Nursing Assistant Certification Endorsement Application Packet

Contents:

Important Social Security Number Information:

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

In order to process your request:

Mail your application with initial documentation and your check or money order payable to:

Department of Health
P.O. Box 1099
Olympia, WA 98507-1099

Send other documents not sent with initial application to:

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

Contact us:

360-236-4700

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email civil.rights@doh.wa.gov.

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Application Instructions Checklist

Important background check Information: Washington State law authorizes the Department of Health to obtain fingerprint-based background checks for licensing purposes. This check may be through the Washington State Patrol and the Federal Bureau of Investigation (FBI). This may be required if you have lived in another state or if you have a criminal record in Washington State. This would be at your own expense.

All information should be printed clearly in blue or black ink. It is your responsibility to submit the required forms.

- ☐ **Application Fee**. This fee is non-refundable. You can check the online **fee page** for current fees.
- ☐ **Check one that applies:**
  Check which type of training you have completed.
- ☐ **Check if either apply:**
  Request for Military Training and Experience Evaluation
  Spouse or Registered Domestic Partner of Military Personnel
- ☐ **1. Demographic Information:**
  Social Security Number: You must list your social security number on your application. You are not required to have or obtain a Social Security Number to apply for or obtain a license from the Department of Health. Please see the Declaration of No Social Security Number Form. Please call the Customer Service Center at 360-236-4700 if you do not have one.

  National Provider Identifier Number (NPI): The National Provider Identifier (NPI) is a standard unique identifier for health care professionals available from the Federal Centers for Medicare and Medicaid Services. The NPI is a 10 digit numeric identifier. If you have a NPI number, provide this on your application.

  Legal Name: List your full name: first, middle, and last.

  Definition of legal name: “Legal name” is the name appearing on your official certificate of birth or, if your name has changed since birth, on an official marriage certificate or an order by a court. The court must have the legal authority to change your name. We may ask you to prove your legal name. If you use any name other than your legal name on this form, your application may be denied.

  Birth date: Provide the month, day, and year of your birth.

  Address: List the address we should use to send any information about your license. Be sure to include the city, state, zip code, county, and country. This will be your permanent address with the Department of Health until we have been notified of a change. See **WAC 246-12-310**.

  Phone, Fax, and Cell Numbers: Enter your phone, fax, and cell numbers, if you have them.

  Email: Enter your email address, if you have one.

  Other Name(s): Indicate whether you are known or have been known under any other names. If you have a name change, you must notify the Department of Health in writing. You must include proof of this change. See **WAC 246-12-300**.

☐ **2. Personal Data Questions:**
All applicants must answer the same personal data questions. They are focused on your fitness to practice the essential skills of this profession.

If you answer "yes" to any questions in this section, you must provide an appropriate explanation. You must also provide the documentation listed in the note after the question. If you do not provide this, your application is incomplete and it will not be considered.

- Question 5 includes misdemeanors, gross misdemeanors and felonies. You do not have to answer yes if you have been cited for traffic infractions. You can get copies of court records through the county courthouse where the conviction, plea, deferred sentence, or suspended sentence was entered.
- If you have been granted certificate(s) of restoration of opportunity, please provide a certified copy of each certificate.
- Another jurisdiction means any other country, state, federal territory, or military authority.

☐ **3. Education and Training:**
List in date order, most recent to later, the name and location of each college, university, technical or professional school and practice that applies to your profession.

☐ **4. Caregiver Employment History** (to be completed by endorsement applicants)**:**
List the last place of caregiver employment, where you worked in the state that you are endorsing from. Include the business name, address, the first and last days of employment, and the last two states where your name appears on the OBRA registry.

☐ **5. Certifying Organization** (to be completed if applying by alternative training as a medical assistant)**:**
Select which organization you hold a current medical assistant certification.

☐ **6. Examination Data:**
For applicants who have taken the National Nurse Aide Assessment Program (NNAAP) examinations in Washington list the date passed the written/oral and skills examinations. Not applicable for applicants applying by endorsement.

☐ **7. Other License, Certification, or Registration:**
List all states, including Washington, where credentials are or were held. Attach additional completed pages if you need more space. You must also print the **Verification Form** and provide it to each state or jurisdiction that you have listed, requesting that they complete and submit the form directly to the Department of Health.

☐ **8. Applicant's Attestation:**
You must sign and date this for us to process the application.

