



Physician and Surgeon Expired License Activation Application Packet (Expired Over Two Years)

Contents:

- 1. 657-102 Contents List/SSN Information/Mailing information 1 page
- 2. 657-097 Application Instructions Checklist 2 pages
- 3. 657-115 License Requirement **Out of Practice Over Two-years** 1 page
- 4. 657-096 Physician And Surgeon Expired License Activation Application..... 5 pages
- 5. 657-099 Malpractice / Liability History Form..... 1 page
- 6. RCW/WAC and Online Website Links 1 page

Important Social Security Number Information:

You are required by state and federal law to provide a social security number with your application. If you do not have a social security number at the time you send in this application, contact the Customer Service Center at 360-236-2750 for more information. A U.S. Individual Taxpayer Identification Number (ITIN) or a Canadian Social Insurance Number (SIN) cannot be substituted.

In order to process your request:

Mail your application with your check or money order payable to:

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

Send additional documents to:

Washington Medical Commission
P.O. Box 47866
Olympia, WA 98504-7866

Contact us:

360-236-2750

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.

(This page intentionally left blank.)

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. It is your responsibility to submit the correct forms required.

- Pay Late Penalty Fee.**
- Pay Current Renewal Fee.**
- Pay Expired Credential Reissuance Fee.**

All Fees are non-refundable. These fees are located on the Washington Medical Commission [fee page](#).

- 1. Demographic Information:**

Social Security Number: You must list your social security number on your application. Please call the Customer Service Center at 360-236-2750 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 credential. Be sure to include the city, state, zip code, county and country. This will be your permanent address with Department of Health until we have been notified of a change. See [WAC 246-12-310](#).

Phone and Cell Numbers: Enter your phone and cell numbers, if applicable.

Email: Enter your email address, if applicable.

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 3 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.
- “Another jurisdiction” means any other country, state, federal territory, or military authority.

3. Medical Education and Experience:

Only complete if additional education or postgraduate training has been completed since original license was issued.

4. Professional Experience:

In date order, list all professional work experience for the past seven years. Attach additional pages if you need more space.

5. Applicant’s Attestation:

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

License Requirements

Federation Credentials Verification Services (FCVS) Verification: The Commission accepts documents submitted by the FCVS in lieu of original primary source verification for the following: verification of medical education, postgraduate training, examination history, board action history, board certification and identity. For more information, please visit the [FCVS website](#).

AMA and FSMB Profiles:

The Department staff will obtain the American Medical Association (AMA) Physician profile report and the Federation of State Medical Boards (FSMB) data bank clearance report. However, if staff is unable to obtain the reports electronically, the applicant will be required to submit requests and pay any applicable fees.

Continuing Education:

Must submit documentation of 100 hours of CME completed in the past two years.

Applicants who have not practiced clinical medicine for at least two years. If an applicant has **not practiced clinical medicine for two or more years**, the Commission may require the applicant to do one or more of the following:

- Pass the Federation of State Medical Boards Special Purpose Examination (SPEX). You can contact them at (817) 868-4000 or visit their website at www.fsmb.org.
- Undergo a knowledge and skills assessment at The Center for Personalized Education for Physicians CPEP (303) 750-7150 or www.cpepdoc.org.
- Undergo a knowledge and skills assessment at the University of California at San Diego School of Medicine, Physician Assessment and Clinical Education Program (PACE) (619) 543-6770 or <http://www.paceprogram.ucsd.edu/>.
- Successfully complete an additional year or more of post-training, accredited through the Accreditation Council for Graduate Medical Education, and pre-approved by the Commission.
- Complete any other examination or assessment the Commission deems appropriate.

Once the Commission requests an applicant to complete one of these requirements, the Commission will not permit the applicant to withdraw the application. If the applicant does not successfully comply with the Commission's request to complete one of the above items, the Commission may deny the application.

After the application and fees have been received by the department, the applicant will be notified if any documents or data are missing.

- Routine applications require 14 days from the date of completion for processing. Non-routine applications require more time for processing.
- Applications that are pending for one year will become invalid, along with the fee and any other supporting documentation. After that time, it will be necessary to begin the process over with a new application, current fee, and all supporting documents.

(This page intentionally left blank.)



Background
Check
Stamp
Here

Date
Stamp
Here

Revenue 0252090000

Physician and Surgeon Expired License Activation Application

Please print clearly. It is the responsibility of the applicant to submit or request all required supporting documents be submitted. Failure to do so could result in a delay in processing your application.

1. Demographic Information

Social Security Number (SSN) (If you do not have a SSN, see instructions)	National Provider Identifier Number (NPI) (Enter 10 digit number)	<input type="checkbox"/> Male <input type="checkbox"/> Female
---	---	--

Name	First	Middle	Last
------	-------	--------	------

Birth date (mm/dd/yyyy)

Address

City	State	Zip Code	County
------	-------	----------	--------

Country

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

Email address

Mailing address if different from above address of record

City	State	Zip Code	County
------	-------	----------	--------

Country

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

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

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

Medical Specialty

Medical school	Year of Graduation
----------------	--------------------

Medical Specialty

2. Personal Data Questions

Yes No

1. Do you have a medical condition which in any way currently impairs or limits your ability to practice your profession with reasonable skill and safety?.....

