Penalty - 270Controlled Substance Authority - 150

Legal authority for fees:

WAC 246-945-990 <https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-990>

Application Information

Application process and form(s):

Not applicable

Requirements, additional actions, information, or documentation:

No application required - Fee Only

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail renewal fee to: PO Box 1099 Olympia WA 98507-
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each renewal is circumstantial in timeline. Our goal is to approve license renewals within 10 days of the renewal determined complete

Valid duration:

1 year (expires annually on 5/31)

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

867

Average time between approval and any post-approval condition(s)/step(s):

-99

Average processing time (all):

-99

Recommended processing time:

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

-99

Backlog applications:

-99

Explanation:

Any pending renewals- not all requirements have been met. Waiting on additional information from applicant. Any backlog of renewals were received within the past 3 days and are in the queue for processing.

Pharmacy Technician - Renewal

Department of Health

Type: Other

ID: 1523

Description

To practices as a pharmacy technician

Legal authority

RCW Chapter 18.64A, WAC 246-945

Equity considerations:

None.

Costs/Fees

Application fee:

140

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard renewal fee

Legal authority for fees:

RCW Chapter 18.64A, WAC 246-945, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

20 CE hours due every two years

Dependencies, conditions, or requirements:

Attestation of CE completion due at time of renewal

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

2 years

Appeal process:

none

Analysis

Applications received:

6790

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours.

Pending applications:

0

Explanation:

Backlog applications:

0

Pharmacy Technician Certification

Department of Health

Type: Certification

ID: 1246

Description

allows someone to work as a pharmacy technician

Legal authority

RCW 18.64A.030

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications. Applicants are able to request this document in a format that better suits them by calling 1-800-525-0127, 711, or emailing civil.rights@doh.wa.gov.

Costs/Fees

Application fee:

140

Credential fee:

-99

Fee last changed:

01/2019

Comment:

-99

Legal authority for fees:

RCW 18.64A.030

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Applicant must be 18 years of age holding a high school diploma or GED and provide proof of completion of eight hours of guided study of Washington state and federal pharmacy law that shall be done in coordination and oversight of a Washington licensed pharmacist, provide proof of successful completion of a commission-approved pharmacy-technician training program WAC 246-945-215, and pass a national certification examination approved by the commission within one year of completing a commission-approved training program and applying for certification. If applicable, an applicant that graduated from a foreign school, university or college of pharmacy or medicine, whose professional degree program is approved by the commission shall take and pass TOEFL iBT if English is not their primary language, complete 525 hours of supervised experience under the supervision of a licensed pharmacist with training hours reported using forms provided by the commission, and pass a national certification examination approved by the commission. Submits an application, pays the applicable fee, and completes a background check.

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

2 year renewal cycle

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a

Analysis

Applications received:

972

Average processing time (all):

100

Average processing time (completed):

26

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

287

Explanation:**Backlog applications:**

6

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

23

Pharmacy Technician Certification Expired Reactivation

Department of Health

Type: Certification

Description

ID: 1371

allows someone to work as a pharmacy technician

Legal authority

RCW 18.64A.030

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications. Applicants are able to request this document in a format that better suits them by calling 1-800-525-0127, 711, or emailing civil.rights@doh.wa.gov.

Costs/Fees

Application fee:

280

Credential fee:

-99

Fee last changed:

01/2019

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

RCW 18.64A.030

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Applicant must be 18 years of age holding a high school diploma or GED and provide proof of completion of eight hours of guided study of Washington state and federal pharmacy law that shall be done in coordination and oversight of a Washington licensed pharmacist, provide proof of successful completion of a commission-approved pharmacy-technician training program WAC 246-945-215, and pass a national certification examination approved by the commission within one year of completing a commission-approved training program and applying for certification. If applicable, an applicant that graduated from a foreign school, university or college of pharmacy or medicine, whose professional degree program is approved by the commission shall take and pass TOEFL iBT if English is not their primary language, complete 525 hours of supervised experience under the supervision of a licensed pharmacist with training hours reported using forms provided by the commission, and pass a national certification examination approved by the commission. Submits an application, pays the applicable fee, and completes a background check.

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

2 year renewal cycle

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a

Analysis

Applications received:

38

Average processing time (all):

142

Average processing time (completed):

26

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

23

Pharmacy Technician Temporary Certification (pending creation in HELMS)

Department of Health

Type: Certification

ID: 1248

Description

allows a pharmacy technician who is the spouse of a military personnel licensed in another state to temporarily practice in Washington and also allows someone licensed in another state to begin practicing pending completion of the full licensure process

Legal authority

RCW 18.340.020 & RCW 18.130.075

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications. Applicants are able to request this document in a format that better suits them by calling 1-800-525-0127, 711, or emailing civil.rights@doh.wa.gov.

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

01/2019

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

No legal authority to charge a fee, so no fee is charged.

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

military spouse or state registered domestic partner of a member of the military, moving to Washington as a result of the military person's transfer to Washington, an unrestricted active license in another state, not subject to any pending investigation, charges, or disciplinary action by the regulatory body of the other state or states

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

valid for 180 days

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

-99

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Physical Therapist Assistant Interim Permit

Department of Health

Type: Permit

ID: 1227

Description

To practice physical therapy assisting assisting

Legal authority

RCW 18.74 and WAC 246-915

Equity considerations:

None.

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

06/2023

Comment:

-99

Legal authority for fees:

RCW 18.74.023, 43.70.110, 43.70.250, 43.70.280

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-915-078>

Dependencies, conditions, or requirements:

background check

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 61 days.

Valid duration:

6 months

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

23

Average processing time (all):

50

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

9

9

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

12

Explanation:

Backlog applications:

0

Physical Therapist Assistant License

Department of Health

Type: License

Description

to practice physcial therapy assisting

ID: 1228

Legal authority

RCW 18.74 and WAC 246-915

Equity considerations:

None.

Costs/Fees

Application fee:

75

Credential fee:

-99

Fee last changed:

06/2023

Comment:

-99

Legal authority for fees:

RCW 18.74.023, 43.70.110, 43.70.250, 43.70.280

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-915-039>

Dependencies, conditions, or requirements:

background check

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

266

Average processing time (all):

97

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

9

10

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

36

Explanation:

Backlog applications:

11

Physical Therapist Assistant License - Renewal

Department of Health

Type: License

Description

to practice physcial therapy assisting

ID: 1522

Legal authority

RCW Chapter 18.74, WAC 246-915

Equity considerations:

None.

Costs/Fees

Application fee:

95

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard renewal fee

Legal authority for fees:

RCW Chapter 18.74, WAC 246-915, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

24 CE hours due every two years. 200 employment hours every two years. PT Attestation and Practice Hours

Dependencies, conditions, or requirements:

Attestation of CE completion, and practice hours due at time of renewal

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

2352

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours.

Pending applications:

0

Explanation:

Backlog applications:

0

Physical Therapist Assistant License Expired Reactivation

Department of Health

Type: License

Description

to practice physcial therapy assisting

ID: 1362

Legal authority

RCW 18.74 and WAC 246-915

Equity considerations:

None.

Costs/Fees

Application fee:

195

Credential fee:

-99

Fee last changed:

06/2023

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

RCW 18.74.023, 43.70.110, 43.70.250, 43.70.280

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-915-039>

Dependencies, conditions, or requirements:

background check

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

18

Average processing time (all):

12

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

9

10

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Explanation:

Backlog applications:

0

Physical Therapist Assistant Temporary Permit

Department of Health

Type: Permit

Description

ID: 1229

to practice physical therapy assisting prior to full license

Legal authority

RCW 18.74 and WAC 246-915

Equity considerations:

None.

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

06/2023

Comment:

-99

Legal authority for fees:

RCW 18.74.023, 43.70.110, 43.70.250, 43.70.280

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-915-075>

Dependencies, conditions, or requirements:

background check

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 61 days.

Valid duration:

180 days

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

0

Average processing time (all):

-99

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

-99

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

0

Explanation:

Backlog applications:

0

Physical Therapist Interim Permit

Department of Health

Type: Permit

Description

ID: 1230

to practice physical therapy prior to full license

Legal authority

RCW 18.74 and WAC 246-915

Equity considerations:

None.

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

06/2023

Comment:

-99

Legal authority for fees:

RCW 18.74.023, 43.70.110, 43.70.250, 43.70.280

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-915-078>

Dependencies, conditions, or requirements:

background check

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 61 days.

Valid duration:

6 months

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

50

Average processing time (all):

51

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

10

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

21

Explanation:**Backlog applications:**

2

Physical Therapist License

Department of Health

Type: License

Description

to practice physical therapy

ID: 1231

Legal authority

RCW 18.74 and WAC 246-915

Equity considerations:

None.

Costs/Fees

Application fee:

80

Credential fee:

-99

Fee last changed:

06/2023

Comment:

-99

Legal authority for fees:

RCW 18.74.023, 43.70.110, 43.70.250, 43.70.280

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-915-039>

Dependencies, conditions, or requirements:

background check

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

1096

Average processing time (all):

99

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

7

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

134

Explanation:**Backlog applications:**

24

Physical Therapist License - Renewal

Department of Health

Type: License

Description

to practice physical therapy

ID: 1521

Legal authority

RCW Chapter 18.74, WAC 246-915

Equity considerations:

None.

Costs/Fees

Application fee:

100

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard renewal fee

Legal authority for fees:

RCW Chapter 18.74, WAC 246-915, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

32 CE hours due every two years. 200 employment hours every two years. PT Attestation and Practice Hours

Dependencies, conditions, or requirements:

Attestation of CE completion, and practice hours due at time of renewal

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

7701

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours.

Pending applications:

0

Explanation:

Backlog applications:

0

Physical Therapist License Expired Reactivation

Department of Health

Type: License

Description

to practice physical therapy

ID: 1363

Legal authority

RCW 18.74 and WAC 246-915

Equity considerations:

None.

Costs/Fees

Application fee:

200

Credential fee:

-99

Fee last changed:

06/2023

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

RCW 18.74.023, 43.70.110, 43.70.250, 43.70.280

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-915-039>

Dependencies, conditions, or requirements:

background check

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

49

Average processing time (all):

58

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

7

7

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Explanation:

Backlog applications:

0

Physical Therapist Temporary Permit

Department of Health

Type: Permit

Description

ID: 1232

to practice physical therapy prior to full license

Legal authority

RCW 18.74 and WAC 246-915

Equity considerations:

None.

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

06/2023

Comment:

-99

Legal authority for fees:

RCW 18.74.023, 43.70.110, 43.70.250, 43.70.280

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-915-075>

Dependencies, conditions, or requirements:

background check

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 61 days.

Valid duration:

180 days

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

7

Average processing time (all):

15

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

12

13

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

2

Explanation:

Backlog applications:

0

Physical Therapy Assistant Compact Privilege

Department of Health

Type: Other

ID: 1233

Description

to practice physical therapy assisting

Legal authority

RCW 18.74 and WAC 246-915A

Equity considerations:

None.

Costs/Fees

Application fee:

45

Credential fee:

-99

Fee last changed:

01/2019

Comment:

-99

Legal authority for fees:

RCW 18.74.510, 43.70.250, 43.70.320

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-915A>

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 46 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

262

Average processing time (all):

1

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

1

1

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

1

Explanation:

Backlog applications:

0

Physical Therapy Compact Privilege

Department of Health

Type: Other

Description

ID: 1234

to practice physical therapy

Legal authority

RCW 18.74 and WAC 246-915A

Equity considerations:

None.

Costs/Fees

Application fee:

45

Credential fee:

-99

Fee last changed:

01/2019

Comment:

-99

Legal authority for fees:

RCW 18.74.510, 43.70.250, 43.70.320

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-915A>

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 46 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

1074

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

2

2

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

4

Explanation:

Backlog applications:

0

Podiatric Physician And Surgeon License

Department of Health

Type: License

Description

ID: 1269

To practice as a podiatric physician

Legal authority

RCW 18.22, WAC 246-922

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications.

Costs/Fees

Application fee:

650

Credential fee:

-99

Fee last changed:

02/2018

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

WAC 246-922-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

*Complete Application*Fee*Out of State license verification (if applicable)*Personal Data Questions and WA state required background checks*Official transcripts from a college or school accredited Council on Podiatric Medical Education*Successfully completion of a rotating podiatric residency, podiatric orthopedic residency, and podiatric surgical residency approved by APMA on PME*Completion of approved examination by the podiatric medicine and surgery board*FPMB report

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 61 days.

Valid duration:

Licenses must be renewed every year on the practitioners birthday

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

19

Average processing time (all):

72

Average processing time (completed):

10

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

4

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

9

Podiatric Physician And Surgeon License - Renewal

Department of Health

Type: License

Description

ID: 1516

To practice as a podiatric physician

Legal authority

RCW Chapter 18.22, WAC 246-922

Equity considerations:

None.

Costs/Fees

Application fee:

736

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard Renewal, includes mandatory \$16 HEAL.WA fee and \$70 substance abuse monitoring surcharge

Legal authority for fees:

RCW Chapter 18.22, WAC 246-922, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

100 CE hours due every two years

Dependencies, conditions, or requirements:

Attestation of CE completion due at time of renewal

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

374

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours.

Pending applications:

0

Explanation:

Backlog applications:

0

Podiatric Physician And Surgeon License Expired Reactivation

Department of Health

Type: License

Description

ID: 1385

To practice as a podiatric physician

Legal authority

RCW 18.22, WAC 246-922

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications.

Costs/Fees

Application fee:

1250

Credential fee:

-99

Fee last changed:

02/2018

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

WAC 246-922-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

*Complete Application*Fee*Out of State license verification (if applicable)*Personal Data Questions and WA state required background checks*Official transcripts from a college or school accredited Council on Podiatric Medical Education*Successfully completion of a rotating podiatric residency, podiatric orthopedic residency, and podiatric surgical residency approved by APMA on PME*Completion of approved examination by the podiatric medicine and surgery board*FPMB report

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 61 days.

Valid duration:

Licenses must be renewed every year on the practitioners birthday

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

0

Average processing time (all):

-99

Average processing time (completed):

10

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Explanation:

Backlog applications:

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

9

Podiatric Physician And Surgeon Limited License

Department of Health

Type: License

ID: 1270

Description

To practice as a podiatric physician in a post graduate training program

Legal authority

RCW 18.22, WAC 246-922

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications.

Costs/Fees

Application fee:

400

Credential fee:

-99

Fee last changed:

02/2018

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

WAC 246-922-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

*Complete Application*Fee*Out of State license verification (if applicable)*Personal Data Questions and WA state required background checks*Official transcripts from a college or school accredited Council on Podiatric Medical Education* Verification of enrollment in an approved training program in Washington State

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 61 days.

Valid duration:

Postgraduate training limited licenses must be renewed every year to correspond to program dates.

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

7

Average processing time (all):

58

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

13

12

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

Explanation:

-99

Backlog applications:

0

Podiatric Physician And Surgeon Limited License - Renewal

Department of Health

Type: License

ID: 1517

Description

To practice as a podiatric physician in a post graduate training program

Legal authority

RCW Chapter 18.22, WAC 246-922

Equity considerations:

None.

Costs/Fees

Application fee:

561

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard Renewal, includes mandatory \$16 HEAL.WA fee and \$70 substance abuse monitoring surcharge

Legal authority for fees:

RCW Chapter 18.22, WAC 246-922, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

100 CE hours due every two years

Dependencies, conditions, or requirements:

Attestation of CE completion due at time of renewal

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

14

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours.

Pending applications:

0

Explanation:

Backlog applications:

0

Podiatric Physician And Surgeon Temporary Permit

Department of Health

Type: Permit

ID: 1271

Description

To practice as a podiatric physician prior to full licensure

Legal authority

RCW 18.130.040(2)(a), WAC 246-922

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications.

Costs/Fees

Application fee:

50

Credential fee:

-99

Fee last changed:

02/2018

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

WAC 246-922-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

*Submit request for TPP*Fee*Must be licensed in a state that is substationally equivalent*Verification from all state licenses*FPMB ReportORMust meet all licensure requirements excluding the completion of a required FBI background check and licensed in another state that is substationally equivalent to Washington StateORMilitary Spouse or Partner may receive a TPP while completing any specific requirements that are not realted to training or practice standards

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 30 days.

Valid duration:

Sixty days in which it becomes invalid or if full license issued prior to sixty days

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

5

Average time between approval and any post-approval condition(s)/step(s):

-99

Average processing time (all):

73

Average processing time (completed):

4

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

2

Explanation:

Backlog applications:

0

Recommended processing time:

4

Poison Distributor License

Department of Health

Type: License

ID: 1602

Description

A distributor or manufacturer of poisons.

Legal authority

RCW 69.38 <https://app.leg.wa.gov/RCW/default.aspx?cite=69.38>

Equity considerations:

none

Costs/Fees

Application fee:

55

Credential fee:

0

Fee last changed:

unknown

Comment:

WAC 246-945-990 <https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-990>
<https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-992>

WAC 246-945-992

Legal authority for fees:

WAC 246-945-990 <https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-990>

Application Information

Application process and form(s):

paper- <https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/pharmaceutical-firms/licensing-information>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/pharmaceutical-firms/licensing-information>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
98501

Mail completed applications to: PO Box 47867 Olympia WA
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

1 year (expires annually on 9/30)

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

0

Average time between approval and any post-approval condition(s)/step(s):

Average processing time (all):

-99

-99

Recommended processing time:

Average processing time (completed):

-99

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

Explanation:

0

Backlog applications:

0

Poison Distributor License - Renewal

Department of Health

Type: License

Description

ID: 1668

A distributor or manufacturer of poisons.

Legal authority

RCW 69.38 <https://app.leg.wa.gov/RCW/default.aspx?cite=69.38>

Equity considerations:

none

Costs/Fees

Application fee:

55

Credential fee:

0

Fee last changed:

unknown

Comment:

WAC 246-945-990 <https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-990>
<https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-992>

WAC 246-945-992

Legal authority for fees:

WAC 246-945-990 <https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-990>

Application Information

Application process and form(s):

paper- <https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/pharmaceutical-firms/licensing-information>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/pharmaceutical-firms/licensing-information>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
98501

Mail completed applications to: PO Box 47867 Olympia WA
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

1 year (expires annually on 9/30)

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

3

Average time between approval and any post-approval condition(s)/step(s):

Average processing time (all):

-99

-99

Recommended processing time:

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

-99

Backlog applications:

-99

Explanation:

Any pending renewals- not all requirements have been met. Waiting on additional information from applicant. Any backlog of renewals were received within the past 3 days and are in the queue for processing.

Poison Information Specialist Certification

Department of Health

Type: Certification

ID: 1578

Description

A person who provides services enumerated under RCW 18.76.030 under the supervision of a poison information center medical director.

Legal authority

RCW 18.76 <https://app.leg.wa.gov/rcw/default.aspx?cite=18.76>

Equity considerations:

none

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

never

Comment:

none

Legal authority for fees:

none

Application Information

Application process and form(s):

electronic and paper <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/emergency-medical-services-ems-provider/licensing-information>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/emergency-medical-services-ems-provider/licensing-information>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
98501

Mail completed applications to: PO Box 47867 Olympia WA
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

3 years

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

5

Average processing time (all):

18

Average processing time (completed):

5

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

0

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

5

Poison Information Specialist Certification - Reactivation

Department of Health

Type: Certification

ID: 1613

Description

A person who provides services enumerated under RCW 18.76.030 under the supervision of a poison information center medical director.

Legal authority

RCW 18.76 <https://app.leg.wa.gov/rcw/default.aspx?cite=18.76>

Equity considerations:

none

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

never

Comment:

none

Legal authority for fees:

none

Application Information

Application process and form(s):

Requirements, additional actions, information, or documentation:

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in person

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

3 years

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

0

Average processing time (all):

-99

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

0

Explanation:

Backlog applications:

0

Poison Information Specialist Certification - Renewal

Department of Health

Type: Certification

ID: 1645

Description

A person who provides services enumerated under RCW 18.76.030 under the supervision of a poison information center medical director.

Legal authority

RCW 18.76 <https://app.leg.wa.gov/rcw/default.aspx?cite=18.76>

Equity considerations:

none

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

never

Comment:

none

Legal authority for fees:

none

Application Information

Application process and form(s):

electronic and paper <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/emergency-medical-services-ems-provider/licensing-information>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/emergency-medical-services-ems-provider/licensing-information>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
98501

Mail completed applications to: PO Box 47867 Olympia WA
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

3 years

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

1

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

-99

Backlog applications:

-99

Explanation:

Any pending renewals- not all requirements have been met. Waiting on additional information from applicant. Any backlog of renewals were received within the past 3 days and are in the queue for processing.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Poison Manufacturer License

Department of Health

Type: License

ID: 1598

Description

A distributor or manufacturer of poisons.

Legal authority

RCW 18.64 <https://app.leg.wa.gov/RCW/default.aspx?cite=18.64>
<https://app.leg.wa.gov/WAC/default.aspx?cite=246-945>

WAC 246-945

Equity considerations:

none

Costs/Fees

Application fee:

55

Credential fee:

0

Fee last changed:

unknown

Comment:

WAC 246-945-990 <https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-990>
<https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-992>

WAC 246-945-992

Legal authority for fees:

WAC 246-945-990 <https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-990>

Application Information

Application process and form(s):

paper- <https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/pharmaceutical-firms/licensing-information>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/pharmaceutical-firms/licensing-information>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail completed applications to: PO Box 1099 Olympia WA 98507-
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

1 year (expires annually on 9/30)

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

0

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

0

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Poison Manufacturer License - Renewal

Department of Health

Type: License

Description

ID: 1664

A distributor or manufacturer of poisons.

Legal authority

RCW 69.38 <https://app.leg.wa.gov/RCW/default.aspx?cite=69.38>

Equity considerations:

none

Costs/Fees

Application fee:

55

Credential fee:

0

Fee last changed:

unknown

Comment:

WAC 246-945-990 <https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-990>
<https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-992>

WAC 246-945-992

Legal authority for fees:

WAC 246-945-990 <https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-990>

Application Information

Application process and form(s):

paper- <https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/pharmaceutical-firms/licensing-information>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/pharmaceutical-firms/licensing-information>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail completed applications to: PO Box 1099 Olympia WA 98507-1099
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

1 year (expires annually on 9/30)

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

0

Average time between approval and any post-approval condition(s)/step(s):

Average processing time (all):

-99

-99

Recommended processing time:

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

-99

Backlog applications:

-99

Explanation:

Any pending renewals- not all requirements have been met. Waiting on additional information from applicant. Any backlog of renewals were received within the past 3 days and are in the queue for processing.

Prosthetist License

Department of Health

Type: License

Description

ID: 1272

To practice as a prothetist

Legal authority

RCW 18.200, WAC 246-850

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications.

Costs/Fees

Application fee:

265

Credential fee:

-99

Fee last changed:

05/2019

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

WAC 246-850-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

*Complete Application*Fee*Out of State license verification (if applicable)*Personal Data Questions and WA state required background checks* Official transcripts from a NCOPE or CAAHEP accredited program *Successful completion of a residency of 1900 hours*Verification of successful completion of ABC examination

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 61 days.

Valid duration:

Licenses must be renewed every year on the practitioners birthday

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

10

Average time between approval and any post-approval condition(s)/step(s):

-99

Average processing time (all):

82

Recommended processing time:

Average processing time (completed):

16

14

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

2

Explanation:

Backlog applications:

0

Prosthetist License - Renewal

Department of Health

Type: License

Description

ID: 1518

To practice as a prothetist

Legal authority

RCW Chapter 18.200, WAC 246-850

Equity considerations:

None.

Costs/Fees

Application fee:

125

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard renewal fee

Legal authority for fees:

RCW Chapter 18.200, WAC 246-850, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

45 CE hours due every three years. If provider holds both a Orthotic and Prosthetic license, 60 total hours of CE are due

Dependencies, conditions, or requirements:

Attestation of CE completion due at time of renewal

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

175

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours.

Pending applications:

0

Explanation:

Backlog applications:

0

Prosthetist License Expired Reactivation

Department of Health

Type: License

Description

ID: 1386

To practice as a prothetist

Legal authority

RCW 18.200, WAC 246-850

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications.

Costs/Fees

Application fee:

380

Credential fee:

-99

Fee last changed:

05/2019

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

WAC 246-850-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

*Complete Application*Fee*Out of State license verification (if applicable)*Personal Data Questions and WA state required background checks* Official transcripts from a NCOPE or CAAHEP accredited program *Successful completion of a residency of 1900 hours*Verification of successful completion of ABC examination

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 61 days.

Valid duration:

Licenses must be renewed every year on the practitioners birthday

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

1

Average processing time (all):

-99

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

16

14

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

Explanation:

-99

Backlog applications:

0

Psychological Associates

Department of Health

Type: License

Description

ID: 1339

to allow professionals to perform Psychology counseling with individuals located in Washington state.

Legal authority

RCW 18.83

Equity considerations:

This profession works with incredibly vulnerable populations, licensure is critical for stakeholders.

Costs/Fees

Application fee:

220

Credential fee:

-99

Fee last changed:

TBD - 10/1/2025

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

RCW 18.83.060

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Credential not Implemented Yet – Based on Current Draft Rules Doctoral Program Pathway Application Form: Submit a fully filled out application either online or through a paper application and accompany it with all applicable fees. • Personal Data Questions on Application: Provide explanations and documentation if they answer "yes" to any question, including all court records (records must come directly from the courts). Education: Provide verification of being currently enrolled in a doctoral program. Credential Verification: Provide verification directly from regulatory authority if no online system exists for credentialing to verify themselves. Verification will be needed for any licenses applicant holds and any current supervisors. Supervision • Supervision Documentation: Must submit a supervision agreement for any level of experience being completed. • Internship: Must submit internship brochure if completing an internship. • Competence: Supervisor or DCT must submit directly to department signed attestation form confirming applicants competence to practice. Background Checks: • Washington State Background Check: Credentialing runs for all applicants. • FBI Background Check and Fingerprints: Upon intake of application all applicants receive instructions on how to complete and submit their fingerprints for an FBI check. Postdoc Pathway Application Form: Submit a fully filled out application either online or through a paper application and accompany it with all applicable fees. • Personal Data Questions on Application: Provide explanations and documentation if they answer "yes" to any question, including all court records (records must come directly from the courts). Education: Provide official transcripts (Official translation if not in English) Credential Verification: Provide verification directly from regulatory authority if no online system exists for credentialing to verify themselves. Verification will be needed for any licenses applicant holds and any current supervisors. Supervision • Supervision Documentation: Must submit a supervision agreement for current supervisor.

• Competence: Supervisor must submit directly to department signed attestation form confirming applicants competence to practice. Background Checks: • Washington State Background Check: Credentialing runs for all applicants. • FBI Background Check and Fingerprints: Upon intake of application all applicants receive instructions on how to complete and submit their fingerprints for an FBI check. Incomplete Application for All Pathways: Application will not move forward for review until all required documents are received. If applicant does not make efforts to move their application forward with any requested document or action, after 6 months of inactivity they are sent an involuntary closure notice requesting they submit an action plan for the missing items. If no response is received their application is closed after 30 days. If action plan is submitted, applicant is expected to complete the plan or they may be subject to another involuntary closure notice or immediate closure of application.

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

-99

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Backlog applications:

-99

Explanation:

New Credential Coming 2025

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Psychologist License

Department of Health

Type: License

ID: 1338

Description

to allow professionals to perform Psychology counseling with individuals located in Washington state.

Legal authority

RCW 18.83

Equity considerations:

This profession works with incredibly vulnerable populations, licensure is critical for stakeholders.

Costs/Fees

Application fee:

190

Credential fee:

-99

Fee last changed:

01/2016

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

RCW 18.83.060

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Examination Pathway Application Form: Submit a fully filled out application either online or through a paper application and accompany it with all applicable fees. • Personal Data Questions on Application: Provide explanations and documentation if they answer "yes" to any question, including all court records (records must come directly from the courts). Education • All Educational Programs: o Provide official transcripts (Official translation if not in English) • Non APA, CPA, or PCSAS Accredited Programs must additionally provide: o Syllabus • Residency documentation showing completion and that the hours met requirements if completing educational meeting hours vs traditional residency. Credential Verification: Provide verification directly from regulatory authority if no online system exists for credentialing to verify themselves. Verification will be needed for any licenses applicant holds and all supervisors. Supervision • Supervised Experience: Both applicant and supervisor must complete and sign a Professional Reference Request Form for each experience completed. Completed form must be submitted directly from the supervisor. • Supervision Documentation: Must submit a supervision agreement for each experience. • Internship: Must submit internship brochure non APA, CPA, or APPIC accredited internships. Background Checks: • Washington State Background Check: Credentialing runs for all applicants. • FBI Background Check and Fingerprints: Upon intake of application all applicants receive instructions on how to complete and submit their fingerprints for an FBI check.

Exams • EPPP: Once licensing requirements are met and applicant receives authorization, they must take and pass the exam. There is a one month waiting period after second failure, and must submit an action plan for approval to retake exam after the third failure and any subsequent attempt. • Exam Scores: Request transfer of exam score from testing entity if applicant took the exam through another jurisdiction. • JP: Link to exam is provided upon intake of application. Applicant must pass either exam A or B. New link to exam is provided by credentialing after reviewing last score. Endorsement Pathway – Substantially Equivalent State Application Form: Submit a fully filled out application either online or through a paper application and accompany it with all applicable fees. • Personal Data Questions on Application: Provide explanations and documentation if they answer "yes" to any question, including all court records (records must come directly from the courts). Education: Provide official transcripts (Official translation if not in English) Credential Verification: Provide verification directly from regulatory authority if no online system exists for credentialing to verify themselves. Verification will be needed for any licenses applicant holds. Background Checks: • Washington State Background Check: Credentialing runs for all applicants. • FBI Background Check and Fingerprints: Upon intake of application all applicants receive instructions on how to complete and submit their fingerprints for an FBI check. Jurisprudence Exam: If applicable, link to exam is provided upon intake of application. Applicant must pass either exam A or B. New link to exam is provided by credentialing after reviewing last score. (Not all endorsement pathways based on substantial equivalent states require the JP exam) Endorsement Pathway – Professional Organization Application Form: Submit a fully filled out application either online or through a paper application and accompany it with all applicable fees. • Personal Data Questions on Application:

Provide explanations and documentation if they answer "yes" to any question, including all court records (records must come directly from the courts).Credential Verification: Provide verification directly from regulatory authority if no online system exists for credentialing to verify themselves. Verification will be needed for any licenses applicant holds.Membership: Provide official verification from organization that the applicant has current membership in one of the approved organizations.

