

**WAC 196-09-055 Records required for brief adjudicative proceeding.** The records for the brief adjudicative proceeding shall include:

(1) Renewal or reinstatement of license:

- All correspondence between the applicant and the board about the renewal or reinstatement;
- Copies of renewal notice(s) sent by the department of licensing to the licensee;
- All documents received by the board from or on behalf of the licensee relating to information, payments, or explanations that have been provided to the board.

(2) Applicants for certification/licensing:

- Original complete application with all attachments as submitted by the applicant;
- Copies of all supplementary information related to application review by staff or board member;
- All documents relied upon in reaching the determination of ineligibility;
- All correspondence between the applicant and the board about the application or appeal.

(3) Determination of compliance with previously issued board order:

- The previously issued final order or agreement;
- All reports or other documents submitted by, or at the direction of, the license holder, in full or partial fulfillment of the terms of the final order or agreement;
- All correspondence between the license holder and the program regarding compliance with the final order or agreement; and
- All documents relied upon by the program showing that the license holder has failed to comply with the previously issued final order or agreement.

[Statutory Authority: RCW 46.01.110 and 2018 c 199. WSR 18-21-028, § 196-09-055, filed 10/5/18, effective 11/5/18. Statutory Authority: RCW 18.43.035 and chapter 18.235 RCW. WSR 06-11-121, § 196-09-055, filed 5/19/06, effective 6/19/06. Statutory Authority: Chapters 18.43 and 18.235 RCW. WSR 04-04-001, § 196-09-055, filed 1/21/04, effective 2/21/04.]