Certification Requirements

Traditional Training

- Submit application and **fee**
- Submit a copy of your certificate of completion from an approved training program. See the list of **approved programs**.
- Have successfully passed the nurse aide competency examinations.

Alternative Training - Home Care Aide

If you are a certified home care aide seeking nursing assistant-certification, refer to **WAC 246-841-585** for alternative program application requirements.

- Submit application and **fee**.
- Submit a copy of your certificate of completion from an approved Home Care Aide bridge program. See the list of **approved programs**.
- Documentation verifying current certification as a home care aide under **Chapter RCW 18.88B**.
- Complete a cardiopulmonary resuscitation (CPR) course. Provide a copy of the front and back of your current card as proof of completion.
- Have successfully passed the nurse aide competency examinations.

Alternative Training - Medical Assistant-Certified

If you are a medical assistant certified as defined in **WAC 246-841-535** seeking nursing assistant-certification, refer to **WAC 246-841-585** for alternative program application requirements.

- Submit application and **fee**.
- Submit a copy of your certificate of completion from an approved Medical Assistant-Certified bridge program. See the list of approved programs.
- Submit official transcripts from the nationally accredited medical assistant program you completed.
- Documentation verifying current medical assistant certification from one of the following certifying organizations:
  - American Association of Medical Assistants (AAMA)
  - American Medical Technologists (AMT)
  - National Healthcareer Association (NHA)
  - National Center for Competency Testing (NCCT)
- Complete a cardiopulmonary resuscitation (CPR) course. Provide a copy of the front and back of your current card as proof of completion.
- Have successfully passed the nurse aide competency examinations.

Nursing Assistant Certification by Interstate Endorsement

If you hold an active Nursing Assistant Certification in another state, you may qualify for certification in Washington by endorsement.

- Submit application and **fee**.
- Provide caregiver employment history from the state you're endorsing from by completing section four of the application. Include the business name, address, and the first and last days of employment. If you do no have caregiving employment history mark this section as not applicable (N/A). If left blank, this could delay the processing of your application.
- Verification of current nursing assistant certification from the state you're coming from. Complete part one of the **Out-of-state Verification Form** and send it to the state you are endorsing from. That state will complete section two of the verification form and mail it directly to Washington State. Contact information for other states can be found on the **Out of State NAC Registries** website.
- **Note**: you will be required to submit verification of all health care registrations, certifications, and licenses in any other state or jurisdictions.

Out of state trained, out of country trained, or nursing school student:

If you have completed an out of state training, out of country training, or if you are a nursing school student and are requesting approval to take the nurse aide competency examinations you must:

- Submit application and **fee**
- Have your training program submit official transcripts, certificates, or any documentation of training. If your documents are not in English, you must have them translated by a professional translation service.
- Have completed a cardiopulmonary resuscitation (CPR) course, provide a copy of the front and back of your current card as proof of completion.
- Have successfully passed the nurse aide competency examinations.

Note: Once your training has been reviewed, and determined to meet Washington State requirements, you will be authorized to take the National Nurse Aide Assessment Program (NNAAP) examinations. Once you have successfully passed your exam, results will be sent directly to the Department.

For Current and Former Service Members Requesting Evaluation of Military Training and Experience

Under state law, your military education, training, and experience may count towards attaining certain civilian health care profession credentials in Washington State.

Submitted information will be reviewed by the Department of Health to determine substantial equivalency for meeting the credentialing requirements in this state.

Documents to submit with your health care professional credential application should include the following:

- If applicable, a copy of your DD214 Certificate of Release or Discharge from Active Duty, Member-4 or service 2 copy, or NGB-22 for National Guard.

  Please note:

  - A copy of your DD214 can be downloaded from the **EBenefits website**.
  - You can request a replacement copy of your NGB-22 on the **National Archives website**.

- Official Joint Service Transcript (JST) or Community College of the Air Force(CCAF) Transcripts.

  Please note:

  - JST can be sent electronically by visiting the **JST website** and selecting Washington State Department of Health.
  - CCAF transcripts cannot be sent electronically. See the **CCAF website** for transcript information.

- Verification of Military Experience and Training (VMET) or DD Form 2586. See the **DoDTAP website**.
- If applicable, application for the Evaluation of Learning Experiences During Military Service (DD Form 295). See the **Military Resources website**.

For Spouses and Registered Domestic Partners of Military Personnel Being Transferred or Stationed in Washington:

Under state law, if you are the spouse or state-registered domestic partner of a servicemember of any branch of the U.S. Military, to include Guard or Reserve, and are applying for a health care professional credential in this state, you may be eligible to have the processing of your application expedited to receive your credential more quickly.