Background Checks:•Washington State Background Check: Credentialing runs for all applicants. •FBI Background Check and Fingerprints: Upon intake of application all applicants receive instructions on how to complete and submit their fingerprints for an FBI check. Jurisprudence Exam: Link to exam is provided upon intake of application. Applicant must pass either exam A or B. New link to exam is provided by credentialing after reviewing last score. Incomplete Application for All Pathways: Application will not move forward for review until all required documents are received. If applicant does not make efforts to move their application forward with any requested document or action, after 6 months of inactivity they are sent an involuntary closure notice requesting they submit an action plan for the missing items. If no response is received their application is closed after 30 days. If action plan is submitted, applicant is expected to complete the plan or they may be subject to another involuntary closure notice or immediate closure of application. <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/psychologist/licensing-information>

Dependencies, conditions, or requirements:

Exam

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

288

Average processing time (all):

305

Average processing time (completed):

25

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

255

Backlog applications:

2

Explanation:

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

23

Psychologist License - Renewal

Department of Health

Type: License

Description

ID: 1520

to allow professionals to perform Psychology counseling with individuals located in Washington state.

Legal authority

RCW Chapter 18.83, WAC 246-924

Equity considerations:

None.

Costs/Fees

Application fee:

226

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard Renewal, includes mandatory \$16 HEAL.WA fee

Legal authority for fees:

RCW Chapter 18.83, WAC 246-924, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

60 CE hours due every three years

Dependencies, conditions, or requirements:

Attestation of CE completion due at time of renewal

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

3696

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours.

Pending applications:

0

Explanation:

Backlog applications:

0

Psychologist License Expired Reactivation

Department of Health

Type: License

ID: 1440

Description

to allow professionals to perform Psychology counseling with individuals located in Washington state.

Legal authority

RCW 18.83

Equity considerations:

This profession works with incredibly vulnerable populations, licensure is critical for stakeholders.

Costs/Fees

Application fee:

470

Credential fee:

-99

Fee last changed:

01/2016

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

RCW 18.83.060

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Examination Pathway Application Form: Submit a fully filled out application either online or through a paper application and accompany it with all applicable fees. • Personal Data Questions on Application: Provide explanations and documentation if they answer "yes" to any question, including all court records (records must come directly from the courts). Education • All Educational Programs: o Provide official transcripts (Official translation if not in English) • Non APA, CPA, or PCSAS Accredited Programs must additionally provide: o Syllabus Residency documentation showing completion and that the hours met requirements if completing educational meeting hours vs traditional residency. Credential Verification: Provide verification directly from regulatory authority if no online system exists for credentialing to verify themselves. Verification will be needed for any licenses applicant holds and all supervisors. Supervision • Supervised Experience: Both applicant and supervisor must complete and sign a Professional Reference Request Form for each experience completed. Completed form must be submitted directly from the supervisor. • Supervision Documentation: Must submit a supervision agreement for each experience. • Internship: Must submit internship brochure non APA, CPA, or APPIC accredited internships. Background Checks: • Washington State Background Check: Credentialing runs for all applicants. • FBI Background Check and Fingerprints: Upon intake of application all applicants receive instructions on how to complete and submit their fingerprints for an FBI check.

Exams • EPPP: Once licensing requirements are met and applicant receives authorization, they must take and pass the exam. There is a one month waiting period after second failure, and must submit an action plan for approval to retake exam after the third failure and any subsequent attempt. • Exam Scores: Request transfer of exam score from testing entity if applicant took the exam through another jurisdiction. • JP: Link to exam is provided upon intake of application. Applicant must pass either exam A or B. New link to exam is provided by credentialing after reviewing last score. Endorsement Pathway – Substantially Equivalent State Application Form: Submit a fully filled out application either online or through a paper application and accompany it with all applicable fees. • Personal Data Questions on Application: Provide explanations and documentation if they answer "yes" to any question, including all court records (records must come directly from the courts). Education: Provide official transcripts (Official translation if not in English) Credential Verification: Provide verification directly from regulatory authority if no online system exists for credentialing to verify themselves. Verification will be needed for any licenses applicant holds. Background Checks: • Washington State Background Check: Credentialing runs for all applicants. • FBI Background Check and Fingerprints: Upon intake of application all applicants receive instructions on how to complete and submit their fingerprints for an FBI check. Jurisprudence Exam: If applicable, link to exam is provided upon intake of application. Applicant must pass either exam A or B. New link to exam is provided by credentialing after reviewing last score. (Not all endorsement pathways based on substantial equivalent states require the JP exam) Endorsement Pathway – Professional Organization Application Form: Submit a fully filled out application either online or through a paper application and accompany it with all applicable fees. • Personal Data Questions on Application:

Provide explanations and documentation if they answer "yes" to any question, including all court records (records must come directly from the courts).Credential Verification: Provide verification directly from regulatory authority if no online system exists for credentialing to verify themselves. Verification will be needed for any licenses applicant holds.Membership: Provide official verification from organization that the applicant has current membership in one of the approved organizations.

Background Checks:•Washington State Background Check: Credentialing runs for all applicants. •FBI Background Check and Fingerprints: Upon intake of application all applicants receive instructions on how to complete and submit their fingerprints for an FBI check. Jurisprudence Exam: Link to exam is provided upon intake of application. Applicant must pass either exam A or B. New link to exam is provided by credentialing after reviewing last score. Incomplete Application for All Pathways: Application will not move forward for review until all required documents are received. If applicant does not make efforts to move their application forward with any requested document or action, after 6 months of inactivity they are sent an involuntary closure notice requesting they submit an action plan for the missing items. If no response is received their application is closed after 30 days. If action plan is submitted, applicant is expected to complete the plan or they may be subject to another involuntary closure notice or immediate closure of application. <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/psychologist/licensing-information>

Dependencies, conditions, or requirements:

Exam

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

23

Average processing time (all):

37

Average processing time (completed):

25

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Backlog applications:

0

Explanation:

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

23

Psychologist Probationary License

Department of Health

Type: License

ID: 1340

Description

to allow professionals to perform Psychology counseling with individuals located in Washington state.

Legal authority

RCW 18.83

Equity considerations:

This profession works with incredibly vulnerable populations, licensure is critical for stakeholders.

Costs/Fees

Application fee:

190

Credential fee:

-99

Fee last changed:

07/2020

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

RCW 18.83.060

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Application Forms: Submit a fully filled out application either online or through a paper application and accompany it with all applicable fees. Applicant will complete the same examination application form but must submit fees for both the examination and probationary license. • **Personal Data Questions on Application:** Provide explanations and documentation if they answer "yes" to any question, including all court records (records must come directly from the courts). • **Education:** All Educational Programs: o Provide official transcripts (Official translation if not in English). • **Non APA, CPA, or PCSAS Accredited Programs** must additionally provide: o Syllabus. • **Residency documentation** showing completion and that the hours met requirements if completing educational meeting hours vs traditional residency. • **Credential Verification:** Provide verification directly from regulatory authority if no online system exists for credentialing to verify themselves. Verification will be needed for any licenses applicant holds and all supervisors. • **Supervision:** • **Supervised Experience:** Both applicant and supervisor must complete and sign a Professional Reference Request Form for each experience completed. Completed form must be submitted directly from the supervisor. • **Supervision Documentation:** Must submit a supervision agreement for each experience. • **Internship:** Must submit internship brochure non APA, CPA, or APPIC accredited internships. • **Background Checks:** • **Washington State Background Check:** Credentialing runs for all applicants. • **FBI Background Check and Fingerprints:** Upon intake of application all applicants receive instructions on how to complete and submit their fingerprints for an FBI check. • **Exams:** • **EPPP:** Request transfer of exam score from testing entity. • **EP:** Link to exam is provided upon intake of application. Applicant must pass either exam A or B. New link to exam is provided by credentialing after reviewing last score. • **Incomplete Application:** Application will not move forward for review until all required documents are received. If applicant does not make efforts to move their application forward to receive their probationary license by submitting any requested document or action, after 6 months of inactivity they are sent an involuntary closure notice requesting they submit an action plan for the missing items. If no response is received their application is closed after 30 days. If action plan is submitted, applicant is expected to complete the plan or they may be subject to another involuntary closure notice or immediate closure of application. However, if the applicant has received their probationary license, their examination application will remain open until they submit any requested document or action, are issued their full license, or their probationary period expires and they have yet to submit the requested documents or actions for the examination application. <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/psychologist/licensing-information>

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 61 days.

Valid duration:

1 year with only 1 renewal in the lifetime of the license

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

7

Average processing time (all):

7

Average processing time (completed):

7

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

0

Backlog applications:

0

Explanation:

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

7

Psychologist Probationary License - Renewal

Department of Health

Type: License

Description

ID: 1519

to allow professionals to perform Psychology counseling with individuals located in Washington state.

Legal authority

RCW Chapter 18.200, WAC 246-850

Equity considerations:

None.

Costs/Fees

Application fee:

125

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard renewal fee

Legal authority for fees:

RCW Chapter 18.200, WAC 246-850, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

45 CE hours due every three years. If provider holds both a Orthotic and Prosthetic license, 60 total hours of CE are due

Dependencies, conditions, or requirements:

Attestation of CE completion due at time of renewal

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year. Can be renewed 1 time for additional year

Appeal process:

none

Analysis

Applications received:

1

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours.

Pending applications:

0

Explanation:

Backlog applications:

0

Psychologist Temporary Permit

Department of Health

Type: Permit

ID: 1341

Description

to allow professionals to perform Psychology counseling with individuals located in Washington state.

Legal authority

RCW 18.83

Equity considerations:

This profession works with incredibly vulnerable populations, licensure is critical for stakeholders.

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

N/A

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

No Fee RCW 18.83.082

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

General Pathway – Substantially Equivalent State • Application Form: Submit a fully filled out application either online or through a paper application (paper application is required if applicant has previously applied for the permit online). • Personal Data Questions on Application: Provide explanations and documentation if they answer "yes" to any question, including all court records (records must come directly from the courts). • Credential Verification: Provide verification directly from regulatory authority if no online system exists for credentialing to verify themselves. Verification will be needed for any licenses applicant holds. Alternative Pathway – APA • Application Form: Submit a fully filled out application either online or through a paper application (paper application is required if applicant has previously applied for the permit online). • Personal Data Questions on Application: Provide explanations and documentation if they answer "yes" to any question, including all court records (records must come directly from the courts). • Credential Verification: Provide verification directly from regulatory authority if no online system exists for credentialing to verify themselves. • Education: Provide official transcripts demonstrating proof of graduation from an APA/CPA/PCSAS program • Internship: Provide a completed Professional Reference Request form directly from supervisor and the brochure to prove completed internship was APA/APPIC accredited. Alternative Pathway – Membership in Professional Organization • Application Form: Submit a fully filled out application either online or through a paper application (paper application is required if applicant has previously applied for the permit online). • Personal Data Questions on Application: Provide explanations and documentation if they answer "yes" to any question, including all court records (records must come directly from the courts). • Credential Verification: Provide verification directly from regulatory authority if no online system exists for credentialing to verify themselves. Verification will be needed for any licenses applicant holds. • Membership: Provide official verification from organization that the applicant has current membership in one of the approved organizations. Incomplete Application for All Pathways: Application will not move forward for review until all required documents are received. If applicant does not make efforts to move their application forward with any requested document or action, after 6 months of inactivity they are sent an involuntary closure notice requesting they submit an action plan for the missing items. If no response is received their application is closed after 30 days. If action plan is submitted, applicant is expected to complete the plan or they may be subject to another involuntary closure notice or immediate closure of application. <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/psychologist/licensing-information>

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 30 days.

Valid duration:

1 year with only 90 days of practice within the year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

152

Average processing time (all):

66

Average processing time (completed):

32

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

38

Backlog applications:

2

Explanation:

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

29

Radioactive Air Emissions License (RAEL)

Department of Health

Type: License

ID: 1672

Description

To allow licensees with Radioactive Air Emissions to construct, modify, and/or operate an emission unit/facility in Washington State.

Legal authority

WAC 246-247: <https://app.leg.wa.gov/wac/default.aspx?cite=246-247> to establish application requirements and procedures for the issuance of a radioactive air emissions license and for the regulation of those emissions by the Department of Health (hereinafter referred to as "the Department") to assure compliance with the standards for radioactive air emissions set by the Department of Ecology pursuant to RCW 70A.15.3000, <https://app.leg.wa.gov/RCW/default.aspx?cite=70A.15.3000>, promulgated in chapter 173-480 WAC <https://app.leg.wa.gov/WAC/default.aspx?cite=173-480>, and with the rules and regulations of this chapter.

Equity considerations:

The Environmental Public Health (EPH) team is committed to ensuring that all communities, regardless of location or resources, have access to clean air, safe drinking water, and a healthy environment. In our state, low-income communities, Indigenous populations, and communities of color often face disproportionate environmental burdens. To address these disparities, EPH programs prioritize support for communities at higher risk of environmental health challenges. EPH also works to empower communities by fostering partnerships with schools, local governments, and community organizations, and by enhancing language access, accessibility, and cultural responsiveness in its programs and processes. ORP strives to ensure these values are demonstrated consistently in our licensing, registration, and review processes.

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

Unknown

Comment:

Quarterly invoices are sent to facilities for direct staff time. Fees include technical assistance, licensing, inspecting, and compliance.

Legal authority for fees:

WAC 246-254-160: <https://app.leg.wa.gov/WAC/default.aspx?cite=246-254-160&pdf=true>

Application Information

Application process and form(s):

Electronic and/or mail (hard copy).

Requirements, additional actions, information, or documentation:

See WAC 246-247-060: <https://app.leg.wa.gov/WAC/default.aspx?cite=246-247-060&pdf=true>

Dependencies, conditions, or requirements:

May include pre-operational testing and inspecting.

Submittal process:

Send completed applications to: airrichland@doh.wa.gov; or mail to: WDOH – RAES, 309 Bradley Blvd. Ste. 201, Richland, WA 99352

Application/Submittal last updated:

Unknown

Review/Approval time:

Per WAC 246-247-060: <https://app.leg.wa.gov/WAC/default.aspx?cite=246-247-060&pdf=true>, review and approval of applications can be up to 118 days based on: 30 days to review application for completeness; 60 days to acquire additional information, work with licensee to develop conditions, and provide draft approval; and, 28 days to allow licensee to file for adjudicative proceedings.

Valid duration:

Radioactive Air Emissions Licenses (RAEL) expire five years from issue date (unless they are attachments to Radioactive Material Licenses (RAMLs); then the expiration date coincides with that of the RAML).

Appeal process:

Licensees may contest the conditions and limitations of the draft approval, within 28 days of receipt, by filing the enclosed Request for Adjudicative Proceeding or a document providing substantially the same information with the WDOH, Adjudicative Service Unit (ASU), in a manner that shows proof of service on the ASU. Licensees have the right to a formal hearing conducted pursuant to Revised Code of Washington (RCW) 43.70.115, Chapter 34.05 RCW, and Chapter 246-10 of the Washington Administrative Code (WAC) .

Analysis

Applications received:

57

Average processing time (all):

123

Average processing time (completed):

118

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

118

Legal processing time:

Per WAC 246-247-060: <https://app.leg.wa.gov/WAC/default.aspx?cite=246-247-060&pdf=true> , review and approval of applications can be up to 118 days based on: 30 days to review application for completeness; 60 days to acquire additional information, work w

Streamlining opportunities:

Technical assistance and review of informal draft applications is offered before the application process starts to avoid incomplete applications and delays. A new database was put into operation in Fall 2023 to establish licensing workflows and tracking has shown increased overall efficiency since then. The department's database project continues to identify improvement items and implements corrective actions for increased efficiency. Improvements in database design will be implemented for additional teams within the department for overall increased efficiencies for the entire department.

Pending applications:

3

Backlog applications:

0

Explanation:

Radioactive Material License - General License Registration

Department of Health

Type: Other

ID: 1673

Description

Radioactive Material License - General License Registration allows for individuals to possess radioactive materials that represent a minor risk under the provisions of Chapter 246-233 WAC: <https://app.leg.wa.gov/WAC/default.aspx?cite=246-233>

Legal authority

Chapter 246-233 WAC: <https://app.leg.wa.gov/WAC/default.aspx?cite=246-233>

Equity considerations:

The Environmental Public Health (EPH) team is committed to ensuring that all communities, regardless of location or resources, have access to clean air, safe drinking water, and a healthy environment. In our state, low-income communities, Indigenous populations, and communities of color often face disproportionate environmental burdens. To address these disparities, EPH programs prioritize support for communities at higher risk of environmental health challenges. EPH also works to empower communities by fostering partnerships with schools, local governments, and community organizations, and by enhancing language access, accessibility, and cultural responsiveness in its programs and processes. ORP strives to ensure these values are demonstrated consistently in our licensing, registration, and review processes.

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

11/2024

Comment:

There is an initial one-time new application license fee of \$389. The current annual fee schedule can be found here: <https://doh.wa.gov/community-and-environment/radiation/radioactive-materials/licensing/current-fees#Industrial>

Legal authority for fees:

Chapter 70.98.050 RCW Dispositions (NUCLEAR ENERGY AND RADIATION):

<https://app.leg.wa.gov/RCW/dispo.aspx?cite=70.98.050> . Chapter 70.98.110 RCW Dispositions [NUCLEAR ENERGY AND RADIATION]: <https://app.leg.wa.gov/RCW/dispo.aspx?cite=70.98.110> . Chapte

Application Information

Application process and form(s):

Applications can be emailed or mailed to us. Instructions are available here: New Generally Licensed Devices: <https://doh.wa.gov/community-and-environment/radiation/radioactive-materials/licensing/generally-licensed-devices/new-generally-licensed-registrations>; Renew Generally Licensed Devices: <https://doh.wa.gov/community-and-environment/radiation/radioactive-materials/licensing/generally-licensed-devices/renew-generally-licensed-devices>

Requirements, additional actions, information, or documentation:

Application requirements are described in WAC 246-233-020(3)(k)(iii): <https://app.leg.wa.gov/WAC/default.aspx?cite=246-233-020> . In registering devices, the general licensee shall furnish the following information and any other information specifically requested by the department: (A) Name and mailing address of the general licensee; (B) Information about each device: The manufacturer (or initial transferor), model number, serial number, the radionuclide and activity (as indicated on the label); (C) Name, title, and telephone number of the responsible person designated as a representative of the general licensee under (j) of this subsection; (D) Address or location at which the device(s) are used and/or stored. For portable devices, the address of the primary place of storage; (E) Certification by the responsible representative of the general licensee that the information concerning the device(s) has been verified through a physical inventory and checking of label information; (F) Certification by the responsible representative of the general licensee that they are aware of the requirements of the general license; (iv) Persons generally licensed by the U.S. Nuclear Regulatory Commission, or an agreement state with respect to devices meeting the criteria in (k)(i) of this subsection are not subject to registration requirements if the devices are used in areas subject to Washington state jurisdiction for a period less than one hundred eighty days in any calendar year. The department will not request registration information from such licensees; (l) Shall report changes to the mailing address for the location of use (including change in name of general licensee) to the department within thirty days of the effective date of the change. For a portable device, a report of address change is only required for a change in the device's primary place of storage.

Dependencies, conditions, or requirements:

General License holders must report to the Department any transfer or disposal of generally licensed materials in accordance with WAC 246-235-093.<https://app.leg.wa.gov/WAC/default.aspx?cite=246-235-093&pdf=true>

Submittal process:

Applications can be emailed or mailed to us. Instructions are available here: New Generally Licensed Devices: <https://doh.wa.gov/community-and-environment/radiation/radioactive-materials/licensing/generally-licensed-devices/new-generally-licensed-regis>

Application/Submittal last updated:

Unknown

Review/Approval time:

General licenses do not require approval; however, registration applications are reviewed within 30 days.

Valid duration:

General license registrations are done annually.

Appeal process:

Licensees may file an adjudicative proceeding in accordance with RCW 43.70.115 and chapter 246-10 WAC by filing the Request for Adjudicative Proceeding or a document providing substantially the same information with the Department of Health, Adjudicative Service Unit (ASU), in a manner that shows proof of service on the ASU. The ASU's address is: DOH – Adjudicative Service Unit, 111 Israel Road SE, P.O. Box 47879, Olympia, Washington 98504-7879; or by email to: ACOfax@doh.wa.gov

Analysis

Applications received:

4

Average processing time (all):

185

Average processing time (completed):

120

Legal processing time:

None.

Streamlining opportunities:

Opportunities include continued promotion of the online application process; an online fee payment option has now been established. The department's database of all radioactive materials licenses also includes streamlining opportunities such as enhanced tracking of license applications. Improvements include increased database automation of license processing through the online application submittal via Secure Access WA (SAW) system to eliminate lengthy administrative processing performed by staff. The department's database improvements will include additional tracking of licensing timeliness to increase efficiency. The project to improve the database has received approval and the contract is in progress, with work ongoing. The ETA for implementing this is expected in Fall 2025.

Pending applications:

3

Backlog applications:

3

Explanation:

Staff turnover has resulted in a backlog of general licenses. The backlog does not affect licensees' ability to possess generally licensed material.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

120

Radioactive Material License - Industrial

Department of Health

Type: License

ID: 1674

Description

Specific licenses relate to Industrial Modalities. No person shall manufacture, produce, transfer, receive, acquire, own, possess, or use radioactive material without a license.

Legal authority

RCW 70A.388.050: Rules and regulations—Licensing requirements and procedure—Notice of license application—Objections—Notice upon granting of license—Registration of sources of ionizing radiation—Exemptions from registration or licensing. <https://app.leg.wa.gov/rcw/default.aspx?cite=70A.388.050> . WAC 246-232-001: <https://app.leg.wa.gov/WAC/default.aspx?cite=246-232-001>

Equity considerations:

The Environmental Public Health (EPH) team is committed to ensuring that all communities, regardless of location or resources, have access to clean air, safe drinking water, and a healthy environment. In our state, low-income communities, Indigenous populations, and communities of color often face disproportionate environmental burdens. To address these disparities, EPH programs prioritize support for communities at higher risk of environmental health challenges. EPH also works to empower communities by fostering partnerships with schools, local governments, and community organizations, and by enhancing language access, accessibility, and cultural responsiveness in its programs and processes. ORP strives to ensure these values are demonstrated consistently in our licensing, registration, and review processes.

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

11/2024

Comment:

There is an initial one-time new application license fee of \$389. The current annual fee schedule can be found here: <https://doh.wa.gov/community-and-environment/radiation/radioactive-materials/licensing/current-fees#Industrial> . Annual fees are charged once per year to assure adequate oversight of handling of radioactive materials.

Legal authority for fees:

Chapter 70.98.080 RCW Dispositions [NUCLEAR ENERGY AND RADIATION]: <https://app.leg.wa.gov/RCW/dispo.aspx?cite=70.98.080> . Chapter 70.98.050 RCW Dispositions [NUCLEAR ENERGY AND RADIATION]: <https://app.leg.wa.gov/RCW/dispo.aspx?cite=70.98.050> . RCW 43.

Application Information

Application process and form(s):

Industrial Materials Licenses are submitted electronically or by mail, as preferred by licensee. Applications are available here: New Industrial Radioactive Materials Licenses: <https://doh.wa.gov/community-and-environment/radiation/radioactive-materials/licensing/industrial/new-industrial-radioactive-materials-licenses>; and to renew an Industrial Radioactive Materials License: <https://doh.wa.gov/community-and-environment/radiation/radioactive-materials/licensing/industrial/renew-industrial-radioactive-materials-license>

Requirements, additional actions, information, or documentation:

Requirements for applications are found in WAC 246-232-004: <https://app.leg.wa.gov/WAC/default.aspx?cite=246-232-004> . (1) Information provided to the department by an applicant for a license or by a licensee or information required by statute or by the department's rules, orders, or license conditions to be maintained by the applicant or the licensee must be complete and accurate in all material respects. (2) Each applicant or licensee must notify the department of information identified by the applicant or licensee as having for the regulated activity a significant implication for public health and safety. An applicant or licensee violates this subsection only if the applicant or licensee fails to notify the department of information that the applicant or licensee has identified as having a significant implication for public health and safety. Notification must be provided to the department within two working days of identifying the information. This requirement is not applicable to information which is already required to be provided to the department by other reporting or updating requirements.

Dependencies, conditions, or requirements:

Licensee must demonstrate ability to protect public health. Pre-issuance inspections may be necessary. Validation of requirements regarding specific quantities of radioactive material may be necessary prior to issuance or modification of licenses. This may include an on-site visit or other means of verification, depending on radioactive material quantities and

specific radionuclides concerned.

Submittal process:

Applications may be emailed to RadioactiveMaterials@doh.wa.gov or submitted in hard copy to: Washington State Department of Health, Radioactive Materials Section, P.O. Box 47827, Olympia, Washington 98504-7827 .

Application/Submittal last updated:

Unknown

Review/Approval time:

Applications are split into 3 categories: New Applications: average processing time is 284 days (2 applications, one pending completion); Amendments: average processing time is 94 days; and, Renewals: average processing time is 288 days

Valid duration:

All materials licenses have a 10 year license term limit. Applications to renew licenses must be received at least 30 days prior to expiration date. Applications for renewal result in license being placed in "Timely Renewal Status"; these licenses are not

Appeal process:

Licensees may file an adjudicative proceeding in accordance with RCW 43.70.115 and chapter 246-10 WAC by filing the Request for Adjudicative Proceeding or a document providing substantially the same information with the Department of Health, Adjudicative Service Unit (ASU), in a manner that shows proof of service on the ASU. The ASU's address is: DOH – Adjudicative Service Unit, 111 Israel Road SE, P.O. Box 47879, Olympia, Washington 98504-7879; or by email to: ACOfax@doh.wa.gov

Analysis

Applications received:

30

Average processing time (all):

119

Average processing time (completed):

120

Legal processing time:

None.

Streamlining opportunities:

Opportunities include continued promotion of the online application process; an online fee payment option has now been established. The department's database of all radioactive materials licenses also includes streamlining opportunities such as enhanced tracking of license applications. Improvements include increased database automation of license processing through the online application submittal via Secure Access WA (SAW) system to eliminate lengthy administrative processing performed by staff. The department's database improvements will include additional tracking of licensing timeliness to increase efficiency. The project to improve the database has received approval and the contract is in progress, with work ongoing. The ETA for implementing this is expected in Fall 2025.

Pending applications:

14

Backlog applications:

10

Explanation:

Staff turnover in the section has resulted in a lack of qualified individuals to review and process applications. To address this, the department has contracted with outside parties to aid in qualifying DOH staff to independently review license actions and

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

120

Radioactive Material License - Laboratory

Department of Health

Type: License

ID: 1675

Description

Specific licenses relate to Laboratory Modalities. No person shall manufacture, produce, transfer, receive, acquire, own, possess, or use radioactive material without a license.

Legal authority

RCW 70A.388.050: Rules and regulations—Licensing requirements and procedure—Notice of license application—Objections—Notice upon granting of license—Registration of sources of ionizing radiation—Exemptions from registration or licensing. <https://app.leg.wa.gov/rcw/default.aspx?cite=70A.388.050> . WAC 246-232-001: <https://app.leg.wa.gov/WAC/default.aspx?cite=246-232-001>

Equity considerations:

The Environmental Public Health (EPH) team is committed to ensuring that all communities, regardless of location or resources, have access to clean air, safe drinking water, and a healthy environment. In our state, low-income communities, Indigenous populations, and communities of color often face disproportionate environmental burdens. To address these disparities, EPH programs prioritize support for communities at higher risk of environmental health challenges. EPH also works to empower communities by fostering partnerships with schools, local governments, and community organizations, and by enhancing language access, accessibility, and cultural responsiveness in its programs and processes. ORP strives to ensure these values are demonstrated consistently in our licensing, registration, and review processes.

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

11/2024

Comment:

There is an initial one-time new application license fee of \$389. The current annual fee schedule can be found here: <https://doh.wa.gov/community-and-environment/radiation/radioactive-materials/licensing/current-fees#Laboratory>. Annual fees are charged once per year to assure adequate oversight of handling of radioactive materials.

Legal authority for fees:

Chapter 70.98.080 RCW Dispositions [NUCLEAR ENERGY AND RADIATION]: <https://app.leg.wa.gov/RCW/dispo.aspx?cite=70.98.080> . Chapter 70.98.050 RCW Dispositions [NUCLEAR ENERGY AND RADIATION]: <https://app.leg.wa.gov/RCW/dispo.aspx?cite=70.98.050> . RCW 43.

Application Information

Application process and form(s):

Laboratory Radioactive Materials Licenses are submitted electronically or by mail, as preferred by licensee. Applications are available here: <https://doh.wa.gov/community-and-environment/radiation/radioactive-materials/licensing/laboratory/new-laboratory-radioactive-materials-license>

Requirements, additional actions, information, or documentation:

Requirements for applications are found in WAC 246-232-004: <https://app.leg.wa.gov/WAC/default.aspx?cite=246-232-004> . (1) Information provided to the department by an applicant for a license or by a licensee or information required by statute or by the department's rules, orders, or license conditions to be maintained by the applicant or the licensee must be complete and accurate in all material respects. (2) Each applicant or licensee must notify the department of information identified by the applicant or licensee as having for the regulated activity a significant implication for public health and safety. An applicant or licensee violates this subsection only if the applicant or licensee fails to notify the department of information that the applicant or licensee has identified as having a significant implication for public health and safety. Notification must be provided to the department within two working days of identifying the information. This requirement is not applicable to information which is already required to be provided to the department by other reporting or updating requirements.

Dependencies, conditions, or requirements:

Licensee must demonstrate ability to protect public health. Pre-issuance inspections may be necessary. Validation of requirements regarding specific quantities of radioactive material may be necessary prior to issuance or modification of licenses. This may include an on-site visit or other means of verification, depending on radioactive material quantities and specific radionuclides concerned.