If yes, please attach any supporting documentation and a detailed explanation

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

You may answer No if the behavior or condition is already known to the Washington Physician Health Program (WPHP). "Known to WPHP" means that you have informed WPHP of your behavior or conditions and you are complying with all of WPHP's requirements for evaluation, treatment, and/or monitoring.

If Yes, You must submit detailed information to the Commission that will allow the Commission to assess your ability to practice safely, competently, and without impairment to your professional judgment, skill, or knowledge. In addition to this information, you are required to provide copies of any related records, reports, evaluations, police reports, probation reports, and court records directly to the Commission.

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 six months.

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

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.

3. 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 3, 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.

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

4. 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?
5. 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?
6. 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?
7. Have you ever surrendered a credential like those listed in number 6, in connection with or to avoid action by a state, federal, or foreign authority?
8. 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?
9. Have you ever had hospital privileges, medical society, other professional society or organization membership revoked, suspended, restricted or denied?
10. Have you ever been the subject of any informal or formal disciplinary action related to the practice of medicine?
11. To the best of your knowledge, are you the subject of an investigation by any licensing board as to the date of this application?
12. Have you ever agreed to restrict, surrender, or resign your practice in lieu of or to avoid adverse action?
13. Have you ever been disqualified from working with vulnerable persons by the Department of Social and Health Services (DSHS)?

3. Medical Education and Experience

Only complete if additional education or postgraduate training has been completed since original license was issued.

Schools attended (Location if other than U.S., quote names of schools in original language and translate to English.)	Diploma or degree obtained (Quote titles in original language and translate to English.)	Dates Attended		Date of Graduation mm/dd/yyyy
		Start mm/yyyy	End mm/yyyy	
Medical education (list all medical schools attended)				
Post graduate training (list all programs attended)				

4. Professional Experience

In date order, most recent to later, list all professional experience received for the past seven years to the present. Exclude activities listed under other sections, identify any periods of time break of 90 days or more. Attach additional pages if you need more space.

Name and location of institution	From (mm/dd/yyyy)	To (mm/dd/yyyy)	Nature of experience or specialty

5. Applicant's Attestation

I, _____, declare under penalty of perjury under the
(Print applicant name clearly)

laws of the state of Washington that the following is true and correct:

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

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

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

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

Dated _____ at _____
(mm/dd/yyyy) (city, state)

By: _____
(Signature of applicant)

(This page intentionally left blank.)



Washington State Department of
Health

Washington Medical Commission

P.O. Box 47866

Olympia, WA 98504-7866

360-236-2750

Medical.commission@wmc.wa.gov

MD

Malpractice / Liability History

Applicant's name: _____ Today's date: _____

Please submit a form for each past or current professional liability claim or lawsuit which has been filed against you. Photocopy this page as needed. Only a legible and signed narrative which addresses all of the following details will be accepted.

1. Provide a detailed summary of the events of the case. Include the date of occurrence, your specific involvement, and the patient's clinical outcome. Please submit additional pages of narrative if necessary.

Date of occurrence: _____ Details: _____

2. Date suit or claim was filed: _____

Name and address of insurance carrier that handled the claim: _____

3. Your status in the legal action (primary defendant, codefendant, other):

4. Current status of suit or other action:

5. Date of settlement, judgment, or dismissal:

6. If the case was settled out of court, or with a judgment, settlement amount paid on your behalf, please disclose the amount.

You must enclose a copy of final disposition of case this includes dismissals. \$ _____

I verify the information contained in this form is correct and complete to the best of my knowledge:

Signature _____ Date _____

(This page intentionally left blank.)

RCW/WAC and Online Websites Links

RCW/WAC Links

[Uniform Disciplinary Act, RCW 18.130](#)

[Administrative Procedure Act, RCW 34.05](#)

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

[Physician Laws, RCW 18.71](#)

[Physician Rules, WAC 246-919](#)

Physician fees and renewal cycle. Licenses must be renewed every two years on the practitioner's birthday. See [WAC 246-919-990](#)

How to obtain an initial credential. The initial credential will expire on the practitioner's birthday. Initial credentials issued within ninety days of the practitioner's birthday do not expire until the practitioner's next birthday. See [WAC 246-12-020\(3\)](#)

Address changes. It is the responsibility of each practitioner to maintain his or her current address on file with the department. Requests for address changes must be made in writing. The mailing address on file with the department will be used for mailing of all official matters to the practitioner. See [WAC 246-12-310](#)

Continuing Education

[Physician Continuing Education Rules, WAC 246-919-460](#)

Online

[Washington Medical Commission, Web Page](#)