Documents to submit with your application should include the following:

- A copy of your spouse's or registered domestic partner's military transfer orders to Washington State.
- One of the following:
  - A copy of your marriage certificate to show proof of marriage; or
  - A copy of a state's declaration or registration showing you are in a state registered domestic partnership with a member of the U.S. military.

Other Information

Criminal history checks are conducted for all license applicants. If you answered yes to any of the personal data questions, please submit the appropriate supporting documentation as indicated on the application. If your application is incomplete, you will be mailed a letter regarding the deficiencies.

- The application is considered incomplete if requested information is left blank. Write N/A or place a line through the section instead of leaving blank.
- The initial certification will expire on your birthday unless the initial certification is issued within 90 days of your next birthday.
- A courtesy renewal notice will be mailed to your address on record. You must keep your address current with us. Any renewal postmarked or presented to the department after midnight on the expiration date is late.
- Information regarding the nursing assistant program is available on our **Website.**

Washington State Department of HEALTH

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

Date Stamp Here

Revenue 0299030000

Nursing Assistant Certification Endorsement Application

Check One:

- ☐ Traditional Training
- ☐ Alternative Training - Medical Assistant
- ☐ Alternative Training - Home Care Aide
- ☐ Interstate Endorsement
- ☐ Nursing School Student
- ☐ Out of Country Training
- ☐ Military Training
- ☐ Out of State Training

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

1. Demographic Information

Social Security Number (SSN) (If you do not have a SSN, see instructions)	**National Provider Identifier Number (NPI)** (Enter 10 digit number)	☐ Male ☐ Female ☐ Prefer Not to Answer ☐ X

Name First Middle Last

Birth date (mm/dd/yyyy)

Address

City	State	Zip Code	County

Country

Phone (enter 10 digit #)	Fax (enter 10 digit #)	Cell (enter 10 digit #)

Email address

Mailing address (if different from above)

City	State	Zip Code	County

Country

Note: The mailing and email addresses you provide will be your addresses of record. It is your responsibility to maintain current contact information on file with the department.

Have you ever been known under any other name(s)? ☐ Yes ☐ No
If yes, list name(s):

Will documents be received in another name? ☐ Yes ☐ No
If yes, list name(s):

2. Personal Data Questions

Yes No

1. Do you have a medical condition which in any way impairs or limits your ability to practice your profession with reasonable skill and safety? If yes, please attach explanation. ☐ ☐

"Medical Condition" includes physiological, mental or psychological conditions or disorders, such as, but not limited to orthopedic, visual, speech, and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, intellectual disabilities, emotional or mental illness, specific learning disabilities, HIV disease, tuberculosis, drug addiction, and alcoholism.

If you answered yes to question 1, explain:

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

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

Note: If you answered "yes" to question 1, the licensing authority will assess the nature, severity, and the duration of the risks associated with the ongoing medical condition and the ongoing treatment to determine whether your license should be restricted, conditions imposed, or no license issued.

The licensing authority may require you to undergo one or more mental, physical or psychological examination(s). This would be at your own expense. By submitting this application, you give consent to such an examination(s). You also agree the examination report(s) may be provided to the licensing authority. You waive all claims based on confidentiality or privileged communication. If you do not submit to a required examination(s) or provide the report(s) to the licensing authority, your application may be denied.

2. Do you currently use chemical substance(s) in any way which impair or limit your ability to practice your profession with reasonable skill and safety? If yes, please explain. ☐ ☐

"Currently" means within the past two years.

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

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

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

"Currently" means within the past two years.

Illegal use of controlled substances is the use of controlled substances (e.g., heroin, cocaine) not obtained legally or taken according to the directions of a licensed health care practitioner.

Note: If you answer "yes" to any of the remaining questions, provide an explanation and certified copies of all judgments, decisions, orders, agreements and surrenders. The department does criminal background checks on all applicants.

5. Have you **ever** been convicted, entered a plea of guilty, no contest, or a similar plea, or had prosecution or a sentence deferred or suspended as an adult or juvenile in any state or jurisdiction? ☐ ☐

Note: If you answered "yes" to question 5, you must send certified copies of all court documents related to your criminal history with your application. If you do not provide the documents, your application is incomplete and will not be considered.

If you have been granted certificate(s) of restoration of opportunity, please provide a certified copy of each certificate.