Submittal process:

Applications may be emailed to RadioactiveMaterials@doh.wa.gov or submitted in hard copy to: Washington State Department of Health, Radioactive Materials Section, P.O. Box 47827, Olympia, Washington 98504-7827 .

Application/Submittal last updated:

Unknown

Review/Approval time:

Applications are split into three categories: New Applications: average processing time is 270 days; Renewals: average processing time is 270 Days; Amendments: average processing time is 120 Days

Valid duration:

All materials licenses have a 10 year license term limit. Applications to renew licenses must be received at least 30 days prior to expiration date. Applications for renewal result in license being placed in "Timely Renewal Status"; these licenses are not

Appeal process:

Licensees may file an adjudicative proceeding in accordance with RCW 43.70.115 and chapter 246-10 WAC by filing the Request for Adjudicative Proceeding or a document providing substantially the same information with the Department of Health, Adjudicative Service Unit (ASU), in a manner that shows proof of service on the ASU. The ASU's address is: DOH – Adjudicative Service Unit, 111 Israel Road SE, P.O. Box 47879, Olympia, Washington 98504-7879; or by email to: ACOfax@doh.wa.gov

Analysis

Applications received:

30

Average processing time (all):

180

Average processing time (completed):

120

Legal processing time:

None.

Streamlining opportunities:

Opportunities include continued promotion of the online application process; an online fee payment option has now been established. The department's database of all radioactive materials licenses also includes streamlining opportunities such as enhanced tracking of license applications. Improvements include increased database automation of license processing through the online application submittal via Secure Access WA (SAW) system to eliminate lengthy administrative processing performed by staff. The department's database improvements will include additional tracking of licensing timeliness to increase efficiency. The project to improve the database has received approval and the contract is in progress, with work ongoing. The ETA for implementing this is expected in Fall 2025.

Pending applications:

18

Backlog applications:

10

Explanation:

Staff turnover in the section has resulted in a lack of qualified individuals to review and process applications. To address this, the department has contracted with outside parties to aid in qualifying DOH staff to independently review license actions an

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

120

Radioactive Material License - Medical

Department of Health

Type: License

ID: 1676

Description

Specific licenses relating to medical modalities. No person shall manufacture, produce, transfer, receive, acquire, own, possess, or use radioactive material without a license.

Legal authority

RCW 70A.388.050: Rules and regulations—Licensing requirements and procedure—Notice of license application—Objections—Notice upon granting of license—Registration of sources of ionizing radiation—Exemptions from registration or licensing. <https://app.leg.wa.gov/rcw/default.aspx?cite=70A.388.050> . WAC 246-232-001: <https://app.leg.wa.gov/WAC/default.aspx?cite=246-232-001>

Equity considerations:

The Environmental Public Health (EPH) team is committed to ensuring that all communities, regardless of location or resources, have access to clean air, safe drinking water, and a healthy environment. In our state, low-income communities, Indigenous populations, and communities of color often face disproportionate environmental burdens. To address these disparities, EPH programs prioritize support for communities at higher risk of environmental health challenges. EPH also works to empower communities by fostering partnerships with schools, local governments, and community organizations, and by enhancing language access, accessibility, and cultural responsiveness in its programs and processes. ORP strives to ensure these values are demonstrated consistently in our licensing, registration, and review processes.

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

11/2024

Comment:

There is an initial one-time new application license fee of \$389. The current annual fee schedule can be found here: <https://doh.wa.gov/community-and-environment/radiation/radioactive-materials/licensing/current-fees#Medical> . Annual fees are charged once per year to assure adequate oversight of handling of radioactive materials.

Legal authority for fees:

Chapter 70.98.080 RCW Dispositions [NUCLEAR ENERGY AND RADIATION]: <https://app.leg.wa.gov/RCW/dispo.aspx?cite=70.98.080> . Chapter 70.98.050 RCW Dispositions [NUCLEAR ENERGY AND RADIATION]: <https://app.leg.wa.gov/RCW/dispo.aspx?cite=70.98.050> . RCW 43.

Application Information

Application process and form(s):

Medical Radioactive Materials Licenses are submitted electronically or by mail, as preferred by licensee. Applications are available here for new licenses: <https://doh.wa.gov/community-and-environment/radiation/radioactive-materials/licensing/medical/new-medical-radioactive-material-license> . Applications are found here for license renewals: <https://doh.wa.gov/community-and-environment/radiation/radioactive-materials/licensing/medical/renewal-medical-radioactive-materials-license>

Requirements, additional actions, information, or documentation:

Requirements for applications are found in WAC 246-232-004: <https://app.leg.wa.gov/WAC/default.aspx?cite=246-232-004> . (1) Information provided to the department by an applicant for a license or by a licensee or information required by statute or by the department's rules, orders, or license conditions to be maintained by the applicant or the licensee must be complete and accurate in all material respects. (2) Each applicant or licensee must notify the department of information identified by the applicant or licensee as having for the regulated activity a significant implication for public health and safety. An applicant or licensee violates this subsection only if the applicant or licensee fails to notify the department of information that the applicant or licensee has identified as having a significant implication for public health and safety. Notification must be provided to the department within two working days of identifying the information. This requirement is not applicable to information which is already required to be provided to the department by other reporting or updating requirements.

Dependencies, conditions, or requirements:

Licensee must demonstrate ability to protect public health. Pre-issuance inspections may be necessary. Validation of requirements regarding specific quantities of radioactive material may be necessary prior to issuance or modification of licenses. This may include an on-site visit or other means of verification, depending on radioactive material quantities and

specific radionuclides concerned.

Submittal process:

Applications may be emailed to RadioactiveMaterials@doh.wa.gov or submitted in hard copy to: Washington State Department of Health, Radioactive Materials Section, P.O. Box 47827, Olympia, Washington 98504-7827 .

Application/Submittal last updated:

Unknown

Review/Approval time:

Applications are split into 3 categories: New Applications: no new applications were received in 2024; Amendments: average processing time is 124 days; and, Renewals: average processing time is 198 days

Valid duration:

All materials licenses have a 10 year license term limit. Applications to renew licenses must be received at least 30 days prior to expiration date. Applications for renewal result in license being placed in “Timely Renewal Status”; these licenses are not

Appeal process:

Licensees may file an adjudicative proceeding in accordance with RCW 43.70.115 and chapter 246-10 WAC by filing the Request for Adjudicative Proceeding or a document providing substantially the same information with the Department of Health, Adjudicative Service Unit (ASU), in a manner that shows proof of service on the ASU. The ASU’s address is: DOH – Adjudicative Service Unit, 111 Israel Road SE, P.O. Box 47879, Olympia, Washington 98504-7879; or by email to: ACOfax@doh.wa.gov

Analysis

Applications received:

39

Average processing time (all):

161

Average processing time (completed):

120

Legal processing time:

None.

Streamlining opportunities:

Opportunities include continued promotion of the online application process; an online fee payment option has now been established. The department's database of all radioactive materials licenses also includes streamlining opportunities such as enhanced tracking of license applications. Improvements include increased database automation of license processing through the online application submittal via Secure Access WA (SAW) system to eliminate lengthy administrative processing performed by staff. The department's database improvements will include additional tracking of licensing timeliness to increase efficiency. The project to improve the database has received approval and the contract is in progress, with work ongoing. The ETA for implementing this is expected in Fall 2025.

Pending applications:

16

Backlog applications:

5

Explanation:

Staff turnover in the section has resulted in a lack of qualified individuals to review and process applications. To address this, the department has contracted with outside parties to aid in qualifying DOH staff to independently review license actions an

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

120

Radiologic Technologist Certification

Department of Health

Type: Certification

Description

ID: 1273

To practice as a radiologic technician

Legal authority

RCW 18.84, WAC 246-926

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications.

Costs/Fees

Application fee:

150

Credential fee:

-99

Fee last changed:

05/2012

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

WAC 246-926-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

*Complete Application*Fee*Out of State license verification (if applicable)*Personal Data Questions and WA state required background checks*Diagnostic** Official transcripts from a JCERT accredited program *Approved examinationOR*Registration as a diagnostic radiologic technologist with ARRTOR*Alternative training*State examination*Therapeutic** Official transcripts from a JCERT accredited program *Approved examinationOR*Registration as a therapeutic radiologic technologist with ARRTOR*Alternative training*State examination*Nuclear Medicine** Official transcripts from a JRCNMT accredited program *Approved examinationOR*Registration as a nuclear medicine technologist with NMTCB or ARRTOR*Alternative training*State examination

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 30 days.

Valid duration:

Certificates and registrations must be renewed every two years on the practitioner's birthday

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

1003

Average processing time (all):

83

Average processing time (completed):

17

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

323

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

15

Radiologic Technologist Certification - Renewal

Department of Health

Type: Certification

Description

ID: 1525

To practice as a radiologic technician

Legal authority

RCW Chapter 18.84, WAC 246-926

Equity considerations:

None.

Costs/Fees

Application fee:

105

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard renewal fee

Legal authority for fees:

RCW Chapter 18.84, WAC 246-926, WAC 246-12

Application Information

Application process and form(s):

mail, electronic

Requirements, additional actions, information, or documentation:

none

Dependencies, conditions, or requirements:

none

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

2 years

Appeal process:

none

Analysis

Applications received:

4006

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours.

Pending applications:

0

Explanation:

Backlog applications:

0

Radiologic Technologist Certification Expired Reactivation

Department of Health

Type: Certification

ID: 1387

Description

To practice as a radiologic technician

Legal authority

RCW 18.84, WAC 246-926

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications.

Costs/Fees

Application fee:

235

Credential fee:

-99

Fee last changed:

05/2012

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

WAC 246-926-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

*Complete Application*Fee*Out of State license verification (if applicable)*Personal Data Questions and WA state required background checks*Diagnostic** Official transcripts from a JCERT accredited program *Approved examinationOR*Registration as a diagnostic radiologic technologist with ARRTOR*Alternative training*State examination*Therapeutic** Official transcripts from a JCERT accredited program *Approved examinationOR*Registration as a therapeutic radiologic technologist with ARRTOR*Alternative training*State examination*Nuclear Medicine** Official transcripts from a JRCNMT accredited program *Approved examinationOR*Registration as a nuclear medicine technologist with NMTCB or ARRTOR*Alternative training*State examination

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 30 days.

Valid duration:

Certificates and registrations must be renewed every two years on the practitioner's birthday

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

52

Average processing time (all):

16

Average processing time (completed):

15

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

14

Radiologic Technologist Temporary Practice Permit

Department of Health

Type: Permit

Description

ID: 1274

To practice as a radiologic technician prior to full licensure

Legal authority

RCW 18.130.040(2)(a)

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications.

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

N/A

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

N/A

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Must meet all licensure requirements excluding the completion of a required FBI background check and licensed in another state that is substantively equivalent to Washington State

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 30 days.

Valid duration:

One hundred and eighty days or full license is issued.

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

0

Average processing time (all):

-99

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

-99

-99

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Explanation:

Backlog applications:

0

Radiologist Assistant Certification

Department of Health

Type: Certification

Description

ID: 1275

To practice as a radiologic assistant

Legal authority

RCW 18.84, WAC 246-926

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications.

Costs/Fees

Application fee:

150

Credential fee:

-99

Fee last changed:

05/2012

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

WAC 246-926-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

*Complete Application*Fee*Out of State license verification (if applicable)*Personal Data Questions and WA state required background checks* Official transcripts from a radiologist assistant school accredited by ARRT *Successful completion of the ARRT radiologist assistant examination*Supervisory Plan signed by both radiologist assistant and radiologist

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 61 days.

Valid duration:

Certificates and registrations must be renewed every two years on the practitioner's birthday

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

2

Average time between approval and any post-approval condition(s)/step(s):

Average processing time (all):

-99

-99

Average processing time (completed):

-99

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

2

Explanation:

Backlog applications:

4

Recommended processing time:

-99

Radiologist Assistant Certification - Renewal

Department of Health

Type: Certification

Description

To practice as a radiologic assistant

ID: 1524

Legal authority

RCW Chapter 18.84, WAC 246-926

Equity considerations:

None.

Costs/Fees

Application fee:

105

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard renewal fee

Legal authority for fees:

RCW Chapter 18.84, WAC 246-926, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

none

Dependencies, conditions, or requirements:

none

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

2 years

Appeal process:

none

Analysis

Applications received:

6

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours.

Pending applications:

0

Explanation:

Backlog applications:

0

Radiologist Assistant Certification Expired Reactivation

Department of Health

Type: Certification

Description

ID: 1388

To practice as a radiologic assistant

Legal authority

RCW 18.84, WAC 246-926

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications.

Costs/Fees

Application fee:

300

Credential fee:

-99

Fee last changed:

05/2012

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

WAC 246-926-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

*Complete Application*Fee*Out of State license verification (if applicable)*Personal Data Questions and WA state required background checks* Official transcripts from a radiologist assistant school accredited by ARRT *Successful completion of the ARRT radiologist assistant examination*Supervisory Plan signed by both radiologist assistant and radiologist

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 61 days.

Valid duration:

Certificates and registrations must be renewed every two years on the practitioner's birthday

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

0

Average time between approval and any post-approval condition(s)/step(s):

Average processing time (all):

-99

-99

Average processing time (completed):

-99

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Explanation:

Backlog applications:

0

Recommended processing time:

-99

Reciprocal Radioactive Material License

Department of Health

Type: License

ID: 1677

Description

Please note: this license is issued either by the U.S. Nuclear Regulatory Commission (NRC) or another Agreement State. Before radioactive material can be used at any temporary job site, the jurisdictional status of the job site must be determined. Authorization for use of radioactive material at job sites under exclusive federal jurisdiction must be obtained from the appropriate regional office of the NRC, Washington, D.C. 20555. Before radioactive materials can be used at a temporary job site in another state, authorization must be obtained from that state if it is an agreement state, or from the NRC if it is a nonagreement state.

Legal authority

RCW 70A.388.040 [State radiation control agency]: <https://app.leg.wa.gov/RCW/default.aspx?cite=70A.388.040> . RCW 70A.388.110 [Federal-state agreements—Authorized—Effect as to federal license]: <https://app.leg.wa.gov/RCW/default.aspx?cite=70A.388.110> . WAC 246-232-040: <https://app.leg.wa.gov/WAC/default.aspx?cite=246-232-040>

Equity considerations:

The Environmental Public Health (EPH) team is committed to ensuring that all communities, regardless of location or resources, have access to clean air, safe drinking water, and a healthy environment. In our state, low-income communities, Indigenous populations, and communities of color often face disproportionate environmental burdens. To address these disparities, EPH programs prioritize support for communities at higher risk of environmental health challenges. EPH also works to empower communities by fostering partnerships with schools, local governments, and community organizations, and by enhancing language access, accessibility, and cultural responsiveness in its programs and processes. ORP strives to ensure these values are demonstrated consistently in our licensing, registration, and review processes.

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

11/2024

Comment:

Fee equal to that charged to similar in-state businesses allows a holder of license from the NRC or another agreement state to perform work within Washington for total of up to 180 days in a 12 month period from the date of approval. Fee varies by modality.

Legal authority for fees:

Chapter 70.98.080 RCW Dispositions [NUCLEAR ENERGY AND RADIATION]: <https://app.leg.wa.gov/RCW/disp.aspx?cite=70.98.080> . Chapter 70.98.050 RCW Dispositions [NUCLEAR ENERGY AND RADIATION]: <https://app.leg.wa.gov/RCW/disp.aspx?cite=70.98.050> . RCW 43.

Application Information

Application process and form(s):

Reciprocal Radioactive Material License are submitted electronically or by mail, as preferred by licensee. Applications are available here: <https://doh.wa.gov/community-and-environment/radiation/radioactive-materials/licensing/reciprocity-information>

Requirements, additional actions, information, or documentation:

1. A copy of current radioactive materials license.
2. A description of the radioactive material that will be used in the state of Washington, on company letterhead.
3. A description of the proposed use, including the specific location(s) and/or Washington state licensee on company letterhead. Please include contact information for the radiation safety officer and email.
4. Copy of emergency procedures and standard operating procedures for the work being performed in Washington state.
5. For irradiator removal/source exchange/maintenance, source retrieval, and decommissioning/decontamination, a specific work plan must be submitted and approved by the Washington Office of Radiation Protection before work can begin.
6. Names of the individuals who will possess and use the radioactive material while in Washington, and copies of their training certificates if they are not named on the license. For industrial radiography, copies of each radiographer's third-party certification are required in all cases.
7. Payment equal to the fee charged to similar in-state businesses. Check payable to Washington State Department of Health. The fee is based on the type of work you plan to perform in Washington.
8. If approved, we will send you an authorization letter allowing you to work in Washington. The reciprocity agreement is in effect for one year and allows you to work for up to 180 days during the one-year period. We ask that you give us 72 hours' notice

each time you enter the state to perform work.

Dependencies, conditions, or requirements:

72 hours notice to the department prior to entering the state to conduct work.

Submittal process:

Applications may be emailed to RadioactiveMaterials@doh.wa.gov or submitted in hard copy to: Washington State Department of Health, Radioactive Materials Licensing and Inspection, P.O. Box 47827, Olympia, Washington 98504-7827 .

Application/Submittal last updated:

Unknown

Review/Approval time:

It takes an average of 14 Days.

Valid duration:

Reciprocal Radioactive Material Licenses are valid for 1 year and allows for 180 days of work in state.

Appeal process:

Licensees may file an adjudicative proceeding in accordance with RCW 43.70.115 and chapter 246-10 WAC by filing the Request for Adjudicative Proceeding or a document providing substantially the same information with the Department of Health, Adjudicative Service Unit (ASU), in a manner that shows proof of service on the ASU. The ASU's address is: DOH – Adjudicative Service Unit, 111 Israel Road SE, P.O. Box 47879, Olympia, Washington 98504-7879; or by email to: ACOfax@doh.wa.gov

Analysis

Applications received:

16

Average processing time (all):

120

Average processing time (completed):

45

Legal processing time:

None.

Streamlining opportunities:

Online resources could be clarified – reciprocity information has been difficult to find for some, although it is publicly available. Other opportunities include continued promotion of the online application process; an online fee payment option has now been established. The department's database of all radioactive materials licenses also includes streamlining opportunities such as enhanced tracking of license applications. Improvements include increased database automation of license processing through the online application submittal via Secure Access WA (SAW) system to eliminate lengthy administrative processing performed by staff. The department's database improvements will include additional tracking of licensing timeliness to increase efficiency. The project to improve the database has received approval and the contract is in progress, with work ongoing. The ETA for implementing this is expected in Fall 2025.

Pending applications:

3

Backlog applications:

0

Explanation:

No backlog.

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

41

Recreational Therapist Registration

Department of Health

Type: Other

Description

ID: 1235

to practice recreational therapy

Legal authority

RCW 18.230 and WAC 246-927

Equity considerations:

None.

Costs/Fees

Application fee:

205

Credential fee:

-99

Fee last changed:

10/2010

Comment:

-99

Legal authority for fees:

RCW 18.230.040 and RCW 43.70.110, 43.70.250

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

<https://app.leg.wa.gov/RCW/default.aspx?cite=18.230.020>

Dependencies, conditions, or requirements:

background check

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 30 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

15

Average processing time (all):

42

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

23

26

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

5

Explanation:

Backlog applications:

0

Recreational Therapist Registration - Renewal

Department of Health

Type: Registration

Description

to practice recreational therapy

ID: 1526

Legal authority

RCW Chapter 18.230, WAC 246-927

Equity considerations:

None.

Costs/Fees

Application fee:

230

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard renewal

Legal authority for fees:

RCW Chapter 18.230, WAC 246-927, WAC 246-12

Application Information

Application process and form(s):

mail, electronic

Requirements, additional actions, information, or documentation:

none

Dependencies, conditions, or requirements:

none

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

119

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours. Require online renewals

Pending applications:

0

Explanation:

Backlog applications:

0

Recreational Therapist Registration Expired Reactivation

Department of Health

Type: Other

Description

ID: 1364

to practice recreational therapy

Legal authority

RCW 18.230 and WAC 246-927

Equity considerations:

None.

Costs/Fees

Application fee:

436

Credential fee:

-99

Fee last changed:

10/2010

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

RCW 18.230.040 and RCW 43.70.110, 43.70.250

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

<https://app.leg.wa.gov/RCW/default.aspx?cite=18.230.020>

Dependencies, conditions, or requirements:

background check

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 30 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

2

Average processing time (all):

4

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

4

4

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Explanation:

Backlog applications:

0

Recreational Water Contact Facilities Construction Permit

Department of Health

Type: Initial Permit

ID: 1701

Description

The purpose is to protect the health, safety, and welfare of users of Recreational Water Contact Facilities (RWCFs).

Legal authority

Chapter 246-262: <https://app.leg.wa.gov/wac/default.aspx?cite=246-262> . Chapter 70.90: <https://app.leg.wa.gov/rcw/default.aspx?cite=70.90>

Equity considerations:

The Environmental Public Health (EPH) team is committed to ensuring that all communities, regardless of location or resources, have access to clean air, safe drinking water, and a healthy environment. In our state, low-income communities, Indigenous populations, and communities of color often face disproportionate environmental burdens. To address these disparities, EPH programs prioritize support for communities at higher risk of environmental health challenges. EPH also works to empower communities by fostering partnerships with schools, local governments, and community organizations, and by enhancing language access, accessibility, and cultural responsiveness in its programs and processes. OEHS strives to ensure these values are demonstrated consistently in our permitting, licensing, and certification processes.

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

08/2006

Comment:

\$400 base fee for plan review of a new recreational water contact facility. Additional fees at a rate of \$99 per hour are charged for review beyond that covered by the base fee. Alteration reviews, or for modifications to an existing recreational water contact facility, are charged at \$99 per hour.

Legal authority for fees:

Chapter 246-262-990: <https://app.leg.wa.gov/WAC/default.aspx?cite=246-262-990> . Chapter 70.90.150: <https://app.leg.wa.gov/RCW/default.aspx?cite=70.90.150>

Application Information

Application process and form(s):

Information and links to the application can be found at <https://doh.wa.gov/community-and-environment/water-recreation/regulated-facilities/construction-permit>

Requirements, additional actions, information, or documentation:

Part 1: Mail completed Fee Submittal Form with fee. Part 2: Email all application forms, plans, specification sheets, and other applicable documents to waterrecreation@doh.wa.gov. Part 3: Review the Plan Details. Complete the Plan Detail checklists that apply to your facility and include them with your plans in Part 2. Incomplete applications may delay the review process. Once the initial plan is submitted a review is done within 30 days. If the application is complete and a determination can be made it is either approved or denied. If additional information is needed, a plan review letter is issued outlining what is needed. If the applicant does not respond within 40 days, the project is put into inactive status and an email is sent to the applicant giving them an additional 120 days to respond before closure. Once a response is received, another review is done within 14-30 days, and the project is either approved, denied, or issued a letter with additional information still not addressed. The cycle continues until all issues have been addressed and there is a complete application which we can approve or deny. If the applicant goes past the closure date and is unable to provide the required response, they can request an extension to keep the project open. WAC 246-262-160 The board may grant a variance from requirements of chapter 246-262 WAC if, in the sole discretion of the board, data and/or research provides sufficient evidence that the RWCF (attraction, device, equipment, procedure, etc.), will adequately protect public health and safety, as well as water quality. Once a variance under 246-262 is identified by our program, we notify the Board. The Board or our program will provide the project owner with the steps needed to apply for a variance with the Board. WAC 246-262-170 The board authorizes the department:(1) To review new innovations, and if accepted for use, prepare appropriate amendments to chapter 246-262 WAC.(2) To allow substitution of equipment, facilities, or procedures required by chapter 246-262 WAC when, in the sole discretion of the department, data and/or research provide sufficient evidence that such substitution is equivalent to the requirement and will adequately provide for the protection of the public health and safety of persons using the RWCF.

Dependencies, conditions, or requirements:

As required in WAC 246-260, upon completion of the construction and prior to use, the owner shall: 1. Submit any change orders prior to submission of construction report. 2. Submit a construction report from the engineer or architect to Department of Health. 3. Contact the local health jurisdiction at least five working days before intended use of the facility. 4. Address any significant deviations from the approved plans and deficiencies leading to a violation of WAC 246-260 in the construction design identified during the pre-opening inspection by correcting such issues before opening to the public. 5. Obtain an operating permit through the local health jurisdiction. 6. Obtain liability insurance for Recreational Water Contact Facilities regulated under WAC 246-262 to obtain and maintain operating permits as required in WAC 246-262-140.

Submittal process:

Mail fee submittal to: Washington State Department of Health, Revenue Section, P.O. Box 1099 Olympia, WA 98507-1099 Email all plan submittal form, plans, specification sheets, and other applicable documents to waterrecreation@doh.wa.gov.

Application/Submittal last updated:

08/2024

Review/Approval time:

Initial review provided within 30 business days.

Valid duration:

Construction permits are valid for 18 months. Applicants can file for an extension of up to 1 additional year.

Appeal process:

Chapter 70.90.210: <https://app.leg.wa.gov/RCW/default.aspx?cite=70.90.210> . Any person aggrieved by an order of the department or by the imposition of a civil fine by the department has the right to an adjudicative proceeding. RCW 43.70.095 governs department notice of a civil fine and a person's right to an adjudicative proceeding.

Analysis

Applications received:

1

Average processing time (all):

236

Average processing time (completed):

10

Legal processing time:

Chapter 70.90.160: <https://app.leg.wa.gov/RCW/default.aspx?cite=70.90.160>

Streamlining opportunities:

The fee submittal process requiring mail in payments is outdated and the ability to take online payments would reduce the burden on applicants; we are currently seeking to implement a system upgrade to allow for this . Using a database where the applicant can submit the application documents and fee in one place would be ideal for the applicant. The program is simplifying the plan review process for modification of existing facilities and will update the website to clarify the process and path for owners/designers to apply. Approval of water supply and wastewater disposal are requirements that may extend the application process significantly. Approving water supply and wastewater disposal methods for water recreation facilities is not our area of expertise and requires approval from external agencies. Through ongoing rule revision we hope to clarify the approval process while working with our external partners.

Pending applications:

0

Explanation:

No backlog.

Backlog applications:

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Recreational Water Contact Facilities Operating Permit

Department of Health

Type: Initial Permit

ID: 1702

Description

The purpose of these rules is to protect the health, safety, and welfare of users of Recreational Water Contact Facilities (RWCFs).

Legal authority

Chapter 246-262: <https://app.leg.wa.gov/wac/default.aspx?cite=246-262> . Chapter 70.90: <https://app.leg.wa.gov/rcw/default.aspx?cite=70.90>

Equity considerations:

The Environmental Public Health (EPH) team is committed to ensuring that all communities, regardless of location or resources, have access to clean air, safe drinking water, and a healthy environment. In our state, low-income communities, Indigenous populations, and communities of color often face disproportionate environmental burdens. To address these disparities, EPH programs prioritize support for communities at higher risk of environmental health challenges. EPH also works to empower communities by fostering partnerships with schools, local governments, and community organizations, and by enhancing language access, accessibility, and cultural responsiveness in its programs and processes. OEHS strives to ensure these values are demonstrated consistently in our permitting, licensing, and certification processes.

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

08/2006

Comment:

The annual fee for one attraction shall be \$180. The annual fee for more than one attraction shall be \$180 for the first attraction, plus \$51 for each additional attraction, up to a maximum fee of \$335.

Legal authority for fees:

Chapter 246-262-990: <https://app.leg.wa.gov/WAC/default.aspx?cite=246-262-990> . Chapter 70.90.150: <https://app.leg.wa.gov/RCW/default.aspx?cite=70.90.150>

Application Information

Application process and form(s):

The Department of Health issues this permit for Lewis County only. For all other Counties, operating permits are issued by the local health jurisdiction. Once a facility in Lewis County has an approved and completed construction permit DOH will email them an operating permit application. The facility has a pre-opening inspection and must be in compliance prior to issuance of the operating permit.

Requirements, additional actions, information, or documentation:

Once a facility in Lewis County has an approved and completed construction permit, they will be emailed an operating permit application. The facility has a pre-opening inspection and must be in compliance prior to issuance of the operating permit.

Dependencies, conditions, or requirements:

Annual renewal and inspection is required and facility must be in compliance.

Submittal process:

Mail completed application to: Washington State Department of Health, Revenue Section, P.O. Box 1099 Olympia, WA 98507-1099

Application/Submittal last updated:

01/2024

Review/Approval time:

Operating permit applications are reviewed within 30 business days.

Valid duration:

Operating permits can be annual, from April 1 through March 31, or seasonal from May 1 through October 1.

Appeal process:

Chapter 70.90.210: <https://app.leg.wa.gov/RCW/default.aspx?cite=70.90.210> . Any person aggrieved by an order of the department or by the imposition of a civil fine by the department has the right to an adjudicative proceeding. RCW 43.70.095 governs department notice of a civil fine and a person's right to an adjudicative proceeding.

Analysis

Applications received:

0

Average processing time (all):

-99

Average processing time (completed):

-99

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Legal processing time:

Chapter 70.90.170: <https://app.leg.wa.gov/RCW/default.aspx?cite=70.90.170>

Streamlining opportunities:

Please Note: No applications for this certification were received in 2024; therefore, 2024 processing times were listed as "-99" to reflect this. Program is currently working to move from an outdated Legacy database to a more modern version which will allow online applications and payments.

Pending applications:

0

Explanation:

No backlog.

Backlog applications:

0

Recreational Water Contact Facilities Operating Permit Renewal

Department of Health

Type: Permit Renewal

ID: 1714

Description

The purpose of these rules is to protect the health, safety, and welfare of users of Recreational Water Contact Facilities (RWCFs).

Legal authority

Chapter 246-262: <https://app.leg.wa.gov/wac/default.aspx?cite=246-262> . Chapter 70.90: <https://app.leg.wa.gov/rcw/default.aspx?cite=70.90>

Equity considerations:

The Environmental Public Health (EPH) team is committed to ensuring that all communities, regardless of location or resources, have access to clean air, safe drinking water, and a healthy environment. In our state, low-income communities, Indigenous populations, and communities of color often face disproportionate environmental burdens. To address these disparities, EPH programs prioritize support for communities at higher risk of environmental health challenges. EPH also works to empower communities by fostering partnerships with schools, local governments, and community organizations, and by enhancing language access, accessibility, and cultural responsiveness in its programs and processes. OEHS strives to ensure these values are demonstrated consistently in our permitting, licensing, and certification processes.

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

08/2006

Comment:

The annual fee for one attraction shall be \$180. The annual fee for more than one attraction shall be \$180 for the first attraction, plus \$51 for each additional attraction, up to a maximum fee of \$335.

Legal authority for fees:

Chapter 246-262-990: <https://app.leg.wa.gov/WAC/default.aspx?cite=246-262-990> . Chapter 70.90.150: <https://app.leg.wa.gov/RCW/default.aspx?cite=70.90.150>

Application Information

Application process and form(s):

Renewal applications are emailed to facilities 60 days prior to permit expiration.

Requirements, additional actions, information, or documentation:

The facility submits a complete renewal application and the required fees. The facility is inspected and must be in compliance prior to issuance of the operating permit. Permit is issued and mailed to the facility.

Dependencies, conditions, or requirements:

Annual renewal and inspection is required and facility must be in compliance.

Submittal process:

Mail completed application to: Washington State Department of Health, Revenue Section, P.O. Box 1099 Olympia, WA 98507-1099

Application/Submittal last updated:

01/2024

Review/Approval time:

Operating permit applications are reviewed within 30 business days.

Valid duration:

Operating permits can be annual, from April 1 through March 31, or seasonal from May 1 through October 1.

Appeal process:

Chapter 70.90.210: <https://app.leg.wa.gov/RCW/default.aspx?cite=70.90.210> . Any person aggrieved by an order of the department or by the imposition of a civil fine by the department has the right to an adjudicative proceeding. RCW 43.70.095 governs department notice of a civil fine and a person's right to an adjudicative proceeding.

Analysis

Applications received:

3

Average processing time (all):

12

Average processing time (completed):

8

Legal processing time:

Chapter 70.90.170: <https://app.leg.wa.gov/RCW/default.aspx?cite=70.90.170>

Streamlining opportunities:

Program is currently working to move from an outdated Legacy database to a more modern version which will allow online applications and payments.

Pending applications:

0

Backlog applications:

0

Explanation:

No backlog.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

8

Reflexologist Certification

Department of Health

Type: Certification

Description

ID: 1276

To practice as a reflexologist

Legal authority

RCW 18.108, WAC 246-831

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications.

Costs/Fees

Application fee:

50

Credential fee:

-99

Fee last changed:

07/2013

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

WAC 246-831-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

*Complete Application*Fee*Out of State license verification (if applicable)*Personal Data Questions and WA state required background checks*Completion of Washington State approved Reflexology program*Official passing examination scores from ARCB or approved by the secretary*Washington State Jurisprudence Examination

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 15 days.

Valid duration:

Credentials must be renewed every year on the practitioner's birthday

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

8

Average processing time (all):

85

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

28

25

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

2

Explanation:

Backlog applications:

3

Reflexologist Certification - Renewal

Department of Health

Type: Certification

Description

ID: 1527

To practice as a reflexologist

Legal authority

RCW Chapter 18.108, WAC 246-831

Equity considerations:

None.

Costs/Fees

Application fee:

40

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard renewal

Legal authority for fees:

RCW Chapter 18.108, WAC 246-831, WAC 246-12

Application Information

Application process and form(s):

mail, electronic

Requirements, additional actions, information, or documentation:

none

Dependencies, conditions, or requirements:

none

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

228

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours. Require online renewals

Pending applications:

0

Explanation:

Backlog applications:

0

Reflexologist Certification Expired Reactivation

Department of Health

Type: Certification

Description

ID: 1389

To practice as a reflexologist

Legal authority

RCW 18.108, WAC 246-831

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications.

Costs/Fees

Application fee:

90

Credential fee:

-99

Fee last changed:

07/2013

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

WAC 246-831-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

*Complete Application*Fee*Out of State license verification (if applicable)*Personal Data Questions and WA state required background checks*Completion of Washington State approved Reflexology program*Official passing examination scores from ARCB or approved by the secretary*Washington State Jurisprudence Examination

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 15 days.

Valid duration:

Credentials must be renewed every year on the practitioner's birthday

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

2

Average time between approval and any post-approval condition(s)/step(s):

-99

Average processing time (all):

17

Recommended processing time:

Average processing time (completed):

15

14

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Explanation:

Backlog applications:

0

Residential Treatment Facility License

Department of Health

Type: License

ID: 1579

Description

Residential treatment facilities (RTF) are licensed, community-based facilities that provide 24-hour inpatient care for people with mental health and/or chemical dependency disorders in a residential treatment setting.

Legal authority

RCW 71.12<https://app.leg.wa.gov/rcw/default.aspx?cite=71.12>WAC 246-

337<https://app.leg.wa.gov/wac/default.aspx?cite=246-337>

Equity considerations:

Technical assistance available for all applicants for an understanding of licensure process, requirements, and expectations.

Costs/Fees

Application fee:

-99

Credential fee:

0

Fee last changed:

07/2008

Comment:

Administrative processing/initial application - 204Licensed Bed - 190 per bed

Legal authority for fees:

<https://app.leg.wa.gov/wac/default.aspx?cite=246-337-990>

Application Information

Application process and form(s):

[paperhttps://doh.wa.gov/sites/default/files/2022-02/505043.pdf](https://doh.wa.gov/sites/default/files/2022-02/505043.pdf)

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/residential-treatment-facilities-rtf>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-personMail completed applications to: PO Box 47867 Olympia WA 98501Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

1 year

Appeal process:

All facilities have appeal rights according to the provisions of RCW 43.70.115, RCW 34.05, and WAC 246-10

Analysis

Applications received:

11

Average processing time (all):

193

Average processing time (completed):

5

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

8

Backlog applications:

-99

Explanation:

Pending applications reviewed- not all requirements have been met. Waiting on additional information from applicant.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

5

Residential Treatment Facility License - Renewal

Department of Health

Type: License

ID: 1646

Description

Residential treatment facilities (RTF) are licensed, community-based facilities that provide 24-hour inpatient care for people with mental health and/or chemical dependency disorders in a residential treatment setting.

Legal authority

RCW 71.12<https://app.leg.wa.gov/rcw/default.aspx?cite=71.12>WAC 246-337<https://app.leg.wa.gov/wac/default.aspx?cite=246-337>

Equity considerations:

Technical assistance available for all applicants for an understanding of licensure process, requirements, and expectations.

Costs/Fees

Application fee:

-99

Credential fee:

0

Fee last changed:

07/2008

Comment:

Annual Renewal - 190 per bedLate Fee - 33 per bed, not to exceed 660

Legal authority for fees:

<https://app.leg.wa.gov/wac/default.aspx?cite=246-337-990>

Application Information

Application process and form(s):

[paperhttps://doh.wa.gov/sites/default/files/2022-02/505043.pdf](https://doh.wa.gov/sites/default/files/2022-02/505043.pdf)

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/residential-treatment-facilities-rtf/apply-license>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-personMail completed applications to: PO Box 47867 Olympia WA 98501Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

1 year

Appeal process:

All facilities have appeal rights according to the provisions of RCW 43.70.115, RCW 34.05, and WAC 246-10

Analysis

Applications received:

131

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

-99

Backlog applications:

-99

Explanation:

Any pending renewals- not all requirements have been met. Waiting on additional information from applicant. Any backlog of renewals were received within the past 3 days and are in the queue for processing.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Respiratory Care Practitioner License

Department of Health

Type: License

Description

to practice respiratory care

ID: 1236

Legal authority

RCW 18.89 and WAC 246-928

Equity considerations:

None.

Costs/Fees

Application fee:

140

Credential fee:

-99

Fee last changed:

07/2022

Comment:

-99

Legal authority for fees:

RCW 18.89.050 and RCW 43.70.250

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-928-410>

Dependencies, conditions, or requirements:

background check

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 152 days.

Valid duration:

2 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

354

Average processing time (all):

118

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

9

9

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

161

Explanation:

Backlog applications:

5

Respiratory Care Practitioner License - Renewal

Department of Health

Type: License

Description

ID: 1528

to practice respiratory care

Legal authority

RCW Chapter 18.89, WAC 246-928

Equity considerations:

None.

Costs/Fees

Application fee:

110

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard renewal

Legal authority for fees:

RCW Chapter 18.89, WAC 246-928, WAC 246-12

Application Information

Application process and form(s):

mail, electronic

Requirements, additional actions, information, or documentation:

30 CE hours due every three years

Dependencies, conditions, or requirements:

Attestation of CE completion due at time of renewal

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

2 years

Appeal process:

none

Analysis

Applications received:

1698

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours. Require online renewals

Pending applications:

0

Explanation:

Backlog applications:

0

Respiratory Care Practitioner License Expired Reactivation

Department of Health

Type: License

Description

to practice respiratory care

ID: 1365

Legal authority

RCW 18.89 and WAC 246-928

Equity considerations:

None.

Costs/Fees

Application fee:

230

Credential fee:

-99

Fee last changed:

07/2022

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

RCW 18.89.050 and RCW 43.70.250

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-928-410>

Dependencies, conditions, or requirements:

background check

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 152 days.

Valid duration:

2 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

11

Average processing time (all):

16

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

9

9

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Explanation:

Backlog applications:

0

Respiratory Care Practitioner Temporary Permit

Department of Health

Type: Permit

Description

ID: 1237

to practice respiratory care prior to full license

Legal authority

RCW 18.89 and WAC 246-928

Equity considerations:

None.

Costs/Fees

Application fee:

50

Credential fee:

-99

Fee last changed:

07/2022

Comment:

-99

Legal authority for fees:

RCW 18.89.050 and RCW 43.70.250

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-928-570>

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 30 days.

Valid duration:

180 days

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

10

Average processing time (all):

25

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

13

14

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

2

Explanation:

Backlog applications:

0

Retired Volunteer Medical Worker

Department of Health

Type: Other

ID: 1277

Description

To practice as a health care professional in an emergency or disaster as defined in RCW 38.52.010

Legal authority

RCW 18.130.360

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications.

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

N/A

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

N/A

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

*Complete Application*has held an active license issued by a disciplining authority under RCW 18.130.040 no more than ten years prior to applying*Proof of resgistration as a volunterr with a local organization for emergency services or management

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

Licenses must be renewed every year on the practitioners birthday

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

0

Average processing time (all):

454

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

30

27

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

Explanation:

-99

Backlog applications:

0

Retired Volunteer Medical Worker Expired Reactivation

Department of Health

Type: Other

ID: 1390

Description

To practice as a health care professional in an emergency or disaster as defined in RCW 38.52.010

Legal authority

RCW 18.130.360

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications.

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

N/A

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

N/A

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

*Complete Application*has held an active license issued by a disciplining authority under RCW 18.130.040 no more than ten years prior to applying*Proof of resgistration as a volunterr with a local organization for emergency services or management

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

Licenses must be renewed every year on the practitioners birthday

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

0

Average processing time (all):

-99

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

-99

-99

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

Explanation:

-99

Backlog applications:

0

Satellite System Management Agencies (SMA) Approval

Department of Health

Type: Certification

ID: 1680

Description

Approved Satellite Management Agencies (SMAs) are entities authorized by the Department of Health to own and/or manage and operate public water systems. To ensure water systems are managed and operated in accordance with federal and state law, Washington drinking water regulations require all public water systems approved on or after July 23, 1995, be owned or operated by a SMA in perpetuity unless one is not available.

Legal authority

RCW 70A.100.130(3) <https://app.leg.wa.gov/RCW/default.aspx?cite=70A.100.130>, Chapter 246-295 WAC <https://app.leg.wa.gov/wac/default.aspx?cite=246-295>

Equity considerations:

The Environmental Public Health (EPH) team is committed to ensuring that all communities, regardless of location or resources, have access to clean air, safe drinking water, and a healthy environment. In our state, low-income communities, Indigenous populations, and communities of color often face disproportionate environmental burdens. To address these disparities, EPH programs prioritize support for communities at higher risk of environmental health challenges. EPH also works to empower communities by fostering partnerships with schools, local governments, and community organizations, and by enhancing language access, accessibility, and cultural responsiveness in its programs and processes. ODW strives to ensure these values are demonstrated consistently in our permit, licensing, approval, and certification processes.

Costs/Fees

Application fee:

-99

Credential fee:

0

Fee last changed:

03/2012

Comment:

The fee varies based on how many service connections the SMA will serve; fees range between \$491 and \$5,484. SMAs owning water systems and submitting planning documents to the Department for review shall be charged only the SMA fee. WAC 246-290-990(1)(b) <https://app.leg.wa.gov/wac/default.aspx?cite=246-290-990>

Legal authority for fees:

RCW 70A.100.130(5) <https://app.leg.wa.gov/RCW/default.aspx?cite=70A.100.130>, WAC 246-290-990 <https://app.leg.wa.gov/wac/default.aspx?cite=246-290-990>

Application Information

Application process and form(s):

The application is called "Project Approval Application" and can be accessed online via:

<https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fdoh.wa.gov%2Fsites%2Fdefault%2Ffiles%2F2024-01%2F331-149.docx&wdOrigin=BROWSELINK>

Requirements, additional actions, information, or documentation:

To apply for approval as an SMA the steps are as follows: 1. Submit a notice of intent to become an approved SMA. 2. Participate in a "pre-submittal conference". 3. Submit an SMA application and SMA plan at the level of detail agreed upon at the pre-submittal conference. 4. DOH reviews the SMA plan and concurrently forwards it to effected counties for review and comment. To ensure consideration, the county must submit its comments to the department within sixty days. 5. When all conditions have been completed DOH either approves or denies the proposed SMA.

Dependencies, conditions, or requirements:

An updated SMA plan must be submitted for review and approval every five years. DOH can also require it be submitted more frequently if deemed necessary.

Submittal process:

Applications are submitted by email to the appropriate regional office as specified in the Project Approval Application Form: ero.admin@doh.wa.gov; dw.nwro.wsproject@doh.wa.gov; or, swro.admin@doh.wa.gov. Files that are too large to submit through email

Application/Submittal last updated:

Review/Approval time:

Completed submittals are reviewed within 90 days. If submittals are not complete and the Department has comments, this will add additional time to the review.

Valid duration:

Approval is valid for 5 years. DOH may revoke or suspend SMA approval if the SMA does not have staff with the required operator certification level.

Appeal process:

Within 28 days of notice by the Department to deny or revoke approval, the applicant may file an appeal under Chapter 34.05 RCW of the Administrative Procedures Act.

Analysis

Applications received:

1

Average processing time (all):

515

Average processing time (completed):

108

Legal processing time:

None.

Streamlining opportunities:

The SMA plan must be updated every 5 years. The process could be streamlined to allow updated plan timeframe to align with water system plan updates of 10 years. SMA plan updates are prioritized if an SMA has issues needing to be addressed.

Pending applications:

1

Backlog applications:

1

Explanation:

Between August 2022 and November 2023, 4 of our 6 environmental planners left their positions. Since then, we have been actively recruiting and training new staff to ensure a smooth transition. While we strive to process applications as efficiently as possible,

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

97

Senior EMS Instructor Candidate

Department of Health

Type: Recognition

ID: 1581

Description

An applicant that has met requirements to start the initial recognition process to become a senior EMS instructor (SEI). The applicant is approved and recognized by the department as an SEIC and may conduct EMS training courses under the supervision of a currently approved and recognized SEI and county medical program director. An SEIC may only conduct courses at or below the level for which they hold a current and valid Washington state EMS certification.

Legal authority

RCW 18.73 <https://app.leg.wa.gov/rcw/default.aspx?cite=18.73>
<https://app.leg.wa.gov/wac/default.aspx?cite=246-976>

WAC 246-976

Equity considerations:

none

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

never

Comment:

none

Legal authority for fees:

none

Application Information

Application process and form(s):

paper- <https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/ems-education-and-training/sei-information>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/ems-education-and-training/sei-information>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
98501

Mail completed applications to: PO Box 47867 Olympia WA
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

3 years

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

29

Average processing time (all):

66

Average processing time (completed):

56

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

4

Backlog applications:

-99

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

50

Explanation:

Pending applications reviewed- not all requirements have been met. Waiting on additional information from applicant.

Senior EMS Instructor Candidate - Renewal

Department of Health

Type:

ID: 1648

Description

An applicant that has met requirements to start the initial recognition process to become a senior EMS instructor (SEI). The applicant is approved and recognized by the department as an SEIC and may conduct EMS training courses under the supervision of a currently approved and recognized SEI and county medical program director. An SEIC may only conduct courses at or below the level for which they hold a current and valid Washington state EMS certification.

Legal authority

RCW 18.73 <https://app.leg.wa.gov/rcw/default.aspx?cite=18.73>
<https://app.leg.wa.gov/wac/default.aspx?cite=246-976>

WAC 246-976

Equity considerations:

none

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

never

Comment:

none

Legal authority for fees:

none

Application Information

Application process and form(s):

paper- <https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/ems-education-and-training/sei-information>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/ems-education-and-training/sei-information>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
98501

Mail completed applications to: PO Box 47867 Olympia WA
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

3 years

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

0

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

-99

Backlog applications:

-99

Explanation:

Any pending renewals- not all requirements have been met. Waiting on additional information from applicant. Any backlog of renewals were received within the past 3 days and are in the queue for processing.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Senior EMS Instructor Recognition

Department of Health

Type: Recognition

ID: 1580

Description

An individual approved and recognized by the department to conduct initial emergency medical responder (EMR) or emergency medical technician (EMT) training courses.

Legal authority

RCW 18.73 <https://app.leg.wa.gov/rcw/default.aspx?cite=18.73>

WAC 246-976

<https://app.leg.wa.gov/wac/default.aspx?cite=246-976>

Equity considerations:

none

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

never

Comment:

none

Legal authority for fees:

none

Application Information

Application process and form(s):

paper- <https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/ems-education-and-training/sei-information>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/ems-education-and-training/sei-information>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
98501

Mail completed applications to: PO Box 47867 Olympia WA
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

3 years

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

31

Average processing time (all):

17

Average processing time (completed):

10

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

1

Backlog applications:

-99

Explanation:

Pending applications reviewed- not all requirements have been met. Waiting on additional information from applicant.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

9

Senior EMS Instructor Recognition - Renewal

Department of Health

Type:

ID: 1647

Description

An individual approved and recognized by the department to conduct initial emergency medical responder (EMR) or emergency medical technician (EMT) training courses.

Legal authority

RCW 18.73 <https://app.leg.wa.gov/rcw/default.aspx?cite=18.73>

WAC 246-976

<https://app.leg.wa.gov/wac/default.aspx?cite=246-976>

Equity considerations:

none

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

never

Comment:

none

Legal authority for fees:

none

Application Information

Application process and form(s):

paper- <https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/ems-education-and-training/sei-information>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/public-health-provider-resources/emergency-medical-services-ems-systems/ems-education-and-training/sei-information>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
98501

Mail completed applications to: PO Box 47867 Olympia WA
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

3 years

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

32

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

-99

Backlog applications:

-99

Explanation:

Any pending renewals- not all requirements have been met. Waiting on additional information from applicant. Any backlog of renewals were received within the past 3 days and are in the queue for processing.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Sex Offender Treatment Provider Affiliate Certification

Department of Health

Type: Certification

Description

ID: 1342

to allow professionals to perform sex offender treatment counseling with individuals located in Washington state.

Legal authority

RCW 18.155

Equity considerations:

This profession works with incredibly vulnerable populations, licensure is critical for stakeholders.

Costs/Fees

Application fee:

200

Credential fee:

-99

Fee last changed:

06/2023

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

RCW 18.155.040

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

1. Submit a Completed Application: Fully filled out and accompanied by all applicable fees. 2. Include the Following in Your Application: • Attestation of Application. • Letter of Submission to Washington State Jurisdiction • *Personal Data Questions: Applicants must provide answers to personal data questions regarding their health, license status, criminal history, professional privileges, disciplinary actions, and liability claims, along with explanations and documentation for any positive answers, and details of any ongoing or settled liability claims.3. Request for Direct Submissions from Primary Sources: • Credential verification directly from the regulatory authority. • Supervision contract directly from the supervisor. • Qualified supervisor attestation directly from the supervisor.4. Background Checks: • Washington State Background Check for all applicants. • FBI Background Check and Fingerprints for all out-of-state applicants.5. Successfully pass the Jurisprudence Examination. 6. Consequences of Incomplete Application: will not move forward for review until all required documents are received. This also includes an additional step for the credentialing specialist, as they need to email the applicant for the remaining documents that are missing.<https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/sex-offender-treatment-provider/licensing-information>

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 46 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a

Analysis

Applications received:

4

Average processing time (all):

176

Average processing time (completed):

28

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

4

Explanation:**Backlog applications:**

1

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

25

Sex Offender Treatment Provider Affiliate Certification - Renewal

Department of Health

Type: Certification

Description

ID: 1531

to allow professionals to perform sex offender treatment counseling with individuals located in Washington state.

Legal authority

RCW Chapter 18.155, WAC 246-930

Equity considerations:

None.

Costs/Fees

Application fee:

250

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard renewal

Legal authority for fees:

RCW Chapter 18.155, WAC 246-930, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

40 CE hours due every two years. Must have underlying active credential

Dependencies, conditions, or requirements:

Attestation of CE completion, and practice hours due at time of renewal

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

13

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours.

Pending applications:

0

Explanation:

Backlog applications:

0

Sex Offender Treatment Provider Affiliate Certification Expired Reactivation

Department of Health

Type: Certification

ID: 1441

Description

to allow professionals to perform sex offender treatment counseling with individuals located in Washington state.

Legal authority

RCW 18.155

Equity considerations:

This profession works with incredibly vulnerable populations, licensure is critical for stakeholders.

Costs/Fees

Application fee:

625

Credential fee:

-99

Fee last changed:

06/2023

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

RCW 18.155.040

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

1. Submit a Completed Application: Fully filled out and accompanied by all applicable fees. 2. Include the Following in Your Application: • Attestation of Application. • Letter of Submission to Washington State Jurisdiction • *Personal Data Questions: Applicants must provide answers to personal data questions regarding their health, license status, criminal history, professional privileges, disciplinary actions, and liability claims, along with explanations and documentation for any positive answers, and details of any ongoing or settled liability claims.3. Request for Direct Submissions from Primary Sources: • Credential verification directly from the regulatory authority. • Supervision contract directly from the supervisor. • Qualified supervisor attestation directly from the supervisor.4. Background Checks: • Washington State Background Check for all applicants. • FBI Background Check and Fingerprints for all out-of-state applicants.5. Successfully pass the Jurisprudence Examination. 6. Consequences of Incomplete Application: will not move forward for review until all required documents are received. This also includes an additional step for the credentialing specialist, as they need to email the applicant for the remaining documents that are missing.<https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/sex-offender-treatment-provider/licensing-information>

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 46 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a

Analysis

Applications received:

0

Average processing time (all):

-99

Average processing time (completed):

28

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

25

Sex Offender Treatment Provider Certification

Department of Health

Type: Certification

Description

ID: 1343

to allow professionals to perform sex offender treatment counseling with individuals located in Washington state.

Legal authority

RCW 18.155

Equity considerations:

This profession works with incredibly vulnerable populations, licensure is critical for stakeholders.

Costs/Fees

Application fee:

500

Credential fee:

-99

Fee last changed:

06/2023

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

RCW 18.155.040

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

1. Submit a Completed Application: Fully filled out and accompanied by all applicable fees. 2. Include the Following in Your Application: • Attestation of Application. • Letter of Submission to Washington State Jurisdiction • *Personal Data Questions: Applicants must provide answers to personal data questions regarding their health, license status, criminal history, professional privileges, disciplinary actions, and liability claims, along with explanations and documentation for any positive answers, and details of any ongoing or settled liability claims.3. Request for Direct Submissions from Primary Sources: • Credential verification directly from the regulatory authority. • Program Verification for Completion of 1000 hours of Supervised Experience directly from the supervisor. • Program Verification for Completion of Supervised Experience directly from the supervisor, OR • Attestation of Qualification Based on Experience directly from the supervisor, AND • Qualified supervisor attestation directly from the supervisor. • Request for Professional Training and References • Letter of Submission to Washington State Jurisdiction 4. Background Checks: • Washington State Background Check for all applicants. • FBI Background Check and Fingerprints for all out-of-state applicants.5. Successfully pass the Jurisprudence Examination. 6. Consequences of Incomplete Application: will not move forward for review until all required documents are received. This also includes an additional step for the credentialing specialist, as they need to email the applicant for the remaining documents that are missing.<https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/sex-offender-treatment-provider/licensing-information>

Dependencies, conditions, or requirements:

JP Exam

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 46 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

5

Average processing time (all):

188

Average processing time (completed):

67

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

2

Backlog applications:

3

Explanation:

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

60

Sex Offender Treatment Provider Certification - Renewal

Department of Health

Type: Certification

Description

ID: 1532

to allow professionals to perform sex offender treatment counseling with individuals located in Washington state.

Legal authority

RCW Chapter 18.155, WAC 246-930

Equity considerations:

None.

Costs/Fees

Application fee:

500

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard renewal

Legal authority for fees:

RCW Chapter 18.155, WAC 246-930, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

40 CE hours due every two years. Must have underlying active credential

Dependencies, conditions, or requirements:

Attestation of CE completion, and practice hours due at time of renewal

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

99

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours.

Pending applications:

0

Explanation:

Backlog applications:

0

Sex Offender Treatment Provider Certification Expired Reactivation

Department of Health

Type: Certification

Description

ID: 1442

to allow professionals to perform sex offender treatment counseling with individuals located in Washington state.

Legal authority

RCW 18.155

Equity considerations:

This profession works with incredibly vulnerable populations, licensure is critical for stakeholders.

Costs/Fees

Application fee:

1050

Credential fee:

-99

Fee last changed:

06/2023

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

RCW 18.155.040

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

1. Submit a Completed Application: Fully filled out and accompanied by all applicable fees. 2. Include the Following in Your Application: • Attestation of Application. • Letter of Submission to Washington State Jurisdiction • *Personal Data Questions: Applicants must provide answers to personal data questions regarding their health, license status, criminal history, professional privileges, disciplinary actions, and liability claims, along with explanations and documentation for any positive answers, and details of any ongoing or settled liability claims.3. Request for Direct Submissions from Primary Sources: • Credential verification directly from the regulatory authority. • Program Verification for Completion of 1000 hours of Supervised Experience directly from the supervisor. • Program Verification for Completion of Supervised Experience directly from the supervisor, OR • Attestation of Qualification Based on Experience directly from the supervisor, AND • Qualified supervisor attestation directly from the supervisor. • Request for Professional Training and References • Letter of Submission to Washington State Jurisdiction 4. Background Checks: • Washington State Background Check for all applicants. • FBI Background Check and Fingerprints for all out-of-state applicants.5. Successfully pass the Jurisprudence Examination. 6. Consequences of Incomplete Application: will not move forward for review until all required documents are received. This also includes an additional step for the credentialing specialist, as they need to email the applicant for the remaining documents that are missing.<https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/sex-offender-treatment-provider/licensing-information>

Dependencies, conditions, or requirements:

JP Exam

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 46 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

0

Average processing time (all):

-99

Average processing time (completed):

67

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Backlog applications:

0

Explanation:

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

60

Shellfish Aquaculture Permit

Department of Health

Type: Initial Permit

ID: 1691

Description

A Shellfish Aquaculture Permit is required for farmed shellfish seed that is produced in unclassified areas or areas classified as “Prohibited”. This is to ensure seed is placed in areas classified as “Approved”, and given enough time to grow to market size while purging coliforms.

Legal authority

Chapter 246-282-016: <https://app.leg.wa.gov/WAC/default.aspx?cite=246-282&full=true#246-282-016>

Equity considerations:

The Environmental Public Health (EPH) team is committed to ensuring that all communities, regardless of location or resources, have access to clean air, safe drinking water, and a healthy environment. In our state, low-income communities, Indigenous populations, and communities of color often face disproportionate environmental burdens. To address these disparities, EPH programs prioritize support for communities at higher risk of environmental health challenges. EPH also works to empower communities by fostering partnerships with schools, local governments, and community organizations, and by enhancing language access, accessibility, and cultural responsiveness in its programs and processes. OEHS strives to ensure these values are demonstrated consistently in our permitting, licensing, and certification processes.

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

Never

Comment:

There are no application or permit fees.

Legal authority for fees:

None

Application Information

Application process and form(s):

Permit application can be found on our website: <https://doh.wa.gov/community-and-environment/shellfish/commercial-shellfish/aquaculture-permit>

Requirements, additional actions, information, or documentation:

1. A completed application is submitted to the Department of Health. 2. Site is inspected by the Department. 3. Site is permitted and operation receives approval from the Department.

Dependencies, conditions, or requirements:

Annual inspection and renewal is required.

Submittal process:

Applications can be emailed to shellfish@doh.wa.gov. Hard copy application forms can be mailed to Department of Health, Shellfish Program, PO Box 47824, Olympia WA 98504-7824.

Application/Submittal last updated:

04/2021

Review/Approval time:

Completed applications are reviewed within approximately 3 business days.

Valid duration:

The license period for Shellfish Harvesters is April 1 through March 31 of each year. The license period for Shellstock Shippers & Shucker Packers is July 1 through June 30 of each year. The permit expires when the license expires and must be renewed annually.

Appeal process:

Upon notice by the Department to deny the permit (246-282-100 Chapter, 246-282-102 Chapter, and 69.30 RCW), a person may request a hearing under Chapter 34.05 RCW, the Administrative Procedures Act.

Analysis

Applications received:

0

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

None.

Streamlining opportunities:

Please Note: No applications for this certification were received in 2024; therefore, 2024 processing times were listed as "-99" to reflect this. Program would like an online application submittal system with required fields. If those required fields are not included, the applicant could not submit the application. This would help prevent incomplete applications from being received.

Pending applications:

0

Backlog applications:

0

Explanation:

No backlog.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Shellfish Bait Permit

Department of Health

Type: Initial Permit

ID: 1692

Description

A Shellfish bait permit is required when an operation would like to harvest market size shellstock from areas classified as “Prohibited,” “Restricted,” or “Conditionally Approved” in the closed status for bait purposes only. This is to ensure potentially contaminated shellstock is not consumed by the public.