To protect the public, the department considers criminal history. A criminal history may not automatically bar you from obtaining a credential. However, failure to report criminal history may result in extra cost to you and the application may be delayed or denied.

2. Personal Data Questions (cont.)

	Yes	No
6. Have you ever been found in any civil, administrative or criminal proceeding to have:		
a. Possessed, used, prescribed for use, or distributed controlled substances or legend drugs in any way other than for legitimate or therapeutic purposes?	☐	☐
b. Diverted controlled substances or legend drugs?	☐	☐
c. Violated any drug law?	☐	☐
d. Prescribed controlled substances for yourself?	☐	☐
7. Have you ever been found in any proceeding to have violated any state or federal law or rule regulating the practice of a health care profession? If "yes", please attach an explanation and provide copies of all judgments, decisions, and agreements?	☐	☐
8. Have you ever had any license, certificate, registration or other privilege to practice a health care profession denied, revoked, suspended, or restricted by a state, federal, or foreign authority?	☐	☐
9. Have you ever surrendered a credential like those listed in number 8, in connection with or to avoid action by a state, federal, or foreign authority?	☐	☐
10. Have you ever been named in any civil suit or suffered any civil judgment for incompetence, negligence, or malpractice in connection with the practice of a health care profession?	☐	☐
11. Have you ever been disqualified from working with vulnerable persons by the Department of Social and Health Services (DSHS)?	☐	☐

3. Education and Training

List in date order, most recent to later, the name and location of each college, university, technical or professional school and practice that applies to your profession. Attach additional pages if needed.

4. Caregiver Employment History

(to be completed by endorsement applicants only)

Last Place of Caregiver Employment	First/Last Days of Employment

Address of Last Place of Caregiver Employment

List the Last Two States Where Your Name Appears on the OBRA Registry

1._____ 2._____

5. Certifying Organization

(to be completed if applying by alternative training as a medical assistant-certified)

If you are applying as a certified medical assistant, select which organization you hold your current certification with.

- ☐ American Association of Medical Assistants (AAMA);
- ☐ American Medical Technologists (AMT);
- ☐ National Healthcareer Association (NHA);
- ☐ National Center for Competency Testing (NCCT).

6. Examination Data

(to be completed by applicants who have tested or plan to test in Washington State)

Have you taken and passed the National Nurse Aide Assessment Program (NNAAP) examinations?

Written/Oral ☐ Yes ☐ No Date: _____

Skills ☐ Yes ☐ No Date: _____

7. Other License, Certification, or Registration

List all states, including Washington, where any health care credentials are or were held. Specifically list credentials granted as temporary, reciprocity, exemption or similar with type, date, grantor, and if license is current.

State/ jurisdiction	Profession	Certificate		Credential Type		License Received		Currently in force
		Year	Number	Permanent	Temporary	Exam	Other	
								☐ No ☐ Yes
								☐ No ☐ Yes
								☐ No ☐ Yes
								☐ No ☐ Yes

8. Applicant's Attestation

I, _____ , declare under penalty of perjury under the laws of
(Print applicant name clearly)
the state of Washington the following is true and correct:

- I am the person described and identified in this application.
- I have read **RCW 18.130.170** and **RCW 18.130.180** of the Uniform Disciplinary Act.
- I have answered all questions truthfully and completely.
- The documentation provided in support of my application is accurate to the best of my knowledge.
- I have read all laws and rules related to my profession.

I understand the Department of Health may require more information before deciding on my application. The department may independently check conviction records with state or federal databases.

I authorize the release of any files or records the department requires to process this application. This includes information from all hospitals, educational or other organizations, my references, and past and present employers and business and professional associates. It also includes information from federal, state, local or foreign government agencies.

I understand I must inform the department of any past, current or future criminal charges or convictions. I will also inform the department of any physical or mental conditions that jeopardize my ability to provide quality health care. If requested, I will authorize my health providers to release to the department information on my health, including mental health and any substance abuse treatment.

Dated _____ By: _____
(mm/dd/yyyy) (Original signature of applicant)

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RCW/WAC and Online Website Links

RCW/WAC Links

Uniform Disciplinary Act, RCW 18.130

Administrative Procedure Act, RCW 34.05

Administrative Procedures and Requirements, WAC 246-12

Nursing Assistants Laws, RCW 18.88A

Nursing Assistants Rules, WAC 246-841

Online

Nursing Assistant Program Web Page

List of State Nursing Registries