Legal authority

Chapter 246-282-036: <https://app.leg.wa.gov/WAC/default.aspx?cite=246-282&full=true#246-282-036>

Equity considerations:

The Environmental Public Health (EPH) team is committed to ensuring that all communities, regardless of location or resources, have access to clean air, safe drinking water, and a healthy environment. In our state, low-income communities, Indigenous populations, and communities of color often face disproportionate environmental burdens. To address these disparities, EPH programs prioritize support for communities at higher risk of environmental health challenges. EPH also works to empower communities by fostering partnerships with schools, local governments, and community organizations, and by enhancing language access, accessibility, and cultural responsiveness in its programs and processes. OEHS strives to ensure these values are demonstrated consistently in our permitting, licensing, and certification processes.

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

Never

Comment:

None. While the department has the authority to charge a fee for this permit, no fee has been established.

Legal authority for fees:

WAC 246-282-036: <https://app.leg.wa.gov/WAC/default.aspx?cite=246-282&full=true#246-282-036>

Application Information

Application process and form(s):

Applications can be requested via email to shellfish@doh.wa.gov and will be emailed within 2 business days.

Requirements, additional actions, information, or documentation:

1. A completed application is submitted to the Department of Health. 2. The Department reviews the application and inputs the information into the database. 3. The Department sends out a 30 day tribal notice. 4. Site is permitted and operation receives approval from the Department.

Dependencies, conditions, or requirements:

Annual renewal is required.

Submittal process:

Applications can be emailed to shellfish@doh.wa.gov. Hard copy application forms can be mailed to Department of Health, Shellfish Program, PO Box 47824, Olympia WA 98504-7824.

Application/Submittal last updated:

Unknown

Review/Approval time:

Completed applications are reviewed within approximately 3 business days.

Valid duration:

The license period for Shellfish Harvesters is April 1 through March 31 of each year. The license period for Shellstock Shippers & Shucker Packers is July 1 through June 30 of each year. The permit expires when the license expires and must be renewed annually.

Appeal process:

Upon notice by the Department to deny the permit (246-282-100 Chapter, 246-282-102 Chapter, and 69.30 RCW), a person may request a hearing under Chapter 34.05 RCW, the Administrative Procedures Act.

Analysis

Applications received:

0

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

None.

Streamlining opportunities:

Please Note: No applications for this certification were received in 2024; therefore, 2024 processing times were listed as "-99" to reflect this.. Program would like an online application submittal system with required fields. If those required fields are not included, the applicant could not submit the application. This would help prevent incomplete applications from being received.

Pending applications:

0

Backlog applications:

0

Explanation:

No backlog.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Shellfish Export Certificate

Department of Health

Type: Initial
Certification

ID: 1693

Description

An export certificate is required for an operation who chooses to export shellstock out of the country. Based on the receiving country's import requirements, a National Oceanic & Atmospheric Administration (NOAA) export certificate might also be required.

Legal authority

Chapter 246-282-082: <https://app.leg.wa.gov/WAC/default.aspx?cite=246-282&full=true#246-282-082>

Equity considerations:

The Environmental Public Health (EPH) team is committed to ensuring that all communities, regardless of location or resources, have access to clean air, safe drinking water, and a healthy environment. In our state, low-income communities, Indigenous populations, and communities of color often face disproportionate environmental burdens. To address these disparities, EPH programs prioritize support for communities at higher risk of environmental health challenges. EPH also works to empower communities by fostering partnerships with schools, local governments, and community organizations, and by enhancing language access, accessibility, and cultural responsiveness in its programs and processes. OEHS strives to ensure these values are demonstrated consistently in our permitting, licensing, and certification processes.

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

06/2015

Comment:

The fee for each export certificate is \$55 and 6 lines of product are allowed on each certificate. More information can be found at <https://doh.wa.gov/community-and-environment/shellfish/commercial-shellfish/export>

Legal authority for fees:

Chapter 246-282-082: <https://app.leg.wa.gov/WAC/default.aspx?cite=246-282&full=true#246-282-082> . Chapter 246-282-990: <https://app.leg.wa.gov/WAC/default.aspx?cite=246-282&full=true#246-282-990>

Application Information

Application process and form(s):

Application instructions can be found on our website: <https://doh.wa.gov/community-and-environment/shellfish/commercial-shellfish/export>

Requirements, additional actions, information, or documentation:

1. Applicant submits completed export certificate online in the Secure Access WA (SAW) system to submit request to the Department. 2. The Department reviews the request. 3. The Department approves the request and the operation receives approval from the Department.

Dependencies, conditions, or requirements:

Applicants must have a current Washington Shellstock Shipper or Shucker-Packer license to export shellfish.

Submittal process:

Export applications are received through the online Secure Access WA (SAW) system. Payments can be made online through the SAW system, or mailed in by check.

Application/Submittal last updated:

01/2020

Review/Approval time:

Completed applications are reviewed the same business day. Export certificate requests are processed during business hours, Monday through Friday 8:00 a.m. to 5:00 p.m. and must be received by 4:00 p.m. in order to be processed the same day. Applications submitted after 4:00 p.m. will be considered received at 8:00 a.m. the next business day. During business hours,

certificates will be returned to applicants within 4 hours of submission. Our office is closed on state holidays and will not issue export certificates until the following business day.

Valid duration:

One time use after issuance.

Appeal process:

Upon notice by the Department to deny the permit (246-282-100 Chapter, 246-282-102 Chapter, and 69.30 RCW), a person may request a hearing under Chapter 34.05 RCW, the Administrative Procedures Act.

Analysis

Applications received:

1733

Average processing time (all):

1

Average processing time (completed):

1

Legal processing time:

None.

Streamlining opportunities:

Program would like an online application submittal system with required fields. If those required fields are not included, the applicant could not submit the application. This would help prevent incomplete applications from being received.

Pending applications:

0

Backlog applications:

0

Explanation:

No backlog.

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

1

Shellfish Harvest Site Certificate

Department of Health

Type: Initial
Certification

ID: 1694

Description

Harvest Site Certificates are required for each operation who harvests shellstock. The certificate lists the parcels that specific operation is approved to harvest from. Tracking harvest sites is important to ensure harvest locations are safe and free from coliform bacteria, point and non-point pollution sources, etc.

Legal authority

Chapter 246-282-012 : <https://app.leg.wa.gov/WAC/default.aspx?cite=246-282&full=true#246-282-012>

Equity considerations:

The Environmental Public Health (EPH) team is committed to ensuring that all communities, regardless of location or resources, have access to clean air, safe drinking water, and a healthy environment. In our state, low-income communities, Indigenous populations, and communities of color often face disproportionate environmental burdens. To address these disparities, EPH programs prioritize support for communities at higher risk of environmental health challenges. EPH also works to empower communities by fostering partnerships with schools, local governments, and community organizations, and by enhancing language access, accessibility, and cultural responsiveness in its programs and processes. OEHS strives to ensure these values are demonstrated consistently in our permitting, licensing, and certification processes.

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

Never

Comment:

None. While the department has the authority to charge a fee for this permit, no fee has been established.

Legal authority for fees:

Chapter 246-282-012 : <https://app.leg.wa.gov/WAC/default.aspx?cite=246-282&full=true#246-282-012>

Application Information

Application process and form(s):

Applications can be submitted via mail or email. Applications can be found on our website: <https://doh.wa.gov/community-and-environment/shellfish/commercial-shellfish/harvest-site>

Requirements, additional actions, information, or documentation:

1. A completed application is submitted to the Department.
2. The Department reviews application and inputs into database.
3. The Department sends out a 30 day tribal notice.
4. Site is permitted and operation receives approval from the department.

Dependencies, conditions, or requirements:

Annual renewal is required.

Submittal process:

Email applications to: shellfish@doh.wa.gov . Hard copy application forms can be mailed to Department of Health, Shellfish Program, PO Box 47824, Olympia WA 98504-7824

Application/Submittal last updated:

04/2016

Review/Approval time:

Completed applications are reviewed within approximately 3 -5 business days.

Valid duration:

All sites used to harvest or store shellfish by commercial shellfish companies must be approved by the Shellfish Program. Shellfish Licensing and Certification staff work with Shellfish Growing Area staff to ensure water quality in the area is safe for sh

Appeal process:

Upon notice by the Department to deny the application (246-282-100 Chapter, 246-282-102 Chapter, and 69.30 RCW), a person may request a hearing under Chapter 34.05 RCW, the Administrative Procedures Act.

Analysis

Applications received:

477

Average processing time (all):

37

Average processing time (completed):

5

Legal processing time:

None.

Streamlining opportunities:

Program would like an online application submittal system with required fields. If those required fields are not included, the applicant could not submit the application. This would help prevent incomplete applications from being received.

Pending applications:

38

Backlog applications:

0

Explanation:

Pending: Applicants must wait 30 days for tribal review before getting a final approval for some sites; pending licensure

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

5

Shellfish Operation License

Department of Health

Type: Initial License

Description

ID: 1695

All commercial shellfish operations must be licensed by the Department of Health. This is to ensure shellfish for human consumption meet state and federal sanitation requirements. There are three license types: Harvester (HA), Shellstock Shipper (SS), and Shucker Packer (SP).

Legal authority

Chapter 246-282-012 : <https://app.leg.wa.gov/WAC/default.aspx?cite=246-282&full=true#246-282-012> . Chapter 69.30.050 : <https://app.leg.wa.gov/RCW/default.aspx?cite=69.30.050>

Equity considerations:

The Environmental Public Health (EPH) team is committed to ensuring that all communities, regardless of location or resources, have access to clean air, safe drinking water, and a healthy environment. In our state, low-income communities, Indigenous populations, and communities of color often face disproportionate environmental burdens. To address these disparities, EPH programs prioritize support for communities at higher risk of environmental health challenges. EPH also works to empower communities by fostering partnerships with schools, local governments, and community organizations, and by enhancing language access, accessibility, and cultural responsiveness in its programs and processes. OEHS strives to ensure these values are demonstrated consistently in our permitting, licensing, and certification processes.

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

06/2015

Comment:

License Fees are as follows: Harvester: \$263. Shellstock Shipper (0-49 acres): \$297. Shellstock Shipper (50+ acres): \$476. Shucker Packer (facility is <2000sq ft): \$542 . Shucker Packer (facility is 2000-5000sq ft): \$656 . Shucker Packer (facility is >5000sq ft): \$1210. Additionally, Biotoxin Fees are as follows: Harvester (2 or less harvest sites): \$353. Harvester (3 or more harvest sites): \$535. Shellstock Shipper (wholesale): \$198. Shellstock Shipper (0-49 acres; 2 or less harvest sites): \$393. Shellstock Shipper (0-49 acres; 3 or more harvest sites): \$610. Shellstock Shipper (50+ acres): \$961. Shucker Packer (facility is <2000sq ft; 2 or less harvest sites): \$752. Shucker Packer (facility is <2000sq ft; 3 or more harvest sites): \$1076. Shucker Packer (facility is 2000-5000sq ft; 2 or less harvest sites): \$882. Shucker Packer (facility is 2000-5000sq ft; 3 or more harvest sites): \$1297. Shucker Packer (facility <5000sq ft): \$2412. Please note: payment for both License Fee and Biotoxin Fee are due when applying for a license.

Legal authority for fees:

Chapter 246-282-990: <https://app.leg.wa.gov/WAC/default.aspx?cite=246-282&full=true#246-282-990>

Application Information

Application process and form(s):

Applications can be found on our website: <https://doh.wa.gov/community-and-environment/shellfish/commercial-shellfish/apply-license>

Requirements, additional actions, information, or documentation:

1. A completed application, plan of operations, and fee is submitted to the Department. 2.The Department reviews the application and plan of operations. An inspector is assigned. 3. The inspector works with applicant to complete training, submit required documents, and complete a pre-operational inspection. 4. Application is approved and the operation receives an approved license and harvest site certificate from the department.

Dependencies, conditions, or requirements:

Annual routine and certification inspections and renewal required; additional inspections may be required.

Submittal process:

Email applications to: shellfish@doh.wa.gov . Hard copy application forms can be mailed to Department of Health, Shellfish Program, PO Box 47824, Olympia WA 98504-7824

Application/Submittal last updated:

Review/Approval time:

Completed applications are reviewed within approximately 3 -5 business days.

Valid duration:

The license period for Shellfish Harvesters is April 1 through March 31 of each year. The license period for Shellstock Shippers & Shucker Packers is July 1 through June 30 of each year.

Appeal process:

Upon notice by the Department to deny or revoke a license (246-282-100 Chapter, 246-282-102 Chapter, and 69.30 RCW), a person may request a hearing under Chapter 34.05 RCW, the Administrative Procedures Act.

Analysis

Applications received:

12

Average processing time (all):

88

Average processing time (completed):

3

Legal processing time:

None.

Streamlining opportunities:

Program is currently working to move from an outdated Legacy database to a more modern version which will allow online applications.

Pending applications:

4

Backlog applications:

0

Explanation:

Pending: Applicants are working on completing requirements prior to getting licensed.

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

Shellfish Operation License Renewal

Department of Health

Type: License Renewal

ID: 1711

Description

All commercial shellfish operations must be licensed by the Department of Health. This is to ensure shellfish for human consumption meet state and federal sanitation requirements. There are three license types: Harvester (HA), Shellstock Shipper (SS), and Shucker Packer (SP).

Legal authority

Chapter 246-282-012 : <https://app.leg.wa.gov/WAC/default.aspx?cite=246-282&full=true#246-282-012> . Chapter 69.30.050 : <https://app.leg.wa.gov/RCW/default.aspx?cite=69.30.050>

Equity considerations:

The Environmental Public Health (EPH) team is committed to ensuring that all communities, regardless of location or resources, have access to clean air, safe drinking water, and a healthy environment. In our state, low-income communities, Indigenous populations, and communities of color often face disproportionate environmental burdens. To address these disparities, EPH programs prioritize support for communities at higher risk of environmental health challenges. EPH also works to empower communities by fostering partnerships with schools, local governments, and community organizations, and by enhancing language access, accessibility, and cultural responsiveness in its programs and processes. OEHS strives to ensure these values are demonstrated consistently in our permitting, licensing, and certification processes.

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

06/2015

Comment:

License Fees are as follows: Harvester: \$263. Shellstock Shipper (0-49 acres): \$297. Shellstock Shipper (50+ acres): \$476. Shucker Packer (facility is <2000sq ft): \$542 . Shucker Packer (facility is 2000-5000sq ft): \$656 . Shucker Packer (facility is >5000sq ft): \$1210. Additionally, Biotoxin Fees are as follows: Harvester (2 or less harvest sites): \$353. Harvester (3 or more harvest sites): \$535. Shellstock Shipper (wholesale): \$198. Shellstock Shipper (0-49 acres; 2 or less harvest sites): \$393. Shellstock Shipper (0-49 acres; 3 or more harvest sites): \$610. Shellstock Shipper (50+ acres): \$961. Shucker Packer (facility is <2000sq ft; 2 or less harvest sites): \$752. Shucker Packer (facility is <2000sq ft; 3 or more harvest sites): \$1076. Shucker Packer (facility is 2000-5000sq ft; 2 or less harvest sites): \$882. Shucker Packer (facility is 2000-5000sq ft; 3 or more harvest sites): \$1297. Shucker Packer (facility <5000sq ft): \$2412. Please note: payment for both License Fee and Biotoxin Fee are due when applying for a license.

Legal authority for fees:

Chapter 246-282-990: <https://app.leg.wa.gov/WAC/default.aspx?cite=246-282&full=true#246-282-990>

Application Information

Application process and form(s):

Applications can be found on our website: <https://doh.wa.gov/community-and-environment/shellfish/commercial-shellfish/apply-license>

Requirements, additional actions, information, or documentation:

1. A completed application, plan of operations, and fee is submitted to the Department. 2.The Department reviews the application and plan of operations. An inspector is assigned. 3. The inspector works with applicant to complete training, submit required documents, and complete a pre-operational inspection. 4. Application is approved and the operation receives an approved license and harvest site certificate from the department.

Dependencies, conditions, or requirements:

Annual routine and certification inspections and renewal required; additional inspections may be required.

Submittal process:

Renewal applications are emailed to operations 60 days prior to expiration. They can be paid on line and emailed to: shellfish@doh.wa.gov . Checks and hard copy application forms can be mailed to Department of Health, Shellfish Program, PO Box 47824, Oly

Application/Submittal last updated:

12/2024

Review/Approval time:

Complete renewal applications are reviewed within approximately 6 business days.

Valid duration:

The license period for Shellfish Harvesters is April 1 through March 31 of each year. The license period for Shellstock Shippers & Shucker Packers is July 1 through June 30 of each year.

Appeal process:

Upon notice by the Department to deny or revoke a license (246-282-100 Chapter, 246-282-102 Chapter, and 69.30 RCW), a person may request a hearing under Chapter 34.05 RCW, the Administrative Procedures Act.

Analysis

Applications received:

313

Average processing time (all):

13

Average processing time (completed):

6

Legal processing time:

None.

Streamlining opportunities:

Program is currently working to move from an outdated Legacy database to a more modern version which will allow online renewal applications.

Pending applications:

0

Backlog applications:

0

Explanation:

No backlog.

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

6

Shellfish Relay Permit

Department of Health

Type: Initial Permit

ID: 1696

Description

A Relay Permit is required when an operation chooses to move market size shellstock from an area classified as “Restricted” to an area classified as “Approved.” Depending on the time the shellstock is stored in the Approved area, a validation study may need to be done. This is to ensure shellstock for the marketplace has the proper time to purge and is not a risk to public health.

Legal authority

Chapter 246-282-032 : <https://app.leg.wa.gov/WAC/default.aspx?cite=246-282&full=true#246-282-032>

Equity considerations:

The Environmental Public Health (EPH) team is committed to ensuring that all communities, regardless of location or resources, have access to clean air, safe drinking water, and a healthy environment. In our state, low-income communities, Indigenous populations, and communities of color often face disproportionate environmental burdens. To address these disparities, EPH programs prioritize support for communities at higher risk of environmental health challenges. EPH also works to empower communities by fostering partnerships with schools, local governments, and community organizations, and by enhancing language access, accessibility, and cultural responsiveness in its programs and processes. OEHS strives to ensure these values are demonstrated consistently in our permitting, licensing, and certification processes.

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

Never

Comment:

None. While the department has the authority to charge a fee for this permit, no fee has been established.

Legal authority for fees:

Chapter 246-282-032 : <https://app.leg.wa.gov/WAC/default.aspx?cite=246-282&full=true#246-282-032>

Application Information

Application process and form(s):

Applications can be requested via email to shellfish@doh.wa.gov and will be emailed within 2 business days.

Requirements, additional actions, information, or documentation:

1. A completed application is submitted to the department. 2. Application is reviewed and the inspector coordinates with the operation to schedule validation studies (if needed). 3. Site is inspected by the department. 4. Site is permitted and operation receives approval from the department.

Dependencies, conditions, or requirements:

Annual inspection and renewal is required.

Submittal process:

Email applications to: shellfish@doh.wa.gov . Hard copy application forms can be mailed to Department of Health, Shellfish Program, PO Box 47824, Olympia WA 98504-7824

Application/Submittal last updated:

Unknown

Review/Approval time:

Completed applications are typically reviewed within approximately 3 -5 business days.

Valid duration:

The license period for Shellfish Harvesters is April 1 through March 31 of each year. The license period for Shellstock Shippers & Shucker Packers is July 1 through June 30 of each year. The permit expires when the license expires and must be renewed an

Appeal process:

Upon notice by the Department to deny the permit (246-282-100 Chapter, 246-282-102 Chapter, and 69.30 RCW), a person may request a hearing under Chapter 34.05 RCW, the Administrative Procedures Act.

Analysis

Applications received:

14

Average processing time (all):

159

Average processing time (completed):

-99

Legal processing time:

None.

Streamlining opportunities:

Program would like an online application submittal system with required fields. If those required fields are not included, the applicant could not submit the application. This would help prevent incomplete applications from being received.

Pending applications:

0

Explanation:

No backlog.

Backlog applications:

0

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

-99

Shellfish Wet Storage Permit

Department of Health

Type: Initial Permit

ID: 1697

Description

A wet storage permit is required when an operation chooses to harvest shellstock from one growing area and place it into artificial water or into another growing area.

Legal authority

Chapter 246-282-042: <https://app.leg.wa.gov/WAC/default.aspx?cite=246-282&full=true#246-282-042>

Equity considerations:

The Environmental Public Health (EPH) team is committed to ensuring that all communities, regardless of location or resources, have access to clean air, safe drinking water, and a healthy environment. In our state, low-income communities, Indigenous populations, and communities of color often face disproportionate environmental burdens. To address these disparities, EPH programs prioritize support for communities at higher risk of environmental health challenges. EPH also works to empower communities by fostering partnerships with schools, local governments, and community organizations, and by enhancing language access, accessibility, and cultural responsiveness in its programs and processes. OEHS strives to ensure these values are demonstrated consistently in our permitting, licensing, and certification processes.

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

Never

Comment:

None. While the department has the authority to charge a fee for this permit, no fee has been established.

Legal authority for fees:

Chapter 246-282-042 : <https://app.leg.wa.gov/WAC/default.aspx?cite=246-282&full=true#246-282-042>

Application Information

Application process and form(s):

Applications can be found on our website: <https://doh.wa.gov/community-and-environment/shellfish/commercial-shellfish/wet-storage>

Requirements, additional actions, information, or documentation:

1. A completed application is submitted to the department. 2. Application is reviewed and the inspector coordinates with the operation to schedule validation studies (if needed). 3. Site is inspected by the department. 4. Site is permitted and operation receives approval from the department.

Dependencies, conditions, or requirements:

Annual inspection and renewal is required.

Submittal process:

Email applications to: shellfish@doh.wa.gov . Hard copy application forms can be mailed to Department of Health, Shellfish Program, PO Box 47824, Olympia WA 98504-7824

Application/Submittal last updated:

09/2019

Review/Approval time:

Completed applications are typically reviewed within approximately 3 -5 business days.

Valid duration:

The license period for Shellfish Harvesters is April 1 through March 31 of each year. The license period for Shellstock Shippers & Shucker Packers is July 1 through June 30 of each year. The permit expires when the license expires and must be renewed an

Appeal process:

Upon notice by the Department to deny the permit (246-282-100 Chapter, 246-282-102 Chapter, and 69.30 RCW), a person may request a hearing under Chapter 34.05 RCW, the Administrative Procedures Act.

Analysis

Applications received:

5

Average processing time (all):

16

Average processing time (completed):

-99

Legal processing time:

None.

Streamlining opportunities:

Program would like an online application submittal system with required fields. If those required fields are not included, the applicant could not submit the application. This would help prevent incomplete applications from being received.

Pending applications:

3

Backlog applications:

0

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

-99

Explanation:

Pending: These are waiting for applicant to build wet storage tanks; the application is not complete until the facility can pass an inspection of these tanks.

Shellfish Wild Seed Permit

Department of Health

Type: Initial Permit

ID: 1698

Description

A wild seed permit is required when an operation would like to harvest wild set shellfish seed from areas classified as “Prohibited,” “Restricted,” or “Conditionally Approved” in the closed status. This is to ensure seed is placed in areas classified as “Approved” and given enough time to grow to market size while purging bacteria.

Legal authority

Chapter 246-282-034 : <https://app.leg.wa.gov/WAC/default.aspx?cite=246-282&full=true#246-282-034>

Equity considerations:

The Environmental Public Health (EPH) team is committed to ensuring that all communities, regardless of location or resources, have access to clean air, safe drinking water, and a healthy environment. In our state, low-income communities, Indigenous populations, and communities of color often face disproportionate environmental burdens. To address these disparities, EPH programs prioritize support for communities at higher risk of environmental health challenges. EPH also works to empower communities by fostering partnerships with schools, local governments, and community organizations, and by enhancing language access, accessibility, and cultural responsiveness in its programs and processes. OEHS strives to ensure these values are demonstrated consistently in our permitting, licensing, and certification processes.

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

Never

Comment:

None. While the department has the authority to charge a fee for this permit, no fee has been established.

Legal authority for fees:

Chapter 246-282-034 : <https://app.leg.wa.gov/WAC/default.aspx?cite=246-282&full=true#246-282-034>

Application Information

Application process and form(s):

Applications can be requested via email to shellfish@doh.wa.gov and will be emailed with 2 business days.

Requirements, additional actions, information, or documentation:

1. A completed application is submitted to the department.
2. The department reviews application and inputs into database.
3. The department sends out a 30 day tribal notice.
4. Site is permitted and operation receives approval from the department.

Dependencies, conditions, or requirements:

Annual renewal is required.

Submittal process:

Email applications to: shellfish@doh.wa.gov . Hard copy application forms can be mailed to Department of Health, Shellfish Program, PO Box 47824, Olympia WA 98504-7824

Application/Submittal last updated:

Unknown

Review/Approval time:

Completed applications are reviewed within approximately 3 -5 business days.

Valid duration:

The license period for Shellfish Harvesters is April 1 through March 31 of each year. The license period for Shellstock Shippers & Shucker Packers is July 1 through June 30 of each year. The permit expires when the license expires and must be renewed annually.

Appeal process:

Upon notice by the Department to deny the permit (246-282-100 Chapter, 246-282-102 Chapter, and 69.30 RCW), a person may request a hearing under Chapter 34.05 RCW, the Administrative Procedures Act.

Analysis

Applications received:

0

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

None.

Streamlining opportunities:

Please Note: No applications for this certification were received in 2024; therefore, 2024 processing times were listed as "-99" to reflect this. Program would like an online application submittal system with required fields. If those required fields are not included, the applicant could not submit the application. This would help prevent incomplete applications from being received.

Pending applications:

0

Backlog applications:

0

Explanation:

No backlog.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Social Worker Advanced License

Department of Health

Type: License

Description

ID: 1344

to allow professionals to perform social work with individuals located in Washington state.

Legal authority

Chapter 18.225

Equity considerations:

This profession works with incredibly vulnerable populations, licensure is critical for stakeholders.

Costs/Fees

Application fee:

170

Credential fee:

-99

Fee last changed:

06/2023

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

RCW 18.225.040

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

1. Submit a Completed Application: Fully filled out and accompanied by all applicable fees. 2. Include the Following in Your Application: • Program Equivalencies/Educational Qualifications for Non-COAMFTE Accredited Programs. • Attestation of Application. • Attestation of CEU Completion. • Submit a request for examination. • Personal Data Questions: Provide explanations and documentation if you answer "yes" to any question, including all court records. 3. Request for Direct Submissions from Primary Sources: • Official Transcripts directly from your educational institution. • Internationally Educated Applicants will need a foreign transcript evaluation • Credential Verification directly from the regulatory authority. • Exam scores directly from the testing entity. • Approved Supervisor Form directly from the supervisor. • Supervised Experience Hours Form directly from the supervisor. • *Court documents directly from the courts. 4. Background Checks: • Washington State Background Check for all applicants. • FBI Background Check and Fingerprints for all out-of-state applicants and those opting into the compacts. 5. Consequences of Incomplete Application: will not move forward for review until all required documents are received. This also includes an additional step for the credentialing specialist, as they need to email the applicant for the remaining documents that are missing. <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/social-worker-and-social-worker-associate/licensing-information>

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 152 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

61

Average processing time (all):

214

Average processing time (completed):

19

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

65

Backlog applications:

5

Explanation:

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

17

Social Worker Advanced License - Renewal

Department of Health

Type: License

Description

ID: 1534

to allow professionals to perform social work with individuals located in Washington state.

Legal authority

RCW Chapter 18.225, WAC 246-809

Equity considerations:

None.

Costs/Fees

Application fee:

86

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard Renewal, includes mandatory \$16 HEAL.WA fee

Legal authority for fees:

RCW Chapter 18.225, WAC 246-809, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

36 CE hours due every two years

Dependencies, conditions, or requirements:

Attestation of CE completion, and practice hours due at time of renewal

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

122

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours.

Pending applications:

0

Explanation:

Backlog applications:

0

Social Worker Advanced License Expired Reactivation

Department of Health

Type: License

Description

ID: 1443

to allow professionals to perform social work with individuals located in Washington state.

Legal authority

Chapter 18.225

Equity considerations:

This profession works with incredibly vulnerable populations, licensure is critical for stakeholders.

Costs/Fees

Application fee:

192.5

Credential fee:

-99

Fee last changed:

06/2023

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

RCW 18.225.040

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

1. Submit a Completed Application: Fully filled out and accompanied by all applicable fees. 2. Include the Following in Your Application: • Program Equivalencies/Educational Qualifications for Non-COAMFTE Accredited Programs. • Attestation of Application. • Attestation of CEU Completion. • Submit a request for examination. • Personal Data Questions: Provide explanations and documentation if you answer "yes" to any question, including all court records. 3. Request for Direct Submissions from Primary Sources: • Official Transcripts directly from your educational institution. • Internationally Educated Applicants will need a foreign transcript evaluation • Credential Verification directly from the regulatory authority. • Exam scores directly from the testing entity. • Approved Supervisor Form directly from the supervisor. • Supervised Experience Hours Form directly from the supervisor. • *Court documents directly from the courts. 4. Background Checks: • Washington State Background Check for all applicants. • FBI Background Check and Fingerprints for all out-of-state applicants and those opting into the compacts. 5. Consequences of Incomplete Application: will not move forward for review until all required documents are received. This also includes an additional step for the credentialing specialist, as they need to email the applicant for the remaining documents that are missing. <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/social-worker-and-social-worker-associate/licensing-information>

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 152 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

1

Average processing time (all):

1

Average processing time (completed):

1

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Backlog applications:

0

Explanation:

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

1

Social Worker Advanced Probationary License

Department of Health

Type: License

Description

ID: 1345

to allow professionals to perform social work with individuals located in Washington state.

Legal authority

Chapter 18.225

Equity considerations:

This profession works with incredibly vulnerable populations, licensure is critical for stakeholders.

Costs/Fees

Application fee:

200

Credential fee:

-99

Fee last changed:

N/A

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

RCW 18.225.040

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

N/A

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

N/A

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

13

Average processing time (all):

-99

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

-99

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

8

Explanation:

Backlog applications:

0

Social Worker Associate Advanced License

Department of Health

Type: License

ID: 1346

Description

to allow professionals to perform social work with individuals located in Washington state.

Legal authority

Chapter 18.225

Equity considerations:

This profession works with incredibly vulnerable populations, licensure is critical for stakeholders.

Costs/Fees

Application fee:

35

Credential fee:

-99

Fee last changed:

01/2016

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

RCW 18.225.040

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

1. Submit a Completed Application: Fully filled out and accompanied by all applicable fees. 2. Include the Following in Your Application: • Program Equivalencies/Educational Qualifications for Non-COAMFTE Accredited Programs. • Attestation of Declaration Working Toward Licensure. • Attestation of Application. • *Personal Data Questions: Provide explanations and documentation if you answer "yes" to any question, including all court records. 3. Request for Direct Submissions from Primary Sources: • Official Transcripts directly from your educational institution. • Internationally Educated Applicants will need a foreign transcript evaluation • Credential Verification directly from the regulatory authority. • Approved Supervisor Form directly from the supervisor. • *Court documents directly from the courts. 4. Background Checks: • Washington State Background Check for all applicants. • FBI Background Check and Fingerprints for all out-of-state applicants and those opting into the compacts. 5. Consequences of Incomplete Application: will not move forward for review until all required documents are received. This also includes an additional step for the credentialing specialist, as they need to email the applicant for the remaining documents that are missing.

<https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/social-worker-and-social-worker-associate/licensing-information>

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 107 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

176

Average processing time (all):

71

Average processing time (completed):

29

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

48

Backlog applications:

3

Explanation:

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

26

Social Worker Associate Advanced License - Renewal

Department of Health

Type: License

Description

ID: 1535

to allow professionals to perform social work with individuals located in Washington state.

Legal authority

RCW Chapter 18.225, WAC 246-809

Equity considerations:

None.

Costs/Fees

Application fee:

25

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard renewal

Legal authority for fees:

RCW Chapter 18.225, WAC 246-809, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

18 CE hours due every two years

Dependencies, conditions, or requirements:

Attestation of CE completion, and practice hours due at time of renewal

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

279

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours.

Pending applications:

0

Explanation:

Backlog applications:

0

Social Worker Associate Advanced License Expired Reactivation

Department of Health

Type: License

Description

ID: 1444

to allow professionals to perform social work with individuals located in Washington state.

Legal authority

Chapter 18.225

Equity considerations:

This profession works with incredibly vulnerable populations, licensure is critical for stakeholders.

Costs/Fees

Application fee:

90

Credential fee:

-99

Fee last changed:

01/2016

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

RCW 18.225.040

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

1. Submit a Completed Application: Fully filled out and accompanied by all applicable fees. 2. Include the Following in Your Application: • Program Equivalencies/Educational Qualifications for Non-COAMFTE Accredited Programs. • Attestation of Declaration Working Toward Licensure. • Attestation of Application. • *Personal Data Questions: Provide explanations and documentation if you answer "yes" to any question, including all court records. 3. Request for Direct Submissions from Primary Sources: • Official Transcripts directly from your educational institution. • Internationally Educated Applicants will need a foreign transcript evaluation • Credential Verification directly from the regulatory authority. • Approved Supervisor Form directly from the supervisor. • *Court documents directly from the courts. 4. Background Checks: • Washington State Background Check for all applicants. • FBI Background Check and Fingerprints for all out-of-state applicants and those opting into the compacts. 5. Consequences of Incomplete Application: will not move forward for review until all required documents are received. This also includes an additional step for the credentialing specialist, as they need to email the applicant for the remaining documents that are missing.

<https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/social-worker-and-social-worker-associate/licensing-information>

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 107 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

7

Average processing time (all):

24

Average processing time (completed):

24

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Backlog applications:

0

Explanation:

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

22

Social Worker Associate Independent Clinical License

Department of Health

Type: License

ID: 1347

Description

to allow professionals to perform social work with individuals located in Washington state.

Legal authority

Chapter 18.225

Equity considerations:

This profession works with incredibly vulnerable populations, licensure is critical for stakeholders.

Costs/Fees

Application fee:

35

Credential fee:

-99

Fee last changed:

01/2016

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

RCW 18.225.040

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

1. Submit a Completed Application: Fully filled out and accompanied by all applicable fees. 2. Include the Following in Your Application: • Program Equivalencies/Educational Qualifications for Non-COAMFTE Accredited Programs. • Attestation of Declaration Working Toward Licensure. • Attestation of Application. • Personal Data Questions: Provide explanations and documentation if you answer "yes" to any question, including all court records. 3. Request for Direct Submissions from Primary Sources: • Official Transcripts directly from your educational institution. • Internationally Educated Applicants will need a foreign transcript evaluation • Credential Verification directly from the regulatory authority. • Approved Supervisor Form directly from the supervisor. • *Court documents directly from the courts. 4. Background Checks: • Washington State Background Check for all applicants. • FBI Background Check and Fingerprints for all out-of-state applicants and those opting into the compacts. 5. Consequences of Incomplete Application: will not move forward for review until all required documents are received. This also includes an additional step for the credentialing specialist, as they need to email the applicant for the remaining documents that are missing.

<https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/social-worker-and-social-worker-associate/licensing-information>

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 107 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

1135

Average processing time (all):

70

Average processing time (completed):

26

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

184

Backlog applications:

5

Explanation:

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

23

Social Worker Associate Independent Clinical License - Renewal

Department of Health

Type: License

Description

ID: 1537

to allow professionals to perform social work with individuals located in Washington state.

Legal authority

RCW Chapter 18.225, WAC 246-809

Equity considerations:

None.

Costs/Fees

Application fee:

41

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard Renewal, includes mandatory \$16 HEAL.WA fee

Legal authority for fees:

RCW Chapter 18.225, WAC 246-809, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

18 CE hours due every two years

Dependencies, conditions, or requirements:

Attestation of CE completion, and practice hours due at time of renewal

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

2561

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours.

Pending applications:

0

Explanation:

Backlog applications:

0

Social Worker Associate Independent Clinical License Expired Reactivation

Department of Health

Type: License

ID: 1445

Description

to allow professionals to perform social work with individuals located in Washington state.

Legal authority

Chapter 18.225

Equity considerations:

This profession works with incredibly vulnerable populations, licensure is critical for stakeholders.

Costs/Fees

Application fee:

90

Credential fee:

-99

Fee last changed:

01/2016

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

RCW 18.225.040

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

1. Submit a Completed Application: Fully filled out and accompanied by all applicable fees. 2. Include the Following in Your Application: • Program Equivalencies/Educational Qualifications for Non-COAMFTE Accredited Programs. • Attestation of Declaration Working Toward Licensure. • Attestation of Application. • Personal Data Questions: Provide explanations and documentation if you answer "yes" to any question, including all court records. 3. Request for Direct Submissions from Primary Sources: • Official Transcripts directly from your educational institution. • Internationally Educated Applicants will need a foreign transcript evaluation • Credential Verification directly from the regulatory authority. • Approved Supervisor Form directly from the supervisor. • *Court documents directly from the courts. 4. Background Checks: • Washington State Background Check for all applicants. • FBI Background Check and Fingerprints for all out-of-state applicants and those opting into the compacts. 5. Consequences of Incomplete Application: will not move forward for review until all required documents are received. This also includes an additional step for the credentialing specialist, as they need to email the applicant for the remaining documents that are missing.

<https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/social-worker-and-social-worker-associate/licensing-information>

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 107 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

41

Average processing time (all):

30

Average processing time (completed):

26

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Backlog applications:

0

Explanation:

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

23

Social Worker Independent Clinical License

Department of Health

Type: License

Description

ID: 1348

to allow professionals to perform social work with individuals located in Washington state.

Legal authority

Chapter 18.225

Equity considerations:

This profession works with incredibly vulnerable populations, licensure is critical for stakeholders.

Costs/Fees

Application fee:

170

Credential fee:

-99

Fee last changed:

06/2023

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

RCW 18.225.040

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

1. Submit a Completed Application: Fully filled out and accompanied by all applicable fees. 2. Include the Following in Your Application: • Program Equivalencies/Educational Qualifications for Non-COAMFTE Accredited Programs. • Attestation of Application. • Attestation of CEU Completion. • Submit a request for examination. • Personal Data Questions: Provide explanations and documentation if you answer "yes" to any question, including all court records. 3. Request for Direct Submissions from Primary Sources: • Official Transcripts directly from your educational institution. • Internationally Educated Applicants will need a foreign transcript evaluation • Credential Verification directly from the regulatory authority. • Exam scores directly from the testing entity. • Approved Supervisor Form directly from the supervisor. • Supervised Experience Hours Form directly from the supervisor. • *Court documents directly from the courts. 4. Background Checks: • Washington State Background Check for all applicants. • FBI Background Check and Fingerprints for all out-of-state applicants and those opting into the compacts. 5. Consequences of Incomplete Application: will not move forward for review until all required documents are received. This also includes an additional step for the credentialing specialist, as they need to email the applicant for the remaining documents that are missing. <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/social-worker-and-social-worker-associate/licensing-information>

Dependencies, conditions, or requirements:

Exam

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 152 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

1407

Average processing time (all):

240

Average processing time (completed):

22

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

1108

Backlog applications:

29

Explanation:

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

20

Social Worker Independent Clinical License - Renewal

Department of Health

Type: License

Description

ID: 1536

to allow professionals to perform social work with individuals located in Washington state.

Legal authority

RCW Chapter 18.225, WAC 246-809

Equity considerations:

None.

Costs/Fees

Application fee:

86

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard Renewal, includes mandatory \$16 HEAL.WA fee

Legal authority for fees:

RCW Chapter 18.225, WAC 246-809, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

36 CE hours due every two years

Dependencies, conditions, or requirements:

Attestation of CE completion, and practice hours due at time of renewal

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

7349

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours.

Pending applications:

0

Explanation:

Backlog applications:

0

Social Worker Independent Clinical License Expired Reactivation

Department of Health

Type: License

Description

ID: 1446

to allow professionals to perform social work with individuals located in Washington state.

Legal authority

Chapter 18.225

Equity considerations:

This profession works with incredibly vulnerable populations, licensure is critical for stakeholders.

Costs/Fees

Application fee:

192.5

Credential fee:

-99

Fee last changed:

06/2023

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

RCW 18.225.040

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

1. Submit a Completed Application: Fully filled out and accompanied by all applicable fees. 2. Include the Following in Your Application: • Program Equivalencies/Educational Qualifications for Non-COAMFTE Accredited Programs. • Attestation of Application. • Attestation of CEU Completion. • Submit a request for examination. • Personal Data Questions: Provide explanations and documentation if you answer "yes" to any question, including all court records. 3. Request for Direct Submissions from Primary Sources: • Official Transcripts directly from your educational institution. • Internationally Educated Applicants will need a foreign transcript evaluation • Credential Verification directly from the regulatory authority. • Exam scores directly from the testing entity. • Approved Supervisor Form directly from the supervisor. • Supervised Experience Hours Form directly from the supervisor. • *Court documents directly from the courts. 4. Background Checks: • Washington State Background Check for all applicants. • FBI Background Check and Fingerprints for all out-of-state applicants and those opting into the compacts. 5. Consequences of Incomplete Application: will not move forward for review until all required documents are received. This also includes an additional step for the credentialing specialist, as they need to email the applicant for the remaining documents that are missing. <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/social-worker-and-social-worker-associate/licensing-information>

Dependencies, conditions, or requirements:

Exam

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 152 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

24

Average processing time (all):

27

Average processing time (completed):

22

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Backlog applications:

0

Explanation:

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

20

Social Worker Independent Clinical Probationary License

Department of Health

Type: License

Description

ID: 1349

to allow professionals to perform social work with individuals located in Washington state.

Legal authority

Chapter 18.225

Equity considerations:

This profession works with incredibly vulnerable populations, licensure is critical for stakeholders.

Costs/Fees

Application fee:

200

Credential fee:

-99

Fee last changed:

05/2023

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

RCW 18.225.040

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

1. Submit a Completed Application: Fully filled out and accompanied by all applicable fees. 2. Include the Following in Your Application: • Program Equivalencies/Educational Qualifications for Non-COAMFTE Accredited Programs. • Attestation of Application. • Attestation of CEU Completion. • Submit a request for examination. • Personal Data Questions: Provide explanations and documentation if you answer "yes" to any question, including all court records. 3. Request for Direct Submissions from Primary Sources: • Official Transcripts directly from your educational institution. • Internationally Educated Applicants will need a foreign transcript evaluation • Credential Verification directly from the regulatory authority. • Exam scores directly from the testing entity. • Approved Supervisor Form directly from the supervisor. • Supervised Experience Hours Form directly from the supervisor. • *Court documents directly from the courts. 4. Background Checks: • Washington State Background Check for all applicants. • FBI Background Check and Fingerprints for all out-of-state applicants and those opting into the compacts. 5. Consequences of Incomplete Application: will not move forward for review until all required documents are received. This also includes an additional step for the credentialing specialist, as they need to email the applicant for the remaining documents that are missing. <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/social-worker-and-social-worker-associate/licensing-information>

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

1 year, maybe renewed 1x

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

133

Average processing time (all):

93

Average processing time (completed):

41

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

34

Backlog applications:

0

Explanation:

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

37

Speech Language Pathologist Interim Permit

Department of Health

Type: Permit

Description

ID: 1238

to practice speech language pathology prior to full license

Legal authority

RCW 18.35 and WAC 246-828

Equity considerations:

None.

Costs/Fees

Application fee:

305

Credential fee:

-99

Fee last changed:

06/2023

Comment:

-99

Legal authority for fees:

RCW 43.70.110, 43.70.250, 43.70.280

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-828-045>

Dependencies, conditions, or requirements:

background check

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

1 year, may be extended upto 24 months

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

150

Average processing time (all):

62

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

11

12

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

23

Explanation:

Backlog applications:

0

Speech Language Pathologist License

Department of Health

Type: License

Description

ID: 1239

to practice speech language pathology

Legal authority

RCW 18.35 and WAC 246-828

Equity considerations:

None.

Costs/Fees

Application fee:

175

Credential fee:

-99

Fee last changed:

06/2023

Comment:

-99

Legal authority for fees:

RCW 43.70.110, 43.70.250, 43.70.280

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

<https://app.leg.wa.gov/RCW/default.aspx?cite=18.35.040>

Dependencies, conditions, or requirements:

background check

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

457

Average processing time (all):

82

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

12

13

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

128

Explanation:

Backlog applications:

0

Speech Language Pathologist License - Renewal

Department of Health

Type: License

ID: 1529

Description

to practice speech language pathology

Legal authority

RCW Chapter 18.25, WAC 246-828

Equity considerations:

None.

Costs/Fees

Application fee:

61

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard Renewal, includes mandatory \$16 HEAL.WA fee

Legal authority for fees:

RCW Chapter 18.25, WAC 246-828, WAC 246-12

Application Information

Application process and form(s):

mail, electronic

Requirements, additional actions, information, or documentation:

30 CE hours due every three years

Dependencies, conditions, or requirements:

Attestation of CE completion due at time of renewal

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

3796

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours. Require online renewals

Pending applications:

0

Explanation:

Backlog applications:

0

Speech Language Pathologist License Expired Reactivation

Department of Health

Type: License

Description

ID: 1366

to practice speech language pathology

Legal authority

RCW 18.35 and WAC 246-828

Equity considerations:

None.

Costs/Fees

Application fee:

230

Credential fee:

-99

Fee last changed:

06/2023

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

RCW 43.70.110, 43.70.250, 43.70.280

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

<https://app.leg.wa.gov/RCW/default.aspx?cite=18.35.040>

Dependencies, conditions, or requirements:

background check

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

53

Average processing time (all):

32

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

12

13

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Explanation:

Backlog applications:

0

Speech Language Pathologist Temporary Practice Permit

Department of Health

Type: Permit

ID: 1240

Description

to practice speech language pathology prior to full license

Legal authority

RCW 18.35 and WAC 246-828

Equity considerations:

None.

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

06/2023

Comment:

-99

Legal authority for fees:

RCW 43.70.110, 43.70.250, 43.70.280

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-828-305>

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

180 days

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

0

Average processing time (all):

-99

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

-99

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

0

Explanation:

Backlog applications:

0

Speech Language Pathology Assistant Certification

Department of Health

Type: Certification

Description

ID: 1241

to practice speech language pathology assisting

Legal authority

RCW 18.35 and WAC 246-828

Equity considerations:

None.

Costs/Fees

Application fee:

55

Credential fee:

-99

Fee last changed:

06/2023

Comment:

-99

Legal authority for fees:

RCW 43.70.110, 43.70.250, 43.70.280

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-828-617>

Dependencies, conditions, or requirements:

background check

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

98

Average processing time (all):

107

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

14

15

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

33

Explanation:

Backlog applications:

2

Speech Language Pathology Assistant Certification - Renewal

Department of Health

Type: Certification

ID: 1530

Description

to practice speech language pathology assisting

Legal authority

RCW Chapter 18.35, WAC 246-828

Equity considerations:

None.

Costs/Fees

Application fee:

15

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard renewal

Legal authority for fees:

RCW Chapter 18.35, WAC 246-828, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

30 CE hours due every two years.

Dependencies, conditions, or requirements:

Attestation of CE completion, and practice hours due at time of renewal

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

277

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours.

Pending applications:

0

Explanation:

Backlog applications:

0

Speech Language Pathology Assistant Certification Expired Reactivation

Department of Health

Type: Certification

Description

ID: 1367

to practice speech language pathology assisting

Legal authority

RCW 18.35 and WAC 246-828

Equity considerations:

None.

Costs/Fees

Application fee:

80

Credential fee:

-99

Fee last changed:

06/2023

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

RCW 43.70.110, 43.70.250, 43.70.280

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-828-617>

Dependencies, conditions, or requirements:

background check

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

1 year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

4

Average processing time (all):

7

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

7

7

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Explanation:

Backlog applications:

0

Substance Use Disorder Professional - Renewal

Department of Health

Type: License

Description

ID: 1460

#N/A

Legal authority

RCW Chapter 18.205, WAC 246-811

Equity considerations:

None.

Costs/Fees

Application fee:

100

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard Renewal fee

Legal authority for fees:

RCW Chapter 18.205, WAC 246-811, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

20 CE hours due every year

Dependencies, conditions, or requirements:

Attestation of CE completion due at time of renewal

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

3087

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours. Require all renewals to be completed online

Pending applications:

0

Explanation:

Backlog applications:

0

Substance Use Disorder Professional Certification

Department of Health

Type: Certification

ID: 1310

Description

Est. 1998 as the specific credential for the provision of substance use disorder assessment, treatment, and diagnosis, designated to work in court-ordered and state-licensed substance use disorder treatment facilities.

Legal authority

RCW 18.205

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications. Applicants are able to request this document in another format by calling 1-800-525-0127, 711, or emailing civil.rights@doh.wa.gov.

Costs/Fees

Application fee:

200

Credential fee:

-99

Fee last changed:

ule: 04/17/2018 Temp

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

RCW 18.205.120 and RCW 43.70.250

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

complete application, verification of other credentials, official transcripts, fee, documented supervised experience, and passing exam score

Dependencies, conditions, or requirements:

Exam

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

annual renewal cycle, no limit on renewals

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

228

Average time between approval and any post-approval condition(s)/step(s):

-99

Average processing time (all):

279

Average processing time (completed):

35

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

159

Backlog applications:

0

Explanation:

Recommended processing time:

32

Substance Use Disorder Professional Certification Expired Reactivation

Department of Health

Type: Certification

ID: 1419

Description

Est. 1998 as the specific credential for the provision of substance use disorder assessment, treatment, and diagnosis, designated to work in court-ordered and state-licensed substance use disorder treatment facilities.

Legal authority

RCW. 18.205

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications. Applicants are able to request this document in another format by calling 1-800-525-0127, 711, or emailing civil.rights@doh.wa.gov.

Costs/Fees

Application fee:

300

Credential fee:

-99

Fee last changed:

ule: 04/17/2018 Temp

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

RCW 18.205.120 and RCW 43.70.250

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

complete application, verification of other credentials, official transcripts, fee, documented supervised experience, and passing exam score

Dependencies, conditions, or requirements:

Exam

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

annual renewal cycle, no limit on renewals

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

25

Average time between approval and any post-approval condition(s)/step(s):

-99

Average processing time (all):

66

Average processing time (completed):

35

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Explanation:

Backlog applications:

0

Recommended processing time:

32

Substance Use Disorder Professional Probationary Certification

Department of Health

Type: Certification

Description

ID: 1311

Est. 2020 through SB 5054 for out-of-state applicants whose credential is equivalent in scope to WA SUDP certification, the SUDP Probationary credential is available for 1-2 years while the applicant works to meet full licensure requirements.

Legal authority

RCW. 18.205

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications. Applicants are able to request this document in another format by calling 1-800-525-0127, 711, or emailing civil.rights@doh.wa.gov.

Costs/Fees

Application fee:

100

Credential fee:

-99

Fee last changed:

ule: 04/17/2018 Temp

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

RCW 18.205.120 and RCW 43.70.250

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

complete application, verification of other credentials, official transcripts, fee, and passing exam score

Dependencies, conditions, or requirements:

Exam

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

annual renewal cycle, limited to one renewal

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

11

Average processing time (all):

50

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

25

23

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

2

Explanation:

Backlog applications:

0

Substance Use Disorder Professional Trainee Certification

Department of Health

Type: Certification

Description

ID: 1312

Created in 2008 by 2SHB 2674 as the designated credential for individuals to earn supervised experience for SUDP certification

Legal authority

RCW. 18.205

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications. Applicants are able to request this document in another format by calling 1-800-525-0127, 711, or emailing civil.rights@doh.wa.gov.

Costs/Fees

Application fee:

100

Credential fee:

-99

Fee last changed:

ule: 04/17/2018 Temp

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

RCW 18.205.120 and RCW 43.70.250

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

complete application, fee

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

annual renewal cycle, no limit on renewals

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

644

Average processing time (all):

73

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

26

23

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

109

Explanation:

Backlog applications:

1

Substance Use Disorder Professional Trainee Certification - Renewal

Department of Health

Type: Certification

Description

ID: 1461

Created in 2008 by 2SHB 2674 as the designated credential for individuals to earn supervised experience for SUDP certification

Legal authority

RCW Chapter 18.205, WAC 246-811

Equity considerations:

None.

Costs/Fees

Application fee:

90

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard Renewal fee

Legal authority for fees:

RCW Chapter 18.205, WAC 246-811, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

Declaration of Approved Education Program

Dependencies, conditions, or requirements:

Declaration must be submitted at time of renewal

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

971

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours. Require all renewals to be completed online

Pending applications:

0

Explanation:

Backlog applications:

0

Substance Use Disorder Professional Trainee Certification Expired Reactivation

Department of Health

Type: Certification

ID: 1420

Description

Created in 2008 by 2SHB 2674 as the designated credential for individuals to earn supervised experience for SUDP certification

Legal authority

RCW. 18.205

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications. Applicants are able to request this document in another format by calling 1-800-525-0127, 711, or emailing civil.rights@doh.wa.gov.

Costs/Fees

Application fee:

190

Credential fee:

-99

Fee last changed:

ule: 04/17/2018 Temp

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

RCW 18.205.120 and RCW 43.70.250

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

complete application, fee

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

annual renewal cycle, no limit on renewals

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

56

Average processing time (all):

168

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

26

23

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

Explanation:

-99

Backlog applications:

0

Surgical Technologist Registration

Department of Health

Type: Other

ID: 1278

Description

To practice as a surgical technologist

Legal authority

RCW 18.215, WAC 246-939

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications.

Costs/Fees

Application fee:

70

Credential fee:

-99

Fee last changed:

12/2011

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

WAC 246-939-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

*Complete Application*Fee*Out of State license verification (if applicable)*Personal Data Questions and WA state required background checks

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 6 days.

Valid duration:

Registration must be renewed every year on registrant's birthday

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

861

Average processing time (all):

64

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

12

11

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

249

Explanation:

Backlog applications:

1

Surgical Technologist Registration - Renewal

Department of Health

Type: Registration

Description

ID: 1533

To practice as a surgical technologist

Legal authority

RCW Chapter 18.215, WAC 246-939

Equity considerations:

None.

Costs/Fees

Application fee:

65

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard renewal

Legal authority for fees:

RCW Chapter 18.215, WAC 246-939, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

none

Dependencies, conditions, or requirements:

none

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

3463

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours.

Pending applications:

0

Explanation:

Backlog applications:

0

Surgical Technologist Registration Expired Reactivation

Department of Health

Type: Other

ID: 1391

Description

To practice as a surgical technologist

Legal authority

RCW 18.215, WAC 246-939

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications.

Costs/Fees

Application fee:

165

Credential fee:

-99

Fee last changed:

12/2011

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

WAC 246-939-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

*Complete Application*Fee*Out of State license verification (if applicable)*Personal Data Questions and WA state required background checks

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 6 days.

Valid duration:

Registration must be renewed every year on registrant's birthday

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

93

Average processing time (all):

36

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

12

11

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

Explanation:

-99

Backlog applications:

0

Surgical Technologist Temporary Practice Permit

Department of Health

Type: Permit

ID: 1279

Description

To practice as a surgical technologist prior to full registration

Legal authority

RCW 18.130.040(2)(a)

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications.

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

N/A

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

N/A

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Must meet all licensure requirements excluding the completion of a required FBI background check and licensed in another state that is substantively equivalent to Washington State

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

One hundred and eighty days or full license is issued.

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

-99

Average processing time (all):

-99

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

-99

-99

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Explanation:

Backlog applications:

0

Temporary Worker Housing (TWH) Regular License

Department of Health

Type: Initial License

ID: 1699

Description

The temporary worker housing license establishes minimum health and safety standards for temporary worker housing and cherry harvest camps throughout the state.

Legal authority

Chapter 246-358: <https://app.leg.wa.gov/wac/default.aspx?cite=246-358> . Chapter 246-359:

<https://app.leg.wa.gov/wac/default.aspx?cite=246-359> . Chapter 70.114A:

<https://app.leg.wa.gov/rcw/default.aspx?cite=70.114A> . Chapter 43.70.334:

<https://app.leg.wa.gov/rcw/default.aspx?cite=43.70.334> . Chapter 246-358-050 TWH Management Plan:

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-358-050> . Chapter 246-358-175 Disease Prevention and Control :

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-358-175>

Equity considerations:

The Environmental Public Health (EPH) team is committed to ensuring that all communities, regardless of location or resources, have access to clean air, safe drinking water, and a healthy environment. In our state, low-income communities, Indigenous populations, and communities of color often face disproportionate environmental burdens. To address these disparities, EPH programs prioritize support for communities at higher risk of environmental health challenges. EPH also works to empower communities by fostering partnerships with schools, local governments, and community organizations, and by enhancing language access, accessibility, and cultural responsiveness in its programs and processes. OEHS strives to ensure these values are demonstrated consistently in our permitting, licensing, and certification processes.

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

07/2015

Comment:

Licensing fee is \$50 + \$4.00 per occupant at maximum annual occupancy (\$90.00 minimum total licensing fee). Licensing Self-Survey Program is \$50. Late Fee is \$100 (Late fees are in addition to licensing fees).

Legal authority for fees:

Chapter 246-358-990: <https://app.leg.wa.gov/wac/default.aspx?cite=246-358-990>

Application Information

Application process and form(s):

Information and links to the application can be found at <https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/temporary-worker-and-migrant-farmworker-housing/licensing-process>

Requirements, additional actions, information, or documentation:

Step 1: Submit Complete License Application Packet. Step 2: Schedule Initial Inspection. Step 3: After Inspection is passed the Temporary Worker Housing License is Issued.

Dependencies, conditions, or requirements:

Facilities are inspected 2 times a year minimally (pre occupancy and occupancy). If the inspection is not passed and a Statement of Deficiency Report is required, the report should be submitted to the Department of Health, P.O. Box 47824, Olympia, WA 98504-7824.

Submittal process:

Mail completed application to: Washington State Department of Health, Revenue Section, P.O. Box 1099 Olympia, WA 98507-1099

Application/Submittal last updated:

12/2024

Review/Approval time:

Target to be completed within 30 business days.

Valid duration:

The license period is March 1 through February 28 annually.

Appeal process:

An applicant or licensee may contest a department decision or action according to the provisions of RCW 43.70.115, Chapter 34.05 RCW, and Chapter 246-10 WAC.

Analysis

Applications received:

43

Average processing time (all):

31

Average processing time (completed):

5

Legal processing time:

None.

Streamlining opportunities:

Program is currently working to move from an outdated Legacy database to a more modern version which will allow online applications and payments.

Pending applications:

13

Backlog applications:

1

Explanation:

Applications classified as pending were due to one or more of the following: incomplete or illegible application; application was missing required documentation and/or signature; and/or applicant did not pay all required TWH fees.

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

10

Temporary Worker Housing (TWH) Regular License Renewal

Department of Health

Type: License Renewal

ID: 1712

Description

The temporary worker housing license establishes minimum health and safety standards for temporary worker housing and cherry harvest camps throughout the state.

Legal authority

Chapter 246-358: <https://app.leg.wa.gov/wac/default.aspx?cite=246-358> . Chapter 246-359:

<https://app.leg.wa.gov/wac/default.aspx?cite=246-359> . Chapter 70.114A:

<https://app.leg.wa.gov/rcw/default.aspx?cite=70.114A> . Chapter 43.70.334:

<https://app.leg.wa.gov/rcw/default.aspx?cite=43.70.334> . Chapter 246-358-050 TWH Management Plan:

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-358-050> . Chapter 246-358-175 Disease Prevention and Control :

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-358-175>

Equity considerations:

The Environmental Public Health (EPH) team is committed to ensuring that all communities, regardless of location or resources, have access to clean air, safe drinking water, and a healthy environment. In our state, low-income communities, Indigenous populations, and communities of color often face disproportionate environmental burdens. To address these disparities, EPH programs prioritize support for communities at higher risk of environmental health challenges. EPH also works to empower communities by fostering partnerships with schools, local governments, and community organizations, and by enhancing language access, accessibility, and cultural responsiveness in its programs and processes. OEHS strives to ensure these values are demonstrated consistently in our permitting, licensing, and certification processes.

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

07/2015

Comment:

Licensing fee is \$50 + \$4.00 per occupant at maximum annual occupancy (\$90.00 minimum total licensing fee). Licensing Self-Survey Program is \$50. Late Fee is \$100 (Late fees are in addition to licensing fees).

Legal authority for fees:

Chapter 246-358-990: <https://app.leg.wa.gov/wac/default.aspx?cite=246-358-990>

Application Information

Application process and form(s):

Renewal applications are mailed to facilities 120 days prior to license expiration.

Requirements, additional actions, information, or documentation:

Step 1: Submit Complete Renewal Application Packet with Fee. Step 2: Schedule Pre-Occupancy Inspection. Step 3: After Inspection is passed the Temporary Worker Housing Permit is Issued.

Dependencies, conditions, or requirements:

Facilities are inspected 2 times a year minimally (pre occupancy and occupancy). If the inspection is not passed and a Statement of Deficiency Report is required, the report should be submitted to the Department of Health, P.O. Box 47824, Olympia, WA 98504-7824.

Submittal process:

Mail completed application to: Washington State Department of Health, Revenue Section, P.O. Box 1099 Olympia, WA 98507-1099

Application/Submittal last updated:

12/2024

Review/Approval time:

Target to be completed within 30 business days.

Valid duration:

The license period is March 1 through February 28 annually.

Appeal process:

An applicant or licensee may contest a department decision or action according to the provisions of RCW 43.70.115, Chapter 34.05 RCW, and Chapter 246-10 WAC.

Analysis

Applications received:

-99

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

None.

Streamlining opportunities:

Program is currently working to move from an outdated Legacy database to a more modern version which will allow online applications and payments.

Pending applications:
-99

Backlog applications:
-99

Explanation:

The Program hasn't historically collected this data. Upgrade to the database will allow the Program to collect this data in the future.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:
-99

Transient Accommodations License

Department of Health

Type: Initial License

ID: 1700

Description

Transient Accommodations (TA) are defined as facilities that offer three or more lodging units to guests for periods of less than thirty days. Facilities include hotels, motels, bed and breakfasts, resorts, inns, condominiums, crisis shelters, hostels, and retreats. We inspect these facilities to ensure they meet state health and safety standards.

Legal authority

Chapter 246-360: <https://app.leg.wa.gov/wac/default.aspx?cite=246-360> . Chapter 70.62:

<https://app.leg.wa.gov/rcw/default.aspx?cite=70.62> . Chapter 43.70.095:

<https://app.leg.wa.gov/rcw/default.aspx?cite=43.70.095>

Equity considerations:

The Environmental Public Health (EPH) team is committed to ensuring that all communities, regardless of location or resources, have access to clean air, safe drinking water, and a healthy environment. In our state, low-income communities, Indigenous populations, and communities of color often face disproportionate environmental burdens. To address these disparities, EPH programs prioritize support for communities at higher risk of environmental health challenges. EPH also works to empower communities by fostering partnerships with schools, local governments, and community organizations, and by enhancing language access, accessibility, and cultural responsiveness in its programs and processes. OEHS strives to ensure these values are demonstrated consistently in our permitting, licensing, and certification processes.

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

07/2018

Comment:

Fees are as follows: 3-10 Rooms is \$198; 11-49 Rooms is \$395; 50+ Rooms is \$795. The License Amendment Fee is \$66. The Late Renewal Fee \$66.

Legal authority for fees:

Chapter 246-360-990: <https://app.leg.wa.gov/WAC/default.aspx?cite=246-360-990>

Application Information

Application process and form(s):

Information and links to the application can be found at <https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/transient-accommodations-hotels-and-motels/transient-accommodations-license>

Requirements, additional actions, information, or documentation:

Step 1: Initial Application, Change of Ownership, Amendment, or Expired Relicensure: Submit a complete application and the required fees. Step 2: Inspection: Once you complete step 1 and we've had an opportunity to process your paperwork an inspection is conducted. Step 3: License Issued: After the above steps are accomplished and approved, the transient accommodations license is issued and mailed to the owner/operator at the mailing address provided in their application or renewal.

Dependencies, conditions, or requirements:

Facilities are inspected every 3 years. If the facility does not pass the inspection then a Statement of Deficiency Report is required; the report should be submitted to the Department of Health, P.O. Box 47824, Olympia, WA 98504-7824.

Submittal process:

Mail completed application to: Washington State Department of Health, Revenue Section, P.O. Box 1099 Olympia, WA 98507-1099

Application/Submittal last updated:

12/2024

Review/Approval time:

Target to be completed within 30 business days.

Valid duration:

Transient Accommodation (TA) licenses are valid for one calendar year from the date of inspection approval and must be renewed annually.

Appeal process:

An applicant or licensee may contest a department decision or action according to the provisions of RCW 43.70.115, Chapter 34.05 RCW, and Chapter 246-10 WAC.

Analysis

Applications received:

120

Average processing time (all):

49

Average processing time (completed):

2

Legal processing time:

None.

Streamlining opportunities:

Program is currently working to move from an outdated Legacy database to a more modern version which will allow online applications and payments.

Pending applications:

23

Backlog applications:

16

Explanation:

Applications classified as pending were due to one or more of the following: incomplete or illegible application; application was missing required documentation and/or signature; missing verification of public water system; and/or applicant did not pay a

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

10

Transient Accommodations License Renewal

Department of Health

Type: License Renewal

ID: 1713

Description

Transient Accommodations (TA) are defined as facilities that offer three or more lodging units to guests for periods of less than thirty days. Facilities include hotels, motels, bed and breakfasts, resorts, inns, condominiums, crisis shelters, hostels, and retreats. We inspect these facilities to ensure they meet state health and safety standards.

Legal authority

Chapter 246-360: <https://app.leg.wa.gov/wac/default.aspx?cite=246-360> . Chapter 70.62: <https://app.leg.wa.gov/rcw/default.aspx?cite=70.62> . Chapter 43.70.095: <https://app.leg.wa.gov/rcw/default.aspx?cite=43.70.095>

Equity considerations:

The Environmental Public Health (EPH) team is committed to ensuring that all communities, regardless of location or resources, have access to clean air, safe drinking water, and a healthy environment. In our state, low-income communities, Indigenous populations, and communities of color often face disproportionate environmental burdens. To address these disparities, EPH programs prioritize support for communities at higher risk of environmental health challenges. EPH also works to empower communities by fostering partnerships with schools, local governments, and community organizations, and by enhancing language access, accessibility, and cultural responsiveness in its programs and processes. OEHS strives to ensure these values are demonstrated consistently in our permitting, licensing, and certification processes.

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

07/2018

Comment:

Fees are as follows: 3-10 Rooms is \$198; 11-49 Rooms is \$395; 50+ Rooms is \$795. The License Amendment Fee is \$66. The Late Renewal Fee \$66.

Legal authority for fees:

Chapter 246-360-990: <https://app.leg.wa.gov/WAC/default.aspx?cite=246-360-990>

Application Information

Application process and form(s):

Renewal applications are mailed to facilities 60 days prior to license expiration.

Requirements, additional actions, information, or documentation:

Step 1: Submit a complete renewal application and the required fees. Step 2: License issued and mailed to the owner/operator at the mailing address provided in their renewal application.

Dependencies, conditions, or requirements:

Facilities are inspected every 3 years. If the facility does not pass the inspection then a Statement of Deficiency Report is required; the report should be submitted to the Department of Health, P.O. Box 47824, Olympia, WA 98504-7824.

Submittal process:

Mail completed renewal to: Washington State Department of Health, Revenue Section, P.O. Box 1099 Olympia, WA 98507-1099

Application/Submittal last updated:

12/2024

Review/Approval time:

Target to be completed within 30 business days.

Valid duration:

Transient Accommodation (TA) licenses are valid for one calendar year from the date of inspection approval and must be

renewed annually.

Appeal process:

An applicant or licensee may contest a department decision or action according to the provisions of RCW 43.70.115, Chapter 34.05 RCW, and Chapter 246-10 WAC.

Analysis

Applications received:

-99

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

None.

Streamlining opportunities:

Program is currently working to move from an outdated Legacy database to a more modern version which will allow online applications and payments.

Pending applications:

-99

Backlog applications:

-99

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Explanation:

The Program hasn't historically collected this data. Upgrade to the database will allow the Program to collect this data in the future.

Veterinary License

Department of Health

Type: License

Description

ID: 1327

To practice as a Veterinarian

Legal authority

Chapter 18.92 RCW: VETERINARY MEDICINE, SURGERY, AND DENTISTRY; WAC 246-933

Equity considerations:

Applications accepted online and mail

Costs/Fees

Application fee:

355

Credential fee:

-99

Fee last changed:

07/2020

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

RCW 18.92.140: License—Procedures, requirements, fees.

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

WAC 246-933-250:

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 152 days.

Valid duration:

One year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

355

Average processing time (all):

159

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

5

5

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

131

Explanation:

Backlog applications:

0

Veterinary License - Renewal

Department of Health

Type: License

Description

ID: 1538

To practice as a Veterinarian

Legal authority

RCW Chapter 18.92, WAC 246-933

Equity considerations:

None.

Costs/Fees

Application fee:

211

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard renewal

Legal authority for fees:

RCW Chapter 18.92, WAC 246-933, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

30 CE hours due every two years

Dependencies, conditions, or requirements:

Attestation of CE completion, and practice hours due at time of renewal

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

4444

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours.

Pending applications:

0

Explanation:

Backlog applications:

0

Veterinary License Expired Reactivation

Department of Health

Type: License

Description

ID: 1432

To practice as a Veterinarian

Legal authority

Chapter 18.92 RCW: VETERINARY MEDICINE, SURGERY, AND DENTISTRY; WAC 246-933

Equity considerations:

Applications accepted online and mail

Costs/Fees

Application fee:

330

Credential fee:

-99

Fee last changed:

07/2020

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

RCW 18.92.140: License—Procedures, requirements, fees.

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

WAC 246-933-250:

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 152 days.

Valid duration:

One year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

29

Average processing time (all):

37

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

5

5

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Explanation:

Backlog applications:

0

Veterinary Medication Clerk Registration

Department of Health

Type: Other

Description

ID: 1328

To practice as a Veterinarian medication clerk

Legal authority

Chapter 246-937 WAC:

Equity considerations:

Applications accepted online and mail

Costs/Fees

Application fee:

65

Credential fee:

-99

Fee last changed:

12/2011

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

RCW 18.92.140: License—Procedures, requirements, fees.

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

WAC 246-937-050:

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 15 days.

Valid duration:

One year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

875

Average processing time (all):

68

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

7

7

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

195

Explanation:

Backlog applications:

7

Veterinary Medication Clerk Registration - Renewal

Department of Health

Type: Registration

ID: 1539

Description

To practice as a Veterinarian medication clerk

Legal authority

RCW Chapter 18.92, WAC 246-937

Equity considerations:

None.

Costs/Fees

Application fee:

55

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard renewal

Legal authority for fees:

RCW Chapter 18.92, WAC 246-937, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

Must have an active VETVT as supervisor on file. If no supervision is listed or VETVT is not active, must complete the 'change in sponsor form'.

Dependencies, conditions, or requirements:

Active VETVT listed on file as sponsor

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

2058

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours.

Pending applications:

0

Explanation:

Backlog applications:

0

Veterinary Medication Clerk Registration Expired Reactivation

Department of Health

Type: Other

ID: 1433

Description

To practice as a Veterinarian medication clerk

Legal authority

Chapter 246-937 WAC:

Equity considerations:

Applications accepted online and mail

Costs/Fees

Application fee:

170

Credential fee:

-99

Fee last changed:

12/2011

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

RCW 18.92.140: License—Procedures, requirements, fees.

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

WAC 246-937-050:

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 15 days.

Valid duration:

One year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

103

Average processing time (all):

65

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

7

7

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Explanation:

Backlog applications:

0

Veterinary Service/Animal Control Agency and Humane Society Registration

Department of Health

Type: Registration

ID: 1604

Description

To allow qualified animal control agencies and humane societies to provide veterinary services to low-income households in our communities.

Legal authority

RCW 18.92 <https://app.leg.wa.gov/rcw/default.aspx?cite=18.92>

WAC 246-933

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-933>

Equity considerations:

none

Costs/Fees

Application fee:

120

Credential fee:

0

Fee last changed:

12/2011

Comment:

WAC 246-933-590 <https://app.leg.wa.gov/WAC/default.aspx?cite=246-933-590>

Legal authority for fees:

WAC 246-933-590 <https://app.leg.wa.gov/WAC/default.aspx?cite=246-933-590>

Application Information

Application process and form(s):

paper <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/veterinarian/licensing-information>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/veterinarian/licensing-information>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail completed applications to: PO Box 1099 Olympia WA 98507-
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

1 year (expires annually on 7/31)

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

0

Average processing time (all):

-99

Average processing time (completed):

12

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

0

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

11

Veterinary Service/Animal Control Agency and Humane Society Registration - Reactivation

Department of Health

Type: Registration

ID: 1614

Description

To allow qualified animal control agencies and humane societies to provide veterinary services to low-income households in our communities.

Legal authority

RCW 18.92 <https://app.leg.wa.gov/rcw/default.aspx?cite=18.92>

WAC 246-933

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-933>

Equity considerations:

Technical assistance available for all applicants for an understanding of licensure process, requirements, and expectations.

Costs/Fees

Application fee:

-99

Credential fee:

0

Fee last changed:

12/2011

Comment:

Total - 260Entity Renewal - 100Late Renewal Penalty - 80Expired Registration Reissue - 80

Legal authority for fees:

WAC 246-933-590 <https://app.leg.wa.gov/WAC/default.aspx?cite=246-933-590>

Application Information

Application process and form(s):

paper <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/nursing-pool/licensing-information>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/animal-care-and-control-and-humane-society/registration-requirements>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail completed applications to: PO Box 1099 Olympia WA 98507-
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

1 year

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

0

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

0

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Veterinary Service/Animal Control Agency and Humane Society Registration - Renewal

Department of Health

Type: Registration

ID: 1670

Description

To allow qualified animal control agencies and humane societies to provide veterinary services to low-income households in our communities.

Legal authority

RCW 18.92 <https://app.leg.wa.gov/rcw/default.aspx?cite=18.92>
<https://app.leg.wa.gov/WAC/default.aspx?cite=246-933>

WAC 246-933

Equity considerations:

none

Costs/Fees

Application fee:

-99

Credential fee:

0

Fee last changed:

12/2011

Comment:

Entity Renewal - 100Late Renewal Penalty - 80

Legal authority for fees:

WAC 246-933-590 <https://app.leg.wa.gov/WAC/default.aspx?cite=246-933-590>

Application Information

Application process and form(s):

Not applicable

Requirements, additional actions, information, or documentation:

No application required - Fee Only

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
1099

Mail renewal fee to: PO Box 1099 Olympia WA 98507-
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each renewal is circumstantial in timeline. Our goal is to approve license renewals within 10 days of the renewal determined complete

Valid duration:

1 year

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

31

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

-99

Backlog applications:

-99

Explanation:

Any pending renewals- not all requirements have been met. Waiting on additional information from applicant. Any backlog of renewals were received within the past 3 days and are in the queue for processing.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Veterinary Specialty License

Department of Health

Type: License

Description

ID: 1329

To practice as a specialty veterinarian

Legal authority

RCW 18.92.135: License to practice specialized veterinary medicine.

Equity considerations:

Applications accepted online and mail

Costs/Fees

Application fee:

350

Credential fee:

-99

Fee last changed:

07/2020

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

RCW 18.92.140: License—Procedures, requirements, fees.

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

WAC 246-933-300:

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 30 days.

Valid duration:

One year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

1

Average processing time (all):

71

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

7

7

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

1

Explanation:

Backlog applications:

0

Veterinary Specialty License Expired Reactivation

Department of Health

Type: License

Description

ID: 1434

To practice as a specialty veterinarian

Legal authority

RCW 18.92.135: License to practice specialized veterinary medicine.

Equity considerations:

Applications accepted online and mail

Costs/Fees

Application fee:

330

Credential fee:

-99

Fee last changed:

07/2020

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

RCW 18.92.140: License—Procedures, requirements, fees.

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

WAC 246-933-300:

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 30 days.

Valid duration:

One year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

0

Average processing time (all):

-99

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

7

7

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Explanation:

Backlog applications:

0

Veterinary Technician License

Department of Health

Type: License

Description

ID: 1330

To practice as a veterinary technician

Legal authority

Chapter 246-935 WAC:

Equity considerations:

Applications accepted online and mail

Costs/Fees

Application fee:

270

Credential fee:

-99

Fee last changed:

07/2020

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

RCW 18.92.140: License—Procedures, requirements, fees.

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

WAC 246-935-020; WAC 246-935-060; WAC 246-935-070;

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

One year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

244

Average processing time (all):

145

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

5

5

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

117

Explanation:

Backlog applications:

3

Veterinary Technician License - Renewal

Department of Health

Type: License

Description

ID: 1540

To practice as a veterinary technician

Legal authority

RCW Chapter 18.92, WAC 246-937

Equity considerations:

None.

Costs/Fees

Application fee:

91

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard renewal

Legal authority for fees:

RCW Chapter 18.92, WAC 246-937, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

20 CE hours due every two years

Dependencies, conditions, or requirements:

Attestation of CE completion, and practice hours due at time of renewal

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

1 year

Appeal process:

none

Analysis

Applications received:

2604

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours.

Pending applications:

0

Explanation:

Backlog applications:

0

Veterinary Technician License Expired Reactivation

Department of Health

Type: License

Description

ID: 1435

To practice as a veterinary technician

Legal authority

Chapter 246-935 WAC:

Equity considerations:

Applications accepted online and mail

Costs/Fees

Application fee:

235

Credential fee:

-99

Fee last changed:

07/2020

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

RCW 18.92.140: License—Procedures, requirements, fees.

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

WAC 246-935-020; WAC 246-935-060; WAC 246-935-070;

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

One year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

12

Average processing time (all):

26

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

5

5

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Explanation:

Backlog applications:

0

Veterinary Temporary Permit

Department of Health

Type: Permit

Description

ID: 1331

To practice as a veterinarian while waiting for final approvals

Legal authority

WAC 246-933-295:

Equity considerations:

Applications accepted online and mail

Costs/Fees

Application fee:

215

Credential fee:

-99

Fee last changed:

07/2020

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

RCW 18.92.140: License—Procedures, requirements, fees.

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

WAC 246-933-255:

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

One year

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

8

Average processing time (all):

-99

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

-99

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

1

Explanation:

Backlog applications:

0

Water Recreation Facilities Construction Permit

Department of Health

Type: Initial Permit

ID: 1703

Description

The purpose of this chapter is to protect the health, safety, and welfare of users of water recreation facilities (WRF).

Legal authority

Chapter 246-260: <https://app.leg.wa.gov/wac/default.aspx?cite=246-260> . Chapter 70.90: <https://app.leg.wa.gov/rcw/default.aspx?cite=70.90>

Equity considerations:

The Environmental Public Health (EPH) team is committed to ensuring that all communities, regardless of location or resources, have access to clean air, safe drinking water, and a healthy environment. In our state, low-income communities, Indigenous populations, and communities of color often face disproportionate environmental burdens. To address these disparities, EPH programs prioritize support for communities at higher risk of environmental health challenges. EPH also works to empower communities by fostering partnerships with schools, local governments, and community organizations, and by enhancing language access, accessibility, and cultural responsiveness in its programs and processes. OEHS strives to ensure these values are demonstrated consistently in our permitting, licensing, and certification processes.

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

08/2006

Comment:

Fees are as follows: Swimming pools with volumes 100,000 gallons or more is \$800 for 8 hours review; Swimming pools with volume less than 100,000 gallons is \$400 for 4 hours review; Spa pools is \$400 for 4 hours review; Recirculating spray feature is \$400 for 4 hours review; Wading pool or non-recirculating spray feature is \$200 for 2 hours review; and, Existing pool (swim, spa, wade, spray) is \$100 for 1 hour review. Additional fees of \$99 per hour will be charged for hours of review beyond those provided by the base fees.

Legal authority for fees:

Chapter 246-260-9901: <https://app.leg.wa.gov/WAC/default.aspx?cite=246-262-9901> . Chapter 70.90.150: <https://app.leg.wa.gov/RCW/default.aspx?cite=70.90.150>

Application Information

Application process and form(s):

Information and links to the application can be found at <https://doh.wa.gov/community-and-environment/water-recreation/regulated-facilities/construction-permit>

Requirements, additional actions, information, or documentation:

Part 1: Mail completed Fee Submittal Form with fee. Part 2: Email all application forms, plans, specification sheets, and other applicable documents to waterrecreation@doh.wa.gov. Part 3: Review the Plan Details. Complete the Plan Detail checklists that apply to your facility and include them with your plans in Part 2. Incomplete applications may delay the review process. Once the initial plan is submitted, a review is done within 30 days. If the application is complete and a determination can be made it is either approved or denied. If additional information is needed, a plan review letter is issued outlining what is needed. If the applicant does not respond within 40 days, the project is put into inactive status and an email is sent to the applicant giving them an additional 120 days to respond before closure. Once a response is received, another review is done within 14-30 days and the project is either approved, denied, or issued a letter with additional information still not addressed. The cycle continues until all issues have been addressed and there is a complete application which the department can approve or deny. If the applicant goes past the closure date and is unable to provide the required response, they can request an extension to keep the project open. WAC 246-260-201(1) an owner (or their authorized representative) may apply to the department or local health officer for a variance to the requirements of this chapter for a water recreation facility. If the application relates to construction permits, it must be made at least thirty days prior to development of final plans and specifications. Typically DOH identifies non-compliant items during the review that the owner may then elect to request a variance for. Variances related to the design and construction of a water recreation facility require concurrence from the local health jurisdiction where the facility is located. DOH submits to the local health jurisdiction our recommendation to approve or deny the variance. Our policy is to allow the local health jurisdiction to approve or comment on proposed variances.

Dependencies, conditions, or requirements:

As required in WAC 246-260, upon completion of the construction and prior to use, the owner shall: 1. Submit any change orders prior to submission of construction report. 2. Submit a construction report from the engineer or architect to Department of Health. 3. Contact the local health jurisdiction at least five working days before intended use of the facility. 4. Address any significant deviations from the approved plans and deficiencies leading to a violation of WAC 246-260 in the construction design identified during the pre-opening inspection by correcting such issues before opening to the public. 5. Obtain an operating permit through the local health jurisdiction. 6. Pursuant to RCW 70.90.240, ensure that the seller of spas, pools and tubs under RCW 70.90.110(1) (a) and (c) shall furnish to the purchaser a complete set of operating instructions which shall include detailed instructions on the safe use of the spa, pool, or tub and for the proper treatment of water to reduce health risks to the purchaser. Included in the instructions shall be information about the health effects of hot water and a specific caution and explanation of the health effects of hot water on pregnant women.

Submittal process:

Mail fee submittal to: Washington State Department of Health, Revenue Section, P.O. Box 1099 Olympia, WA 98507-1099. Email all plan submittal form, plans, specification sheets, and other applicable documents to waterrecreation@doh.wa.gov.

Application/Submittal last updated:

08/2024

Review/Approval time:

Initial review provided within 30 business days.

Valid duration:

Construction permits are valid for 18 months. Applicants can file for an extension of up to 1 additional year.

Appeal process:

Chapter 70.90.210: <https://app.leg.wa.gov/RCW/default.aspx?cite=70.90.210> . Any person aggrieved by an order of the department or by the imposition of a civil fine by the department has the right to an adjudicative proceeding. RCW 43.70.095 governs department notice of a civil fine and a person's right to an adjudicative proceeding.

Analysis

Applications received:

94

Average processing time (all):

107

Average processing time (completed):

1

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

1

Legal processing time:

Chapter 70.90.160: <https://app.leg.wa.gov/RCW/default.aspx?cite=70.90.160>

Streamlining opportunities:

Fee submittal process requiring mail in payments is outdated and the ability to take online payments would reduce burden on applicants; we are seeking to implement a system upgrade to allow for this currently. Using a database where the applicant can submit the application documents and fee in one place would be ideal for the applicant. The program is simplifying the plan review process for modification of existing facilities and will update the website to clarify the process and path for owners/designers to apply. Approval of water supply and wastewater disposal are requirements that may extend the application process significantly. Approving water supply and wastewater disposal methods for water recreation facilities is not our area of expertise and requires approval from external agencies. Through ongoing rule revision we hope to clarify the approval process while working with our external partners.

Pending applications:

0

Explanation:

No backlog.

Backlog applications:

0

Water Recreation Facilities Operating Permit

Department of Health

Type: Initial Permit

Description

ID: 1704

The purpose of this chapter is to protect the health, safety, and welfare of users of Water Recreation Facilities (WRF).

Legal authority

Chapter 246-260: <https://app.leg.wa.gov/wac/default.aspx?cite=246-260> . Chapter 70.90: <https://app.leg.wa.gov/rcw/default.aspx?cite=70.90>

Equity considerations:

The Environmental Public Health (EPH) team is committed to ensuring that all communities, regardless of location or resources, have access to clean air, safe drinking water, and a healthy environment. In our state, low-income communities, Indigenous populations, and communities of color often face disproportionate environmental burdens. To address these disparities, EPH programs prioritize support for communities at higher risk of environmental health challenges. EPH also works to empower communities by fostering partnerships with schools, local governments, and community organizations, and by enhancing language access, accessibility, and cultural responsiveness in its programs and processes. OEHS strives to ensure these values are demonstrated consistently in our permitting, licensing, and certification processes.

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

08/2006

Comment:

Fees are as follows: Operating Permit Seasonal (0-6 month): Single Swim Pool \$291; Single Spa Pool \$255; Single Wading Pool \$211; Spray Pool or Pools \$105; and, each additional Swim, Spa, or Wading Pool is \$63. For Annual Operating Permits (6-12 months) , the fees are as follows: Single Swim Pool \$477; Single Spa Pool \$424; Single Wading Pool \$371; Spray Pool or Pools \$159; and, each additional Swim, Spa, or Wading Pool \$84. A 30% discount in operating permit fees is allowed for satisfactory completion of either of the following: courses: Certified Pool Operator (CPO) course sponsored through National Swimming Pool Foundation; or, Aquatic Facility Operator (AFO) or Certified Pool Manager (CPM) course sponsored through National Recreation and Parks Association. Persons with a certificate of course completion from either of these courses are eligible for this discount for 5 years from the date of training. Additionally, a 15% discount in operating permit fees is allowed for satisfactory completion of either of the following courses: Pool and Spa Operator's training course offered through Washington State Environmental Health Association; or, Pool and Spa Operator's training course offered through a local health jurisdiction. Persons with a certificate of course completion for either of these courses are eligible for this discount for 2 years from the date of training. Lastly, there is a Small Facility Discount of 50% available for hotels, motels, and bed and breakfast facilities that have 14 or fewer living units.

Legal authority for fees:

Chapter 246-260-9901: <https://app.leg.wa.gov/WAC/default.aspx?cite=246-262-9901> . Chapter 70.90.150: <https://app.leg.wa.gov/RCW/default.aspx?cite=70.90.150>

Application Information

Application process and form(s):

The Department of Health issues this permit for Lewis County only. For all other Counties, operating permits are issued by the local health jurisdiction. Once a facility in Lewis County has an approved and completed construction permit, DOH will email them an operating permit application. The facility has a pre-opening inspection and must be in compliance prior to issuance of the operating permit.

Requirements, additional actions, information, or documentation:

Once a facility has an approved and completed construction permit, they will be emailed an operating permit application. The facility has a pre-opening inspection and must be in compliance prior to issuance of the operating permit.

Dependencies, conditions, or requirements:

Annual renewal and inspection is required and facility must be in compliance.

Submittal process:

Mail completed application to: Washington State Department of Health, Revenue Section, P.O. Box 1099 Olympia, WA 98507-

Application/Submittal last updated:

01/2024

Review/Approval time:

Operating permit applications are reviewed within 30 business days.

Valid duration:

Operating permits can be annual, from April 1 through March 31, or seasonal from May 1 through October 1.

Appeal process:

Chapter 70.90.210: <https://app.leg.wa.gov/RCW/default.aspx?cite=70.90.210> . Any person aggrieved by an order of the department or by the imposition of a civil fine by the department has the right to an adjudicative proceeding. RCW 43.70.095 governs department notice of a civil fine and a person's right to an adjudicative proceeding.

Analysis

Applications received:

1

Average processing time (all):

18

Average processing time (completed):

4

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

4

Legal processing time:Chapter 70.90.170: <https://app.leg.wa.gov/RCW/default.aspx?cite=70.90.170>**Streamlining opportunities:**

Program is currently working to move from an outdated Legacy database to a more modern version which will allow online applications and payments.

Pending applications:

0

Explanation:

No backlog.

Backlog applications:

0

Water Recreation Facilities Operating Permit Renewal

Department of Health

Type: Permit Renewal

ID: 1715

Description

The purpose of this chapter is to protect the health, safety, and welfare of users of Water Recreation Facilities (WRF).

Legal authority

Chapter 246-260: <https://app.leg.wa.gov/wac/default.aspx?cite=246-260> . Chapter 70.90: <https://app.leg.wa.gov/rcw/default.aspx?cite=70.90>

Equity considerations:

The Environmental Public Health (EPH) team is committed to ensuring that all communities, regardless of location or resources, have access to clean air, safe drinking water, and a healthy environment. In our state, low-income communities, Indigenous populations, and communities of color often face disproportionate environmental burdens. To address these disparities, EPH programs prioritize support for communities at higher risk of environmental health challenges. EPH also works to empower communities by fostering partnerships with schools, local governments, and community organizations, and by enhancing language access, accessibility, and cultural responsiveness in its programs and processes. OEHS strives to ensure these values are demonstrated consistently in our permitting, licensing, and certification processes.

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

08/2006

Comment:

Fees are as follows: Operating Permit Seasonal (0-6 month): Single Swim Pool \$291; Single Spa Pool \$255; Single Wading Pool \$211; Spray Pool or Pools \$105; and, each additional Swim, Spa, or Wading Pool is \$63. For Annual Operating Permits (6-12 months) , the fees are as follows: Single Swim Pool \$477; Single Spa Pool \$424; Single Wading Pool \$371; Spray Pool or Pools \$159; and, each additional Swim, Spa, or Wading Pool \$84. A 30% discount in operating permit fees is allowed for satisfactory completion of either of the following: courses: Certified Pool Operator (CPO) course sponsored through National Swimming Pool Foundation; or, Aquatic Facility Operator (AFO) or Certified Pool Manager (CPM) course sponsored through National Recreation and Parks Association. Persons with a certificate of course completion from either of these courses are eligible for this discount for 5 years from the date of training. Additionally, a 15% discount in operating permit fees is allowed for satisfactory completion of either of the following courses: Pool and Spa Operator's training course offered through Washington State Environmental Health Association; or, Pool and Spa Operator's training course offered through a local health jurisdiction. Persons with a certificate of course completion for either of these courses are eligible for this discount for 2 years from the date of training. Lastly, there is a Small Facility Discount of 50% available for hotels, motels, and bed and breakfast facilities that have 14 or fewer living units.

Legal authority for fees:

Chapter 246-260-9901: <https://app.leg.wa.gov/WAC/default.aspx?cite=246-262-9901> . Chapter 70.90.150: <https://app.leg.wa.gov/RCW/default.aspx?cite=70.90.150>

Application Information

Application process and form(s):

Renewal applications are emailed to facilities 60 days prior to permit expiration.

Requirements, additional actions, information, or documentation:

The facility submits a complete renewal application and the required fees. The facility is inspected and must be in compliance prior to issuance of the operating permit. Permit is issued and mailed to the facility.

Dependencies, conditions, or requirements:

Annual renewal and inspection is required and facility must be in compliance.

Submittal process:

Mail completed application to: Washington State Department of Health, Revenue Section, P.O. Box 1099 Olympia, WA 98507-1099

Application/Submittal last updated:

Review/Approval time:

Operating permit applications are reviewed within 30 business days.

Valid duration:

Operating permits can be annual, from April 1 through March 31, or seasonal from May 1 through October 1.

Appeal process:

Chapter 70.90.210: <https://app.leg.wa.gov/RCW/default.aspx?cite=70.90.210> . Any person aggrieved by an order of the department or by the imposition of a civil fine by the department has the right to an adjudicative proceeding. RCW 43.70.095 governs department notice of a civil fine and a person's right to an adjudicative proceeding.

Analysis

Applications received:

34

Average processing time (all):

27

Average processing time (completed):

4

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

4

Legal processing time:

Chapter 70.90.170: <https://app.leg.wa.gov/RCW/default.aspx?cite=70.90.170>

Streamlining opportunities:

Program is currently working to move from an outdated Legacy database to a more modern version which will allow online applications and payments.

Pending applications:

0

Explanation:

No backlog.

Backlog applications:

0

Water System Construction and Operation Approval

Department of Health

Type: Other

ID: 1681

Description

The purpose of the review and approval of water system infrastructure projects is to ensure water systems are designed according to health and safety standards. This is critical for ensuring water systems are supplying safe and reliable drinking water to their customers.

Legal authority

Chapter 246-290 WAC: <https://app.leg.wa.gov/wac/default.aspx?cite=246-290> . Chapter 246-291 WAC: <https://app.leg.wa.gov/wac/default.aspx?cite=246-291> . Chapter 246-293 WAC: <https://app.leg.wa.gov/wac/default.aspx?cite=246-293> . RCW 43.20.050 : <https://app.leg.wa.gov/rcw/default.aspx?cite=43.20.050> . RCW 70A.125.080: <https://app.leg.wa.gov/rcw/default.aspx?cite=70A.125.080> . RCW 70A.125.060: <https://app.leg.wa.gov/RCW/default.aspx?cite=70A.125.060&pdf=true> . RCW 70A.130.010: <https://app.leg.wa.gov/rcw/default.aspx?cite=70A.130.010>

Equity considerations:

The Environmental Public Health (EPH) team is committed to ensuring that all communities, regardless of location or resources, have access to clean air, safe drinking water, and a healthy environment. In our state, low-income communities, Indigenous populations, and communities of color often face disproportionate environmental burdens. To address these disparities, EPH programs prioritize support for communities at higher risk of environmental health challenges. EPH also works to empower communities by fostering partnerships with schools, local governments, and community organizations, and by enhancing language access, accessibility, and cultural responsiveness in its programs and processes. ODW strives to ensure these values are demonstrated consistently in our permit, licensing, approval, and certification processes.

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

03/2012

Comment:

Fees vary depending on the size of the water system, the type of infrastructure project, and the completeness of submittal. There is a base fee for both an engineering report and construction documents that covers review of the initial submittal and one additional review. Base fees range between \$276 and \$5,844. If the comments are not fully addressed and more review is required additional fees apply. Fees for smaller waters system are subsidized with federal funds to cover the full cost of the agency's review. Water systems in operation are subject to operating permit fees. WAC 246-290-990 (1) (d) - (h) : <https://app.leg.wa.gov/wac/default.aspx?cite=246-290-990>

Legal authority for fees:

WAC Chapter 246-290-990 : <https://app.leg.wa.gov/WAC/default.aspx?cite=246-290-990> . RCW 43.20B.020 : <https://app.leg.wa.gov/RCW/default.aspx?cite=43.20B.020&pdf=true>

Application Information

Application process and form(s):

The application is called "Project Approval Application" and can be accessed online via: <https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fdoh.wa.gov%2Fsites%2Fdefault%2Ffiles%2F2024-01%2F331-149.docx&wdOrigin=BROWSELINK>

Requirements, additional actions, information, or documentation:

1. Applicant submits a project report and construction documents to DOH for review. Submittal must include a project application form.
2. Engineering staff review the submittal and provide comment or approval. Concurrently, projects related to water quantity are sent to the Department of Ecology for a 30 day review of the water rights.
3. After construction is complete, the design engineer is required to submit a Construction Completion Report form, which certifies the project was installed according to the approved design.

Dependencies, conditions, or requirements:

1. Project reports submitted for approval by purveyors who are required to have a water system plan will not be considered for approval unless a current, approved water system plan that adequately addresses the project is on file with the department. In the event that a purveyor of an existing system does not have such a water system plan, the department may enter into a

compliance agreement with the purveyor that grants a time extension to complete the water system plan. 2. Requests for increasing connections or increasing water quantity are required to be reviewed by the Department of Ecology for water rights adequacy. This is a concurrent review.

Submittal process:

Applications are submitted by email to the appropriate regional office as specified in the Project Approval Application Form: ero.admin@doh.wa.gov; dw.nwro.wsproject@doh.wa.gov; or, swro.admin@doh.wa.gov. Files that are too large to submit through email

Application/Submittal last updated:

03/2020

Review/Approval time:

Time varies depending on the complexity of a project, available staff time for completing reviews, and the water system's responsiveness to comments. The goal is to complete the review within 30 days of submittal. If resubmittals are needed, this adds to the review time.

Valid duration:

Approval allows 2 years to complete construction. Water systems can request an extension. If the approved design has not changed and meets current standards, we will approve the extension.

Appeal process:

Within 28 days of notice by the Department to deny or revoke approval, the applicant may file an appeal under Chapter 34.05 RCW of the Administrative Procedures Act.

Analysis

Applications received:

252

Average processing time (all):

144

Average processing time (completed):

47

Legal processing time:

None.

Streamlining opportunities:

Educational outreach to consulting engineers on the review process, submittal requirements, standards and our published Water System Design Manual may improve the quality of submittals and reduce review time. Inadequate submittals require additional review time. Complete submittals can be approved without comment.

Pending applications:

70

Backlog applications:

89

Explanation:

Since 2020, the office has experienced engineering staff shortages; 58% of staff were hired over the last 4 years. Due to shortages of licensed engineers throughout the nation, the department struggled to fill open positions and expanded the hiring pool

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

42

Water System Plan Approval

Department of Health

Type: Other

ID: 1683

Description

The purpose of requiring water system owners to prepare and submit water system planning documents is so water systems are appropriately planning for long term needs, prioritizing infrastructure improvements, informing water system rate setting, qualifying for funding opportunities, and demonstrate competent management practices. The Safe Drinking Water Act requires public water systems to assess and develop technical, managerial, and financial capacity and the department's planning requirements meet this requirement.

Legal authority

Chapter 246-290 WAC: <https://app.leg.wa.gov/wac/default.aspx?cite=246-290> . Chapter 246-291 WAC: <https://app.leg.wa.gov/wac/default.aspx?cite=246-291> . Chapter 246-293 WAC: <https://app.leg.wa.gov/wac/default.aspx?cite=246-293> . RCW 43.20.050: <https://app.leg.wa.gov/rcw/default.aspx?cite=43.20.050> . RCW 70A.125.080: <https://app.leg.wa.gov/rcw/default.aspx?cite=70A.125.080> . RCW 70A.125.060: <https://app.leg.wa.gov/RCW/default.aspx?cite=70A.125.060&pdf=true> . RCW 70A.130.010: <https://app.leg.wa.gov/rcw/default.aspx?cite=70A.130.010>

Equity considerations:

The Environmental Public Health (EPH) team is committed to ensuring that all communities, regardless of location or resources, have access to clean air, safe drinking water, and a healthy environment. In our state, low-income communities, Indigenous populations, and communities of color often face disproportionate environmental burdens. To address these disparities, EPH programs prioritize support for communities at higher risk of environmental health challenges. EPH also works to empower communities by fostering partnerships with schools, local governments, and community organizations, and by enhancing language access, accessibility, and cultural responsiveness in its programs and processes. ODW strives to ensure these values are demonstrated consistently in our permit, licensing, approval, and certification processes.

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

03/2012

Comment:

Fees vary depending on the size of the water system, the type of planning document, and the completeness of submittal. There is a base fee that covers review of the initial submittal and one additional review. This base fee ranges from \$138 to \$5,484. If additional reviews are required, additional fees apply. Fees for smaller waters system are subsidized with federal funds to cover the full cost of the agencies review. Please also see WAC 246-290-990(1) (a) : <https://app.leg.wa.gov/wac/default.aspx?cite=246-290-990>

Legal authority for fees:

WAC Chapter 246-290-990: <https://app.leg.wa.gov/WAC/default.aspx?cite=246-290-990> . RCW 43.20B.020: <https://app.leg.wa.gov/RCW/default.aspx?cite=43.20B.020&pdf=true>

Application Information

Application process and form(s):

The application is called "Project Approval Application" and is online and can be accessed at: <https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fdoh.wa.gov%2Fsites%2Fdefault%2Ffiles%2F2024-01%2F331-149.docx&wdOrigin=BROWSELINK>

Requirements, additional actions, information, or documentation:

1. Applicant contacts DOH regional office to request a pre-plan meeting. The outcome of the meeting is an agreed upon scope for submitting the plan and is documented for the applicant's reference. 2. Submit a water system plan or small water system management program (as appropriate) for review. 3. DOH reviews the submittal and concurrently forwards it to the Department of Ecology for review and comment. 4. When all conditions have been completed, DOH either approves or denies the proposed water system plan or small water system management program.

Dependencies, conditions, or requirements:

Requests for increasing connections or increasing water quantity are required to be reviewed by the Department of Ecology for water rights adequacy. This is a concurrent review.

Submittal process:

Applications are submitted by email to the appropriate regional office as specified in the Project Approval Application Form: ero.admin@doh.wa.gov; dw.nwro.wsproject@doh.wa.gov; or, swro.admin@doh.wa.gov. Files that are too large to submit through email

Application/Submittal last updated:

03/2020

Review/Approval time:

Completed submittals are reviewed within 90 days. If submittals are not complete and the department has comments, this adds time to the review.

Valid duration:

The length of the approval depends on the projections provided in the plan and demonstration that the water system can meet growth needs over the planning period. The maximum length of approval is 10 years from the date of the approval letter.

Appeal process:

Within 28 days of notice by the Department to deny approval, the applicant may file an appeal under Chapter 34.05 RCW of the Administrative Procedures Act.

Analysis

Applications received:

61

Average processing time (all):

264

Average processing time (completed):

51

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

90

Legal processing time:

RCW 43.20.250 specifies that review and decision, or request for amendments on the plan, must be within 90 days of plan submission. This law allows for the department to request a one-time extension for an additional 90 days for new submittals.

Streamlining opportunities:

Provide additional training to water systems and consulting engineers on the Water System Planning Guidebook (DOH Publication #331-068) updated in 2020. Provide additional encouragement to water systems and consulting engineers to schedule a preplan conference to determine the appropriate level of information and the scope of the plan.

Pending applications:

42

Backlog applications:

34

Explanation:

Between August 2022 and November 2023, 4 of the 6 environmental planners left their positions. It takes significant time to recruit and train 4 new staff. Portions of the water system plans are also reviewed by engineering staff. Since 2020, the office

Waterworks Operator Certification Exam Applications

Department of Health

Type: Certification

ID: 1682

Description

Ensure individuals operating public water utilities have the education and experience to be eligible for certification examination.

Legal authority

Chapter 70.119 RCW Dispositions: PUBLIC WATER SUPPLY SYSTEMS — OPERATORS

Equity considerations:

The Environmental Public Health (EPH) team is committed to ensuring that all communities, regardless of location or resources, have access to clean air, safe drinking water, and a healthy environment. In our state, low-income communities, Indigenous populations, and communities of color often face disproportionate environmental burdens. To address these disparities, EPH programs prioritize support for communities at higher risk of environmental health challenges. EPH also works to empower communities by fostering partnerships with schools, local governments, and community organizations, and by enhancing language access, accessibility, and cultural responsiveness in its programs and processes. ODW strives to ensure these values are demonstrated consistently in our permit, licensing, approval, and certification processes.

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

01/2014

Comment:

\$87 for most certifications; \$51 for Cross-Connection Control Specialist and Backflow Assembly Tester; \$177 for reciprocity. There is a \$42 annual renewal fee with a \$35 late fee.

Legal authority for fees:

WAC Chapter 246-292: <https://app.leg.wa.gov/WAC/default.aspx?cite=246-292>

Application Information

Application process and form(s):

The exam application process is online and can be accessed at: <https://wcs.greenriver.edu/certification/>.

Requirements, additional actions, information, or documentation:

Applicants must demonstrate the education and experience requirements in <https://app.leg.wa.gov/WAC/default.aspx?cite=246-292-060>.

Dependencies, conditions, or requirements:

Upon approval of exam application, candidates are eligible to attempt an appropriate certification exam.

Submittal process:

The exam application process is online and can be accessed at: <https://wcs.greenriver.edu/certification/>

Application/Submittal last updated:

01/2024

Review/Approval time:

Exam applications are typically reviewed within 3 days. Approval is dependent on the completeness of the application. The average approval time was 8 days in 2024.

Valid duration:

Exam application approval is valid for 1 year from the date of approval.

Appeal process:

Candidates may request additional review of exam application if denied. A second reviewer will consider the application.

Applications received:

1034

Average processing time (all):

8

Average processing time (completed):

3

Legal processing time:

None.

Streamlining opportunities:

Within the last year the department has streamlined the process by contracting the entire operator certification process with Washington Certification Service.

Pending applications:

0

Explanation:

No backlog.

Backlog applications:

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

3

Wildlife Chemical Capture Drug Registration

Department of Health

Type: Registration

ID: 1594

Description

The Washington State Department of Fish and Wildlife (DFW) may apply to the department for registration to purchase, possess, and administer controlled substances for use in chemical capture programs.

Legal authority

RCW 69.50 <https://app.leg.wa.gov/RCW/default.aspx?cite=69.50.320>

WAC 246-945

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-945>

Equity considerations:

none

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

unknown

Comment:

none

Legal authority for fees:

none

Application Information

Application process and form(s):

electronic <https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/pharmaceutical-firms/licensing-information>

Requirements, additional actions, information, or documentation:

<https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/pharmaceutical-firms/licensing-information>

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
98501

Mail completed applications to: PO Box 47867 Olympia WA
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each application review is circumstantial in timeline. Some licensing requirements are of considerable length and could prolong the overall process. Our goal is to approve licensing applications within 10 days of an application meeting all requirements

Valid duration:

5 year (expires annually on 9/30)

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

0

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

0

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Wildlife Chemical Capture Drug Registration - Renewal

Department of Health

Type: Registration

ID: 1661

Description

The Washington State Department of Fish and Wildlife (DFW) may apply to the department for registration to purchase, possess, and administer controlled substances for use in chemical capture programs.

Legal authority

RCW 69.50 <https://app.leg.wa.gov/RCW/default.aspx?cite=69.50.320>

WAC 246-945

<https://app.leg.wa.gov/WAC/default.aspx?cite=246-945>

Equity considerations:

none

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

never

Comment:

none

Legal authority for fees:

none

Application Information

Application process and form(s):

Not applicable

Requirements, additional actions, information, or documentation:

No application required

Dependencies, conditions, or requirements:

no post approval steps

Submittal process:

mail, in-person
7865

Mail renewal notice to: PO Box 47865 Olympia WA 98507-
Submit in person: 111 Israel Rd. S.E. Tumwater, WA 98501

Application/Submittal last updated:

never

Review/Approval time:

Each renewal is circumstantial in timeline. Our goal is to approve license renewals within 10 days of the renewal determined complete

Valid duration:

5 years (expires annually on 9/30)

Appeal process:

Brief Adjudicative Proceeding or hearing WAC 246-10 <https://app.leg.wa.gov/wac/default.aspx?cite=246-10>

Analysis

Applications received:

2

Average time between approval and any post-approval condition(s)/step(s):

Average processing time (all):

-99

-99

Recommended processing time:

-99

Average processing time (completed):

-99

Legal processing time:

Timelines are determined by internal agency policies.

Streamlining opportunities:

Continue to work towards ability to apply online in order to streamline and reduce deficiencies.

Pending applications:

-99

Backlog applications:

-99

Explanation:

Any pending renewals- not all requirements have been met. Waiting on additional information from applicant. Any backlog of renewals were received within the past 3 days and are in the queue for processing.

X-Ray Devices Registration

Department of Health

Type: Other

ID: 1678

Description

“X-ray Registration” is shown as an endorsement on WA State Business License. Registering facilities with X-ray machines is crucial for ensuring the safe use of ionizing radiation. It allows Washington state to track equipment usage, conduct regular onsite inspections, and enforce safety standards to minimize radiation exposure risks to workers and the public. The registration fee helps fund regulatory activities, including the development of safety guidelines, staff training, and compliance monitoring. By requiring registration, the state can proactively ensure proper maintenance, calibration, and adherence to safety protocols, ultimately protecting public health and safety.

Legal authority

RCW 70A.388: <https://app.leg.wa.gov/RCW/default.aspx?cite=70A.388&full=true> . WAC 246-224: <https://app.leg.wa.gov/WAC/default.aspx?cite=246-224>

Equity considerations:

The Environmental Public Health (EPH) team is committed to ensuring that all communities, regardless of location or resources, have access to clean air, safe drinking water, and a healthy environment. In our state, low-income communities, Indigenous populations, and communities of color often face disproportionate environmental burdens. To address these disparities, EPH programs prioritize support for communities at higher risk of environmental health challenges. EPH also works to empower communities by fostering partnerships with schools, local governments, and community organizations, and by enhancing language access, accessibility, and cultural responsiveness in its programs and processes. ORP strives to ensure these values are demonstrated consistently in our licensing, registration, and review processes.

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

12/2023

Comment:

A registrant shall pay applicable radiation machine facility registration fees and radiation machine tube fees for each radiation machine facility and tube annually as identified in WAC 246-254-053: <https://app.leg.wa.gov/wac/default.aspx?cite=246-254-053> . The WA Department of Revenue Business Licensing Services (BLS) charges an initial \$50 business opening fee and annual renewal processing fee of \$5-\$10.

Legal authority for fees:

WAC 246-254-053: <https://app.leg.wa.gov/wac/default.aspx?cite=246-254-053> .

Application Information

Application process and form(s):

Online form through (Business Licensing Services (BLS) and/or phone application through the X-ray program. Paper application is also available. Online forms are available through: <https://dor.wa.gov/state-endorsements/x-ray-facility-and-devices> . Paper applications are also available upon request.

Requirements, additional actions, information, or documentation:

Business Name, address, contact info, United Business Identifier or business license number, location in which X-ray machines will be used and types of X-ray equipment. Information about how to apply can be found here: <https://dor.wa.gov/state-endorsements/x-ray-facility-and-devices>

Dependencies, conditions, or requirements:

For medical X-ray equipment, linear accelerators, particle accelerators, and high energy X-ray vaults, an X-ray shielding plan must be submitted prior to installation of the machine. The registrant must have an X-ray Facility and Devices Washington Business License and Addendum.

Submittal process:

Online forms are available through: <https://dor.wa.gov/state-endorsements/x-ray-facility-and-devices> . Paper applications are also available upon request.

Application/Submittal last updated:

Review/Approval time:

Processing of a general application typically takes less than one day.

Valid duration:

The general application is approved indefinitely but renewed annually with the business license. If ownership is changed, a new registration will be created with the updated business license. The X-ray Shielding Plan is approved until any changes to the

Appeal process:

Upon notice by the Department to deny or revoke a license, a person may request a hearing under Chapter 34.05 RCW, the Administrative Procedures Act.

Analysis

Applications received:

50

Average processing time (all):

14

Average processing time (completed):

14

Legal processing time:

None.

Streamlining opportunities:

General application: Separate the Business Licensing Services (BLS)/WA X-ray relationship would provide direct customer service with the X-ray program and allow for faster application processing because X-ray would be working directly with the registrant. Separating from Business Licensing Services (BLS) could reduce fees as well. For X-ray Plan review- Provide credit card payment options and online fillable forms. Project for database improvement has been approved and funding established. Contract negotiation is ongoing but on currently on hold due to budget freeze.

Pending applications:

4

Backlog applications:

0

Explanation:

No backlog.

Average time between approval and any post-approval condition(s)/step(s):

14

Recommended processing time:

13

X-Ray Facility and Program Review

Department of Health

Type: Other

ID: 1679

Description

X-ray Plan and Facility Certification. Registering facilities with X-ray machines is crucial for ensuring the safe use of ionizing radiation. It allows the state to track equipment usage, conduct regular onsite inspections, and enforce safety standards to minimize radiation exposure risks to workers and the public. The registration fee helps fund regulatory activities, including the development of safety guidelines, staff training, and compliance monitoring. By requiring registration, the state can proactively ensure proper maintenance, calibration, and adherence to safety protocols, ultimately protecting public health and safety.

Legal authority

RCW 70A.388: <https://app.leg.wa.gov/RCW/default.aspx?cite=70A.388&full=true> . WAC 246-224: <https://app.leg.wa.gov/WAC/default.aspx?cite=246-224> . WAC 246-225: <https://app.leg.wa.gov/WAC/default.aspx?cite=246-225> . WAC 246-224: <https://app.leg.wa.gov/WAC/default.aspx?cite=246-224> . WAC 246-254-053: <https://app.leg.wa.gov/WAC/default.aspx?cite=246-254-053&pdf=true>

Equity considerations:

The Environmental Public Health (EPH) team is committed to ensuring that all communities, regardless of location or resources, have access to clean air, safe drinking water, and a healthy environment. In our state, low-income communities, Indigenous populations, and communities of color often face disproportionate environmental burdens. To address these disparities, EPH programs prioritize support for communities at higher risk of environmental health challenges. EPH also works to empower communities by fostering partnerships with schools, local governments, and community organizations, and by enhancing language access, accessibility, and cultural responsiveness in its programs and processes. ORP strives to ensure these values are demonstrated consistently in our licensing, registration, and review processes.

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

12/2023

Comment:

A registrant shall pay applicable radiation machine facility registration fees and radiation machine tube fees for each radiation machine facility and tube annually as identified in WAC 246-254-053: <https://app.leg.wa.gov/wac/default.aspx?cite=246-254-053> .

Legal authority for fees:

RCW 70A.388.050: <https://app.leg.wa.gov/RCW/default.aspx?cite=70A.388.050> . RCW 70A.388.040: <https://app.leg.wa.gov/RCW/default.aspx?cite=70A.388.040&pdf=true> . WAC 246-225: <https://app.leg.wa.gov/WAC/default.aspx?cite=246-225> . WAC 246-224: <https://app.leg.wa.gov/WAC/default.aspx?cite=246-224>

Application Information

Application process and form(s):

Online form through (Business Licensing Services (BLS) and/or phone application through the X-ray program. Paper application is also available. Online forms are available through: <https://dor.wa.gov/state-endorsements/x-ray-facility-and-devices> . Paper applications are also available upon request.

Requirements, additional actions, information, or documentation:

Business Name, address, contact info, United Business Identifier or business license number, location in which X-ray machines will be used and types of X-ray equipment. Information about how to apply can be found here: <https://dor.wa.gov/state-endorsements/x-ray-facility-and-devices>

Dependencies, conditions, or requirements:

For medical X-ray equipment, linear accelerators, particle accelerators, and high energy X-ray vaults, an X-ray shielding plan must be submitted prior to installation of the machine. The registrant must have an X-ray Facility and Devices Washington Business License and Addendum.

Submittal process:

Online forms are available through: <https://dor.wa.gov/state-endorsements/x-ray-facility-and-devices> . Paper applications

are also available upon request.

Application/Submittal last updated:

12/2023

Review/Approval time:

Review of X-ray Shielding Plan typically takes one day or less.

Valid duration:

General Application is approved indefinitely but renewed annually with the business license. If ownership is changed, a new registration will be created with the updated business license. The X-ray Shielding Plan is approved until changes to the building

Appeal process:

Upon notice by the Department to deny or revoke a license, a person may request a hearing under Chapter 34.05 RCW, the Administrative Procedures Act.

Analysis

Applications received:

5

Average processing time (all):

14

Average processing time (completed):

30

Legal processing time:

None.

Streamlining opportunities:

General application: Separate the Business Licensing Services (BLS)/WA X-ray relationship would provide direct customer service with the X-ray program and allow for faster application processing because X-ray would be working directly with the registrant. Separating from Business Licensing Services (BLS) could reduce fees as well. For X-ray Plan review- Provide credit card payment options and online fillable forms. Project for database improvement has been approved and funding established. Contract negotiation is ongoing but on currently on hold due to budget freeze.

Pending applications:

7

Backlog applications:

0

Explanation:

No backlog.

Average time between approval and any post-approval condition(s)/step(s):

14

Recommended processing time:

27

X-Ray Technician Registration

Department of Health

Type: Other

Description

ID: 1281

To practice as a X-Ray technician

Legal authority

RCW 18.84, WAC 246-926

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications.

Costs/Fees

Application fee:

105

Credential fee:

-99

Fee last changed:

05/2012

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

WAC 246-926-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

*Complete Application*Fee*Out of State license verification (if applicable)*Personal Data Questions and WA state required background checks

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 6 days.

Valid duration:

Certificates and registrations must be renewed every two years on the practitioner's birthday

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

0

Average processing time (all):

30

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

11

10

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

37

Explanation:

Backlog applications:

0

X-Ray Technician Registration - Renewal

Department of Health

Type: Registration

Description

To practice as a X-Ray technician

ID: 1541

Legal authority

RCW Chapter 18.84, WAC 246-926

Equity considerations:

None.

Costs/Fees

Application fee:

103

Credential fee:

-99

Fee last changed:

unknown

Comment:

Standard renewal

Legal authority for fees:

RCW Chapter 18.84, WAC 246-926, WAC 246-12

Application Information

Application process and form(s):

electronic, mail

Requirements, additional actions, information, or documentation:

none

Dependencies, conditions, or requirements:

none

Submittal process:

online, mail, phone, in-person (Tumwater office only)

Application/Submittal last updated:

07/2022

Review/Approval time:

Approximately 3 days.

Valid duration:

2 years

Appeal process:

none

Analysis

Applications received:

755

Average processing time (all):

3

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

3

Legal processing time:

none

Streamlining opportunities:

Online renewals are processed within 24 hours.

Pending applications:

0

Explanation:

Backlog applications:

0

X-Ray Technician Registration Expired Reactivation

Department of Health

Type: Other

ID: 1392

Description

To practice as a X-Ray technician

Legal authority

RCW 18.84, WAC 246-926

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications.

Costs/Fees

Application fee:

203

Credential fee:

-99

Fee last changed:

05/2012

Comment:

Includes Reactivation Fee, Renewal Fee, and Late Fee

Legal authority for fees:

WAC 246-926-990

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

*Complete Application*Fee*Out of State license verification (if applicable)*Personal Data Questions and WA state required background checks

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 6 days.

Valid duration:

Certificates and registrations must be renewed every two years on the practitioner's birthday

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

18

Average processing time (all):

22

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

11

10

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

Explanation:

-99

Backlog applications:

0

X-Ray Technician Temporary Practice Permit

Department of Health

Type: Permit

ID: 1280

Description

To practice as a X-Ray Technician prior to full registration

Legal authority

RCW 18.130.040(2)(a)

Equity considerations:

Individuals can apply online, via paper application, and staff are available to answer questions for applications.

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

N/A

Comment:

Applicants must pay HEALSWA access fee once at time of applications for first credential

Legal authority for fees:

N/A

Application Information

Application process and form(s):

Mail/Paper. DOH Website/SAW

Requirements, additional actions, information, or documentation:

Must meet all licensure requirements excluding the completion of a required FBI background check and licensed in another state that is substantionally equivalent to Washington State

Dependencies, conditions, or requirements:

N/A

Submittal process:

HELMS Lite/Mail

Application/Submittal last updated:

04/2024

Review/Approval time:

Approximately 91 days.

Valid duration:

One hundred and eighty days or full license is issued.

Appeal process:

An individual who has been disciplined, whose license has been denied, or whose license has been granted with conditions by a disciplining authority may appeal the decision as provided in chapter 34.05 RCW.

Analysis

Applications received:

-99

Average processing time (all):

-99

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

-99

-99

Legal processing time:

n/a

Streamlining opportunities:

See "OHP Streamline Opportunities" tab.

Pending applications:

-99

Explanation:

Backlog applications:

0